

REQUEST FOR PROPOSAL

#6773

HVAC & PLUMBING SERVICES

FOR VARIOUS

**WASHTENAW COUNTY BUILDINGS
FOR**

**Washtenaw County
Infrastructure Management**

Issued By:

Washtenaw County Purchasing
Administration Building
220 N. Main Street
Ann Arbor, MI 48104

Beth A. Duffy, CPPB
Senior Buyer
(734) 222-6761



Proposal Submitted by:

Please type Bidder's Company Name & include as proposal cover



WASHTENAW COUNTY

Finance Department

Purchasing Division

220 N. Main, Ann Arbor, MI 48104
Phone (734) 222-6760, Fax (734) 222-6764
www.purchasing.ewashtenaw.org

RFP #6773

March 13, 2014

Washtenaw County Purchasing Division on behalf of Infrastructure Management is issuing a sealed RFP #6773 for HVAC and Plumbing Services at various Washtenaw County Buildings on an as needed basis.

Sealed Proposals: Vendor will deliver one (1) **unbound original** and three (3) **bound copies each with the pricing page flagged** to the County location specified below. In addition, vendor will also deliver an electronic copy on a USB drive, CD-RW, or DVD in pdf format to the location specified below:

**Washtenaw County
Administration Building
Purchasing Division
220 N. Main Street Basement
Ann Arbor, MI 48104**

By Tuesday, April 1, 2014 at 4:30 pm EST

Proposals received after the above cited time will be considered a late bid and are not acceptable unless waived by the Purchasing Manager.

- Your proposal submission envelope including FedEx & UPS package labels must be clearly marked "**SEALED RFP#6773**"
- Please direct purchasing and procedural questions regarding this RFP to Beth Duffy via e-mail only duffy@ewashtenaw.org
- Please direct technical questions regarding this RFP to Dept contact **via e-mail only** to [email feej@ewashtenaw.org](mailto:feej@ewashtenaw.org)

Thank you for your interest.

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PROPOSAL INFORMATION

I. PROPOSAL DEFINITIONS

Definitions

| | |
|---------------------|---|
| “Bidder” | An individual or business submitting a bid to Washtenaw County |
| “Contractor/Vendor” | One who contracts to perform services in accordance with a contract |
| “County” | Washtenaw County in Michigan |
| “Department” | Office of Infrastructure Management/Facilities Management |

II. TERMS

A. Washtenaw County reserves the right to reject any and all proposals received as a result of this RFP. If a proposal is selected, it will be the most advantageous regarding price, quality of service, the CONTRACTORS qualifications and capabilities to provide the specified service, and other factors that the County may consider. The County does not intend to award a contract fully on the basis of any response made to the proposal; the County reserves the right to consider proposals for modifications at any time before a contract would be awarded, and negotiations would be undertaken with that CONTRACTOR whose proposal is deemed to best meet the County’s specifications and needs.

B. The County reserves the right to reject any or all bids, to waive or not waive informalities or irregularities in bids or bidding procedures, and to accept or further negotiate cost, terms, or conditions of any bid determined by the County to be in the best interests of the County even though not the lowest bid.

C. Proposals must be signed by an official authorized to bind the CONTRACTOR to its provisions for at least a period of 90 days. Failure of the successful bidder to accept the obligation of the contract may result in the cancellation of any award.

D. In the event it becomes necessary to revise any part of the RFP, addenda will be provided. Deadlines for submission of RFP's may be adjusted to allow for revisions. To be considered, **one (1) original and three (3) copies** (one copy unbound) and an electronic version in pdf format, submitted on CD-RW, DVD or USB drive must be at the County as indicated on or before the date specified.

