



CITY OF MORGAN HILL – REQUEST FOR PROPOSALS

May 2013

BOOSTER STATIONS

- ROUTINE MAINTENANCE AND REPAIR
- EMERGENCY MAINTENANCE AND REPAIR

The Utilities Division of the City of Morgan Hill is requesting proposals from qualified contractors to provide two levels of pump maintenance and repair for City booster stations within the same agreement: 1) Routine Maintenance and Repair, and 2) Emergency Maintenance and Repair. Both levels of the work will include any and all labor, machine shop work, field work, shop and field welding, miscellaneous repair, travel time, expenses, and equipment.

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: PUMP MAINTENANCE AND REPAIR FOR BOOSTER STATIONS"**

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.

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

Sincerely,

Jay Jaso
Management Analyst

PROPOSAL INFORMATION – BOOSTER STATIONS

- **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 booster stations. 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

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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

All proposals will be considered, and each will be evaluated to ascertain which one best meets the needs of the City. Additional requests for information may be necessary in order to clarify parts of the 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. Technical expertise of the firm and those assigned to the project

3. Cost - although a significant factor, may not be the dominant factor. Cost is particularly important when all the other evaluation criteria are relatively equal..
4. Demonstrate ability to effectively work with City staff, and 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 10 booster stations with approximately 32 pumps within the City limits maintained by City staff. There is a combination of pumps ranging in size from 3 hp to 150 hp. Booster pumping stations are a combination of split case, close coupled and can turbine pumps. The City also utilizes Variable Frequency Drive motor systems at several of the booster stations. The scope of this contract is to provide repairs to pump stations and/or boosters in the event City staff is not able to. The selected contractor will be responsible for furnishing any and all labor, machine shop work, field work, shop and field welding, miscellaneous repair, travel time, expenses, and equipment necessary to do the work required.

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 32 pumps that operate at 10 booster stations.

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.

PROPOSAL FOR PROVIDING
BOOSTER STATIONS MAINTENANCE AND REPAIR (ROUTINE / EMERGENCY)

	<u>RATE PER HOUR</u> ROUTINE MAINTENANCE			<u>RATE PER HOUR</u> EMERGENCY WORK	
LABOR CHARGES	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					
WORK AVAILABILITY	YES	NO		YES	NO
AFTER 5:00 pm					
WEEKENDS					
HOLIDAYS					
RESPONSE TIME TO THE CITY IN EMERGENCY SITUATION # OF HRS. = _____					
DISTANCE FROM CONTRACTOR'S PLACE OF BUSINESS # OF MILES = _____					

*TRAVEL TIME TO BE INCLUDED IN HOURLY RATE, IF APPLICABLE

THIS FORM MUST BE USED WHEN SUBMITTING PROPOSAL

STATEMENT OF SUBCONTRACTORS

PROPOSAL FOR PROVIDING
BOOSTER STATIONS 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.

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