

# Mechanical Room Re-Plumbing and Repair

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Request For Proposal (RFP)

RFP# JAIL18-001

Whitfield County, Georgia

March, 2018

The Whitfield County Board of Commissioners requests proposals from qualified contractors for re-plumbing and repair at the Whitfield County Jail.

**WHITFIELD COUNTY BOARD OF COMMISSIONERS  
REQUEST FOR PROPOSALS**

**Mechanical Room Re-Plumbing and Repair: Whitfield County Jail**

The Whitfield County Board of Commissioners requests proposals from qualified contractors to repair pipes and improve water flow in the South Mechanical room of the Whitfield County Jail.

This RFP may be used as a means of pre-qualifying potential suppliers.

**SECTION 1.0 GENERAL INFORMATION**

**1.1 OBJECTIVE**

The objective of the RFP and subsequent contracting activity is to secure the services of an experienced contractor who is capable of providing replacement and repair of complex water control systems (circulating, recirculating, thermal mixing valves, industrial valves, etc...) at the Whitfield County Jail facilities.

Your proposal should address all proposal needs and clearly establish your ability to meet those needs.

If you choose to submit a written bid for this service, you must first request to view the facility location. This request must be made, in writing, to Captain Wes Lynch at the Whitfield County Sheriff's Office (805 Professional Blvd, Dalton, GA) by 3/23/2018. The responsibility for submitting the request on or before the above stated time and date is solely that of the contractor. Proposals should be submitted to the Whitfield County Commissioner's Office, 301 W. Crawford St, Dalton, GA 30720. The sealed proposals should be marked on the outside with the name of the submitting company, the RFP number and the words "Mechanical Room Re-Plumbing and Repair." All proposals must be received by 3:00 pm on 4/3/2018. The County will in no way be responsible for delays in mail delivery or delays caused by any other occurrence. **LATE PROPOSALS WILL NOT BE ACCEPTED.**

All proposals must be in writing. Non-responsive proposals may not be considered. The signer of the proposal must declare that the proposal is in all respects fair and in good faith without collusion or fraud and that the signer of the proposal has the authority to bind the principal respondent.

The County shall not be liable for any costs incurred by a respondent prior to entering into contract. Therefore, all respondent are encouraged to provide a simple, straightforward, and concise description of their ability to meet the project requirements.

The county is not responsible for the cost of submissions, and the resulting negotiated agreement. In all instances the County's decisions will be final.

## 1.2 SELECTION

The County shall evaluate the written proposals submitted by the contractor regarding the proposed project. The County will assign this task to an Evaluation Committee. All respondents are placed in rank order based on the outcome.

The County's evaluation criteria will include, but not be limited to, consideration of the following:

1. The ability of the contractor to create a proposal that meets the guidelines in a cost-effective manner.
2. Experience and knowledge in installing complex industrial water control/plumbing systems.
3. Organizational history of installing similar devices in other locations.
4. Functional ability to understand and explain devices currently in place.
5. Demonstrated ability to coordinate automated release in case of fire or similar emergencies.

Other criteria the County frequently uses to evaluate submissions include:

**Security and Access Check:** Applying individuals and contractors will be within the Guard Line of the Whitfield County Jail. Therefore, individuals must have valid ID and may be subject to a background check for access.

The Whitfield County Board of Commissioners reserves the right to waive compliance by any applicant with any provision contained in this request whenever the County in its sole discretion believes such waiver is in the County's best interests.

This RFP may be used as a means of pre-qualifying potential suppliers.

With the consent and agreement of the successful bidder(s), purchases may be made under this bid by other governmental agencies or political subdivisions within Whitfield County; provided, however, that the County shall have no liability, responsibility, or obligation whatsoever to either the successful bidder(s) or to the procuring agency or subdivision with respect to such purchases. Such purchases shall be governed by the same pricing, terms and conditions stated herein with no deviations allowed. This agreement in no way restricts or interferes with the right of any public agency or political subdivision to bid any or all of the items or services independently.

## 1.5 CONTACT

All questions concerning this RFP shall be submitted in writing to the Whitfield County Sheriff's Office to:

**Captain Wes Lynch, Whitfield County Sheriff's Office**

**Email: [wlynch@whitfieldcountyga.com](mailto:wlynch@whitfieldcountyga.com)**

**Phone: (706) 876-1499**

*\*Email is preferred due to ease of communication.*

All telephone conversations are to be considered unofficial responses and will not be binding. Questions, verifying the Request For Proposals' content, if appropriate, will be responded to in writing. The written response will be the County's official response, and addenda will be issued if needed.

