



**Mesa County
LIBRARIES**

**Request for Proposal
Trane Intellipak Rooftop Unit Replacement – Central Library**

SECTION A – GENERAL INFORMATION

I. PURPOSE

- A. Mesa County Public Library District (MCPLD) is inviting and requesting bid proposals for replacement of a Trane Intellipak Rooftop Unit (serial #J98F72166) from qualified, professional Mechanical Contractors (Proposer). The planned work will be located at 443 N 6th Street, Grand Junction, CO, 81501.
- B. Services will be scoped as follows:
 - 1. Remove existing Trane Intellipak unit and dispose of properly
 - 2. Furnish and install new Trane 90-ton electric cooling and hot water heating Intellipak
 - 3. Connect gas line to new Trane Intellipak unit
 - 4. Connect line and low voltage to new Trane Intellipak unit
 - 5. Furnish and install condensate line
 - 6. Program new Trane Intellipak to existing Trane control system
 - 7. Provide crane and rigging services
 - 8. Provide all needed permits
 - 9. Trane factory start-up of new Trane Intellipak
 - 10. Work scheduled to minimize impact to library services
 - 11. Additional work will be subject to approval and will include work through the project construction and closeout. Fees to be negotiated with the selected firm.

II. RFP SCHEDULE

- A. MCPLD will follow a preliminary schedule that should result in the selection of a Mechanical Contractor to provide services starting April 4, 2017.

1	Issue RTU Replacement RFP	March 15, 2017
2	Proposals Due	March 24, 2017
3	Public Opening of Proposals	March 27, 2017
4	Review of Proposals	March 28-30, 2017
5	Notify Selected Finalist	March 31, 2017
6	Award and Sign Contract	April 3, 2017
7	Mechanical Contractor Services to Start	April 4, 2017
8	Preferred Work End Date	June 30, 2017 or as negotiated



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- B. The RFP will be available to interested mechanical contractors starting March 15, 2017, and can be obtained from the Mesa County Libraries Administrative Offices located at 443 N. 6th Street, Grand Junction, CO, 81501, or online at www.mesacountylibraries.org.

III. INSTRUCTIONS TO PROPOSERS

- A. All RFP proposals should be delivered to:

Mesa County Public Library District
Attn: Tim Davis, Facilities Manager
443 N. 6th Street
Grand Junction, CO 81501

Proposals must be received on or before March 24, 2017, at or before the hour of 12:00 p.m. Proposals received after 12:00 p.m. will not be considered in the proposal process – no exceptions.

- B. Two (2) copies of the RFP must be placed in a sealed envelope and clearly labeled “Proposal for Trane Intellipak Rooftop Unit Replacement – Central Library.”
- C. The following information must be included in all proposals:
1. A statement delineating proven experience and expertise in providing the services requested in the RFP.
 2. Identification of the individual in charge of agreements or providing services (i.e., owner, manager, supervisor).
 3. Description and schedule of how work will be performed and how tasks will be tracked.
 4. Three (3) references for similar projects.
 5. A detailed and clearly stated proposed bid dollar amount inclusive of all work, permits, licenses, and fees. MCPLD is a tax exempt entity.
 6. See Section D for details on all other information required.
- D. Questions from RFP participants/bidders and corresponding responses will be shared with all bidders via email. No questions from RFP participants/bidders will be answered after March 24, 2017, at 11:00 a.m.
- E. The proposals are scheduled for public opening at 10:00 a.m. on March 27, 2017, in the Central Library Monument Community Room, 443 N. 6th Street, Grand Junction, CO 81501.



