

Lake County, Oregon

REQUEST FOR PROPOSALS

From firms qualified to design a Backup Power system at the Lake County Courthouse.

RFP Release Date: October 16th 2018

Proposal Due Date: Proposals must be received by 5:00 p.m. November 16th, 2018. Proposals received after that date and time will not be accepted, regardless of the postmark date.

Background

For general information about Lake County and the Lake County Courthouse, visit our web site at: **<http://www.lakecountyor.org>**.

Lake County is seeking proposals from Backup Power System providers for designing and integrating a backup power system to be a stable and efficient system.

The Lake County courthouse currently has :

(1)–No backup power system

Project Overview

1. As it stands currently, Lake County has no back up power system
2. There is no system now. The system proposed should allow local routine maintenance and minor local troubleshooting and repair.
- 3. The Lake County Courthouse needs a backup power system in case of power outage**
4. Lake County desires an Cummins 125kw LP fueled 208/120V 3 phase standby generator system to be installed at the lake county Courthouse with privacy fence and propane tank all inside the fence.
- 5. Proposals should include proof of license and bonding and all labor including all hook ups and the contractor would be responsible for all designing, and contracting electrical, mechanical, or structural engineering of the project if needed.**
6. Proposals must include the availability of maintenance / repair service including, response times, service call costs, and availability of replacements parts and material.
7. Proposals must include estimated project timeline and estimated impact to courthouse operations.
8. Proposals must include references including contact information from similar projects completed.
9. Proposals must include the total project cost outlining cost of additional features as outlined in #4 & #5 above.

1. Proposal Format

- 1.1. Proposal should be submitted using only 8 ½ by 11 paper.
- 1.2. Proposals should not exceed 30 single – sided pages (excluding any required attachments).
- 1.3. One (1) hard copy and one electronic version are due no later than the date indicated as the closing date.**
- 1.4. Proposals should include contact information of agency representatives including, sales and service.
- 1.5. The proposal must include a timeline that will include how the work will be planned and accomplished
- 1.6. Proposal shall include preferred payment terms, to be negotiated upon successful award of contract service.**

Proposal Administrative Requirements

This section of the RFP details the procedures, which the County requires for managing and directing the RFP process. The purpose of these procedures is to ensure that the County receives proposals which are the result of an open, competitive process, and to ensure that proposers receive fair and equitable treatment in the solicitation, receipt, and review of their proposals.

The County may reject the proposal of any proposer who fails to comply with any of the requirements of the Project Overview section.

2.0 Communications with the County

All proposals shall be in writing and submitted to:

David Berman Property and Facility Manager
Lake County Courthouse
513 Center Street

Lakeview, OR 97630
Telephone: (541) 947-6071
Fax: (541) 947-5447

In addition, all proposer communications concerning this program should be directed in writing or by telephone to the above-named person and address.

Specifications and requirements for this program may be reviewed at:

Lake County Jail
513 Center Street
Lakeview, OR 97330
Telephone: (541) 947-6071
Fax: (541) 947-5447

3.0 Information

Proposers who wish to solicit additional information or desire to tour the courthouse facilities should contact David Berman as identified above.

Proposers may comment on any specification or requirement contained within this RFP, which they feel limits competition in the selection of a proposer to perform the services herein defined. Protests shall detail the reasons and any proposed changes to the specifications.

Such comments shall be formal in writing and addressed to:

David Berman, Property and Facility Manager
Lake County Courthouse
513 Center Street
Lakeview, OR 97630
Telephone: (541) 947-6071

Such comments shall be submitted to Lake County no later than TEN days prior to the Opening Date. No comments will be accepted after that time.

4.0 Service Provider Information

Service provider must provide a brief description and history of the agency or business.

Service provider must provide an overview of its experience and qualifications in providing backup power system.

Service provider must provide experience and qualifications of key personnel involved in the project.

5.0 Other Requirements

In order to be considered for evaluation for either or all sections of this RFP, proposals submitted must meet all required specifications listed below. Proposals, which do not meet the minimum specifications, will be rejected and not evaluated.

- 5.1 Proposals will be prepared in accordance with this RFP.
- 5.2 The proposer's agency name shall appear on each page of the proposal. Any erasures, cross outs, alterations, or other changes must be initialed by the person signing the proposal.
- 5.3 The person signing the proposal must be authorized to commit the proposer and to conduct negotiations or discussions if requested and/or required.
- 5.4 Sealed, written proposals shall be mailed or delivered to David Berman, prior to the closing date and time.
- 5.5 Any proposal may be rejected for not complying with all prescribed public procurement procedures and requirements. Any and all proposals may be rejected upon a finding that it is in the public best interests to do so.
- 5.6 Proposals may be modified or withdrawn by the proposer. Any modification or withdrawal must be submitted in a sealed envelope to David Berman, prior to the time and date set for closing of the solicitation. Each modification submitted must identify the proposer and the proposal which it modifies.

5.7 Responses to this RFP will be the primary source of information used in the evaluation process. Therefore proposers are requested and advised to be as complete as possible in the initial response. However, Lake County may:

5.7.1 Contact any proposer to clarify any response;

5.7.2 Contact any current users of a proposer's services;

5.7.3 Solicit information from any available source concerning any aspect of the proposal; and

5.7.4 Seek and review any other information it deems pertinent to the evaluation process.

5.8 Telephone and/or facsimile responses to this RFP, modifications thereto, or withdrawals thereof, are not permitted and will be disregarded if received.

