



Request for Proposals

HVAC Contractor of Record

June 4, 2018

I. PROCEDURES

A. DEADLINE FOR RECEIPT OF PROPOSALS

The deadline for receipt is Monday, June 18, 2018 5:00 PM EST

B. SUBMISSION AND RECEIPT OF PROPOSALS

For a submission to receive consideration, it must be received prior to the deadline. No late submissions will be accepted. An authorized officer of the service provider shall sign all proposal forms. Proposals must be clearly labeled **“HVAC CONTRACTOR OF RECORD PROPOSAL”**. Both electronic and paper copies shall be submitted. One complete copy of the proposal, including all attachments must be submitted in PDF format and submitted to hpefley@manisteemi.gov. Sealed paper copies (3) shall submitted and mailed or delivered to the City of Manistee, Attn: Heather Pefley, City Clerk, 70 Maple Street, Manistee, MI 49660. Proposals are considered received when in the possession of the City Clerk’s office.

C. TIMELINE:

The timeline for the City of Manistee RFP is as follows:

June 4	RFP Issued
June 18	Responses Due
June 19-20	Review Responses
June 21-26	Agreement Negotiated
July 3	City Council Considers Agreement

D. OFFICIAL DOCUMENTS

The City of Manistee, Michigan officially distributes proposal documents via it’s website. Copies of all official documents will also be available at the City of Manistee City Hall, 70 Maple Street, Manistee, MI 49660 at the City Clerk’s office. The City of Manistee cannot guarantee the accuracy and is not responsible for any errors contained in any information received from alternate sources.

E. INTERPRETATION OF PROPOSAL AND/OR CONTRACT DOCUMENTS

Any interpretation to a proposer regarding the RFP or any part thereof is valid only if given by the City’s Chief Financial Officer (CFO). Any information given by departmental contacts is unofficial. Interpretations may or may not be given orally and may be written depending on the nature of the inquiry. Interpretations that could affect other proposers will be in writing and issued by the CFO. All inquiries shall be made within reasonable time prior to the stated deadline in order that a written response in the form of an addendum, if required, can be processed before

proposals are opened. Inquiries received that are not made in a timely fashion may or may not be considered. Any inquiries related to bid or product specifications should be sent to the City of Manistee, Attn: CFO, 70 Maple Street, Manistee, MI 49660; or by email to ebradford@manisteemi.gov; or phone at 231 398-2804.

F. CHANGES AND ADDENDA TO PROPOSAL DOCUMENTS

Each change or addendum issued in relation to this proposal will be posted on the City website and will also be on file in the City Clerk's Office. It shall be the proposer's responsibility to make inquiry as to the changes or addenda issued. All such changes or addenda shall become part of the contract and all proposers shall be bound by such changes or addenda.

G. ALTERNATES

Proposers are cautioned that any alternate proposal, unless requested by the City, or any changes, insertions, or omissions to the terms and conditions, specifications, or any other requirements of this proposal, may be considered non-responsive, and at the opinion of the City, may result in rejection of the proposal.

H. AWARD

Proposals will be reviewed by an internal committee where firms will be evaluated and ranked. Proposing firms may be asked to participate in an interview to further discuss qualifications and to answer questions from the committee. The contract will be awarded to the responsible, responsive firm whose proposal, conforming to this solicitation, will be most advantageous to the City, price and other factors considered.

The City reserves the right to accept or reject any or all proposals, in part or whole and to waive informalities and minor irregularities in bids received.

I. WITHDRAWAL

Proposals may only be withdrawn by written notice prior to the date and time set for the submission of proposals. No proposal may be withdrawn after the deadline for submission.

J. DEFAULT

No bid or proposal shall be accepted from any party (contractor) who is in default on the payment of taxes, licenses or other monies due the City.

K. NON-COLLUSION CLAUSE

By signing and submitting this proposal, proposer states that his proposal is genuine and not collusive or sham; such proposer has not colluded, conspired, connived, or agreed, directly or indirectly, with any proposer or person, to put in a sham bid, or

that such other person will refrain from proposing and has not in any manner, directly or indirectly, colluded, conspired, connived, or agreed, with any person, to fix the price of affiant or any other proposer, or to fix any overhead, profit or cost element of said proposal price.

L. NON-DISCRIMINATION CLAUSE

By signing and submitting this proposal for consideration of an award by the City of Manistee, the contractor and any subcontractor covenants not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, marital status or a disability that is unrelated to the individual's ability to perform the duties of a particular job or position. Breach of this covenant may be regarded as a material breach of the contract.

