



RFP/Proposals for Redundant HVAC System for Kitsap 911 Server Room
2019-001

Closing Date Deadline: Thursday, June 13th, 2019 at 12:00 PM (PST)

Opening of Sealed Bids: Thursday, June 13th, 2019 at 12:15 PM PST)

Description:

Request for Proposals for Redundant HVAC SYSTEM AND INSTALLATION FOR 911 SERVER ROOM

Purpose: Design and install a 100% redundant HVAC system to serve the Kitsap 911 server room at 911 Carver Street, Bremerton WA 98312. Supply a bid for a complete system. Including a design drawing, a list of equipment covered under the bid and a time line for delivery of equipment. Provide a complete manual for ongoing operations and maintenance.

The existing system is composed to (2) aging 9.6 ton Liebert water cooled direct expansion chillers, which were originally designed to provide 100% redundancy and operate on a lead/lag basis. The indoor chillers are located in the mechanical room adjacent to the server room, and the outdoor dry coolers are located directly outside of the mechanical room. The original system was later retrofitted with an economizer. The server room use has significantly increased since the original HVAC design and the existing system is no longer able to provide backup or redundancy

The desired System shall interface with the Agency's existing controls system.

Questions regarding this RFP are to be directed to Stephanie Browning.

RFP Amendments. Kitsap 911 reserves the right to request clarification on any proposal or to ask proposers to supply any additional material deemed necessary to assist in the evaluation of the proposal. Kitsap 911 reserves the right to change the RFP schedule or issue amendments to the RFP at any time. Kitsap 911 also reserves the right to cancel or reissue the RFP.

Withdrawal of Proposal. Proposals may be withdrawn at any time prior to May 30th, 2019 provided notification is received in writing. Proposals cannot be changed or withdrawn after the designated due date.

Rejection of Proposals. Kitsap 911 reserves the right to reject any or all proposals, to waive any minor informalities or irregularities contained in any proposal, and to accept any proposal deemed to be in the best interest of Kitsap 911.

Proposal Validity Period. Submission of a proposal will signify the vendor's agreement that its proposal and the content thereof are valid for 180 days following the submission deadline and will become part of the contract that is negotiated between Kitsap 911 and the successful vendor.

Disclaimer. Kitsap 911 reserves the right to share, with any consultant of its choosing, the RFP and any resultant proposals in order to secure expert opinion.

Non-Obligation. Receipt of proposals in response to its RFP does not obligate Kitsap 911 in any way. The right to accept or reject any proposal shall be exercised solely by Kitsap 911. Kitsap 911 shall retain the right to abandon the proposal process at any time prior to the actual execution of a contract with a vendor, and Kitsap 911 shall bear no financial or other responsibility in the event of such abandonment.

Public Disclosure. All materials provided to Kitsap 911 by Vendors are subject to Federal, State and Kitsap 911 public disclosure laws.

Kitsap 911 will select based on proposal reviews, reference checks, total costs, interviews, and demonstrations as well as other criteria set forth in this RFP. No costs chargeable to the proposed contract may be incurred before receipt of a fully executed contract.

Kitsap 911 may select other than the lowest cost solution. The objective is to choose a proposer capable of providing a reliable solution within a reasonable budget.

Business License and Taxation. The successful proposer and all subcontractors must hold valid business and professional licenses and registrations that may be required by the State of Washington, and shall pay, before delinquency, all taxes, levies, and assessments arising from its activities.

Each bid proposal shall be accompanied by a bid proposal deposit in cash, certified check, cashier's check, postal money order, or surety bond made payable to Kitsap 911 as indicated in the Contract Documents. Should the successful bidder fail to enter into such contract and furnish satisfactory performance and payment bond within the time stated in the specifications, the bid proposal deposit shall be forfeited to the Kitsap 911. The bid proposal deposit shall be for an amount not less than 5 percent of the total amount of bid. Deposits of the three finalist bidders will be retained until a contract has been entered into between the successful bidder and Kitsap 911 until a performance and payment bond in an amount of 100 percent of the contract price has been filed as required under the contract documents.

Deposits of other bidders will be returned as soon as it is determined that they are not one of the three finalist bidders.

