

19-0441, GENERATOR REPAIR AND MAINTENANCE

REQUEST FOR PROPOSAL (RFP)

Procurement Services website

352-343-8939

315 West Main Street, Suite 441

Tavares, Florida 32778

Post Office Box 7800



RFP Number: 19-0441
Solicitation Title: GENERATOR REPAIR AND MAINTENANCE
Contracting Officer: SANDRA ROGERS, CPPB
CLOSING DATE: 05/02/2019
CLOSING TIME: 3:00 P.M. Eastern
Pre-Proposal Conference: 04/16/2019, 10:00 a.m. Eastern

Vendors shall complete and return all information requested in Section 10.0. Failure to submit the solicitation response by the specified time and date will result in rejection of Proposal. Failure to sign the Proposal response may be cause for rejection of the Proposal.

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1.0 PURPOSE OF SOLICITATION

The purpose of this Request For Proposal (RFP) is to solicit competitive sealed Proposals to select a Vendor(s) to supply **GENERATOR REPAIR AND MAINTENANCE** for Lake County, Florida.

1.1 TECHNICAL SPECIFICATIONS or SCOPE OF WORK

Refer to Exhibit A – Scope of Work/Services for full details.

1.2 EXHIBITS

Exhibit A – Scope of Work/Services

Exhibit B – Insurance Requirements

Exhibit C – Review the [Lake County General Terms and Conditions page](#) dated 2/26/2019.

Exhibit D – Facilities Sample Agreement

1.3 ATTACHMENTS

Attachment 1 – Bid Submittal Form

Attachment 2 – References Form

Attachment 3 - Pricing Sheet

2.0 POINT OF CONTACT

Inquiries concerning any portion of this solicitation should be directed to the Contracting Officer below who will be the official point of contact for this solicitation.

SANDRA ROGERS, **CPPB**, Contracting Officer

Telephone: 352-343-9832

Fax : 352.343.9473

E-mail: srogers@lakecountyfl.gov

3.0 PROPOSED SCHEDULE

04/04/2019..... Request For Proposal Available

04/16/2019..... Pre-Proposal Conference

04/23/2019..... Last Day to Receive Written Questions

05/02/2019..... Solicitation Closing Date

4.0 PRE-PROPOSAL CONFERENCE

A Pre-Proposal conference will be held on 04/16/2019 at 10:00 a.m. Eastern, in conference room No.441, 315 W. Main Street, Tavares, FL, 32778, to discuss the conditions and specifications within this solicitation. Vendors should bring solicitation documents to the conference.

In accordance with the American Disabilities Act and Section 286.26, Florida Statutes, persons with disabilities needing a special accommodation to participate in the proceedings, or an interpreter to participate in any proceedings, should contact the Contracting Officer listed in Section 2.0 for assistance, at least two (2) business days before any meeting date.

5.0 QUESTIONS, EXCEPTIONS, AND ADDENDA

Vendors should carefully examine this solicitation package including the [Lake County General Terms and Conditions page](#). All communication or inquiries are to be directed to the

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Contracting Officer listed in Section 2.0. The last day for questions is 04/23/2019. An addendum may be issued in response to any inquiry received, which changes or clarifies the terms, provisions, or requirements of the solicitation. No answers given in response to questions submitted will be binding upon this solicitation unless released in writing as an addendum to the solicitation and posted on the [Lake County Formal Bid site](#) for this solicitation. Where there appears to be a conflict between this solicitation and any addenda, the last addendum issued will prevail.

It is the Vendor's responsibility to ensure receipt of all addenda and any accompanying documentation. Failure to acknowledge each addendum may prevent the proposal from being considered for award.

Clarification of process or procedure questions may be asked at any time.

6.0 TERM OF CONTRACT

The Contract will be awarded for an initial one (1) year term with the option for four (4) subsequent one (1) year renewals. Renewals are contingent upon mutual written agreement.

The Contract will commence upon the date of the purchase order or related Notice to Proceed and remain in effect until completion of the expressed and implied warranty periods.