5.9 Each bid must contain a statement as to whether the bidder is a resident bidder, as defined in ORS 279A.120.

5.10 The following information will be included in any contract resulting from this solicitation. The contractor shall:

5.10.1 Make payment promptly, as due, to all persons supplying to such contractor labor or material for the prosecution of the work provided for in such contract.

5.10.2 Pay all contributions or amounts due to the Industrial Accident Fund from such contractor or subcontractor incurred in the performance of the contract.

5.10.3 Not permit any lien or claim to be filed or prosecuted against the state, county, school district, municipality, municipal corporation or subdivision thereof, on account of any labor or material furnished.

5.10.4 Pay the Department of Revenue all sums withheld from the employees pursuant to ORS 316.167.

5.10.5 Contractor shall bid project to PWR law if Applicable

6.0 Selection Criteria

In order to be considered for either or all services solicited, proposers must submit a complete response to this RFP. Each proposal shall be submitted in one (1) original hard copy and one electronic copy (1) to David Berman Property and Facility Manager. No other distribution of the proposals shall be made by the proposer.

If a proposal meets all requirements contained in the Project Overview section of this RFP, the proposal will be evaluated by an Evaluation Committee on the basis of the selection criteria below. Points will be awarded based on proposer responses, clarifications and references.

1. Statement of Qualifications 25
Describe Proposer's qualifications, experience and involvement associated with such services. Include information on work history, and relevant experience in the field.

2. List of completed projects 25
Include a summary of the company's similar projects including reference letters and or contact information. Specifically: Back Up Power standards for, law enforcement buildings and court houses and hospitals.

3. Project Approach Proposal 25
Proposal includes project estimates of installation, set-up and estimated impact to the operations of the jail and court facilities.

4. Power backup system efficiency 25
Describe the Power Backup system proposed identifying the training necessary to effectively operate and the resources necessary to effectively maintain system. Specifically process involved in maintenance should be explained weather our facility maintenance personnel would be able to do routine maintenance or if special maintenance is needed, and how often. Does your company offer a service contract for maintenance?

Total Points 100

Contractual Provisions

7.0 Investigation of References

Lake County reserves the right to investigate the references and past performance of any proposer with respect to its successful delivery of similar services, compliance with contractual obligations, and its lawful payment of workers. Lake County may postpone the award or execution of the contract after the announcement of the apparent successful proposer in order to complete its investigation.

8.0 Key Personnel

The following key personnel clause will be included in any contract resulting from this solicitation:

“Contractor acknowledges and agrees that Lake County selected Contractor, and is entering into this contract, because of the special qualifications of Contractor and its key personnel. In particular, Lake County through this contract is engaging the expertise, experience, judgment, and personal attention of _____ . Contractor’s key personnel shall not delegate performance of their duties and responsibilities under this contract to other Contractor personnel without first obtaining the written consent of Lake County. Further, Contractor shall not re-assign or transfer the key personnel to other duties or positions such that the key personnel are no longer available to provide Lake County with their expertise, experience, judgment and personal attention, without first obtaining Lake County’s prior written consent to such re-assignment or transfer. In the event Contractor requests that Lake County approve a re-assignment or transfer of the key personnel, Lake County shall have the right to interview, review the qualifications of, and approve or disapprove of the proposed replacement(s) of the key personnel.”

9.0 Opening Procedure

Proposals shall be November 2nd, 2018 by David Berman in a manner that avoids, to the extent possible, disclosure of the contents to competing proposers. This will occur at the Lake County Courthouse in the Facility Managers Office, 513 Center Street, Lakeview, Oregon. A register of proposals containing the name of all responsible respondents shall be prepared and retained in the office of David Berman. This register shall be open for public disclosure on the next business day following the submittal date of the proposal.

10.0 Delivery of Services

The provider agrees to commence services on TBD.

11.0 Invoicing

The service provider(s) will be responsible for submitting billing statements to the County.

12.0 Anti-Discrimination

The contractor shall comply with all applicable federal, state, and local laws, rules, and regulations on nondiscrimination in employment because of race, color, ancestry, national origin, religion, sex, marital status, age, medical condition, disability, sexual orientation, gender identity or source of income.

13.0 Notice of Intent to Award

The Notice of Intent to Award of the contract by Lake County shall constitute a final decision of the County's if no written protest of the award is filed with Lake County within SEVEN (7) calendar days of the notice of intent to award. If a protest is timely filed, the award is a final decision of the County's intent to award only upon issuance of a written decision denying the protest and affirming the award. The award and any written decision denying protest shall be sent to every proposer who provided an address.

Right to Protest: Any actual proposer who is adversely affected or aggrieved by the County's award of the contract to another proposer on the same solicitation shall have SEVEN (7) calendar days after notice of intent to award has been issued to submit to David Berman a written protest of the award. The written protest shall specify the grounds upon which the protest is based. In order to be an adversely affected or aggrieved proposer with a right to submit a written protest, a proposer must be next in line for award, i.e. the protester must claim that all higher rated proposers are ineligible for award because they are non-responsive or non-responsible. The County will not entertain protests submitted after the time period established in this rule.

Lake County reserves the right to:

Amend the RFP;

Extend the deadline for submitting proposals;

Conduct interviews with proposers prior to making selection;

The architect selection is for the Programming and Pre-design Phase of Work. The County reserves the right to continue with the selected architect for final design services if it so chooses;

**Waive minor irregularities, informalities, or failures to conform to the RFP;
To reject, without liability therefore, any and all proposals and, upon a
finding that doing so is in the public interest, to cancel the procurement at
any time prior to contract execution.**