II. PROPOSAL DETAILS

A. DESCRIPTION

The City of Manistee is seeking proposals for an HVAC Contractor of Record (“HCR”). The HCR will be the primary electrical contractor for the City and will provide a variety of services including but not limited to new installation, maintenance, troubleshooting, planning and consulting.

B. BACKGROUND:

The HVAC contracting needs of the City of Manistee have been met by its current vendor since 2008. Their agreement is expiring and City purchasing guidelines require proposals be solicited for this service. All proposing firms are advised that the City’s current vendor is permitted to submit a proposal under this RFP.

C. SCOPE OF WORK

The City of Manistee has numerous buildings and facilities that the HCR will be expected to service. This includes:

City Hall	Ramsdell Theatre
Wastewater Treatment Plant	Marina
City Garage	Restrooms
Beach Houses	Teen Center
Fire Station	Other locations as needed.

These facilities have a variety of types of furnaces, boilers, chillers, air-handlers, fan coils, controls and related HVAC equipment

D. EXAMINATION OF SITES:

Contractors shall be held responsible to have examined the locations to the extent they deem advisable prior to submitting a proposal. Appointments to examine facilities are required. To schedule, contact Jeff Mikula, Public Works Director at 231-723-7132 or jmikula@manisteemi.gov

E. SELECTION CRITERIA:

The requested information is intended to provide information that will assist the City of Manistee in the selection of the most qualified, competent, experienced, responsive and economical service provider, who will best serve the needs of the City.



RFP – HVAC Contractor of Record

During the evaluation process, where it may serve the its best interest, the City of Manistee reserves the right to request additional information or clarifications from proposing firms, to reject any or all proposals or unauthorized modifications, to allow corrections of errors or omissions, or to waive irregularities.

A selection committee will evaluate the proposals based upon the factors listed above. After a review of the written proposals, selected firms may also be asked to make an in-person presentation or field follow-up questions. The City of Manistee will choose the proposal(s) that best fits its needs.

The City is not obligated to award the contract based on cost alone.

The selected firm will be required to enter into a written agreement with the City of Manistee that will detail the specifics of the relationship and include scope of work, compensation, insurance requirements and other matters.

This agreement is anticipated to be for five years. If an agreement cannot be reached, the City of Manistee reserves the right to render the proposal invalid and may award the contract to another qualified vendor in its sole discretion.

III. SUBMITTAL REQUIREMENTS:

Proposals should demonstrate the qualifications, experience, service level, costs for services, competence, and capacity of the firm. Proposals must address all the points outlined:

1. Firm Overview:

- a) History of firm, including organization type, age, size, number and location of offices, number of employees (full-time & part-time) and their level of experience, number of clients and any specialty areas.

2. Qualifications:

- a) Biographies\resumes of firm leadership and key personnel.
- b) What is your normal availability and response time for non-emergency service work.
- c) Describe your procedure for taking emergency service requests and what your response time is.
- d) Please provide examples of similar maintenance experience, whether governmental or commercial, and describe services provided.
- e) Describe your familiarity\certifications for specific vendors' equipment; i.e. (Lochinvar, AAON, Air-Stack, etc.)
- f) Describe what additional "value added services" your firm can provide.
- g) List the key differentiators for your firm. What factors distinguish your firm from your competitors?

3. References:

- a) List five similar clients you currently provide ongoing HVAC contracting services for:
 - Name of company
 - Length of time a customer
 - Services provided
 - Contact name and title
 - Phone number

4. Compensation \ Fees

For each year (2018, 2019, 2020, 2021, 2022) of the anticipated five year contract, please provide the following:

- a) Service call fee (if any).
- b) Hourly labor rate by classification (as needed) for employees who will be servicing the City. Please include the regular rate and what days\hours this applies to; as well as the outside of regular hour rate.
- c) Annual cost to perform semi-annual preventative maintenance on all HVAC systems at each facility below. Please describe in detail what is included in preventative maintenance by building (for example, filter changes, cleaning, start-up, seasonal start-up & shut down, water testing, chemicals, etc.). Please break out cost separately for each facility.

City Hall	Fire Station
City Garage	Ramsdell Theatre
Marina	Teen Center

- d) The percentage markup, if any, on materials.
- e) The percentage markup, if any, on approved subcontractors.

5. Conflict of Interest:

- a) Disclose any conflicts or perceived conflicts of interest.
- b) Identify what procedures your firm utilizes to identify and resolve conflicts of interest.

6. Copies of the following items:

- a) Errors and omissions coverage (if none, indicate)
- b) Liability coverage
- c) Any and all relevant license numbers.