Contract prices resultant from this solicitation will prevail for the full duration of the Contract unless otherwise indicated elsewhere. Prior to completion of each exercised term, the County may consider an adjustment to price based on changes as published by the U.S. Department of Labor, Bureau of Labor Statistics. Refer to Exhibit A, Scope of Work/Services. It is the Contractor's responsibility to request in writing any pricing adjustment under this provision.

7.0 METHOD OF PAYMENT

As specified in Exhibit D, Facilities Sample Agreement.

The Contractor must submit an accurate invoice to the County's using department. The date of the invoice must be after delivery but no more than thirty (30) calendar days after delivery. Invoices must reference the: purchase or task order; delivery date; delivery location; and corresponding packing slip or delivery ticket signed by a County representative at the time of acceptance. Failure to submit invoices in the prescribed manner will delay payment.

Payments will be tendered in accordance with the Florida Prompt Payment Act, Part VII, Chapter 218, Florida Statutes. The County will remit full payment on all undisputed invoices within forty-five (45) days from receipt by the appropriate County using department. The County will pay interest not to exceed one percent (1%) per month on all undisputed invoices not paid within thirty (30) days after the due date.

8.0 DEFINITION OF RESPONSIBLE AND RESPONSIVE

Each Proposal submittal will be evaluated for conformance as responsive and responsible using the following criteria:

- A. Proper submittal of ALL documentation as required by this Solicitation. (Responsive)

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- B. Proposals will be evaluated based upon the greatest benefits to Lake County and the following criteria: (Responsible)
1. Firm's qualifications;
 2. Proposed costs / fee schedule;
 3. Past Performance. In order to evaluate past performance, all Vendors are required to submit a list of three (3) verifiable references / relevant projects completed within the last five (5) years that are the same or similar in magnitude to this RFP. The County may be listed as a reference. See Attachment 2;
 4. Proposed materials and plans to accomplish tasks;
 5. All technical specifications associated with this Solicitation; and
 6. Financial Stability: A Dun and Bradstreet report may be used by the County to evaluate Vendor's financial stability. All Vendors shall be prepared to supply a financial statement upon request, preferably a certified audit of the last available fiscal year.

Awards will be made to the most responsive, responsible, Vendor whose Proposal represents the best overall value to the County when considering all evaluation factors.

The County reserves the right to make awards to one or more Vendors and to reject any and all offers or waive any minor irregularity or technicality in Proposals received.

Proposals received before the date and time listed will be opened, recorded, and accepted for consideration. Vendors' names will be read aloud and recorded. Proposals will be available for inspection during normal business hours in the Office of Procurement Services thirty (30) calendar days after the solicitation due date or after recommendation of award, whichever occurs first.

9.0 DELIVERY OF PROPOSAL

DO NOT RESPOND TO THIS SOLICITATION ON LINE. All Proposals must be sealed be clearly marked with **SOLICITATION: 19-0441, GENERATOR REPAIR AND MAINTENANCE**, and firm name.

Proposals must be received by the Lake County Office of Procurement Services, Room 441, Fourth Floor, 315 W. Main Street, Tavares, FL 32778-7800, no later than 3:00 P.M., Eastern time on **05/02/2019**. Proposals received after this time, regardless of circumstance, will not be considered.

A response will not be accepted if received in the Office of Procurement Services after the official due date and time regardless of when or how it was received by the Lake County Clerk of Court Mail Receiving Center. Allow enough time for transportation and inspection.

All Proposals must be sealed and delivered to (faxes/e-mails will not be accepted):

Hand Delivery:

LAKE COUNTY PROCUREMENT SERVICES
315 W. MAIN STREET
4TH FLOOR, ROOM 441
TAVARES, FLORIDA

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Sealed Proposals delivered by a third-party carrier (U.S. Postal Service, FedEx, UPS, etc.) are opened and inspected by the Lake County Clerk of the Circuit Court Mail Receiving Center in an off-site controlled facility prior to delivery to the Office of Procurement Services.

United States Postal Service (USPS) Allow additional days for transportation and inspection:

LAKE COUNTY PROCUREMENT SERVICES
PO BOX 7800
TAVARES, FL 32778-7800

Third Party Carrier (FedEx, UPS, etc) Allow an additional day for transportation and inspection:

LAKE COUNTY PROCUREMENT SERVICES
MAIL RECEIVING CENTER
313 SOUTH BLOXHAM AVENUE
TAVARES, FL 32778

10.0 SUBMITTAL REQUIREMENTS

Vendors must complete and return all information requested in this RFP document (See Section 10.0).

