

# **MONROE COUNTY SHERIFF'S OFFICE**

## **Law Enforcement Center Domestic Hot Water Storage Tank Replacement**

### **REQUEST FOR PROPOSALS**

Site Location: 100 E. Second Street, Monroe, Michigan 48161

Request for Proposals Issued to Contractors: **Tuesday, April 3, 2018**

Proposal Response Due: **Friday, April 27, 2018 @ 4:00 P.M. Eastern Standard Time**  
Monroe County Finance Office

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# MONROE COUNTY **FINANCE DEPARTMENT**

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125 East Second Street · Monroe, Michigan 48161-2197  
Telephone: (734) 240-7250 · Fax (734) 240-7266

April 3, 2018

Dear Contractor:

The County of Monroe is requesting a proposal from your firm for professional mechanical, plumbing and installation services to provide and installation of a 940 gallon domestic hot water storage tank. The site location is the central plant, 1<sup>st</sup> floor, Monroe County Law Enforcement Center 100 E. Second Street, Monroe, Michigan 48161.

Interested and qualified firms shall refer to the Request for Proposal documents that include the scope of the project, materials to be used, and any equipment and labor services necessary to complete the project.

Proposals shall be submitted from each firm on the Proposal Forms provided. Please see the Proposal Form attached to and made a part of this RFP. Please use the Proposal Form for the submission of your proposal response.

There will be a pre-bid meeting at the site on **Wednesday, April 11, 2018** beginning promptly at **10:00 a.m.** However, if you cannot make the scheduled pre-bid meeting and site review, you may contact the undersigned for any updates on the meeting and any clarifications provided. You are strongly encouraged to attend or send a representative to attend this meeting as it makes the procurement process equitable and efficient for everyone involved. Any subsequent walk through and assisted site review would be made based upon the Sheriff's Office schedule and availability of project staff.

This Request for Proposal will be evaluated based on price and the contractor meeting minimum qualifications to perform the work. Proposals will be accepted for the cost to provide the professional services to provide final purchase and installation of a 940 gallon domestic hot water storage tank.

It is the intent of the County to award a contract within thirty (30) days of receipt of all proposals. After proposals are received, they will be evaluated, scored, any clarification of proposals will take place along with final negotiations with the finalist firm(s) and upon the County being satisfied the contract will be awarded.

The final date for submitting a proposal for the project is **Friday, April 27, 2018 at 4:00 P.M. Eastern Standard Time** to Annamarie Osment, Operations Coordinator, 125 East Second Street, Monroe, Michigan 48161. Your proposal envelope must be sealed and clearly marked “**Hot Water Storage Tank Proposal**” so that no error in opening may occur. Alternatively, firms may submit proposals electronically by the same deadline via e-mail as a separate Microsoft Word document attachment to [annamarie\\_osment@mornoemi.org](mailto:annamarie_osment@mornoemi.org). Indicate in the subject matter line of the cover transmission a sealed proposal is enclosed for “**Hot Water Storage Tank**”.

The County of Monroe reserves the right to accept or to reject any and all proposals, to waive any irregularities and to make an award that is determined by the County of Monroe to be in the best interest of the County.

Sincerely,

A handwritten signature in cursive script that reads "Michael Bosanac".

Michael Bosanac  
Administrator/Chief Financial Officer

**LAW ENFORCEMENT CENTER DOMESTIC HOT WATER STORAGE TANK  
REPLACEMENT REQUEST FOR PROPOSAL**

**SECTION 1 GENERAL STATEMENT OF THE WORK**

**1.0 General Statement of the Work:**

The General Statement of the Work is intended to give a basic description of the work to be performed, the materials to be supplied and the tasks to be completed by the contractor. It is included to give the contractor a general overview of the project requirements. This statement of the work is not an all-inclusive description of every detail and is not intended to and should not be used to establish contract limits or pricing inclusion. The price shall be determined based on the contractor's expertise and knowledge of all details required to provide the finished project. The contract documents shall be used to establish the construction contract scope.

**Other provisions:**

All work shall be completed in compliance within the owner's and manufacturers minimum standards.

**Project Description:**

Properly and safely remove the existing 1,500 gallon storage tank. Take all precautions to prevent damage to other systems, piping and equipment.

