



CORPORATION YARD
UTILITIES AND MAINTENANCE
100 EDES COURT
MORGAN HILL, CA 95037-5301
408-776-7333
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WWW.MORGAN-HILL.CA.GOV

CITY OF MORGAN HILL - REQUEST FOR PROPOSALS

May 2013

HOURLY RATES FOR SERVICES FOR WELL SITES

- ROUTINE REPAIRS, MAINTENANCE, AND PARTS
- EMERGENCY REPAIRS, MAINTENANCE, AND PARTS

The Utilities Division of the City of Morgan Hill is requesting hourly rates for establishing a two-year contract for services outside the City's scope of work for its water wells. The Utilities Division staff maintains 17 wells. The service to be provided will consist of two levels of repairs, maintenance, and parts within the same agreement: 1) Routine Repairs, Maintenance, and Parts, and 2) Emergency Repairs, Maintenance, and Parts. Both levels of work will include machine shop work, field work, shop and field welding as described in the labor and equipment charges included on the attached forms. The Scope of Work also includes the replacement of a total of five pumps: three (3) pumps in Year One and two (2) pumps in Year Two.

The attached proposal sheet includes forms for describing proposed rates for both levels of the work. **Failure to use the format and forms provided will result in an incomplete proposal.**

Instructions for delivering proposals:

- **Deliver By:** No later than **11:00 a.m. on Tuesday, May 21, 2013**
- **Deliver To:** City of Morgan Hill Utilities Division, 100 Edes Court, Morgan Hill, CA 95037
- **Sealed Envelope:** Clearly labeled "**REQUEST FOR PROPOSAL: WELL SITES MAINTENANCE AND REPAIRS**"

Proposals will be reviewed by staff within a reasonable period following receipt, and all respondents notified of results. Respondents need not be present for consideration of award. **Incomplete proposals will not be considered.**

Companies submitting a proposal shall maintain the appropriate license, insurance and permit requirements of the City, State and Federal governments, and other requirements of the law.

If you need additional information pertaining to this proposal, please contact me at (408) 776-7333, or by email at jay.jaso@morganhill.ca.gov

Sincerely,

Jay Jaso
Management Analyst

PROCEDURE FOR REQUEST FOR PROPOSALS FOR ROUTINE AND EMERGENCY SERVICES

This Request for Proposals (RFP) issued by the City of Morgan Hill Utilities Division is for both routine and emergency maintenance work to be performed on the City's groundwater wells. The City expects the contractor to be available to respond to an emergency call for service 24-hrs/day, 7-days/week, and within the specified time as defined in the RFP. Routine maintenance work can be scheduled during normal business hours of the Utilities Division. This RFP is written in a manner that provides the contractor with an opportunity to delineate the costs between routine and emergency work, if in fact there is a cost difference between these two types of work.

Proposals received by the designated date and time as specified in the RFP will be evaluated based on the contractor's ability to meet the conditions defined, and on the most competitive costs for providing the specified services. At a minimum, the City shall evaluate the costs associated with rehabilitating the five wells identified in the RFP, along with the respondent's hourly rates for routine and emergency work. In the event that two or more respondents provide similar costs, the City will reevaluate these proposals and award the contract based on the cost for the routine maintenance work of the five wells identified in the RFP.

PROPOSAL INFORMATION – WELL SITES

- **ROUTINE PUMP MAINTENANCE AND REPAIR**
- **EMERGENCY PUMP MAINTENANCE AND REPAIR**

Notice to Contractors

Notice is hereby given that sealed proposals will be received by the City of Morgan Hill Utilities Division for furnishing any and all necessary parts, materials, labor, travel and mileage, and other items required to provide within the same agreement: 1) Routine Repairs, Maintenance, and Parts, and 2) Emergency Repairs, Maintenance, and Parts for City well sites. Both levels of work will include machine shop work, field work, shop and field welding as described in the labor and equipment charges included on the attached forms.

Instructions for Delivering Proposals

- **Deliver By:** No later than **11:00 a.m. on Tuesday, May 21, 2013**
- **Deliver To:** City of Morgan Hill Utilities Division, 100 Edes Court, Morgan Hill, CA 95037
- **Sealed Envelope:** Clearly labeled **"REQUEST FOR PROPOSAL: MAINTENANCE AND REPAIR FOR CITY WELL SITES"**

Inspection of Site of Work

Candidates are required to inspect the site of the work in order to satisfy themselves of the location of the proposed work and of the actual conditions at the site of work. If a candidate requires further clarification of facts or conditions, it is the candidate's responsibility to contact the Utilities Division at 408-776-7333 for assistance before submitting a proposal. No such supplemental information so requested or furnished shall vary the terms of the Specifications or the candidates' sole responsibility to clearly understand the work to be performed.

The submission of a proposal by the candidate shall constitute the acknowledgment that, if awarded the contract, the candidate has made adequate and full examination of the work site, access to the work site, and all other information, conditions, and matters essential to the fulfillment of the work that will be required. No claim for additional compensation will be allowed due to a lack of information or knowledge of the work required.