Proposal submission indicates a binding offer to the County and agreement of the terms and conditions referenced in this Request For Proposal.

Do not make any changes to the content or format of any form without County permission. All information must be legible. The person signing the Proposal must initial any corrections made. The Proposal must be manually signed by an official authorized to legally bind the firm to its provisions. Include a memorandum of authority signed by an officer of the company if the signor is not listed as a corporate officer on the firm's SunBiz registration or corporate documents.

Vendor must submit one (1) signed original and one (1) complete electronic copy (on a CD or USB flash drive) in a sealed package marked **19-0441, GENERATOR REPAIR AND MAINTENANCE** and delivered to the Office of Procurement Services no later than the official solicitation due date and time. Any Proposal received after this time will not be considered and will be returned unopened. The County is not liable or responsible for any costs incurred by any Vendor in responding to this RFP including, without limitation, costs for product or service demonstrations if requested.

10.1 PRESENTATION

Each Proposal must be a concise, accurate, complete, and clear description of the Vendor's solution and capabilities to satisfy this RFP.

10.2 PROPOSAL GUIDELINES

Proposals must be in accordance with the instructions outlined in this Section. Failure to do so may result in the County rejecting the Proposal.

Page Size and Format – The preferred format is letter sized (not including foldouts), single-spaced, with 11 point or larger text, and numbered sequentially by section.

Legible tables, charts, graphs, or figures may be used as needed and should not exceed ledger size.

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Binding and Labeling – Include a cover sheet containing the RFP title, solicitation number, and the Vendor name in each Proposal copy. All Sections of the Proposal should be identified by tabs.

10.3 PROPOSAL SECTIONS AND CONTENT

Proposals must be organized into the following major sections.

TAB 1 – VENDOR PROFILE

- Statement of Interest & Understanding of Project.
- Firm Profile / Firm History.
- Program Manager: List the name, business address, telephone number and e-mail address of the program manager for the project. Provide a resume of the individual's background and skills in managing similar projects.
- Include copies of any required licenses or permits.

TAB 2 – FORMS

- Complete Proposal Submittal Form (See Attachment 1, Bid Submittal Form).
- Completed Addenda issued subsequent to the release of this solicitation must be signed and returned with the firm's Proposal. Failure to return signed addenda may be cause for Proposal to be considered non-responsive.
- Provide a completed W-9.
- Provide a Florida Department of State, Division of Corporations, Sunbiz report of the firm available from the [Sunbiz homepage](#).
- Complete Reference Form (See Attachment 2 – References Form) submitting at least three (3) verifiable references where the proposed solution of similar magnitude has been completed within the last five (5) years. The County may be listed as a reference.
- Proof of Insurability. Provide either an Acord form reflecting required insurance coverage or documentation from the firm's insurance agency stating insurability at the required insurance coverage.

TAB 3 – PROPOSED SOLUTION

- Provide a concise description of the approach and process to successfully complete the work to be performed including any specific staffing or equipment resources.
- Exceptions – describe any exceptions to requirements stated in the RFP document or associated addendums.

TAB 4 – SUBCONTRACTORS / JOINT VENTURES

- Provide a list of proposed subcontractors or joint venture arrangements that may be used on the project.

TAB 5 – COMPLETED PRICING SECTION

- Complete Attachment 3 – Pricing Sheet.
- Provide supporting documentation for proposed pricing.

TAB 6 – FINANCIAL STABILITY

- Provide a financial stability statement indicating the firm has the necessary resources (human and financial) to provide the services at the level required by the County. The County reserves the right to request a financial statement, a certified audit, or a third

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party prepared financial statement. The County reserves the right to use a third-party company to verify financial information provided. Provide similar information for a subcontractor or joint venture arrangement.

TAB 7 – LITIGATION

- Provide information on the nature and outcome of litigation and proceedings for the previous three (3) years where the firm has been involved in any matter related to professional activities.

TAB 8 – OTHER INFORMATION

- Include any additional data that Vendor deems pertinent to the understanding and evaluating of the Proposal.

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