IV. SELECTION CRITERIA

A. Proposals will be evaluated based on the criteria and calculated weight factors noted in the table below:

Factor	Weight Given
Responsiveness of the proposal to the purpose and scope of services	10%
Experience: Ability and history of successfully completing contracts of this type, meeting projected timelines	35%
Proposed Fee: Clearness, conciseness, reasonableness of proposal in specifying costs, and total costs	35%
References/Key Personnel: Strength of references and key personnel	20%
Total Criteria Weight	100%

B. Evaluation of the proposals and their cost effectiveness to MCPLD will be made by an Evaluation Committee approved by the Library Director. The Committee will evaluate all information provided in the proposal documents to determine the compliance with and conformance to the requirements set forth in the RFP, and the qualifications of the individual(s) or firm(s) submitting a proposal. The Evaluation Committee’s review and final decisions for the RFP will be based primarily on the most qualified contractor overall, and not simply on the bid amount proposed. The committee will carefully investigate each Proposer’s background and experience on similar-type projects.

C. Proposer’s Experience and Capability

The evaluation and determination of a Proposer’s fulfillment of the following requirements will be made by MCPLD, and its judgment will be final. Criteria to be used in the selection process will include, but may not be limited to, the following considerations:

1. Record and verification of Proposer’s experience in providing services to businesses and/or municipalities, and demonstrated quality and reliability standards having been met in the service provided. Services provided to facilities of similar size and scope are of particular interest to the Committee.
2. Proposer’s capability and capacity to perform services promptly as specified in the RFP.
3. Proposer’s quality of performance of previous MCPLD contracts and/or contracts with other organizations and/or municipalities.
4. Proposer’s previous and existing compliance with laws and ordinances relating to contracts.
5. Financial status of Proposer. MCPLD may require whatever evidence is deemed necessary by MCPLD relative to Proposer’s financial stability.
6. Proposer’s method of hiring a workforce to fulfill contract requirements.
7. False, incomplete, or unresponsive statements in connection with a proposal may be sufficient cause for its rejection.



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SECTION B – TERMS AND CONDITIONS

- A. MCPLD reserves the right to reject any and all proposals, as well as to waive minor irregularities in any proposal.
- B. MCPLD reserves the right to request clarification of information submitted and to request additional information from the service provider.
- C. MCPLD reserves the right to modify the frequency and/or scope of services within the RFP until March 24, 2017, at 11:00 a.m.
- D. MCPLD reserves the right to award any contract to the next most qualified proposer if the selected proposer does not execute the contract according to the schedule outlined above.
- E. The proposal shall include those prices necessary to cover the cost of all items required to perform the work as set forth in the RFP documents. No allowance of any kind whatsoever will be made to any proposal because of lack of such examination or knowledge. The submission of a proposal shall be conclusive evidence that Proposer has made such an examination.
- F. MCPLD requires evidence of worker's compensation and general liability insurance with minimum coverage of \$1,000,000 per occurrence/\$2,000,000 aggregate.
- G. Any proposal may be withdrawn until the date and time set forth above for the RFP proposals' due date and time. Any RFP not so timely withdrawn shall constitute an irrevocable offer for a period of ninety (90) days to sell to MCPLD the services described in the attached specifications, or until one or more of the proposals have been approved by MCPLD administration, whichever occurs first.
- H. If awarded a contract by MCPLD, Proposer is required to obtain a Business License from the City of Grand Junction and State of Colorado, if they do not already have one.
- I. MCPLD shall not be responsible for any costs incurred by the firm in preparing, submitting or presenting its response to this RFP.

SECTION C – GENERAL SCOPE OF SERVICES

- A. MCPLD is pleased to offer an opportunity for an experienced mechanical contractor to provide services on the following planned project:

Replacement of a Trane Intellipak Rooftop Unit (serial #J98F72166) from qualified, professional Mechanical Contractors (Proposer). The planned work will be located at 443 N 6th Street, Grand Junction, CO, 81501.