Evaluation of Proposal

Proposals will be evaluated to ascertain which company best meets the needs of the City. It is anticipated that the City may request additional information from any or all respondents in order to clarify parts of their proposal. Evaluation considerations will include the following:

1. Responsiveness of the proposal in clearly demonstrating an understanding of the City's objectives and the ability to meet the City's needs.
2. Cost - although a significant factor, may not be the dominant factor. Cost is particularly important when all the other evaluation criteria are relatively equal.

3. Technical expertise of the firm and those assigned to the project.
4. Demonstrated ability to effectively work with City staff and City representatives.
5. References

Attachments and Exhibits

The Attachments and Exhibits to this Request for Proposals are integral to the proposal, and must be completed in full as part of the respondent's submittal. Failure to use the attached forms provided will result in an incomplete proposal.

Incurred Costs

The City is not liable for any cost incurred by a firm responding to this Request for Proposal.

Assignment

No agreement, nor any duties or obligations resulting from this proposal may be assigned by selected firm without the prior written consent of City.

SCOPE OF WORK

The City of Morgan Hill has 17 wells within the city limits maintained by City staff. There is a combination of submersible and vertical turbine pumps ranging in size from 40 horsepower to 150 horsepower. Pump settings range from 220 feet to 290 feet and pump columns range in size from 6 inches to 10 inches. The City contract will be for services outside the City's scope of work for its water wells. The services to be provided will consist of repairs, maintenance, and parts for well sites, including machine shop work, field work, shop and field welding as described in the labor and equipment charges included on the attached forms.

The work to be completed will be of **both a routine nature and of an emergency nature**:

Routine Maintenance

For the most part, the work will be of a non-emergency, scheduled nature between normal business hours of 7:30 AM to 3:30 PM. The work will consist of routine, on-call support to Utilities Division crews in the repair and maintenance of the City's 17 wells within the city limits.

Emergency Response

Emergency response is typically non-scheduled activity after normal business hours, or when City crews cannot respond with the full level of effort/equipment needed. The contractor must be able to respond at the City's request for emergency services 24 hours a day, 7 days per week, and will be required to provide an emergency contact telephone number. The ability to respond when called out for an emergency is a condition of the contract (attached), and once the contract award is made, the inability or failure to respond as needed will be considered as noncompliance with the contract.

Price Quotes for Pumps Scheduled for Replacement

Over the next two years, the City has scheduled a total of five pumps for replacement: three (3) in Year One, and two (2) in Year Two. The City retains the right to revise this schedule or the locations as needed.

As part of your proposal submittal, and using the forms below, please complete the sections in the columns marked Vendor Cost, Percentage of Mark Up, and City Cost.

The following **3 PUMPS** are scheduled for replacement during **YEAR 1** of the agreement.

Well Name	BOYS RANCH #1 WELL			
SITE ADDRESS	1004 BURNETT AVE.	Vendor Cost	% Mark Up	City Cost
Type of Motor	VERTICAL TURBINE			
MOTOR MFG.	US MOTORS	\$	%	\$
VOLTAGE	460			
PHASE	3			
RPM	1775			
H.P.	150			
FRAME	444TP			
MODEL #	6350			
NEMA NOM. EFF. %	Premium Efficiency			
PUMP MFG.	AMERICAN TURBINE	\$	%	\$
MODEL #	HH40			
TYPE	12H150			
STAGES	5			
NAMEPLATE GPM	1300			
TDH (FT)	351			
LINE SHAFT SIZE	1.5 in x 140-ft (SS)	\$	%	\$
COLUMN SIZE	8 in x 140-ft	\$	%	\$

THIS FORM MUST BE USED WHEN SUBMITTING PROPOSAL

Well Name	BUTTERFIELD WELL	Vendor Cost	% Mark Up	City Cost
SITE ADDRESS	17935 CALLE HERMOSA			
Type of Motor	VERTICAL TURBINE			
MOTOR MFG.	US MOTORS	\$	%	\$
VOLTAGE	460			
PHASE	3			
RPM	1785			
H.P.	60			
FRAME	364TP			
MODEL #	BF56			
NEMA NOM. EFF. %	Premium Efficiency			
PUMP MFG.	Floway	\$	%	\$
MODEL #	10 JKM			
TYPE	VERTICAL TURBINE			
STAGES	11			
NAMEPLATE GPM	445			
TDH (FT)	365			
LINE SHAFT SIZE	1.5-in X 140-FT	\$	%	\$
COLUMN SIZE	8-in X 140-FT	\$	%	\$

Well Name	MAIN 2 WELL	Vendor Cost	% Mark Up	City Cost
SITE ADDRESS	470 E. MAIN AVE			
Type of Motor	VERTICAL TURBINE			
MOTOR MFG.	US MOTORS	\$	%	\$
VOLTAGE	460			
PHASE	3			
RPM	1780			
H.P.	125			
DESIGN	B			
FRAME	405TP			
MODEL #	Unavailable			
NEMA NOM. EFF. %	Premium Efficiency			
PUMP MFG.	FLOWAY	\$	%	\$
MODEL #	11 JKH			
TYPE	VTP			
STAGES	5			
NAMEPLATE GPM	925			
TDH (FT)	302'			
LINE SHAFT SIZE	1.5-in X 140-FT	\$	%	\$
COLUMN SIZE	10-in X 140-FT	\$	%	\$

THIS FORM MUST BE USED WHEN SUBMITTING PROPOSAL

The following **2 PUMPS** are scheduled for replacement during **YEAR 2** of the agreement.