## **SECTION 2.0 SCOPE OF WORK**

The qualified firm will develop and present the scope of services, meeting the County needs. The work to be undertaken includes but is not limited to the following:

- 2.1. Re-Piping of storage room from entrance/exit and boiler/storage tank locations.**
  - a. Repair of existing leaks, degraded pipes.
  - b. Replacement of circulating pumps, storage tank, mixing valves, as needed.
  - c. Proper re-plumbing to maximize proper water flow.
  - d. Re-insulation of piping, as needed.
  - e. Re-routing of piping to existing boilers w/valves and check valves.
  - f. Replacement of temperature and pressure gauges, as needed.
  - g. Work to be conducted during evening hours in order to avoid interference with facility functions.

## **SECTION 3.0 PROPOSAL RESPONSE REQUIREMENTS**

- 3.1** A prospective service provider's response to this RFP should include the following information at a minimum. Please note that the proposal should address the requirements in a clear and concise manner in the order stated herein.
- 3.2** The County reserves the right to seek additional/supplemental representation on specific issues as needed.
- 3.3** Proposals must be tabbed as detailed below and must include the information/documents specified in the applicable tab. Proposals that do not adhere to the following format or include the requested information/documents may be considered incomplete and therefore unresponsive by the County.

### **BINDER 1 – QUALIFICATIONS PROPOSAL**

In a sealed envelope, provide an **ORIGINAL, so identified and four (4) complete copies** of your qualification proposal for services defined herein for the term of the contract.

### **TAB 1 – EXECUTIVE SUMMARY**

Present in brief, concise terms, a summary level description of the contents of the proposal and your company and its capabilities. Give the names of the person(s) who will be authorized to make representations for the contractor, their title(s), address (es), and telephone and fax number(s). The summary must be limited to a maximum of two pages and the signer of the proposal must declare that the proposal is in all respects fair and in good faith without collusion or fraud and that the signer of the proposal has the authority to bind the principal proponent.

The Executive Summary must also notate the total cost for services.

### **TAB 2 – Experience and Ability**

The Contractor must demonstrate related experience and ability to meet the functional goals of this project.

At a minimum the proposal should include the following information:

- Information describing company's technical capabilities.
- Training and experience (list all certifications)
- Number of years that the company has been working with industrial plumbing systems.

Include any pertinent information needed to determine the contractor's experience and ability to perform the anticipated work.

### **TAB 3 – Past Performance and References**

The contractor shall include information related to past experience in constructing fencing barrier with automated or technological components. Example projects should be listed and described to establish past experience. Include any pertinent information needed to determine the contractor's past performance.

The contractor shall provide at least three (3) references for contracts of a similar size and scope, (if available) including at least two references for current contracts or those awarded during the past five years. Include the name of the organization, the length of the contract, a brief summary of the work, and the name and telephone number of a responsible contact person. Also provide a description of any conflicts occurring over the last five years with these or any other contract for similar work.

### **TAB 4 – Understanding of Project Requirements**

The contractor shall provide their interpretation of what is required to meet the needs of the County. The contractor will demonstrate in this document their understanding of the project's goals as well as their plan to meet those goals.

Documentation must show the specific type of work to be done, and reasoning for each process. Any proposal must meet the guidelines of this RFP and to effectively explain compliance with the proposal's goals.

The contractor shall provide all labor, equipment, machines and tools necessary for project completion.

## **SECTION: 4.0 GENERAL TERMS AND CONDITIONS**

### **4.1 SUPPORTING DOCUMENTATION**

Any contractor, who is awarded the bid, must submit the following items within ten calendar days of written notification from the county of the bid award:

- a. The contractor must comply with any vendor processes to validate his or her business, as required by the Whitfield County Finance rules and regulations.
- b. Provide a signed E-Verify affidavit verifying registration and compliance with the federal work authorization program.

### **4.3 INDEMNIFICATION**

The contractor shall indemnify and save harmless the County, its officials and employees, from all losses, damages, costs, expenses, liability, claims, actions, and judgments of any kind whatsoever brought or asserted against, or incurred by, the County, including without limitation attorney's fees and costs of litigation, to the extent that the same arise out of or are caused by any act or omission of the consultant, its sub consultants or subcontractors, or by the employees, officers, directors, or agents of the consultant, or its subcontractors.

### **4.4 ISSUANCE OF ADDENDA**

- a. If this solicitation is amended, the County will issue an appropriate addendum to the solicitation. If any addendum is issued, all terms and conditions that are not specifically modified shall remain unchanged.
- b. Proponents shall acknowledge receipt of each addendum to this solicitation using one of the following methods:
  1. By signing and returning the addendum;
  2. By signing letter;
  3. By signing facsimile (subject to the conditions specified in the provision entitled "FACSMILIE DOCUMENTS".)
- c. The County must receive the acknowledgment by the time and date, and at the location specified for the receipt of proposals.

### **4.5 PAYMENT**

a. **Prompt Pay Policy**

It is the policy of Whitfield County, Georgia pay with 30 day terms submitted invoices.

b. **Withholding Payment**

In the event a contract is canceled under any provision herein, the County may withhold from the contractor any monies owed on that or any contract, an amount sufficient to compensate for damages suffered because of the violation resulting in cancellation.