It is strongly recommended that Bidders satisfy themselves as to construction conditions by personal examination of the site of proposed work, and by any other examination and investigation which they may desire to make as to the nature of difficulties to be encountered.

Background: Kitsap 911 was originally created in 1973 as Kitsap County Central Communications, a department of Kitsap County, governed as a joint board through an Interlocal Agreement. Kitsap 911 was formed as a Public Authority under RCW 35.21.730 through RWC 35.21.759 on April 25, 2016. Kitsap 911 is governed by thirteen elected officials representing Kitsap County, the Cities of Bainbridge Island, Bremerton, Port Orchard and Poulsbo and the Kitsap County Fire Commissioners Association. Kitsap 911 provides 24 hour, 365-day coverage to the entire county for 911 call receiving services and dispatch and serves all of Kitsap County Fire Departments, Police Departments, Tribal Agencies, Kitsap County and others.

General Specifications:

A. Requirements

To be considered responsive, the bidder must, at the time of bid opening, have completed the Bidder Submittal Checklist, and be an established HVAC installation, maintenance and repairs service company with all required licenses, facilities, equipment and training licenses personnel necessary to perform the work specified.

B. Bidder Responsibility Criteria:

It is the intent of Owner to award a contract to the lowest responsive and responsible bidder. Before award, the bidder must meet the following bidder responsibility criteria to be considered a responsible bidder. The bidder may be required by Kitsap 911 to submit documentation demonstrating compliance with the criteria. The bidder must:

1. Have a current certification of registration as a contractor in compliance with chapter 18.37 RCW, which must have been in effect at the time of bid submittal;
2. Have a current Washington Unified Business Identifier (UBI) number;
3. IF applicable:
 - A. Have Industrial Insurance (workers compensation) coverage for the bidder's employees working in Washington, as required in Title 51 RCW;
 - B. Have a Washington Employment Security Department number, as required in Title 50 RCW
 - C. Have a Washington Department of Revenue state excise tax registration number, as required in Title 82 RCW'
4. Not be disqualified from bidding on any public works contract under RCW 39.06.010 or 39.12.065 (3).

C. Equal/Approved Equal

These specifications are intended to be precise where a specific make, model or trade name is requested. Whenever a make, model or trade name is used, it shall be that or equal, or approved equal. Equal or approved equal means that the make, model or trade name will be given consideration if they fulfill the same performance requirements. Kitsap 911 reserves the right to make the decision on acceptability. Each vender shall clearly identify make, model or trade name of equipment on the face of their bid. Any equipment proposed as an equal to the herein specified must be substantiated with supporting data to justify such request for substitution.

D. New and Unused:

All equipment, parts and material shall be new, unused, manufacturer's latest model and in current production. All materials shall have physical and chemical properties to withstand the intended service. Equipment design shall have sufficient excess capacity for durability and safety.

E. Regulations and Codes:

To the extent applicable, all equipment or materials shall comply with Washington State regulations, Federal regulations, OSHA, and WISHA requirements, to include EPA standards and county safety codes.

F. Prevailing Wages:

The contractor will comply with all provisions of Chapter 39.12 RCW - Prevailing Wages on Public Work.

1. RCW 39.12.010 - The Prevailing Rate of Wage. Contact the Department of Labor and Industries, to confirm current prevailing wage rate for applicable workers on this particular public work project.
2. RCW 39.12.040 - Statement of Intent to Pay Prevailing Wages and an Affidavit of Wages Paid. Before an awarding agency may pay any sum due on account, it must receive a statement of Intent to Pay Prevailing Wages approved by the Department of Labor and Industries. Following final acceptance of a public work project, and before any final money is disbursed, each contractor and sub-contractor must submit

to the awarding agency an Affidavit of Wages Paid, certified by the Department of Labor and Industries.

3. RCW 39.12.070 - Fees Authorized for Approval Certification and Arbitrations. Any fees charged by the Department of Labor and Industries for approvals or fees to cover costs of arbitration conducted shall be the responsibility of the contractor.

G. Standard Warranty:

Any materials and labor provided shall carry standard warranty coverage furnished by the trade in general. Bidder shall state terms and conditions of guarantee/warranty.

