

GILLESPIE COUNTY
REQUEST FOR PROPOSAL (RFP)

GILLESPIE COUNTY
LAW ENFORCEMENT CENTER
EMERGENCY GENERATOR ADDITION
Submit To: Gillespie County Auditor's Office
101 West Main St., Mail Unit 4, Room 203
Fredericksburg, Texas 78624
Phone: (830) 997-6777
Email: mschneider@gillespiecounty.org

REQUEST FOR PROPOSAL
GILLESPIE COUNTY
LAW ENFORCEMENT CENTER
EMERGENCY GENERATOR ADDITION
Fredericksburg - Texas

INTRODUCTION

Gillespie County invites and welcomes bid proposals for the Gillespie County Law Enforcement Center Generator Addition project (PROJECT). Please take the time to carefully read and become familiar with the proposal requirements. All proposals submitted for consideration must be received by the time specified as stated below.

BIDDERS SHOULD NOTE THAT ANY AND ALL WORK INTENDED TO BE SUBCONTRACTED AS PART OF THE BID RESPONSE SUBMITTAL MUST BE ACCOMPANIED BY BACKGROUND MATERIALS AND REFERENCES FOR PROPOSED SUBCONTRACTOR(S). NO EXCEPTIONS.

PROJECT LOCATION

The project associated with this RFP is or shall be located at 1601 E Main St., Fredericksburg, TX 78624.

PROJECT MANAGER CONTACT INFORMATION

The following individual(s) are the assigned contact(s) for this project. All questions and requests for information regarding the PROJECT details shall be directed to:

Name: John Sandstedt
Title: Facilities Manager
Phone: (830) 992-2604
Fax: (830) 992-2608
Email: jsandstedt@gillespiecounty.org

PROJECT OBJECTIVE

The objective and goal for this project is the purchase and installation of a back-up generator for the Gillespie County Law Enforcement Center Building.

SCHEDULE OF EVENTS:

The following is a schedule of events which the project is expected to follow. These dates may change slightly at the discretion of the Project Manager for Gillespie County.

Activity	Due Date	Time
Issue RFP	01/08/2024	
Bidder Proposal Submitted	02/01/2024	2:00 PM CST
Bid Responses Opened	02/01/2024	3:00 PM CST
Presentation of Bids	02/12/2024	

- *Issuance:* RFP will be posted on Gillespie County website.
- *Submission:* Bid response MUST be received in the Gillespie County Auditor's Office. No faxed or emailed responses will be accepted.

- *Responses:* Bid responses to the RFP will be opened in the Gillespie County Court Room.
- *Presentation of Bids:* Bid responses will be presented to Gillespie County Commissioners Court with recommendation for approval. Upon awarding of the bid to the selected respondent by Commissioners Court, a Notice-to-Proceed will be issued.

PROJECT SCOPE AND SPECIFICATIONS

The project scope is fully documented in the CONSTRUCTION DOCUMENTS included in “ATTACHMENT A” of this RFP. A brief narrative description of the scope of work is as follows:

1. Furnish and install a new emergency back-up generator and an automatic transfer switch (ATS) for the Gillespie County Law Enforcement Center Building.
2. Installation scope shall include, but not be limited to:
 - a. Furnishing and construction of in-grade pull boxes, concrete equipment pads, and concrete flatwork as required to support the installation of the generator and associated infrastructure.
 - b. Conduit, conductors, and all other necessary materials and equipment necessary to install the generator into the building’s electrical system.
 - c. On-site start-up, commissioning, and owner training by generator manufacturers’ personnel.
 - d. Removal of construction debris, unused or demolished equipment/materials, capping of all unused conduits, closing of all trenches and final grading of construction area for water to flow away from the building.