Purchase, deliver to the site and install a new domestic hot water tank complete in all respects. The new tank shall be a Lochinvar model THG 940 (or equal), 940 gallon tank horizontal tank. 48" round by 120" long.

- **Tank:** Welded steel, ASME labeled for working pressure of 125 psig, steel support saddles, tapings for accessories, threaded connections of stainless steel, access manhole.
- **Lining:** Glass lined and fired to 1600 degrees F, furnished with magnesium anodes.
- **Openings:** Tank shall have (2) 3" NPT circulator connections, 2" NPT hot water outlets, (1) 1/4" relief valve connection, 3/4" NPT aquastat connection and 1" NPT drain connection.
- **Accessories:** Tank drain, water inlet and outlet, thermometer range of 40 to 200 degree F, ASME pressure relief valve suitable for maximum working pressure.
- **Insulation:** The domestic hot water storage tank insulation material should be UL-rated, noncombustible insulation recommended for both hot and cold use. Insulation shall be a heavy density sectional insulation with an embossed vapor barrier laminated all-service jacket with self sealing lap adhesive. Lap and seal all joints to insure vapor barrier. Thermal conductivity (k) shall not exceed 0.24 BTUH square foot F degree/inch. Tank insulation shall be 2 1/2" thick.

**Project Specifications:**

The scope of the project includes disconnecting and removing and properly disposing of the old tank.

**Electrical:** The proposal shall include costs for any additional electrical which will be the responsibility of the selected contractor.

**SECTION 2**

**GENERAL INFORMATION/SUBMITTAL REQUIREMENTS**

**A. Receiving Office**

Sealed proposals will be accepted until **4:00 P.M. Eastern Standard Time on Friday, April 27, 2018** by Annamarie Osment, Monroe County Finance Office, 125 East Second Street, Monroe, Michigan 48161. Your proposal envelope must be sealed and clearly marked “**Hot Water Storage Tank Proposal**” so no error in opening may occur. Alternatively, contractors may submit proposals by the same deadline via e-mail as a separate Microsoft Word or PDF document attachment to [annamarie\\_osment@monroemi.org](mailto:annamarie_osment@monroemi.org). Indicate on the cover of the transmission a sealed proposal is enclosed for “**Hot Water Storage Tank**”. Facsimile transmissions and late proposals will be rejected and eliminated from consideration.

**B. Return of RFP**

In the event any contractor decides not to submit a proposal, the contractor should return his RFP to the County of Monroe with a cover letter stating his disinterest prior to the closing date or e-mail a notice of similar content.

**C. Economy of Preparation**

Proposals should be prepared simply and economically providing straight-forward, concise descriptions of contractor capabilities to perform the work. All pricing and all requested information is to be in the proposal and outlined in narrative text explaining the services to be performed, the equipment to be provided, the cost of the equipment and services and the tentative schedule. Use the proposal form, provided to submit your response for consideration.

**D. Time Period of Evaluation**

Selection of the contractor will be made as soon as possible after the closing date of receipt of proposals. However, proposals submitted shall remain valid for thirty (30) days after due date.

**E. Addenda and Supplements to RFP**

In the event of changes in the RFP, contractors will be notified in writing. Questions concerning the proposal submittal, award and administration of the contract should be directed to:

Annamarie Osment  
125 E. Second Street  
Monroe, MI 48161  
Telephone (734)-240-7268  
Facsimile: (734)-240-7266

E-mail: annamarie\_osment@monroemi.org

Questions not answered by this person will be referred to others for a response to any contractor inquires or questions.

