



**CITY OF NORTH MANKATO
REQUEST FOR QUALIFICATIONS & PROPOSAL – PLUMBING SERVICES
JULY 1, 2015 THROUGH JUNE 30, 2016**

DUE: APRIL 15, 2015 by 5:00 p.m.

The City of North Mankato (City) invites interested and qualified parties to submit qualifications and proposals of rates for plumbing services described in this request. The information outlined in this request details the intent and scope of the request and the guidelines governing the submission and evaluation process.

Plumbing services required shall be on an “as needed” basis. There are multiple departments within the City requiring selected contractor to communicate with various departments simultaneously. The selected contractor must be able to track and invoice its services to each department of the City. Selected contractors shall differentiate labor, equipment, and material costs on each invoice.

Bidders are expected within reason to conform to the parameters of this request. The City may accept proposals that contain omissions, additions, or alterations to the request; however, any exception to the parameters of this request shall require clear explanation in a separate attachment to the proposal.

1. PREPARATION OF PROPOSALS

- a. Bidders shall include one (1) original proposal using the forms contained within this request plus any attachments deemed necessary by the requirements of this request.
- b. All proposals shall be submitted in a clear, concise, and legible manner.

2. PROPOSAL SUBMISSION

- a. Proposals shall be submitted in a sealed envelope and addressed as follows:

“Plumbing Services RFP”
City of North Mankato
1001 Belgrade Avenue
North Mankato, MN 56003

- b. Proposals must be signed by an authorized agent with the authority to enter the company into a contractual agreement with regard to price and related obligations. Unsigned proposals shall not be considered.
- c. Proposals may be withdrawn at any time prior to the bid opening. Proposals received after the bid opening shall not be opened or considered.

3. CITY OF NORTH MANKATO OPTIONS

- a. The City of North Mankato reserves the right to reject any and/or all bids.
- b. Competitive bids for similar services may be required for certain projects at the discretion of the City of North Mankato.
- c. The City of North Mankato reserves the right to hire non-contracted firms for similar services when necessary to best serve public interest.
- d. City personnel must follow the organization's procurement policies and may on occasion request quotations for specific projects for the purposes of budget planning or obtaining authorization to purchase.

4. SALES TAX

- a. Contractor is responsible to pay sales tax to the State of Minnesota on all purchases.

5. INQUIRIES

- a. Questions concerning this request and its requirements may be directed to:

Mike Fischer
Community Development Director
507-625-4141
michaelf@northmankato.com

- b. The City of North Mankato reserves the right to communicate with any or all potential bidders for the purposes of clarifying the provisions of this request.
- c. The City of North Mankato reserves the right to request additional information from any or all bidders after the bid opening.

6. AWARD AND AUTHORITY

- a. The City of North Mankato Community Development Department shall issue a notice of award in writing.

7. AWARD, PRICING, AND DURATION OF SERVICE

- a. Plumbing services for the City shall be awarded to the successful respondent to this request on an "as needed" basis for various projects, assignments, installations, maintenance tasks, repairs, and consultations.
- b. Proposed pricing shall be effective July 1, 2015 at 12:00 a.m. to June 30, 2016 at 11:59 p.m.
- c. Upon mutual agreement of both parties, the contract may be extended at the proposed rates for one (1) year not to exceed three (3) consecutive years. The selected contractor shall indicate to the City of North Mankato prior to May 1st of the current contract year its willingness to continue the proposed rates for the following contract year.

8. ASSIGNMENT OF RIGHTS, TITLES, AND INTERESTS AND SUBCONTRACTING

- a. Any assignment or subcontracting of work to be performed related to this request and any other City of North Mankato-related procurement shall not be permitted without the consent of the City of North Mankato.

9. HOLD HARMLESS CLAUSE

- a. Any contractor or subcontractor of the City of North Mankato agrees to indemnify, hold harmless, and defend the City of North Mankato from and against any and all liability for loss, damage, or expense which the City of North Mankato may suffer or for which the City of North Mankato may be held liable by reason of injury, including death, to any person or damage to any property arising out of or in any manner connected with the operations to be performed under this request and subsequent contracted services, whether or not due in whole or in part of any act, omission, or negligence of the City of North Mankato or any of its representatives or employees.

10. WORK REGULATIONS AND STANDARDS

- a. All plumbing services related to this request shall be performed for the City of North Mankato in accordance with current Federal, State, and Local regulations.
- b. The selected contractor shall maintain current licensing, if applicable, with the City of North Mankato.
- c. All work performed shall be under the supervision of a Minnesota licensed Master Plumber.

