

**COUNTY OF YUBA
REQUEST FOR PROPOSAL**

***Emergency Generator
Annual Preventative Maintenance
and On-Call Service***



PROPOSAL CLOSING DATE:

***Friday, October 26, 2012
at 5:00pm PST***

The County of Yuba Buildings & Grounds Division wishes to obtain professional services from a qualified firm to provide annual preventative maintenance services on five emergency generators located at four different County facilities.

It is the County's intention to award this work to one vendor to service all five systems; although the County reserves the right to split the award if it best suits the needs of the County.

In addition, the County would also like to know your capabilities and pricing to provide on-call emergency service to our generator fleet. This is in addition to the preventative maintenance work.

Please review the document carefully to insure you are familiar with the County's requirements.

I. Scope of Work for Annual Preventative Maintenance:

Scope of Work shall include the preventative maintenance services listed below. Our expectation is one preventative service visit per year. If you recommend an alternative schedule, please provide a detailed explanation in your response.

- a. General Inspection of emergency power supply system.
- b. Monitors and safety controls
- c. Lubrication Systems
- d. Cooling System
- e. Air induction system
- f. Exhaust System
- g. Battery Systems
- h. Fuel System
- i. Electrical Systems
- j. Ignition system
- k. Engine
- l. Engine starting systems
- m. Generator AC power unit
- n. Generator mechanical
- o. Generator control panel
- p. Automatic Transfer Switch (ATS)
- q. Functional Test
- r. Air quality compliance
- s. Load bank testing – if requested.
 - i. The County realizes this would be outside of a normal PM agreement. Please provide details on any additional cost for this added service, if any.
- t. All quotes shall reflect prevailing wage rates.
- u. Work may be done during normal working hours during the week.

Contractor shall provide a detailed description in their proposal of what services will be performed.

II. Locations and descriptions of Emergency Generators:

Emergency Generators Serviced under this preventative Maintenance Contract shall include:

- **GOVERNMENT CENTER: 915 8TH STREET, MARYSVILLE, CA. 95901**
KOHLER Model 250REOZV, AB VOLVO PENTA CI Engine Model TAD1031GE diesel engine, SN 2100327158, 194 bhp (4 cycle, diesel fueled, turbocharged and aftercooled)
- **COURTHOUSE: 215 5TH STREET, MARYSVILLE, CA. 95901**
CATERPILLAR Model D150-8, SN CAT00C66AN6D02401, 4 cycle Tier 3 Diesel Engine.
- **PACKARD FACILITY: 5730 PACKARD AVENUE, MARYSVILLE, CA 95901**
KOHLER 250REOZJE, JOHN DEERE CI Engine Model 6090HF484B diesel engine, SN TBT, Tier 3 Engine, Engine Family AJDXL09.0114,383bhp (4-cycle, diesel fueled, turbocharged and CAC)
- **JUVENILE HALL 1023 14TH STREET, MARYSVILLE, CA 95901**
GENERAC GUARDIAN 25 kW 4 cyl, 1.5 liter propane powered emergency generator. Model QT025. 4-Stroke, rich burn, LPG Fired.
- **JUVENILE HALL 1023 14TH STREET, MARYSVILLE, CA 95901**
KOHLER MODEL 60REOZJB JOHN DEERE CI Engine Model 4045TF270E, diesel engine, 99bhp, Tier 2 Engine, Engine Family 7JDX04.5057 (4 cycle, diesel fueled. Turbocharged)

III. On-Call Emergency Services

The County desires to also obtain pricing for 'on-call' repair work to our generator fleet. This is additional in nature and is secondary to our request for annual maintenance. The decision to not propose on the 'on demand' work will not 'count' against the proposing company.

This would be on demand / on call services during or after hours to respond to a failure of a unit; typically during a time of need. Please explain in your response:

- What you are capable of doing to meet our needs for 'on demand' work
- What you are proposing for response time(s)
- What do you consider 'during business hours' versus 'after-hours'
 - Does that vary by evening / weekend / holiday
- Are you capable of responding to repair failures in all units or only some? Please specify.

II. PROPOSAL DOCUMENT INSTRUCTIONS

As stated earlier, the County reserves the right to award the work for each system individually or as one overall agreement. Please ensure you are clear as to which option(s) you are proposing to perform. Proposals should include the following:

1. A *Cover Letter / Executive Summary*, including:
 - A brief statement as to the proposers understanding of the work to be performed, the commitment to perform the work, and a statement as to why the vendor believes it to be the best qualified to perform the engagement.

Please also highlight any of the requirements in the Scope of Work you are not able to accommodate.

2. A *Signature* of the person authorized to commit the vendor.
3. *References*
Please provide references from three clients with whom you have done similar work. Please explain the scope or work performed and any particular success or challenges you faced.
4. *Exhibits*
Please make sure Exhibits A, B, C, and D (or a reasonable facsimile) are included and complete.