E. Proposals should be prepared simply and economically providing a straight-forward, concise description of the CONTRACTOR'S ability to meet the requirements of the RFP. Proposals must be typed. No erasures are permitted. Mistakes may be crossed out and corrected and must be initialed in ink by the person signing the proposal. *CONTRACTOR shall ensure that proposals are submitted using both sides of recycled paper whenever practicable.*

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F. In the event, the County receives two or more bids from responsive, responsible bidders, one or more of whom are Washtenaw County Contractors and the bids are substantially equal in price, quality and service, the County shall award the contract to the most responsive, responsible Washtenaw County Contractor. For purposes of this section, Washtenaw County Contractor means a company which has maintained its principal office in Washtenaw County for at least six (6) months. Maintaining a Washtenaw County P.O. Box, is not, in and of itself, sufficient to establish a company as a Washtenaw County Contractor. The County shall have sole discretion under this section to determine if a company qualifies as a Washtenaw County Contractor and if two or more bids are substantially equal.

G. The initial award of this contract shall be for a period of two year(s), with an option to renew an additional one years, pending agreement by both parties.

H. CONFLICT OF INTEREST. Contractor warrants that to the best of contractor's knowledge, there exists no actual or potential conflict between contractor and the County, and its Services under this request, and in the event of change in either contractor's private interests or Services under this request, contractor will inform the County regarding possible conflict of interest which may arise as a result of the change. Contractor also affirms that, to the best of contractor's knowledge, there exists no actual or potential conflict between a County employee and Contractor.

I. The bidder shall be responsible for all costs incurred in the development and submission of this response. Washtenaw County assumes no contractual obligation as a result of the issuance of this RFP, the preparation or submission of a response by a bidder, the evaluation of an accepted response, or the selection of finalists. All proposals, including attachments, supplementary materials, addenda, etc. shall become the property of Washtenaw County and will not be returned to the bidder.

J. Any responses, materials, correspondence, or documents provided to Washtenaw County under this solicitation are subject to the State of Michigan Freedom of Information Act and may be released to third parties in compliance with that Act.

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III. VENDOR SPECIFICATIONS

The proposal shall include **all** of the following information. Failure to include all of the required information may result in disqualification of a Bidder.

- A. State the bidder's qualifications to provide the services required by Washtenaw County. Include years in business under your present company name, staff profile and experience.
(Attach as Addendum A)
- B. Staff performing the services on-site must be State of Michigan licensed. A copy of the license must be provided upon request.
(Attach as Addendum B)
- C. List three (3) references from previous corporate or government customers purchasing similar services. Include business name, contact name and phone number.
(Attach as Addendum C)
- D. Review contract provisions and insurance requirements. Note any limitations on any of the articles or providing insurance requirements as outlined in the contract provisions contained in Sample Contract.
(Attach as Addendum D)

IV. AWARD

Award will be made to the lowest responsive, responsible bidder, with most relevant experience and best qualifications. However, the award may not be based solely on low bid alone.

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V. SCOPE OF WORK

The proposal shall include all of the following information. Failure to include all of the required information may result in disqualification of a Bidder.

PURPOSE

The intent of this document is to provide interested vendors with sufficient information to enable them to prepare and submit proposals for consideration by Washtenaw County for HVAC and Plumbing Services for Various County Buildings on an as needed basis to assist Washtenaw County with renovations, remodels, and maintenance of existing facilities. The scope of services is to include the following: removal and installation of new HVAC equipment, ductwork, duct cleaning, gas piping, refrigeration, air conditioning, venting, plumbing, domestic water, sanitary sewer, storm sewer, power rodding, insulation, building controls wiring, fire protection, fire suppression, seasonal maintenance, insulation, motors, air balancing and plumbing fixtures.

SCOPE OF SERVICES

A typical project may include the following phases:

Phase 1: Field Investigation

1. Review the existing materials, drawings reports, etc. prepared by county staff on the proposed project.
2. Review the proposed scope.
3. Review the existing infrastructure in the facility.
4. Locate, quote product and labor costs.

Phase 2: Review Material and Labor Options with County Staff

1. This phase will consist of review of quotes and materials options.
2. This phase may also include construction estimates, detailed specifications, and construction and implementation schedule.

PROJECT CONTROL

1. The vendor will meet with selected representatives of the Office of Infrastructure Management staff/project manager to review progress and provide necessary guidance to the contractor in solving problems which may arise.
2. Although there will be continuous liaison with the project team, the Office of Infrastructure Management project managers will meet as often as required with the vendor's project manager for the purpose of reviewing progress and providing necessary guidance.
3. The vendor will, on a regular basis, submit brief written summaries of the work accomplished during the reporting period, work to be accomplished during the subsequent reporting period, real or anticipated problems and notification of any significant deviation from previously agreed upon work plans.
4. Within 10 working days of the award of a project, the vendor will submit to the county's project manager for approval a work plan which includes the following:
 - a. The vendor's names and titles of personnel assigned to the project.
 - b. Complete background check applications (see contract provision) if applicable.
 - c. The project breakdown showing subprojects, costs, activities and tasks
 - d. The time-phased plan for completing the project

VI. SAMPLE STANDARD PROVISIONS FOR CONTRACTS

(Get most recent contract boilerplate and Attach)

G:\CONTRACT\CONTRACT BOILERPLATE\2014 STANDARD CONTRACT BOILERPLATES

If a contract is awarded, the selected contractor will be required to adhere to a set of general contract provisions which will become a part of any formal agreement. These provisions are general principles which apply to all contractors of service to Washtenaw County such as the following:

AGREEMENT is made this _____ day of _____, 2014, by the COUNTY OF WASHTENAW, a municipal corporation, with offices located in the County Administration Building, 220 North Main Street, Ann Arbor, Michigan 48107 ("County") and (**NAME OF CONTRACTOR**) located at (**CONTRACTOR'S ADDRESS**) ("Contractor").

In consideration of the promises below, the parties mutually agree as follows:

ARTICLE I - SCOPE OF SERVICES

The Contractor will (**SPELL OUT SCOPE OF SERVICE**)

ARTICLE II - COMPENSATION

Upon completion of the above services and submission of invoices the County will pay the Contractor an annual amount not to exceed (**SPELL OUT DOLLAR AMOUNT**).

ARTICLE III - REPORTING OF CONTRACTOR

Section 1 - The Contractor is to report to (**DEPARTMENT HEAD TITLE**) and will cooperate and confer with him/her as necessary to insure satisfactory work progress.

Section 2 - All reports, estimates, memoranda and documents submitted by the Contractor must be dated and bear the Contractor's name.

Section 3 - All reports made in connection with these services are subject to review and final approval by the County Administrator.

Section 4 - The County may review and inspect the Contractor's activities during the term of this contract.

Section 5 - When applicable, the Contractor will submit a final, written report to the County Administrator.

Section 6 - After reasonable notice to the Contractor, the County may review any of the Contractor's internal records, reports, or insurance policies.

ARTICLE IV – TERM

This contract is for a three (3) year term (***change as necessary***) which begins on (***MONTH, DAY, YEAR***) and ends on (***MONTH, DAY, YEAR***) with an option to extend for two (2) additional one (1) year periods.

ARTICLE V - PERSONNEL

Section 1 - The contractor will provide the required services and will not subcontract or assign the services without the County's written approval.

Section 2 - The Contractor will not hire any County employee for any of the required services without the County's written approval.

Section 3 - The parties agree that the Contractor is neither an employee nor an agent of the County for any purpose.

Section 4 - The parties agree that all work done under this contract shall be completed in the United States and that none of the work will be partially or fully completed by either an offshore subcontractor or offshore business interest either owned or affiliated with the contractor. For purposes of this contract, the term, "offshore" refers to any area outside the contiguous United States, Alaska or Hawaii.

ARTICLE VI - INDEMNIFICATION AGREEMENT

The contractor will protect, defend and indemnify Washtenaw County, its officers, agents, servants, volunteers and employees from any and all liabilities, claims, liens, fines, demands and costs, including legal fees, of whatsoever kind and nature which may result in injury or death to any persons, including the Contractor's own employees, and for loss or damage to any property, including property owned or in the care, custody or control of Washtenaw County in connection with or in any way incident to or arising out of the occupancy, use, service, operations, performance or non-performance of work in connection with this contract resulting in whole or in part from negligent acts or omissions of contractor, any sub-contractor, or any employee, agent or representative of the contractor or any sub-contractor.

ARTICLE VII - INSURANCE REQUIREMENTS

The Contractor will maintain at its own expense during the term of this Contract, the following insurance:

1. Workers' Compensation Insurance with Michigan statutory limits and Employers Liability Insurance with a minimum limit of \$100,000 each accident for any employee.
2. Commercial General Liability Insurance with a combined single limit of \$1,000,000 each occurrence for bodily injury and property

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damage. The County shall be added as "additional insured" on general liability policy with respect to the services provided under this contract.

3. Automobile Liability Insurance covering all owned, hired and nonowned vehicles with Personal Protection Insurance and Property Protection Insurance to comply with the provisions of the Michigan No Fault Insurance Law, including residual liability insurance with a minimum combined single limit of \$1,000,000 each accident for bodily injury and property damage.

Insurance companies, named insureds and policy forms may be subject to the approval of the Washtenaw County Administrator, if requested by the County Administrator. Such approval shall not be unreasonably withheld. Insurance policies shall not contain endorsements or policy conditions which reduce coverage provided to Washtenaw County. Contractor shall be responsible to Washtenaw County or insurance companies insuring Washtenaw County for all costs resulting from both financially unsound insurance companies selected by Contractor and their inadequate insurance coverage. Contractor shall furnish the Washtenaw County Administrator with satisfactory certificates of insurance or a certified copy of the policy, if requested by the County Administrator.

No payments will be made to the Contractor until the current certificates of insurance have been received and approved by the Administrator. If the insurance as evidenced by the certificates furnished by the Contractor expires or is canceled during the term of the contract, services and related payments will be suspended. Contractor shall furnish the County Administrator's Office with certification of insurance evidencing such coverage and endorsements at least ten (10) working days prior to commencement of services under this contract. Certificates shall be addressed to the Washtenaw County c/o: INSERT DEPARTMENT & CR# _____, P. O. Box 8645, Ann Arbor, MI, 48107, and shall provide for 30 day written notice to the Certificate holder of cancellation of coverage.

ARTICLE VIII - COMPLIANCE WITH LAWS AND REGULATIONS

The Contractor will comply with all federal, state and local regulations, including but not limited to all applicable OSHA/MIOSHA requirements and the Americans with Disabilities Act.

ARTICLE IX - INTEREST OF CONTRACTOR AND COUNTY

The Contractor promises that it has no interest which would conflict with the performance of services required by this contract. The Contractor also promises that, in the performance of this contract, no officer, agent, employee of the County of Washtenaw, or member of its governing bodies, may participate in any decision relating to this contract which affects his/her personal interest or the

interest of any corporation, partnership or association in which he/she is directly or indirectly interested or has any personal or pecuniary interest. However, this paragraph does not apply if there has been compliance with the provisions of Section 3 of Act No. 317 of the Public Acts of 1968 and/or Section 30 of Act No. 156 of Public Acts of 1851, as amended by Act No. 51 of the Public Acts of 1978, whichever is applicable.

ARTICLE X - CONTINGENT FEES

The Contractor promises that it has not employed or retained any company or person, other than bona fide employees working solely for the Contractor, to solicit or secure this contract, and that it has not paid or agreed to pay any company or person, other than bona fide employees working solely for the Contractor, any fee, commission, percentage, brokerage fee, gifts or any other consideration contingent upon or resulting from the award or making of this contract. For breach of this promise, the County may cancel this contract without liability or, at its discretion, deduct the full amount of the fee, commission, percentage, brokerage fee, gift or contingent fee from the compensation due the Contractor.

ARTICLE XI - EQUAL EMPLOYMENT OPPORTUNITY

The Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, sex, sexual orientation, national origin, physical handicap, age, height, weight, marital status, veteran status, religion and political belief (except as it relates to a bona fide occupational qualification reasonably necessary to the normal operation of the business).

The Contractor will take affirmative action to eliminate discrimination based on sex, race, or a handicap in the hiring of applicant and the treatment of employees. Affirmative action will include, but not be limited to: Employment; upgrading, demotion or transfer; recruitment advertisement; layoff or termination; rates of pay or other forms of compensation; selection for training, including apprenticeship.

The Contractor agrees to post notices containing this policy against discrimination in conspicuous places available to applicants for employment and employees. All solicitations or advertisements for employees, placed by or on the behalf of the Contractor, will state that all qualified applicants will receive consideration for employment without regard to race, creed, color, sex, sexual orientation, national origin, physical handicap, age, height, weight, marital status, veteran status, religion and political belief.

ARTICLE XII - PREVAILING WAGE RATES

The Contractor agrees that all craftsmen, mechanics and laborers it employs to work on this project shall, at a minimum, receive the prevailing wages and fringe benefits of the Building Trade Department for corresponding classes of craftsmen, mechanics and laborers for the Washtenaw County area, as determined and published by the Davis-Bacon Division of the United States Department of Labor. Contractor agrees that

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all subcontracts entered into by the Contractor shall contain a similar provision covering any sub-contractor's employees who perform work on this project.

ARTICLE XIII - EQUAL ACCESS

The Contractor shall provide the services set forth in Article I without discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, marital status, physical handicap, or age.

ARTICLE XIV - OWNERSHIP OF DOCUMENTS AND PUBLICATION

All documents developed as a result of this contract will be freely available to the public. None may be copyrighted by the Contractor. During the performance of the services, the Contractor will be responsible for any loss of or damage to the documents while they are in its possession and must restore the loss or damage at its expense. Any use of the information and results of this contract by the Contractor must reference the project sponsorship by the County. Any publication of the information or results must be co-authored by the County.

ARTICLE XV - ASSIGNS AND SUCCESSORS

This contract is binding on the County and the Contractor, their successors and assigns. Neither the County nor the Contractor will assign or transfer its interest in this contract without the written consent of the other.

ARTICLE XVI - TERMINATION OF CONTRACT

Termination without cause. Either party may terminate the contract by giving thirty (30) days written notice to the other party.

ARTICLE XVII - PAYROLL TAXES

The Contractor is responsible for all applicable state and federal social security benefits and unemployment taxes and agrees to indemnify and protect the County against such liability.

ARTICLE XVIII - PRACTICE AND ETHICS

The parties will conform to the code of ethics of their respective national professional associations.

ARTICLE XIX- CHANGES IN SCOPE OR SCHEDULE OF SERVICES

Changes mutually agreed upon by the County and the Contractor, will be incorporated into this contract by written amendments signed by both parties.

ARTICLE XX - CHOICE OF LAW AND FORUM

This contract is to be interpreted by the laws of Michigan. The parties agree that the proper forum for litigation arising out of this contract is in Washtenaw County, Michigan.

ARTICLE XXI - EXTENT OF CONTRACT

This contract represents the entire agreement between the parties and supersedes all prior representations, negotiations or agreements whether written or oral.

ARTICLE XXII – ELECTRONIC SIGNATURES

All parties to this contract agree that either electronic or handwritten signatures are acceptable to execute this agreement.

ATTESTED TO:

WASHTENAW COUNTY

By: _____
Lawrence Kestenbaum (DATE)
County Clerk/Register

By: _____
Verna J. McDaniel (DATE)
County Administrator

APPROVED AS TO CONTENT:

CONTRACTOR

By: _____
(DEPARTMENT HEAD) (DATE)

By: _____
(CONTRACTOR'S NAME) (DATE)

APPROVED AS TO FORM:

By: _____
Curtis N. Hedger (DATE)
Office of Corporation Counsel

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BID SHEET

Please provide the following hourly billing rates for one licensed HVAC Mechanic below.

| | Hourly Rate |
|---|-------------|
| Licensed Journeyman HVAC Mechanic hourly rate (Regular time) | \$ |
| Licensed Journeyman HVAC Mechanic hourly rate (Overtime) | \$ |
| Licensed Journeyman HVAC Mechanic hourly rate (Double time) | \$ |
| Licensed Journeyman HVAC Mechanic hourly rate (Emergency call rate) | \$ |

| | Hourly Rate |
|--|-------------|
| Licensed Foreman HVAC Mechanic hourly rate (Regular time) | \$ |
| Licensed Foreman HVAC Mechanic hourly rate (Overtime) | \$ |
| Licensed Foreman HVAC Mechanic hourly rate (Double time) | \$ |
| Licensed Foreman HVAC Mechanic hourly rate (Emergency call rate) | \$ |

Please provide the following 8 hour daily billing rates for one licensed HVAC Mechanic below. Please include the following in the rates: travel, service van, tools, equipment, and any minimum charge.

| | Day rate |
|---|----------|
| Licensed Journeyman HVAC Mechanic 8 hour day - daily rate (regular time) | \$ |
| Licensed Journeyman HVAC Mechanic 8 hour day - daily rate (Overtime) | \$ |
| Licensed Journeyman HVAC Mechanic 8 hour day - daily rate (Double time) | \$ |
| Licensed Journeyman HVAC Mechanic 8 hour day - daily rate (Emergency call rate) | \$ |

| |
|---|
| BID #6773 HVAC & PLUMBING SERVICES |
|---|

Please provide the following hourly billing rates for one licensed Plumber below.

| | Hourly Rate |
|---|-------------|
| Licensed Journeyman Plumber hourly rate (Regular time) | \$ |
| Licensed Journeyman Plumber hourly rate (Overtime) | \$ |
| Licensed Journeyman Plumber hourly rate (Double time) | \$ |
| Licensed Journeyman Plumber hourly rate (Emergency call rate) | \$ |

| | Hourly Rate |
|--|-------------|
| Licensed Foreman Plumber hourly rate (Regular time) | \$ |
| Licensed Foreman Plumber hourly rate (Overtime) | \$ |
| Licensed Foreman Plumber hourly rate (Double time) | \$ |
| Licensed Foreman Plumber hourly rate (Emergency call rate) | \$ |

Please provide the following 8 hour daily billing rates for one licensed Plumber below. Please include the following in the rates: travel, service van, tools, equipment, and any minimum charge.

| | Day rate |
|---|----------|
| Licensed Journeyman Plumber 8 hour day - daily rate (regular time) | \$ |
| Licensed Journeyman Plumber 8 hour day - daily rate (Overtime) | \$ |
| Licensed Journeyman Plumber 8 hour day - daily rate (Double time) | \$ |
| Licensed Journeyman Plumber 8 hour day - daily rate (Emergency call rate) | \$ |

| Subcontracting and Material markup percentage | Percentage |
|---|------------|
| Percent markup on subcontracted work | % |
| Percent markup on material | % |

| Response times | Hours |
|-------------------------|-------|
| Standard Response time | |
| Emergency Response time | |

SIGNATURE PAGE

| | |
|---------------------------|--|
| _____ Signature | _____ Company Name |
| _____ Print Name | _____ Company Address |
| _____ Title | _____ City, County, St. Zip |
| _____ Telephone # | _____ Fax # |
| _____ Federal Tax ID # | _____ Email Address for Purchase Orders |

The above individual is authorized to sign on behalf of company submitting proposal.

Proposals must be signed by an official authorized to bind the provider to its provisions for at least a period of 90 days.

Signature page must be signed and returned as part of vendor proposal.

By checking this box we hereby certify that we are a Washtenaw County company. If proven otherwise, company may be subject to Disbarment and/or Suspension of doing business with Washtenaw County.

Vendor acknowledges that Addenda A-D are included in bid package _____
(Initials)