11. INSURANCE

- a. The selected contractor shall be required to furnish a Certificate of Insurance which names the City of North Mankato as additionally insured. The insurance is to include Contractor's Liability and Worker's Compensation. Certificates of Insurance must be provided by companies that are licensed in the State of Minnesota and must certify coverage of \$1,000,000 per occurrence.
- b. The selected contractor shall notify the City of North Mankato thirty (30) days prior to changing, or the cancellation of, coverage. In the event of cancellation, the contractor shall cease all operations related to this request and shall not commence operations until coverage has been restored and a new Certificate of Insurance has been furnished to the City of North Mankato.

12. WARRANTY

- a. The selected contractor shall warrant that any services or related materials that are found to be defective or faulty due to imperfect and/or bad workmanship and/or materials within one (1) year from the date of completion shall be replaced at no additional cost to the City of North Mankato.

13. RESPONSE TIME REQUIREMENTS

- a. The selected contractor shall agree to respond to emergency calls twenty-four (24) hours per day, seven (7) days per week throughout the duration of the contract. Required response time for emergency calls is sixty (60) minutes from the time of the call.

14. INVOICING

- a. The selected contractor shall provide itemized billing for each invoice. Each invoice shall include:
 - Invoice Date
 - Indication of city department, division, or employee that ordered the service
 - Basic description of service
 - Total cost for Labor
 - Description and total cost for parts and materials
 - Total costs for other items such as equipment rental, fuel charges...etc.
- b. The selected contractor shall charge a ten percent (10%) price markup on parts and materials.

15. PROPOSAL CHECKLIST

- a. Contractor Information Summary (pg 5)
- b. References (pg 6)
- c. Proposal of Rates (pg 7)
- d. Signature of Authorized Agent (pg 7)
- e. Sealed Envelope marked "Plumbing Services Bid"

16. SELECTION CRITERIA

- a. Qualifications of contractor's plumbers
- b. Contractor's reputation for timely, quality performance
- c. Relevant experience and expertise
- d. Rates
- e. Response Times and ability to provide 24-hour emergency service

CONTRACTOR INFORMATION SUMMARY (Attach additional sheets as needed)

COMPANY NAME _____

BUSINESS TYPE (LLC, Sole Proprietorship...etc.) _____

NUMBER OF YEARS IN BUSINESS _____

NUMBER OF EMPLOYEES _____

QUALIFICATIONS OF PERSONNEL PROPOSED TO PERFORM WORK FOR THE CITY OF ATCHISON:

RESPONSE TIME TO NON-EMERGENCY SERVICE CALLS:

DURING NORMAL BUSINESS HOURS _____ MINUTES

AFTER HOURS AND WEEKENDS _____ MINUTES

INDICATE EXPERIENCE AND/OR QUALIFICATIONS RELATED TO:

BACKFLOW DEVICES

INDUSTRIAL, COMMERCIAL, INSTITUTIONAL, OR GOVERNMENTAL FACILITIES

APPLICATION OF WATER-CONSERVING TECHNOLOGIES

ADA ACCESSIBILITY RELATED TO PLUMBING INSTALLATIONS

REFERENCES

Provide references for at least three (3) clients from the last ten (10) years for plumbing services related to governmental, institutional, commercial, and/or industrial settings.

ORGANIZATION NAME _____

CONTACT NAME _____

PHONE _____ SERVICE DATES _____

TYPE OF WORK _____

ORGANIZATION NAME _____

CONTACT NAME _____

PHONE _____ SERVICE DATES _____

TYPE OF WORK _____

ORGANIZATION NAME _____

CONTACT NAME _____

PHONE _____ SERVICE DATES _____

TYPE OF WORK _____

ORGANIZATION NAME _____

CONTACT NAME _____

PHONE _____ SERVICE DATES _____

TYPE OF WORK _____

ORGANIZATION NAME _____

CONTACT NAME _____

PHONE _____ SERVICE DATES _____

TYPE OF WORK _____

PROPOSAL OF RATES & CONTACT INFORMATION

LABOR		\$ PER HOUR	EQUIPMENT		\$ PER HOUR
HOURLY RATE - REGULAR					
HOURLY RATE - OVERTIME					
MATERIALS		%			
PERCENT MARKUP		10			

COMPANY NAME: _____

ADDRESS: _____

CITY-STATE-ZIP: _____

PHONE: _____

FAX: _____

EMAIL: _____

As an authorized agent of the contracting firm, I certify that all information and pricing included with this submission is complete and correct, and I certify that the firm has the expertise and resources necessary to meet the requirements as described in this RFP.

AUTHORIZED AGENT - NAME

SIGNATURE

DATE