**F. Rejection of Proposals**

The County of Monroe reserves the right to accept or reject any or all proposals received as a result of this request. The County of Monroe shall not be obligated to award a contract solely on the basis of any response made to this Request for Proposal, nor does the County intend to, nor will it be obligated to pay for the information solicited or obtained. Additionally, the County reserves the following:

1. To reject all proposals and re-issue the RFP at any time prior to execution of a final contract; to require, in any RFP for similar products and/or services that may be issued subsequent to this RFP, terms and conditions that are substantially different from the terms and conditions set forth in this RFP; or to cancel this RFP with or without issuing another RFP.
2. To reject any proposal if, in the County's sole discretion, the proposal is incomplete, the proposal is not responsive to the requirements of this RFP, the proposer does not meet the qualification requirements set forth herein or it is otherwise determined to be in the best interest of the County to reject the proposal.
3. To supplement, amend, substitute or otherwise modify this RFP at any time prior to the execution of a final contract.
4. Accept or reject any or all of the items in any proposal and award a contract for the whole or only a part of any proposal if the County determines, in its sole discretion that it is in the County's best interest to do so.
5. To reject the proposal of any proposer that, in the County's sole judgment, has been delinquent or unfaithful in the performance of any contract with the County, is financially or technically incapable or is otherwise deemed to not be a responsible proposer.
6. To waive any informality, defect, non-responsiveness and/or deviation from this RFP that is not, in the County's sole judgment, material to the proposal.
7. To permit or reject, at the County's sole discretion, amendments (including information inadvertently omitted), modifications, alterations, and/or corrections to proposals by one or more of the proposers following proposal submission.

8. To request that one or more of the proposers modify their proposals or provide additional information.
9. To request additional or clarifying information from any proposer at any time, including information inadvertently omitted by a proposer.
10. To require that proposers appear for interviews and/or presentations of their proposals at County offices.
11. To require references from proposers' previous clients on projects similar in type and scope to the work sought in this RFP.
12. To conduct such investigations as the County considers appropriate with respect to the qualifications of any proposer and with respect to the information contained in any proposal.

**G. Proposal/Contract Award**

The County of Monroe may award a single contract or purchase order to the lowest responsible qualified bidder. The award will be for all the components of the project listed within this RFP. The County will reserve all rights to award a contract or contracts as it determines who will best serve the County considering but not limited to the following items: cost, life-cycle of equipment, energy efficiency of the equipment, maintenance cost and upkeep of equipment, operational functions of the equipment, experience of the vendor/contractor and equipment delivery time. Preference will be given to local qualified contractors to perform the work.

**H. Incurred Vendor Costs**

The County of Monroe will not be liable for any costs incurred by contractors or other respondents to this RFP, prior to issuance of an agreement, contract or other similar acquisition documents.

**I. Inspection of Work Site(s)**

The County may wish to visit and review the contractor's facility prior to award of contract. The contractor shall note this and be prepared to allow for this visit and/or meeting to review contractor capabilities prior to award. During the term of the contract additional visits may also be conducted.

**J. Qualification**

The selected contractor shall have a proven record of performing work of a similar nature to the project described herein. This record shall be for a minimum of five (5) years. The contractor may be required to submit the names of five (5) references and include the name of the entity, contact person, telephone number and a brief description. Include a one (1) page attachment outline describing your company's profile and ability to perform the work including jobs of similar scope, size and complexity.

**K. Other Provisions**

The contractor shall list any other criteria or requirements to delineate responsibility for any additional items/tasks to be completed by either the County or contractor. These shall be in addition to those previously detailed or explained in this RFP.



**L. Contract Terms**

The contract term shall only be for the duration of the schedule to purchase, install the equipment and accept the work. Payment will be made by the County to the contractor within thirty (30) days of receipt of invoice for the completed and accepted work. Should any portion of the work be in question or not fully accepted by the County, an amount determined by the County to be equal to the value in question may be withheld from the contractor until such time as the work is completed by the contractor or otherwise made acceptable to the County.

**M. Cancellation**

Neither party, upon award of the contract, may cancel the contract except for non-performance on the part of the vendor or issues of non-payment on the part of the County.

**N. Manufacturer's Directions**

All manufactured articles, materials, equipment etc. shall be applied, installed, connected, erected, used, cleaned and conditioned as directed by the manufacturer, unless herein specified to the contrary. All materials shall be new and installed for the purpose of which they were manufactured.

**O. Brand Name Specification**

Where applicable a brand name or equal specification as used in this solicitation, the brand name specification is for the purpose of describing the standard of quality, performance and characteristics desired and not intended to limit or restrict competition. Should a vendor object to the specified product the burden of proof to demonstrate an equal to the specified product falls upon the challenging vendor to show his product to be equal to or better than the one specified. Vendors may submit proposals from manufacturers not specified herein.

