

**Request for Proposals
For
Village/Town of Somers

HVAC and/or ELECTRICAL

Service Maintenance Contract**



Issued By:

**VILLAGE/TOWN OF SOMERS
William A. Morris
Administrator
7511 12th Street
P.O. Box 197
Somers, WI 53171**



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March 19, 2018

NOTICE TO PROPOSERS

1. We are submitting herewith for your consideration an invitation to submit a proposal for HVAC and/or ELECTRICAL Maintenance Services; descriptions and specifications of the services requested. Proposals for each service must be separate.
2. Please note that proposals must be **SEALED** and addressed to the attention of Tim Kitzman, Somers, Clerk/Treasurer, P. O. Box 197, Somers, WI 53171. Envelope must be plainly marked in lower left-hand corner of individual envelopes HVAC or ELECTRICAL "RFP Due: April 16, 2018. Any proposal received not properly and clearly marked and thus inadvertently opened will be rejected.
3. Proposal must be submitted separately; i.e., not attached to outside of package or enclosed in a package containing samples.
4. Proposals shall be received in the office of the Somers Clerk/Treasurer up until 2:00 p.m., C.D.S.T. on April 16, 2018. Proposals received after the date and hour specified will be rejected.
5. After the proposals are opened and reviewed, award, if any, will be made as soon as reasonably possible thereafter.
6. All proposals must be guaranteed for sixty (60) days after the date of opening.

STANDARD CONDITIONS OF PROPOSAL - GENERAL

1. These Standard Conditions of Proposal are hereby incorporated into this proposal and apply in like force to any subsequent contract resulting from this inquiry.
2. The Somers, Board reserves the right to accept or reject any or all proposals, to waive any technicality in any proposal submitted, and to accept any part of proposal deemed to be in the best interest of the Village/Town, and possible award to multiple companies.
3. Proposal shall be firm for acceptance for sixty (60) days from date of opening.
4. All proposals submitted must be accompanied by the enclosed Noncollusion and Nondiscrimination Affidavits properly executed by an authorized representative of the proposer and acceptance is contingent upon their receipt.
5. Somers reserves the right to cancel any purchase order or contract for failure of the contractor to comply with the terms, conditions, and specifications of this inquiry.
6. Somers is not liable for any costs incurred in replying to this request. All proposals become the property of the Town/Village and are public record.
7. Failure to comply with the provisions of Paragraphs 3, 4, and 6 shall disqualify the proposal.
8. Somers may choose to enter into an agreement with one or more firms as, in its judgment, best serves the interest of the Village/Town.

INTRODUCTION

Somers is located in Southeast Wisconsin with its approximate borders being I94 to the West, Lake Michigan to the East, the Kenosha County / Racine County Line to the North and the City of Kenosha to the South.

The successful firm(s) will work in concert with Village/Town staff, to trouble shoot and maintain current facilities and repair facilities as needed to assist Village/Town staff in an emergency situation.

STATEMENT OF WORK

Maintenance services are Buildings and Lift Stations requiring a strong full service team. Emphasis is placed on the capabilities of the mechanical and electrical team members in the maintenance of facilities. The proposal shall be based on a Time and Materials basis. Each proposal shall include a list of trades' people who shall be assigned to work on a respective Village/Town Repair or Maintenance project. Said proposals shall include the hourly rate of each trade and any anticipated wage increases, which may come into effect over the term of the contract. Contract term shall be for a Base term of 3 years with options to extend for two (1-year) additional performance periods. Each performance period will run 365 calendar days from date of award/exercise of option or until the maximum limit is reached, whichever occurs first. Multiple task orders may be awarded with similar delivery schedules requiring the selected firm to provide services with overlapping work/delivery dates.

Primary work will be in-two areas:

- (1) Trouble shooting existing facilities and/or infrastructure to develop a comprehensive approach to solve the immediate problem
- (2) Recommendations for future maintenance to permanently resolve the problem or replace parts.

Facilities addressed will range from small/limited scope repairs to (i.e. roof top heating and cooling units, boilers, and miscellaneous pumping to multi-pump lift stations).

Selection of the firm for this contract will be based on the following criteria. Numbers (1), and (2) are the most important criteria and are of equal importance. The others are shown in descending order of importance.

- (1) Recent experience: defined as work undertaken in the past five years. The following areas of experience are emphasized, but the evaluation is not limited to these.
 - a) Specialized experience of the proposed team in the maintenance of Roof Top H.A.V.C Equipment and facility along with both single and multi-pump lift stations which operate under 3 phase High Voltage and their respective controls.
- (2) Past performance with other government agencies and/or private industry with respect to quality of work, compliance with performance schedules and meeting owner's needs. Demonstrated long-term government or private business relationships, repeat business are valued.
- (3) Location: The location of the firm and its proposed project team in the general geographical area of the contract and the firm's knowledge of the area as reflected in experience with selection and availability of materials, knowledge of conditions affecting repair parts.

SUBMITTAL REQUIREMENTS

Criteria 1 and 2

Identify the proposed repair personnel including alternates, and including individual's resumes. Provide information in matrix format with rows listing team member's names and experience and training.

For proposed project manager(s), or contact individuals, provide examples of experience during the past five (5) years to present, overseeing similar types of work.

Criteria 3

Provide copies of excellent performance ratings or letters of commendation by the contractor from existing and past customers. Include private or government clients.

Criteria 4

Provide information illustrating a working knowledge of construction in the geographic area covered by this contract.

Criteria 5

List the price per hour that your firm would charge for performing such services.

