

REQUEST FOR PROPOSALS



PROFESSIONAL SERVICES TO REPLACE MECHANICAL EQUIPMENT AT METRO ANIMAL SHELTER

September 8, 2020

REQUEST FOR PROPOSALS
FOR
**PROFESSIONAL SERVICES TO REPLACE MECHANICAL EQUIPMENT AT METRO
ANIMAL SHELTER**
FOR THE CITY OF CASPER
CASPER, WYOMING 82601

Due 11:00 AM local Mountain Time, September 22, 2020

The City of Casper, Wyoming (“City”) is seeking qualification statements and service proposals from organizations (“Vendors”) specializing in replacement of boiler systems. The proposals should be designed to provide the City with a clear understanding of the costs of performing the service being solicited. The specific nature of the scope of work for the project is outlined in this Request for Proposals (RFP). A successful vendor should anticipate that a service agreement would commence on or about September 30, 2020 with a project completion date of no later than November 1, 2020.

I. Purpose for Proposal

The City is seeking a primary Vendor to replace three (3) boilers and associated mechanical equipment. The Metro Animal Shelter is located at 2392 Metro Road, Casper, Wyoming 82601.

II. Scope of Services

The City seeks a Vendor that shall:

1. Remove and replace three (3) existing Burnham K806 gas fired, water boilers. Vendor to supply, and replace, with similar equipment. Equipment to be approved by City staff. Boilers shall be located in the same place as the existing boilers.
2. Remove, and replace, existing air separator.
3. Remove, and replace, existing expansion tank. Locate new expansion tank on the ground next to the boilers.
4. Remove, replace and relocate existing boiler backflow preventer. Locate new backflow preventer in a more accessible location no more than five (5) feet off of the ground.
5. Provide operational and maintenance training for City maintenance staff on the new equipment
6. Provide a 1 year warranty on equipment.

III. General Criteria for Evaluating Qualifications

To be considered, the proposal must respond to all requirements in the RFP. Any other information believed to be relevant, but not applicable to the enumerated categories, should be provided as an attachment to the proposal. If publications are provided, the document and page number shall be referenced. The City reserves the right to reject any or all proposals. The City reserves the right to request more information for clarification. The proposal shall be divided into sections as indicated below:

- 1) **Introduction:** Description of company and provide general overview of its services, specialties, and any relevant distinctions it holds within the mechanical and/or plumbing industries. The introduction will include any similar projects that have been completed within the past five (5) years.
- 2) **Scope of Work:** Review the items under Section II “Scope of Services.” The Vendor shall describe in narrative form the proposer’s plan for accomplishing the items listed under Section II “Scope of Services” and should be no longer than one page. Vendor should propose the name of the products to be used.
- 3) **References:** The proposal should provide an overview of its prior experience, including the number of years, with similar projects. The Vendor will list at least three (3) of its customers as references. The ideal references will be customers, from the past five (5) years, in the Casper area utilized similar products. The City reserves the right to contact any reference or client listed in the proposal submitted which may be helpful to the City in evaluating the Vendor’s performance with similar services provided.
- 4) **Conflicts of Interest:** The proposal should include any possible conflicts of interest and the proposer’s position or response as to whether or not such other work or relationship may be deemed a conflict of interest with this agreement.

IV. Selection Process

Eligible proposals shall be subject to evaluation by designated individuals and/or a Selection Committee. The evaluation shall be for the express purpose of selecting the proposal which most clearly meets the RFP requirements, as defined in Section II.

V. Request for Proposal Procedure

Each Vendor shall submit **three (3) paper copies of their sealed proposal** to City Hall, 200 North David Street, Casper, WY, 82601, on or before **11:00 AM local Mountain Time, September 22, 2020.** Proposals shall be externally labeled **“Professional Services to Replace Boilers at Metro Animal Shelter.”** All proposals must be received by the specified deadline. The proposal will remain valid for at least ninety (90) days.

(1) **General Criteria for Evaluation of Proposals:** Proposals will be evaluated regarding the ability to meet all the scope of services listed, level of customer service that will be provided, pricing for the work described in Section II and references provided. The presence of any conflicts of interest will also be reviewed.

(2) **Contract Award and Documents:** The City reserves the right to accept, reject, or request changes in proposals. The City will work closely with the selected Vendor to develop or refine a detailed scope of work, schedule for completion of tasks and costs associated with completed work included in the contract documents. The Vendor will be required to sign a Contract for Professional Services in a form acceptable to the City. This document will include, but not be limited to, the following articles: method of compensation, time of performance, scope of services, termination of contract, and obligations to the City. The City is not liable for any costs incurred by the Vendor during the RFP process.

(3) **Time Table for this RFP:**

Following is the tentative timeline for this RFP:

a. RFP Published	September 8, 2020
b. Mandatory Pre-Bid Walk 2392 Metro Road, Casper, Wyoming 82601	September 14, 2020, 11:00 AM
c. Questions Due	September 16, 2020, 4:00 PM
d. Responses Due	September 18, 2020, 4:00 PM
e. Proposals Due	September 22, 2020, 11:00 AM
f. Selection of Proposal	September 24, 2020
g. Review/Signed Contract	October 1, 2020
h. City Council Award of Contract	October 6, 2020
i. Work May Begin	October 7, 2020

(4) **Addenda to the Request for Proposals:** In the event that it becomes necessary to revise any part of this RFP, addenda will be published on the City of Casper website at www.casperwy.gov.

(5) **Late Proposals:** Late proposals will not be accepted. It is the responsibility of the Vendor to ensure that the proposal arrives prior to the stated deadline.

(6) **Response Material Ownership:** The material submitted in response to the RFP becomes the property of the City, and will only be returned to the Vendor at the City's option. The City has the right to use any or all ideas presented in reply to this request. Any confidential information to this request should be individually stamped confidential. Justification for confidentiality may be required as per

Wyoming Public Records Law. Disqualification of a Consultant does not eliminate this right.

- (7) **Acceptance of Proposal Content:** The contents of the proposal of the successful Vendor may become a contractual obligation if the City wishes to execute a contract based on the submitted proposal. Failure of the successful Consultant to accept these obligations in a contract may result in cancellation of the award and such Consultant may be removed from future solicitations.

VII. Contact

Questions regarding any part of this RFP should be directed to Matt Thomason, Building and Structures Manager, mthomason@casperwy.gov, (307) 235-8299.
Questions