H. Contractors Liability Insurance:

The contractor shall obtain and maintain in full force and effect during the term of the contract, commercial general liability coverage with insurance carriers admitted to do business in the State of Washington. The insurance companies must carry a Best's Rating of A- VII or better. The policies will be written on an occurrence basis, subject to the following minimum limits of liability:

<u>Commercial General Liability:</u>		
Combined Single Limit:	\$1,000,000	Per Occurrence
	\$2,000,000	Annual Aggregate

Kitsap 911, its agents, elected and appointed officials, and employees are to be listed as additional insureds under the policies.

The contractor will provide a Certificate of Insurance to Kitsap 911 as evidence of coverage. The certificate will provide 30-days notice of cancellation, and under the cancellation section, may not include wording such as "endeavor to" or "but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives." A copy of the additional insured endorsement attached to the policy will be included with the certificate.

The contractor shall also maintain workers compensation through the State of Washington.

If at any time during the life of the contract or any extension, the contractor fails to maintain the required insurance in full force and effect, all work under the contract shall be discontinued immediately. Any failure to maintain the required insurance may be sufficient cause for Kitsap 911 to terminate the contract.

This Certificate of insurance shall be provided to the Purchasing Manager, prior to commencement of this work.

I. Subletting Work/Prime Vendor Responsibility:

Subcontracting is the sole responsibility of the prime vendor and all sub-vendors selected by the prime vendor must be approved in advance, by Kitsap 911 for legal, technical, performance and historical considerations, which may influence the approval or disapproval of any proposed sub-vendor.

Technical Specifications

General

The vendor proposed replacement HVAC system would include two redundant units providing approximately 20 tons of cooling each. Each system will provide approximately 20 tons of cooling to meet the current cooling load of the server room and allow for a little growth. Please see initial heat load study for general concept and layout Appendix H. Note: the mechanical room has some tight space constraints.

A. Configuration and Software Updates

The HVAC system shall be centrally managed. Both the Vendor and the Kitsap 911's system specialists shall have full access during install. Updates to HVAC software shall be coordinated with Kitsap 911 before installing.

B. System Monitoring

There shall be a visual monitoring system on the unit for quick reference of how the unit is operating. The system shall integrate into the monitoring system the Kitsap 911 is using for the alarms on the existing HVAC systems.

C. Engineering

- Attend coordination phone conferences & meetings
- Recommend HVAC system
- Perform investigative site visits
- Prepare and stamp mechanical, electrical, and plumbing permit drawings
- Prepare and stamp technical specifications
- Airside economizer review to analyze system and provide solutions
- Incorporate server room HVAC system return duct modifications into the permit construction design package
- Construction Support.

D. Installation

- Demo of existing equipment and removal/disposal.
- Provide all permits needed for the install.
- Provide temporary cooling units during the demo and installation.
- Provide and install (2) new approximately 20 ton systems per the engineered design.
- Provide and install updated economizing system per the engineered design.
- Tie new equipment and economizer into existing controls system.
- Provide electrical and plumbing installation/coordination per the engineered design.
- Includes: core-drilling, lifts/cranes, minor concrete work, TAB, owner training (up to 4hrs).
- Keeping the area clean and clear of debris.

E. Training

Train support staff on how the system operates and how the alarms are received.

F. **Term:** A contract will be issued.

G. **Project Completion:** Project to be completed no later than August 31st

Proposal Submittals Checklist:

Section 1: Name, address, phone number and email address,

Section 2: Proposal Signature Page

Section 3: Bid Signature Sheet

Section 4: Non-Collusion Declaration

Section 5: Qualification Certification

Section 6: Subcontractor List

Section 7: Bid Bond

Section 8: Respond to the following regarding warranty and support:

*Describe warranty provided as well as length of warranty.

*Describe extended yearly warranties available and their cost.

*Specify your twenty-four hour a day, seven days a week onsite support capabilities.

*Specify your twenty-four hour a day, seven days a week software support capabilities.

Submission Deadline and Process:

Vender walkthrough is scheduled at 10am on May 17nd at site location of 911 Carver Street W Bremerton WA 98312

All proposals are due by Thursday, May 30th, 2019 at 12:00 PM (PST) in a sealed envelope labeled HVAC RFP 2019-001. If you plan on attending the bid opening, DO NOT BRING YOUR BID WITH YOU INTO THE OPENING ROOM. It must be received and date stamped by Kitsap 911 Administrative Office by an Administrative Staff Representative. Proposals received after the due date/time will not be considered.