Well Name	JACKSON WELL	Vendor Cost	% Mark Up	City Cost
SITE ADDRESS	2150 E. DUNNE AVE			
Type of Motor	VERTICAL TURBINE			
MOTOR MFG.	US MOTORS	\$	%	\$
VOLTAGE	480			
PHASE	3			
RPM	1800			
H.P.	60			
DESIGN	B			
FRAME	L364TP16			
MODEL #	5K364DBB6005A			
NEMA NOM. EFF. %	Premium Efficiency			
PUMP MFG.	Gould	\$	%	\$
MODEL #	9RCHC-9			
TYPE	VERTICAL TURBINE			
STAGES	Unknown			
NAMEPLATE GPM	420			
TDH (FT)	310			
LINE SHAFT SIZE	1-in X 140-FT	\$	%	\$
COLUMN SIZE	6-in X 140-FT	\$	%	\$

Well Name	BOYS RANCH #3 WELL	Vendor Cost	% Mark Up	City Cost
SITE ADDRESS	1002 BURNETT AVE.			
Type of Motor	VERTICAL TURBINE			
MOTOR MFG.	US MOTORS	\$	%	\$
VOLTAGE	480			
PHASE	3			
RPM	1800			
H.P.	60			
DESIGN	B			
FRAME	364TP			
MODEL #	BF56A			
NEMA NOM. EFF. %	Premium Efficiency			
PUMP MFG.	AMERICAN TURBINE	\$	%	\$
MODEL #	8-H-50			
TYPE	Unknown			
STAGES	13			
NAMEPLATE GPM	450			
TDH (FT)	325			
LINE SHAFT SIZE	1-in X 140-FT	\$	%	\$
COLUMN SIZE	6-in X 140-FT	\$	%	\$

THIS FORM MUST BE USED WHEN SUBMITTING PROPOSAL

PROPOSAL FOR PROVIDING
WELL SITES MAINTENANCE AND REPAIR (ROUTINE / EMERGENCY)

LABOR CHARGES	<u>RATE PER HOUR</u> ROUTINE MAINTENANCE			<u>RATE PER HOUR</u> EMERGENCY WORK	
	FY 13-14	FY 14-15		FY 13-14	FY 14-15
IN YOUR SHOP					
MACHINE SHOP					
ON SITE AT WELL OR OTHER LOCATION					
FOREMAN OR CREW LEADER					
WELDING IN YOUR SHOP					
WELDING ON SITE					
TRAVEL TIME-CREW					
TRAVEL TIME-WELDER					

OVERTIME LABOR CHARGES

ON SITE PER CREWMAN					
FOREMAN ON SITE					
WELDING ON SITE					

EQUIPMENT CHARGES

PUMP OR WELL RIG					
CRANE(15-20 TON SIZE)					
BACKHOE					
DUMP TRUCK (12 YD. MINIMUM)					

EMERGENCY RESPONSE TIME TO CORP YARD		____ HRS MAXIMUM
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AVAILABILITY (please circle)

AFTER 5 pm	YES	NO
WEEKENDS	YES	NO
HOLIDAYS	YES	NO

THIS FORM MUST BE USED WHEN SUBMITTING PROPOSAL

STATEMENT OF SUBCONTRACTORS

PROPOSAL FOR PROVIDING WELL SITES MAINTENANCE AND REPAIR (ROUTINE / EMERGENCY)

The following are the subcontractors we propose to engage on the following items of work. Any item of work which does not designate a subcontractor will be done by the contractor.

Work to be Performed by Subcontractor	Name and Address of Subcontractor	Dollar Value of Agreement

THIS FORM MUST BE USED WHEN SUBMITTING PROPOSAL

LIST OF REFERENCES

Please list five (5) clients that we may contact regarding your work performance. Provide for each client: company name, key contact, address, phone number, email address.

1.

2.

3.

4.

5.

THIS FORM MUST BE USED WHEN SUBMITTING PROPOSAL

THIS PROPOSAL AS SUBMITTED, INCLUDING ALL REQUIRED
ATTACHMENTS, IS BINDING UPON THE UNDERSIGNED
FOR NINETY (90) DAYS AFTER THE PROPOSAL RECEIPT DATE.

COMPANY

ADDRESS

TELEPHONE

FAX

EMAIL ADDRESS

CONTACT PERSON

SIGNATURE

(PRINT NAME)

DATE

THIS FORM MUST BE USED WHEN SUBMITTING PROPOSAL