

REQUEST FOR PROPOSAL

FOR

**HVAC SYSTEM UPGRADE, REPAIR & MAINTENANCE
EMERY COUNTY ADMINISTRATION BUILDING**

INTRODUCTION

Emery County is soliciting competitive proposals from qualified individuals interested in performing needed upgrade, repair and maintenance work on the HVAC system at the Emery County Administration Building. The successful individual will work under the general supervision of the Building Maintenance Supervisor and the Emery County Commission.

OBJECTIVE

Emery County is seeking a qualified individual to perform the following scope of work on the HVAC system at the Emery County Administration Building located at 75 East Main Street, Castle Dale.

SCOPE OF WORK

- Drain and treat the boiler heating loop to clean out sludge buildup in the loop.
- Fix 3 units in the building that have no flow with heated water.
- Refill boiler heating loop and get back to pressure and running.
- Remove any air introduced to the closed loop system.
- Install new control system for boiler and chiller system.
- Install air separator in the hot and chilled water lines.
- Optimize new chiller for the building with a bypass valve or other means to keep the chiller from faulting out for low flow.

PROPOSAL QUALIFICATION REQUIREMENTS

All proposals submitted for evaluation must include, but are not limited to the following information.

- Background - Please provide information on your work history, credentials, principal place of business and contact information.
- Licensed to do business in the State of Utah.
- Able to provide necessary insurance requirements.
- Signature Page - The proposal is to be signed by an individual or principal of the business who is authorized to execute the contract.
- Proprietary Information - Mark any specific information contained in the proposal which is not to be disclosed to the public or used for purposes other than the evaluation of the proposals.

EVALUATION OF PROPOSALS

Proposals will be evaluated and ranked by Emery County. Evaluation criteria with assigned weights are as follows:

Qualifications (35 Points)

- The candidate has the qualifications needed to successfully complete the scope of work
- The candidate has prior experience working in a similar field

Scope of Proposal (30 Points)

- The proposal demonstrates an understanding of the job objectives and desired results
- The proposal illustrates the candidate's ability to successfully execute the proposed job
- The proposal includes an appropriate process to interact with committee members and community stakeholders

Work Plan (25 Points)

- The proposal adequately details project activities and milestones or deliverables associated with each stage of the scope of work

REFERENCE CHECKS

Information from references will be evaluated using the following criteria. The evaluation will be labeled as satisfactory or unsatisfactory.

References (Satisfactory/Unsatisfactory)

- The reference would hire the candidate again
- The candidate was responsive to the reference's needs
- The candidate anticipated problems, and solved them quickly and effectively
- The original Scope of Services was completed

Candidates may be asked to participate in an interview to further gauge their fit and ability to work on this project.

Candidate selection will be based on the candidate's written proposal and the results of the reference checks.

INQUIRIES

All inquiries relating to the proposal should be directed to:

Kyle Scow, Emery County Maintenance Supervisor
kyles@emery.utah.gov

INSTRUCTIONS FOR PROPOSAL SUBMISSION

If you or your company is interested and qualified, please submit one (1) electronic copy of your Proposal to the Emery County Clerk/Auditor's Office by email to brendat@emery.utah.gov. All submissions must be received no later than the end of business on Friday, June 14, 2024.

Proposal shall be clearly labeled "PROPOSAL for Emery County Administrative Building - HVAC System" and shall include all qualifications as well as a cost estimate for the services. Proposals shall be opened in the regular schedule Commission Meeting on June 18, 2024.

ACCEPTANCE OF PROPOSAL

Emery County will evaluate all proposals to determine acceptance or rejection of the proposal.

Pursuant to this RFP a contract will be executed and signed by Emery County.

PROCUREMENT RULES AND PROCEDURES

Emery County will award a contract in reliance upon the information contained in proposals submitted in response to the RFP. Emery County will be legally bound only when and if there is a definitive signed agreement with the awarded contractor.

It is important that any person who signs a proposal or contract on behalf of a Contractor's organization certifies that he or she has the authority to so act. The successful Contractor who has his/her proposal accepted may be required to answer further questions and provide further clarification of his/her proposal and responses.

Receiving this RFP or responding to it does not entitle any entity to participate in services or transactions resulting from or arising in connection with this RFP. Emery County shall have no liability to any person or entity under or in connection with this RFP, unless and until Emery County and such person shall have executed and delivered a definitive written agreement.

No oral modifications or amendments to this RFP or any resulting contract shall be effective, but such may be modified or amended by a written agreement signed by the parties. If it becomes necessary to revise any part of this RFP, an addendum will be provided to all who received an RFP.

PROCUREMENT TIMETABLE

Below is the Procurement Timetable that has been established for this RFP.

Required Activity	Scheduled Date
RFP Issue Date	5/22/2024
Closing Date for Receipt of Proposals	6/14/2024
Selection of Agency	06/18/2024

*Desired date for Emery County to select agency.

SIGNATURE PAGE

I hereby certify that the information submitted by me/my company in response to this RFP, including the pricing and other information in this Proposal Response Form is true and accurate.

I understand that Emery County has the right to reject and or all proposals, to waive minor irregularities when to do so would be in the best interests of Emery County.

Name of Agency _____

Address _____

Email Address _____

Phone Number _____ Fax Number _____

Print Name _____

Signature: _____ Date: _____