III. ADDITIONAL REQUIREMENTS

- a. **Subcontractors and Key Personnel.** No portion of work shall be subcontracted to a third party vendor, and no change in key personnel shall be made, without prior written consent from County. Failure to comply with this term may result in cancellation of contract and elimination of any obligation from County. It is the County's desire to have an ongoing support relationship with the provider to include an assigned consultant(s). Consistency of service is a critical need.
- b. **Background Checks.** The County requires background checks of any personnel with unrestricted access to county physical sites. Vendor should be prepared to have employees background checked at their own expense, upon request by County. This would typically include fingerprinting and subsequent checks of Department of Justice and Federal Bureau of Investigation records. The cost of this type of background check differs depending on where the check is initiated, but is typically less than \$100 per person.
- c. The Contractor / Consultant must demonstrate that they have the technical expertise, facilities, capabilities and financial resources necessary to perform the work in a satisfactory manner.
- d. Part of the selection process may include a credit check and financial evaluation of the business/independent contractor.
- e. Selection will be made by a County Evaluation Team. Members of the Evaluation Team are not to be contacted by the Consultant/Contractor.
- f. All to the acceptance of the County or its authorized representative.
- g. Contractor / Consultant shall furnish to the County, *upon award of contract*, certificate of insurance naming the County as an additional insured party in amounts requested by County and maintain such insurance during term of contract.

III. EVALUATION CRITERIA

The County reserves the right to cancel this Request for Proposal for any reason without any liability to any Contractor/Consultant or to waive irregularities at its discretion. This solicitation does not constitute a contract offer of employment, or offer of purchase. The County may select any Option or combination of Options outlined in the scope of work at its own discretion. The County makes no representation that any contract will be awarded to any respondent to this solicitation. The County also reserves the right to reject any and all proposals at its sole discretion.

The contract, if awarded, will be awarded to a Consultant/Contractor whose proposal is considered the best value to the County. Best value will be determined based on price, responsiveness, capability and responsibility. The following factors will be taken into account to determine price, responsiveness, capability and responsibility:

1. Demonstrated ability of the firm to provide support, training, and reporting.
2. Consultant/Contractor's understanding of the needs and objectives of the County.
3. The qualifications of the vendor and our perception of the ability of the vendor to meet the terms of the RFP which may include:
 - a. Reference, credit and other pertinent checks,
 - b. Qualifications of the professional personnel who would be assigned to the project measured by experience and education.
4. Financial terms of proposal.
5. Fiscal soundness of firm.
6. Completeness and professionalism of submission.
7. Submissions which are deemed incomplete may be eliminated as not being responsive.
8. Responsiveness means a Contractor/Consultant who has submitted a proposal that conforms to the solicitation documents in all material aspects.
9. A responsible Contractor and/or Consultant shall mean a Contractor and/or Consultant who has the capability, in all respects, to fully perform the contract requirements and the moral and business integrity and reliability that will assure good faith performance. Qualifications, interview, experience, and financial stability may all be taken into consideration.
10. An evaluation of technical skills, project management skills, and the skills of the resources to be assigned to the County.

Thus the result will not be determined based solely on price. Although price is a key factor, the County will consider awarding the contract(s) to the Contractor/Consultant that meets the best interest of the County as interpreted by the County

The County reserves the right to modify the scope of required services based on pricing of proposals, available budget, and priority of requested services. The final determination will be incorporated in the final agreement for services (contract).

IV. PROPOSAL SUBMITTALS

Please include the following with your proposal in this order:

- Proposal to include all items indicated in Section II
- Detailed Cost Estimate
- Attached Exhibits A through D (or a reasonable facsimile)

V. TERMS AND CONDITIONS

Proposals are subject to the following terms and conditions:

- Contract Term.** The term of the agreement resulting from this solicitation will be for the period of one (1) year with the option for two (2) – one year extensions at the discretion of the County.
- Project Schedule.** Upon receipt of proposals, and suitable review, County expects to select a Contractor/Consultant. Once selected, Contractor/Consultant and County will complete contract and agree upon start date and work schedule.
- Contract Form.** The County would expect to enter into a Professional Services Agreement (contract) with the awardee. The final contract(s) will incorporate the appropriate terms and conditions from this solicitation.
- References.** Proposal must include a Statement of Experience and three references including contact information from projects similar to ours which we may contact as references.
- Questions.** All questions should be submitted to the contact in item VI, j (below) and should be submitted in writing prior to Friday, October 19, 2012
- Amendments and Addenda.** For the most up to date information, visit: <http://www.co.yuba.ca.us/departments/admin%20services/purchasing%20solicitations.aspx>
- Submittal Instructions.** Before submitting a proposal, Contractor/Consultants shall fully inform themselves as to all conditions and limitations and shall include in the proposal a sum to cover the cost of all items. FOUR proposals must be submitted in a sealed envelope, clearly marked “*Emergency Generator PM*” to:

Yuba County Department of Administrative Services
Attn: Purchasing and Contracts
Suite 119
915 Eighth Street
Marysville, California 95901

No responsibility will attach to a County employee for the premature opening of a proposal not properly addressed and identified. Proposals will not be publicly opened and read. Proposals will be privately reviewed and evaluated by a County Evaluation Team.