RFP TIMELINE

<u>Activity</u>	<u>Date</u>
Request for proposal advertised	March 19, 2018
Proposals due	April 16, 2018 @ 2:00 p.m., C D.S.T.
Proposal review	April 17, 2018
Commencement of Contract	April 24, 2018

QUALIFICATIONS OF PROPOSERS

Each Proposal must contain evidence of qualification to do business in the state where the work is located.

Before a contract is awarded, the proposer to whom an award is contemplated **may be required** to submit the following information to OWNER for consideration.

- The address and description of place of business.
- The number of years engaged in the contracting business under the present firm name, and the name of the state where incorporated.
- The Proposer's performance record giving the description, location, and telephone numbers of similar contracts.
- A list of Contracts, of their customers.

- A statement of the Proposer indicating whether or not the proposer has ever filed bankruptcy while performing Work of like nature.
- A list of officers of the firm who, while in the employ of the firm or the employ of previous firms, were associated with Contracts, which resulted in lawsuits, contracts defaulted or filed for bankruptcy.
- The technical experience of personnel guaranteed to be employed in the responsible charge of the Work stating whether the personnel have or have not performed satisfactorily on other Contracts of like nature and magnitude.

Such additional information as will assist OWNER in determining whether the Proposer is adequately prepared to fulfill the contract. The object of the request for qualifications is not to discourage submission of a proposal or make it difficult for qualified firms to file proposals. Neither is it intended to discourage beginning contractors. It is intended to make it possible for OWNER to have exact information on financial ability, equipment, and experience in order to reduce the hazards involved in awarding contracts to parties who may not be qualified to perform work as required.

All proposals shall be effective and open for acceptance for the period of 60 days after date set for opening of proposals.

CONTACT PERSON

William A. Morris
Somers, Administrator
7511 12th Street
P. O. Box 197
Somers, WI 53171
Phone: 262-859-2822
Fax: 262.859-2331



RFP – SERVICE MAINTENANCE CONTRACT
H.V.A.C. and/or ELECTRICAL WORK

PROPOSAL SIGNATURE FORM

PROPOSALS DUE: **2:00 P.M., C.D.S.T., April 16, 2018**

AT: **Village/Town of Somers**
Attn: Mr. Timothy L. Kitzman, Clerk/Treasurer
7511 12th Street
P. O. Box 197
Somers, WI 53171

WE, _____,
(A corporation) (A partnership) (An individual) cross out inapplicable

OF _____
Street City State Zip

_____ hereby agree to execute the proposed.
Telephone number

Contract and to provide all labor and duties required for Service Maintenance Agreement as explained in the proposal documents. Proposer(s) will complete the Work for the following price(s) as indicated on the attached.



Commencement and Completion of Contract Work:

If this Proposal is accepted, the undersigned Proposer proposes and agrees, to enter into a Contract with OWNER, per stated prices to perform and furnish all Work as requested by the Owner.

Proposer accepts all of the terms and conditions of the Information to Invited Proposers and Instructions to Proposers, inclusive without limitation. This Proposal will remain open for the period of time specified after the day of Proposal opening. Proposer will sign and submit the Agreement with the documents required under this Proposal.

Firm Name

Corporation Secretary

Attested by: _____
Name Title

Bidding	HVAC	Yes / No
	Electrical	Yes / No

Dated



NONCOLLUSION AFFIDAVIT

_____ Deposits Name and Title

Says that _____
(Name of Company or Other Form of Business)

has not, either directly or indirectly, entered into any agreement or participated in any collusion or otherwise taken any action in restraint of free competition in connection with this proposal leading to the foregoing contract or in connection with the contract.

That the proposal leading to this contract has been independently arrived at without collusion with any other competitor or potential competitor.

That the proposal leading to this contract has not been knowingly disclosed prior to the opening of this proposal to any other competitor.

That no attempt has been made to induce any other person or firm to submit or not to submit a proposal which may have led to this contract.

That the above statement is accurate under penalty or perjury.

Signed

Subscribed and sworn to before me on

this _____ day of _____, 2018

Notary Public

My commission expires _____, 20____



NONDISCRIMINATION AFFIDAVIT

_____ deposits Name and Title

says that _____
(Name of Company or Other Form of Business)

advertises for prospective employees in compliance with federal and Wisconsin civil rights and equal opportunity employment laws (42 USC 2000 et seq and Subchapter II of Chapter 111, Wisconsin Statutes); posts notices to advertise its status as an equal opportunity employer; advises employees of the right to contact EEOC or OFCCP with discrimination complaints; and ensures that its employees are free from employment discrimination based on age, race, creed, color, disability, marital status, sex, conviction record, membership in the national guard or state defense force (or any other reserve component of the military forces of the United States or this state); or use or nonuse of lawful products off the employer's premises during nonwork hours.

That the above-mentioned company complies with Executive Order 11246 entitled "Equal Employment Opportunity" as amended by Executive Order 11375 and as supplemented in Department of Labor Regulations (41 CFR).

That the above statement is accurate under penalty or perjury.

Signature of Affiant

State of _____

County of _____

Subscribed and sworn to before me on

this _____ day of _____, 2018

Notary Public

My commission expires _____, 20____



**SOMERS
HVAC SERVICE PROPOSAL
ELECTRICAL SERVICE PROPOSAL**

SERVICE	HVAC YEAR 1	ELECTRICAL YEAR 1	HVAC YEAR 2	ELECTRICAL YEAR 2	HAVC YEAR 3	ELECTRICAL YEAR 3
Straight Time Rate						
Overtime Rate						
Premium Rate						
Material Mark-up						
*Travel Time						

*Please, explain how travel time is calculated/charged:

Respectfully Submitted, _____

(Agent)

By: _____

Seal if bid is
By Corporation

(Title)

(Address)