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- B. Scope of work to be performed: Proposer is responsible for providing all materials, labor, and equipment necessary to complete the work as listed below, or as reasonably inferable, to provide complete systems and assemblies.
1. Remove existing Trane Intellipak unit and dispose of properly
 2. Furnish and install new Trane 90-ton electric cooling and hot water heating Intellipak
 3. Connect gas line to new Trane Intellipak unit
 4. Connect line and low voltage to new Trane Intellipak unit
 5. Furnish and install condensate line
 6. Program new Trane Intellipak to existing Trane control system
 7. Provide crane and rigging services
 8. Provide all needed permits
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SECTION D – INFORMATION TO BE SUBMITTED WITH PROPOSAL

Proposer must respond to each of the following requests/questions in a clear and comprehensive manner. An incomplete or inaccurate response may prevent Proposer from receiving further consideration for the services described in this RFP.

A. Profile:

1. Provide the full name, main office address, and tax identification number of the entity that would ultimately enter into a contract with MCPLD.
2. Provide the name and address of the entity that would actually provide the services to MCPLD, if different from above.
3. Identify if Proposer's firm is an individual, partnership, or corporation and the state of incorporation.
4. Provide an organizational chart.
5. Provide the name(s), address(es), and telephone number(s) of the person(s) who are authorized to negotiate a contract with MCPLD and also the contact person to whom notices regarding this RFP should be sent.
6. Provide copies of all business registrations/business licenses and contractor's license.

B. References/Experience/Past Projects:

1. List three (3) references, including names, titles, and telephone numbers of contact persons, to which Proposer has provided services in the past two (2) years.



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2. List three (3) additional projects that Proposer's firm currently services that are similar in scope to this RFP.
3. Describe Proposer's background and experience in projects and describe any work for a public entity.
4. List any other relevant experience.

C. List of Workers/Subcontractors:

1. Identify the proposed contact individual.
2. Describe the specific professional qualifications and years of applicable experience.

D. Insurance Coverage:

1. Proposer must furnish evidence of insurance coverage of general liability insurance with a minimum coverage of \$1,000,000 per occurrence/\$2,000,000 aggregate for personal injury and property damage.
2. Worker's compensation in accordance with Colorado state law shall be secured for Proposer and its employees.

E. Other Information/Questions:

1. Has Proposer ever been named as a defendant in any litigation brought by a client as a result of a contract? If so, describe the circumstances fully, identify the court in which the litigation was filed, and provide the case number.



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SECTION E – PROPOSER'S QUALIFICATION CERTIFICATE

Proposer's Qualification Certificate Form to be completed and submitted with proposal package

1. Name and Address:

2. Current State of Colorado Certification Numbers:

Employment Security Department No. _____ Expires: _____

State Excise Tax Registration No. _____ Expires: _____

3. Number of years in business under present name: _____ (years). List any other business names used by Proposer during the past five (5) years if different from Item 1.

4. Business License No. _____

5. Particular types of work performed by Proposer's company:

6. Gross amount of contracts now in hand: \$ _____

7. Number of regular full-time employees: _____



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8. Has Proposer, or any representative or partner thereof, ever failed to complete a contract?

NO _____ YES _____ If yes, give details:

9. Has Proposer ever had any performance bonds called as a result of its work?

NO _____ YES _____ If yes, give details:

10. Has Proposer ever been found guilty of any violations of state or federal employment laws or been debarred from bidding on contracts?

NO _____ YES _____ If yes, give details:

11. Has Proposer ever filed for chapter 11 or other bankruptcy?

NO _____ YES _____ If yes, give details:

12. Have any adverse legal judgments been rendered against Proposer in the past five (5) years?

NO _____ YES _____ If yes, give details:



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13. Has Proposer filed any claims with Colorado State Workman’s Compensation or other insurance company for accidents resulting in fatal injury or dismemberment to any of its employees in the past five (5) years?

NO _____ YES _____ If yes, give details:

14. Bank References:

Name: _____

Address: _____ Account Type: _____

Name: _____

Address: _____ Account Type: _____

Name: _____

Address: _____ Account Type: _____

I am the _____ (title of Proposer), have the authority to bind Proposer, am over the age of 18, and have personal knowledge of the facts set forth above.

Dated this _____ day of _____, 2017, in _____ (city), Colorado

By:

(Authorized Signature)

(Printed Name)