PROPOSAL BIDDING REQUIREMENTS

PROJECT PROPOSAL EXPECTATIONS

Gillespie County shall award the contract to the proposal respondent that best accommodates the various project requirements. Gillespie County reserves the right to: (i) award any contract prior to the proposal response deadline or prior to the receipt of all proposal responses, (ii) award the contract to more than one respondent, and (iii) refuse any bid proposal or contract.

PROPOSAL SELECTION CRITERIA

Only those bid proposals received by the stated deadline will be considered. All bid proposals, submitted by the deadline, will be reviewed and evaluated based upon information provided in the submitted bid response. Consideration will be given to cost and performance projections. Furthermore, the following criteria will be given considerable weight in the bid proposal evaluation process:

1. Bid proposals received by the stipulated deadline must be in the correct format.
2. Respondent’s/Bidder’s alleged performance effectiveness of their bid proposal’s solution.
3. Respondent’s/Bidder’s performance history and alleged ability to timely deliver proposed services.

4. Respondent's/Bidder's ability to provide and deliver qualified personnel having the knowledge, skills and certifications required to effectively and efficiently execute proposed services.
5. Overall cost effectiveness of the bid proposal.

Gillespie County reserves the right to cancel, suspend, and/or discontinue any bid proposal at any time, without obligation or notice to the proposing respondent/bidder.

PROPOSAL SUBMISSION FORMAT

The following is a list of information that the Respondent/Bidder must include in their proposal submission:

Summary of Bidder (Respondent) Background

1. Bidder's Name(s)
2. Bidder's Address
3. Bidder's Contact Information (and preferred method of communication).
4. Legal Formation of Bidder (e.g. sole proprietor, partnership, corporation).
5. Date Bidder's Company was formed.
6. Description of Bidder's company in terms of size, range and types of services offered and clientele.
7. Bidder's principal officers (e.g. President, Chairman, Vice President(s), Secretary, Chief Operating Officer, Chief Financial Officer, General Manager(s)) and length of time each officer has performed in his/her field of expertise.
8. Bidder's Federal Employee Identification Number (FEIN)
9. Evidence of legal authority to conduct business in Texas (e.g. business license number).
10. Evidence of established track record for providing services and/or deliverables that are the subject of this proposal.
11. Organization chart showing key personnel that would provide services to Gillespie County.
12. Financial statements (balance sheet and income statement) for the most recently completed fiscal year.

Proposed Outcome

1. Summary of timeline and work to be completed.
2. Summary of expected service outages/disruptions of the building electrical service which would inhibit full functionality of the building.
3. Summary of the total cost of the proposal.

Licensing and Bonding

1. Provide details of licenses and bonds (if any) for any proposed services that the bidder/contractor may plan on providing for this project.

Insurance

1. Provide firm's insurance carrier and agent information. Provide any details of liability or other insurance provided with regard to the staff or project. Outline your firm's insurance limits.

References

1. Provide three (3) client references. By submitting a proposal, Bidder agrees that Gillespie County may contact all submitted references to obtain any and all information regarding Bidder's performance.

TEXAS ETHICS COMMISSION REQUIREMENT NOTIFICATION

In 2015, the Texas Legislature adopted House Bill 1295, which added section 2252.908 of the Government Code. The law states that a government entity or state agency may not enter into certain contracts with a business entity unless the business submits a disclosure of interested parties to the governmental entity or state agency at the time the business entity submits the signed contract to the governmental entity or state agency. The law applies only to a contract of a governmental entity or state agency that either: (1) requires action or vote by the governing body of the entity or agency before the contract may be signed, or (2) has a value of at least \$1 million. The disclosure requirement applies to contract entered into, on, or after January 1, 2016.

A signed and notarized Form 1295 shall be tendered to Gillespie County by providers selected to receive contract prior to contract execution. Gillespie County will not evaluate the information provided, or respond to any questions on how to interpret the Texas Ethics Commission's rules.

For additional information, please reference the Texas Ethics Committee webpage at:
<https://ethics.state.tx.us/tec/1295-Info.htm>.