**CITY OF SOUTH BEND, INDIANA**

**BOARD OF PUBLIC WORKS**

**REQUEST FOR PROPOSALS**

Sealed Proposals shall be received no later than**9:30 a.m., EST, October 22nd, 2019 in the office of the Board of Public Works, 13th Floor, County City Building, Room 1316, South Bend, Indiana**, for:

**Plumbing Services COntract**

**Summary:**

The Board of Public Works of the City of South Bend (“City”), is soliciting proposals from qualified vendors for the following:

**Project description:**

The City of South Bend is looking to partner with a qualified firm to enter into a Plumbing services agreement.

**Proposals must meet the minimum expectations as provided in the City’s Request for Proposals in order to be considered.**

**How the Proposals will be evaluated and scored for selection.**

The person/firm making a proposal shall submit an explanation of how they comply with the requirements of this RFP.  Exceptions to any requirements mentioned in this RFP must be clearly noted. Information submitted will be scored on a 100-point matrix system as follows and will be graded by a review team made up of city staff.

|  |  |
| --- | --- |
| **Ability to address City of South Bend plumbing needs** | **25 Points** |
| **Cost**  | **25 Points** |
| **Experience and Expertise** | **15 Points** |
| **Ability to respond to emergency situations** | **10 Points** |
| **Adherence to specifications** | **10 Points** |
| **References** | **10 Points** |
| **MBE/WBE status** | **5 Points** |

Upon selection, the City will then be given the approval to negotiate the terms of a final agreement. Following negotiations, the City’s Board of Public Works will be asked to review and approve the proposed written agreement and if approved, the agreement will be executed.

The successful proposal respondent(s) shall comply with the City’s ordinance and all other federal, state and local laws and regulations governing nondiscrimination in employment.

The City reserves the right to accept, negotiate scope or reject any or all proposals.

**Complete Proposal Request packages and instructions are available for download by visiting the City of South Bend’s web page at**www.southbendin.gov:

Χ         Click on “Business”

Χ         Click on “City Public Bids”

Χ         Click on “Request for Proposals, Vehicles, Equipment and Miscellaneous

            Bids”

Χ         Click on “Bid/Proposal Interest Form” and register your company to

            receive updated information

Χ         Select specification to download

Χ         Print the specification or save it to your computer

There is no charge for the documents. The instruction packet is also available for review only during regular business hours in the Department of Public Works, 1316 County-City Building, South Bend, Indiana.  Questions should be directed by email to Adam Parsons, at aparsons@southbendin.gov.

The City reserves the right to review and audit all documents related to this proposal and to request additional information as deemed necessary. Failure to comply with the City’s request may be deemed grounds for dismissing the proposal.

**Pre-Proposal Conference:**

An optional pre-proposal conference will be held prior to submission of proposals to the City. The conference will be held at 9:30am EST on October 9, 2019 at the Division of Central Services, 1045 West Sample Street, South Bend, IN.

Any questions about response conditions must be addressed to the Owner via email no later than 5 p.m. on October 14th, 2019 to Adam Parsons at aparsons@southbendin.gov.

**Proposals must include the Non-Collusion Affidavit, Non-Debarment Affidavit, Employment Eligibility Verification, and Non-Discrimination Commitment Form.**

BOARD OF PUBLIC WORKS

Linda M. Martin, Clerk

Publish two (2) times: September 27th, 2019

 October 4th, 2019

# Instructions to Respondents

* “Owner”, in this document, will refer to the City of South Bend (COSB, the City).
* Interested respondents MUST complete the registration form at <https://www.southbendin.gov/RFP> to receive updates or addenda.
* Respondents must review the required Non-collusion form, also at <https://www.southbendin.gov/RFP>. Do not submit qualifications if these terms are not acceptable.
* Questions are welcome and appreciated. Questions shall be asked via e-mail to Adam Parsons at aparsons@southbendin.gov. Questions are due by 5:00pm on October 14, 2019.
* Answers to all questions will be provided in writing via e-mail to all **registered** respondents no later tha October 20, 2019.
* Sealed responses must be submitted to the following address by 9:30am on October 22, 2019. Response packages should be labeled “Plumbing Services Contract”.