- h. **Proposal Due Date.** In order to be considered, proposals must be received at the above address no later than **Friday, October 26, 2012 at 5:00 pm PDT**. A proposal may be withdrawn by written request received from the County prior to the time set for the closing date. Please provide two hard copies of your proposal.
- i. **Proposal Validity.** Proposals must be valid for a period of not less than ninety days (90) after the solicitation closing date.
- j. **Contact Information.** Andrea Armstrong, Contracts and Purchasing Administrator for Administrative Services, is the designated contact person for questions related to this Request for Proposal. All questions must be received in writing via email, fax, or USPS mail service. Responses will be returned in writing and only the answers in writing will constitute an amendment as the correct, accurate and binding response from the County. All questions and responses will be posted and shared with all participants, applicants and Contractor/Consultants. Andrea's contact information is: email aaarmstrong@co.yuba.ca.us, fax 530-749-7884. Andrea's contact phone number is 530-749-7880. **Questions posed to any other member of County Staff may result in disqualification.**

EXHIBIT A - BIDDERS STATEMENT

By submitting a bid, the bidder acknowledges that he/she has acquainted himself with the terms, scope, and requirements of the project based on the information contained in this RFP and any addendums. Any failure by the bidder to acquaint himself with available information will not relieve him from the responsibility for estimating properly the difficulty or cost of successfully performing the work. The County is not responsible for any conclusions or interpretations made by the bidder on the basis of the information made available by the County.

The following addendums have been acknowledged and are included in our proposal. RFPs that do not acknowledge addendums may be rejected.

Addendum#	Initials

COMPLETE LEGAL NAME OF COMPANY

BUSINESS ADDRESS

PHONE NUMBER

PRINTED NAME OF AUTHORIZED AGENT (TITLE)

SIGNATURE OF AUTHORIZED AGENT

DATE

FEDERAL IDENTIFICATION NUMBER

DUNS NUMBER

THIS FORM TO BE COMPLETED BY CONTRACTOR AND INCLUDED IN THE BID.

EXHIBIT B – LIST OF SUBCONTRACTORS

Mark one of the boxes below:

BIDDER does not propose to subcontract the work.

BIDDER proposes to subcontract certain portions of the work to the individuals / firms listed below:

NAME:	TYPE OF WORK:
ADDRESS:	
	LICENSE #:
PHONE:	

NAME:	TYPE OF WORK:
ADDRESS:	
	LICENSE #:
PHONE:	

NAME:	TYPE OF WORK:
ADDRESS:	
	LICENSE #:
PHONE:	

NAME:	TYPE OF WORK:
ADDRESS:	
	LICENSE #:
PHONE:	

NAME:	TYPE OF WORK:
ADDRESS:	
	LICENSE #:
PHONE:	

NAME:	TYPE OF WORK:
ADDRESS:	
	LICENSE #:
PHONE:	

Name of Individual / Firm Submitting Bid: _____

Signature of Bidder: _____

THIS FORM MUST BE COMPLETED BY THE CONTRACTOR AND INCLUDED IN THE BID.

EXHIBIT C – LIST OF REFERENCES

The following are the names, addresses, and telephone numbers of three (3) references for which BIDDER has performed similar work within the past three years. Public Agencies are preferred.

1. _____

Name and Address of Owner

Name and Telephone Number of Person Familiar with Project

Contract Amount

Type of Work

Date Completed

2. _____

Name and Address of Owner

Name and Telephone Number of Person Familiar with Project

Contract Amount

Type of Work

Date Completed

3. _____

Name and Address of Owner

Name and Telephone Number of Person Familiar with Project

Contract Amount

Type of Work

Date Completed

THIS FORM TO BE COMPLETED BY CONTRACTOR AND INCLUDED IN THE BID.

EXHIBIT D – PRICE PROPOSAL

Location	Price per year if awarded individually	Price per year if awarded all units
Government Center unit		
Courthouse unit		
Packard unit		
Juvenile Hall – 25 kva unit		
Juvenile Hall – 60 kva unit		

Please attach a detailed cost estimate that will also address the following:

1. Please provide costs or range of costs for additional load bank testing performed upon request
2. Please also delineate added costs if this testing must be done during non-business hours
3. Please provide pricing for on-demand emergency repair response. Please show your pricing for:
 - a. During business hours
 - b. After business hours
 - i. Define what you consider ‘business hours’
 - ii. Evening rate:
 - iii. Weekend rate:
 - iv. Holiday rate:
4. Please define your guaranteed response time(s):

Please list any exceptions or assumptions in your pricing in the space below: