

REQUEST FOR PROPOSALS

On-Call Generator Preventative Maintenance and Bi-Annual Service

Klickitat County Public Works intends to set up one on-call, negotiated hourly rate agreement for Generator Preventative Maintenance and bi-annual service of the County's emergency generators with companies that specialize in Preventative Maintenance Programs and repair of diesel and gas generators utilized for emergency backup power.

Sealed proposals will be received by:

Ken Templeton
Klickitat County Public Works Department
Mailing Address: 228 West Main, MS-CH 19
Goldendale, WA 98620
Physical Address: 115 S. Golden Street
Goldendale, WA 98620
Email: kenneth@klickitatcounty.org
Fax: (509) 773-5713

until 2:00 p.m. on June 03, 2020 at which time proposals will be opened and evaluated by the County.

Proposal documents may be obtained from the Klickitat County Public Works Department at 115 South Golden Street, Goldendale, Washington or free of charge access is provided to Consultants by going to <http://bxwa.com> and clicking on: Posted Projects; Good & Services; Klickitat County Goods & Services; and Projects Bidding. Bidders are encouraged to "Register" in order to receive automatic email notification of future addenda and to place themselves on the self registered "Bidders List." This on-line plan room provides Bidders with fully usable on-line documents; with the ability to: download, print to your own printer, order full / partial plan sets from numerous reprographic sources (on-line print order form), and a free on-line digitizer / take-off tool. Contact Builders Exchange of Washington at 425-258-1303 should you require assistance.

The Klickitat County Public Works Dept. in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, subtitle A, Office of the Secretary, Part 21, nondiscrimination in federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all firms that it will affirmatively insure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of race, color or national origin in consideration for an award.

Request For Proposals

For:

**ON-CALL GENERATOR
PREVENTATIVE MAINTENANCE
AND BI-ANNUAL SERVICE
CONTRACT 2020-2022**



KLICKITAT COUNTY PUBLIC WORKS DEPARTMENT

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SECTION 1

GENERAL INFORMATION

1.0 Project Background

Klickitat County intends to set up an on-call, negotiated annual rate agreement for Preventative Maintenance and annual service of the County's emergency generators with Companies that specialize in Preventative Maintenance Programs and repair of diesel and gas generators utilized for emergency backup power. Peer review of documentation and qualifications shall be used by Klickitat County to choose the most qualified Provider.

Location of Generators are the Klickitat County Dispatch Center Goldendale, Klickitat County Court House and Jail Goldendale, Pioneer Center White Salmon, WA.

The professional capabilities of the Service Provider, directly involved with the maintenance, troubleshooting, and repair of Klickitat County's Gen-Sets shall include Electrical Licensing in the State of Washington, where appropriate, and demonstrate expertise in the specialized areas necessary to accomplish the services required. For these services, the Provider is expected to furnish all necessary field equipment and/or other supporting equipment and consumables.

1.1 Scope of RFP

The Scope of Work to be performed by the Service Provider may include, but not limited to, the following:

- A. Provide and maintain a log-book of monthly and/or annual maintenance procedures. The log-book shall be kept on site.
- B. Provide written documentation that include the following:
 - 1) Provide a comprehensive maintenance list of services to be performed that are recommended by the manufacturer to maintain optimum working order of the generators as part of the RFP packet.
 - 2) Perform on call service within 24 hours of equipment failure.
 - 3) Repair work outside of the usual maintenance program to the generators.
 - 4) Cost breakdown of repairs to include parts and labor.
- C. The Provider's Technician shall be a licensed Electrician in the State of Washington for generator repair and have the skills to troubleshoot and repair diesel and gas equipment related to the generators.

1.2 Service Provider's Responsibilities

The selected Service Provider for the Preventative Maintenance Program shall be required to assume responsibility for all services outlined in the proposal whether the

Provider or his representative provides them. The Provider's person-in-charge of the maintenance and/or repair of equipment shall have the experience and licensing necessary to complete the tasks outlined above.

The Klickitat County Public Works Dept. in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, subtitle A, Office of the Secretary, Part 21, nondiscrimination in federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all firms that it will affirmatively insure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of race, color or national origin in consideration for an award.

1.3 Payment Schedule

Payment for any agreement entered into as a result of this RFP shall be made upon receipt of the Service Provider's billing statement. The billing statement shall include a summary of maintenance performed per the Manufacturer's Recommendations made through the date of billing.

A separate cost sheet included in this packet shall be for "Call Out for Emergency Service" which shall include a breakdown of travel-time, labor, overhead and markup for the service outside the regular scope of the P.M. service agreement.

SECTION 2

PROPOSAL INSTRUCTIONS

2.0 General Information

A. The Preventative Maintenance Provider shall submit a definite and specific proposal for the end results that are set forth in the RFP. The proposal shall include a scope of work utilizing the individual items described in Section 1.1 of this RFP. The proposal shall describe the qualifications of the Preventative Maintenance Provider, the intended performance of the Provider on the activities prescribed, and the resources required to perform the activities. The selected Provider shall have demonstrated experience in the following:

- Commercial Cat and Kohler Generators troubleshooting and repair.
- Competent P.M. services including load bank testing.
- Working with the Public and Public Agencies.
- Providing the best, most cost-effective solutions for a preventative maintenance program, including knowledge of the equipment and its operation.

- B. All parts of the proposal shall be submitted in a sealed envelope plainly marked "ON-CALL GENERATOR P.M. SERVICE 2020-2022", and show the name and address of the Service Provider.

2.1 Closing Date for Submittal of Proposals

Four copies of the proposal must be received no later than **2:00 p.m. on June 03, 2020** at which time proposals will be opened and evaluated by the County.

Sealed proposals will be received by:

Klickitat County Public Works Department
228 West Main, MS-CH 19
Goldendale, WA 98620
Email: kenneth@klickitatcounty.org
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2.2 Proposal Acceptance

The successful P.M. Provider shall be expected to enter into an Agreement specifying payment on an annual rate basis, with the exception of emergency call out which payment shall be paid on a time and materials basis.

2.3 Right of Award or Rejection

Proposals shall specifically stipulate that all terms and conditions contained in the RFP are included in the proposal and accepted by the Service Provider. It is understood that all proposals will become a part of the public file on this matter without obligation to the County. The County may reject any proposal not in compliance with prescribed solicitation procedures and requirements and other applicable laws, and the County may reject for good cause any or all proposals upon the County's finding that it is in the public interest to do so.

2.4 Incurring Costs

The County is not liable for any costs incurred by prospective Service Providers in the preparation or presentation of proposals.

2.5 Inquiries

Questions arising during preparation of the proposal will be handled by Ken Templeton at the Klickitat County Public Works Department and shall be accepted by either email or fax. See Section 2.1 for contact information. The proposal shall list a responsible person, with phone number, for contact if necessary during the proposal review process.

2.6 Technical Proposal Format

Four copies of the proposal shall be submitted to the County. Proposals must not exceed 12 pages. One page is defined as one side of a single 8-1/2" x 11" page, with 12-point minimum font size for the substantive text. Proposals must include, at a minimum, the following items:

- A. The name of the person(s) authorized to represent the service Provider in any negotiations and to sign any Agreement that may result.
- B. A statement that the proposal recognizes and includes all terms and conditions of the RFP.
- C. Signature of an authorized representative empowered to bind the Service Provider.

SECTION 3

PROPOSAL EVALUATION

3.0 General Information

- A. The County shall select the Service Provider whose proposal is deemed most advantageous to the public. The County may enter into discussions with the top ranked Providers to get the best and final offer, and in these discussions, the County may not disclose information derived from proposals submitted by competing Providers.
- B. Proposals received will be evaluated by a panel of employees of the Klickitat County Public Works Department.
- C. The County may cancel this procurement or reject any and all proposals in accordance with procurement laws.

3.1 Technical Proposal Evaluation

Evaluation of the proposal will be based, in part, on the following criteria:

- A. Description of the P.M. Service Provider's firm, including organization, and type and scope of services provided. **10 Points**
- B. The names of the key professional persons who will perform the maintenance work, a description of qualifications, skills, and responsibilities to perform the P.M. services. **20 Points**

- C. Proximity to Klickitat County. P.M. Service Provider located within 1 hour travel time (60 miles) of Klickitat County are preferred but not necessary. **10 Points**
- D. Comprehensive knowledge and experience with Cat and Kohler Generators. **20 Points**
- E. Information addressing a P.M. service program to sustain the longevity of equipment, the Provider's proposed methodology, and a work plan for completing the work to be performed as described in Subsection 1.1 (Scope of RFP), what will be accomplished, and what resources will be required to continue optimum equipment operation. **20 Points**
- F. Experience and ability working with public agencies. **10 Points**
- G. A statement of experience with similar types of work, including specific examples of similar P.M. Programs in place and operating, with client references including current contact information. Equipment should be similar both in type and size. **20 Points**
- H. General appearance of the proposal and conformity to the above proposal instructions. **10 Points**
- I. A cost Breakdown of individual services performed for the P.M. service shall be included with the proposal which show materials, labor, travel-time, and Sales Tax. **20 Points**

By submitting a proposal, the respondent to this RFQ authorizes past clients to supply information requested by Klickitat County within the scope of this Request for Qualifications.

3.2 Selection

A final selection will be made by the evaluating panel following review and ranking of the proposals. Said selection is not binding until agreement execution.

3.3 Pre-Agreement Clarification

The apparent selected Service Provider shall be required to review its proposal with the County. The County reserves the right to require any clarifications or alterations it deems necessary in the Provider's work plan, assignment of resources to clarify the Provider's approach to the scope of work and the County's needs and expectations. This review and any changes will be made prior to agreement execution and will become part of the final agreement.

3.4 Agreement Execution

The County intends to enter into a Small Works Contract with the successful Provider for the Preventative Maintenance Program described in the proposal.

The selected firm shall be contracted by Klickitat County for a two-year term beginning July 1, 2020 and ending June 30, 2022. Emergency service and repairs shall be brought to the attention of Klickitat County officials for authorization before the work is started.

Within seven (7) days of agreement on the negotiated cost, the P.M. Service Provider shall be required to execute an agreement and meet all terms, including insurance requirements, and "hold harmless" provisions contained therein.

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