Office of the Board of Public Works

13th Floor, County-City Building

Room 1316

227 W. Jefferson Blvd.

South Bend, IN 46601

* Respondents must provide five (5) hard copies of the response.
* Late responses will not be accepted and will be returned to the submitting company unopened.
* The City is not liable for any cost incurred by any person or firm responding to this RFP.
* The City reserves the right to reject as nonresponsive any response that do not contain the information request in this RFP and in the form(s) outlined in this RFP.

# Project Details

## Owner Background

The City of South Bend’s mission is to deliver services that empower everyone to thrive. This delivery is in line with the City’s values of Excellence, Accountability, Innovation, Inclusion, and Empowerment. The City has over 1,100 employees and an annual budget of over $350 million. The City maintains a high credit rating of “AA”.

## Covered Facilities

Facilities and locations covered by this contract include, but are not limited to, the list detailed in Appendix 1.

## Purpose of Request for Proposal

COSB seeks to solicit proposals from qualified firms for a Plumbing Service Agreement to fulfill general and emergency plumbing repairs, along with small installations of new plumbing equipment as necessary across the portfolio of COSB buildings, as detailed in Appendix 1.

## Length of Contract

The final, negotiated contract shall be effective for three (3) years, with a start date of January 1, 2020. The City, in its sole discretion, may renew this agreement for an additional two (2) years, with labor rate increases of no more than 5% and no change to the material markup requirement.

## Specifications

COSB seeks to partner with a qualified firm to provide building plumbing services as needed throughout various COSB departments. This contract explicitly does not cover any plumbing repairs related to operations for the supply, transportation, or distribution of municipal water nor the transportation, collection, or treatment of municipal wastewater.

Services must include, but are not limited to:

* Troubleshooting of plumbing issues
* General facility plumbing repairs
* Coordination of repairs with COSB staff

## Service Requirements

* Respondent must demonstrate sufficient capacity to absorb the increased volume of plumbing requests originating from COSB.
* Material markup shall not exceed 10%.
* Replacement parts should not be proprietary and should be generally available to the plumbing market.
* There shall be no additional rate in addition to hourly service rate, e.g. “truck rate”.
* The contractor shall coordinate access to facilities with appropriate COSB representatives, as listed in Appendix 2.
* All work shall be performed in a professional manner according to the standards of the industry.
* All work shall conform to all applicable local, state, and federal codes.
* Contractor shall be responsible for all applicable permits necessary to perform work.
* All COSB facilities are smoke-free, and the use of tobacco products is not permitted inside of any facility or within 8’ of any facility entrance.
* Each vehicle must have the contractor’s name and phone number clearly marked on each side of the vehicle.
* Contractor’s personnel shall wear an appropriate uniform that identifies the company performing the work. All personnel must wear a name badge or other form of identification with credentials.
* Contractor shall report on COSB plumbing work orders on a quarterly basis. Reporting shall include:
	+ Total volume and value of work orders.
	+ Volume and value of work orders by COSB department/division.
	+ Volume and value of work orders by type (non-emergency vs. emergency).
	+ Average and median time to close a work order.
* Reports shall be delivered no later than the 15th day of the first month following the close of the standard calendar quarter (Jan-Mar, Apr-Jun, Jul-Sep, Oct-Dec). If the 15th day lands on a Saturday, Sunday, or holiday, the report shall be due the following business day.
* The contractor shall provide service within two (2) hours of the time of the call. If the contractor exceeds this time parameter, the City reserves the right to call another vendor to provide the needed services and bill the contractor for any difference in price.
* The provisions of this section shall apply twenty-four (24) hours a day, seven (7) days a week.

### Regular Repair Service (during operational hours)

Repairs performed during regular operational hours shall be paid for on an hourly labor rate basis, according to the final contract negotiation. Regular operational hours are defined as starting at 6:00 am and ending at 5:00 pm. A repair must begin during this timeframe to be defined as a regular repair.