Kitsap 911 reserves the right to reject any or all submittals, waive technicalities or irregularities and to accept any submissions if such action is believed to be in the best interest of Kitsap 911. This RFP does not obligate Kitsap 911 to accept or contract for any expressed or implied services.

Kitsap 911 shall not be responsible for any costs incurred by the respondent(s) in preparing, submitting, or presenting its response to the RFP. Responding Contractor shall bear all costs relating to their response to this RFP including time in preparation of an RFQ, copies submitted, and time spent in interviews or negotiation with Kitsap 911 prior to final selections.

Two copies of the proposal must be mailed or delivered in person prior to the submission deadline to:

Kitsap 911

Attention: HVAC RFP

911 Carver Street

Bremerton, WA 98312

Questions and other communications about this RFP should be directed to Stephanie Browning at sbrowning@kitasp911.org or by phone 360-307-5801.

Proposal-Signature Page

RFP-HVAC COOLING and INSTALLATION 2019-001 with Kitsap 911

The bidder is hereby advised that by signature of this proposal he/she is deemed to have acknowledged all requirements and signed all certificated contained herein.

Contractor proposes the following costs for project TOTAL: \$ _____

Contractor Signature _____

NON-COLLUSION AFFIDAVIT
(Contractor/Proposer)

State of Washington)
) ss
County of Kitsap)

The undersigned, being duly sworn, deposes and says that the person, firm, association, co-partnership or corporation herein named, has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in the preparation and submission of a proposal to Kitsap 911 for consideration in the award of a Contract on the Project described as follows: _____
_____.

Name of Firm (Contractor)

Authorized Signature

Title
(Affix Corporate Seal)

STATE OF WASHINGTON)
) ss
COUNTY OF KITSAP)

I certify that I know or have satisfactory evidence that _____, is the person who appeared before me, and said person acknowledged he signed this instrument, and on oath stated he was authorized to execute it on behalf of _____, a Washington _____; and he acknowledged it as the authorized signer of said

_____, to be the free and voluntary act of such _____ for the uses and purposes mentioned in the instrument.

Dated: _____

Print Name: _____

NOTARY PUBLIC in and for the State of
Washington, residing in _____

My Commission Expires: _____

**NON-COLLUSION AFFIDAVIT
(Subcontractor)**

State of Washington)
) ss
County of Kitsap)

The undersigned, being duly sworn, deposes and says that the person, firm, association, co-partnership or corporation herein named, has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in the preparation and submission of a proposal to subcontract work in connection with the Project as specified in the proposal submitted by _____.

Name of Firm (Subcontractor)

Authorized Signature

Title
(Affix Corporate Seal)

STATE OF WASHINGTON)
) ss
COUNTY OF KITSAP)

I certify that I know or have satisfactory evidence that _____, is the person who appeared before me, and said person acknowledged he signed this instrument, and on oath stated he was authorized to execute it on behalf of _____, a Washington _____; and he acknowledged it as the authorized signer of said _____, to be the free and voluntary act of such _____ for the uses and purposes mentioned in the instrument.

Dated: _____

Print Name: _____

NOTARY PUBLIC in and for the State of
Washington, residing in _____

My Commission Expires: _____

Bid Signature Sheet

2019-01 HVAC

Kitsap 911

The bidder is hereby advised that by signing this signature sheet he/she is deemed to have acknowledged all requirements contained herein.

Prompt payment discount terms: ___% Net _____

****Receipt is hereby acknowledged of addendum(s) No. (s) _____, _____ & _____.**

WA State Contractor's License No. _____ Expiration Date _____

SIGNATURE OF AUTHORIZED OFFICIAL(S)

Firm Name

Address

Signature

Print Name

Date Signed

Phone Number

CONTRACTORS QUALIFICATION CERTIFICATE

General Company Information:

Company Name: _____

Address: _____

Owner Name: _____

Contact Person: _____ Phone: _____

Contact Person's Title: _____ Email: _____

MINIMUM QUALIFICATIONS:

1. Open Washington State Department of Revenue Business License#(UBI): _____
2. Active Washington State Contractors License #: _____
3. Current Employment Security #: _____

Verify the following

4. Choose one:
 - Proposer has current industrial Insurance coverage for employees working in Washington: or
 - Proposer is not required to have industrial insurance coverage for employees working Washington as required in Title 51 RCW
5. Choose one:
 - Proposer has not been disqualified or debarred from bidding on any federal or state bidding: or
 - Proposer has been disqualified or debarred from bidding on any federal or state bidding;

Explain: _____

Additional Qualifications:

6. Number of Years in Business under Current Company Name/License # _____

7. Number of Employees in your company: _____

8. Experience working with municipal and/or regulatory entities: _____

9. Please list experience of "key personnel" that will be assigned to supervise or work on the contracted site:

Name, Job Title, Licenses/Certifications, and Years of Experience

A.

B.

C.

10. Please describe current screening process for hiring employees: _____

11. Please describe current employee training and/or relevant certifications: _____

12. Provide three references describing similar installs on previous similar projects.: _____

REQUIREMENTS AFTER CONTRACT AWARD:

If awarded a contract, Contractor agrees to comply with and obtain the following"

- ✓ Provide a Certificate of Insurance with Kitsap 911 listed as an additional insured showing coverage amounts that meet or exceed the requested standard requirement

- ✓ Each Contractor, and each employee, must sign an affidavit allowing Kitsap 911 to conduct a criminal background investigation for any employees working on Kitsap 911 property.
- ✓ Provide Kitsap 911 with Statement of Intent to Pay Prevailing Wages prior to fire payment.
- ✓ Provide W9

The undersign certifies that the information provided above is true representation of its company's qualifications and agrees to comply with these assurances following award of the Contract and during the performance of the Contract.

By: _____

Authorized Signature

Date

Printed Name

Subcontractor List

Prepared in compliance with RCW 39.30.060 as amended

To Be Submitted with the Bid Proposal

Project Name _____

Failure to list subcontractors with whom the bidder, if awarded the contract, will directly subcontract for performance of the work of heating, ventilation and air condition, plumbing as described in chapter 18.106 RCW, and electrical, as described in Chapter 19.28 RCW or naming more than one subcontractor to perform the same work will result in your bid being non-responsive and therefore void.

Subcontractor (s) with whom the bidder will directly subcontract that are proposed to perform work of heating, ventilation, and air conditioning, plumbing, as described in Chapter 18.109 RCW, and electrical as described in Chapter 19.28 RCW must be listed below. The work to be performed is to be listed below the subcontractor (s) name.

To the extend the Project includes one or more categories of work referenced in RCW 39.30.060, and no subcontractor is listed below to perform such work, the bidder certifies that the work will either (i) be performed by the bidder itself, or (ii) be performed by a lower tier subcontractor wo will not contract directly with the bidder.

Subcontractor Name _____

Work to be performed _____

Subcontractor Name _____

Work to be performed _____

Subcontractor Name _____

Work to be performed _____

Subcontractor Name _____

Work to be performed _____

BID BOND FORM

Herewith find deposit in the form of a certified check, cashier's check, or cash in the amount of \$ _____ which is **not less than five percent (5%) of the total bid.**

Sign Here: _____

BID BOND

Know all men by these presents, that we _____ as Principal and _____ as Surety, are held and firmly bound unto Kitsap 911, as obligee in the penal sum of _____ dollars, for the payment of which the principal and the surety binds themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, by these presents.

The condition of the obligation is such that if the obligee shall make any award to the principal for _____, according to the terms of the proposal or bid made by the principal therefore, and the principal shall duly make and enter into a contract with the obligee in accordance with the terms of said proposal or bid award and shall give bond for faithful performance thereof, with surety or sureties approved by the obligee; or if the principal shall, in case of failure to do so, pay and forfeit to the obligee the penal amount of the deposit specified in the call for bids, then this obligation shall be null and void; otherwise it shall be and remain in full force and effect and the surety shall forthwith pay and forfeit to the obligee, as penalty and liquidated damages the amount of this bond.

Signed, sealed, and dated this _____ day of _____, 20_____.

Principal: _____

Surety: _____

Return of deposit in the amount of \$ _____

Date: _____ By: _____