### After-Hours Repair Service

After-hours repairs shall be paid for on an hourly labor rate basis, according to the final contract negotiation. After-hours repairs are defined as any repair that begins after 5:00 pm and before 6:00 am on a non-holiday weekday, or work that occurs during any time on weekends or holidays.

### Repair Estimate and Approval

The contractor shall be required to provide a description of the necessary repairs and a not-to-exceed (NTE) estimate of the cost to the designated departmental COSB representative at the time of the service call. No repair work shall be performed until approval is given by the designated departmental COSB representative.

### Call Backs

Call backs for any repair for the same problem within a twenty-four (24) hour period shall be at the contractor’s expense.

### New Installation Service

The contractor shall be required to provide a description and NTE estimate of requested new installations to the designated departmental COSB representative at the time of the service call. No work shall be performed until approval is given by the designated departmental COSB representative.

If the NTE estimate of a new installation is greater than or equal to $2,500, a competitive quote procedure through the Board of Public Works (BPW) will be required.

Quotes and bids requested for new installations by COSB shall be provided free of charge.

# Proposal Format for Submittal

## Cover Page

Include name of company, address, and primary and secondary contact person, including name, e-mail, and phone number.

## Table of Contents

## Company Background

* Briefly summarize your firm’s mission, core lines of business, history, and structure.
* Describe your firm’s number of employees and annual volume of projects.
* Describe your ability to provide adequate liability insurance and necessary performance bonding.

## Company Experience

The contractor shall provide the following:

* List of all company employees who would perform the services outlined in this RFP; their role in the contract; their professional certifications and/or licensing; and a description of their relevant industry experience.
* History of the firm, including the number of customers in business and size of the firm.
* Summary of fleet and infrastructure.
* Location of the head office and any branch offices.

The contractor shall have a minimum of three (3) years’ experience in providing the requested products and/or services.

## References

The contractor shall provide three (3) references for similar service agreements.

## Services Cost Information

|  |  |
| --- | --- |
| Non-Emergency Service Fee (if any) |  |
| Non-Emergency Hourly Rate |  |
| Emergency Service Fee (if any) |  |
| Emergency Hourly Rate |  |

## Ability to Meet Specifications

Describe your ability to meet the specifications list under Specification and Service Requirements above. Provide explanations for any specifications you are unable to meet.

## Non-Collusion Non-Debarment Affidavit Non-Iran Form

Ensure that the proposal includes a signed copy of the Non-Collusion Non-Debarment Affidavit Non-Iran Form, which is included within this packet.

# Selection Process

## Request for Proposal Issued by Owner

The Request for Proposals (RFP) is the first step in a process to identify one qualified and satisfactory proposal. This RFP details the requirements for the proposals, deadlines, and directions for submittal. The City will not reimburse any respondent for costs incurred in developing or submitting a proposal for this RFP.

## Pre-Proposal Conference

An optional pre-proposal conference will be held prior to submission of proposals to the City. The conference will be held at 9:30am EST on October 9, 2019 at the Division of Central Services, 1045 West Sample Street, South Bend, IN.

## Selection of Winning Proposal

Following the selection process, the selection committee will provide a recommendation to the BPW for approval of the firm selected.

## Final Approval

After a firm is selected, the City will negotiate a final contract, which will then be submitted to the BPW for approval.

## Anticipated Selection Timeframe

|  |  |
| --- | --- |
| 1st Public Advertisement | September 27, 2019 |
| 2nd Public Advertisement | October 4, 2019 |
| Optional Pre-Proposal Conference | October 9, 2019 |
| Opening of Proposals | October 22, 2019 |
| Proposal Reviewed and Scored | Oct. 23 – Nov. 1, 2019 |
| Committee Recommendation to BPW | November 7, 2019 |
| Proposal Selection by BPW | November 12, 2019 |
| Final Contract Approval by BPW | November 26, 2019 |

\*\*END\*\*