**P. Law, Rules and Regulations**

The work shall comply with all federal, state and local codes, rules and regulations including all ordinances and other statutory provisions pertaining to this class of work. Such Rules, Codes, Regulations and Ordinances shall be considered a part of these specifications. Any conflict between the RFP requirements and the aforementioned rules shall be noted by the vendor at the time the proposal response is submitted. All safety precautions shall be followed for the type of work performed by the contractor to ensure a safe work environment of employees of the County, occupants of the facilities and the employees of the contractor.

**Q. Prime Contractor Responsibilities**

The selected contractor will be required to assume full responsibility for all services offered in his proposal. Further, the County of Monroe will consider the selected contractor to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract. The contractor shall be responsible for the coordination and supervision of all subcontractors and trades employed in this contract. The contractor shall be required to provide to the County prior to award of contract a list of the names of all subcontractors to be employed under this contract.

**R. Insurance**

Responsibility for Damage Claims.

The contractor, at its expense, must maintain during the term of any subsequent contract the following insurance:

- A. Workers' Compensation Insurance which meets Michigan statutory requirements: The contractor shall take out and maintain during the life of this contract Workmen's Compensation Insurance for all employees employed at the site of the project and, in case any of the work is sublet, the vendor shall require the sub-contractor to provide such insurance. Proof of compliance with the Workmen's Compensation Laws and Social Security Laws shall be filed with and kept in full force and effect on file with the County at all times, until all the work on the project provided to be done under this contract has been fully and finally completed. This shall be an absolute responsibility and duty of the vendor, who agrees to indemnify and save harmless the County from any contributions or taxes or liability therefore.
- B. Comprehensive General Liability Insurance with minimum limits of bodily injury of \$1,000,000 each person and \$2 million dollars aggregate and with minimum limits for property damage of \$2,000,000 each occurrence and \$4 million dollars aggregate.
- C. Comprehensive Automobile Liability (including hired and non-owned vehicles) with Michigan no-fault coverage, with minimum limits for bodily injury of \$500,000 each person and \$1 million dollars each accident and with minimum limits for property damage of \$500,000 each accident.

If, during the term of any subsequent contract, changed conditions or other pertinent factors, should in the reasonable judgment of the county, render inadequate the insurance limits, the finalist contractor will furnish on demand such additional coverage as may reasonably be required and available under the circumstances. The insurance must be affected under valid and enforceable policies, issued by recognized, responsible Michigan insurers' that are well rated by national rating organizations.

Insurance policies must name the contractor as the insured, along with the County as additional insured, and must not be canceled or materially changed without at least 30 days prior notice from the vendor to the County. The contractor must submit certificates evidencing the insurance to the County at the time the vendor executes the contract, and at least 15 days prior to the expiration dates of expiring policies.

In addition to the above, the contractor shall to the fullest extent permitted by law defend, pay in behalf of, indemnify and hold harmless the County of Monroe, its elected and appointed officials and employees against any and all claims, demands, suits, or losses, including all costs connected

therewith, and for any damages which may be asserted, claimed or recovered against or from the County of Monroe by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with this contract. Certificates of Insurance acceptable to the County shall be filed with the County prior to commencement of the work.

**S. Workmanship**

All tradesmen shall be thoroughly experienced in the particular class of work upon which employed and the work and finished product shall be of a first class quality. Employees of the contractor shall perform work that conforms to standard, state of the art practices for this class and type of work. Once the project installation begins by execution of a purchase document all work by the contractor shall be completed in the most expedient manner possible.

The contractor assumes full responsibility to carefully examine the work requirements before submitting a proposal. All proposals shall take into consideration all such conditions as may affect the work under this contract. The contractor shall verify all conditions, locations, existing equipment etc. in order to achieve full understanding of the scope, nature and character of the work. The submission of a proposal automatically implies that the contractor is thoroughly familiar with the work to be performed and the County's requirements and expectations. No claims for extra compensation may be made after submittal of a proposal and acceptance by the County of the proposal.

Costs for labor, tools, supervision, insurance, delivery, transportation, equipment and any other services needed for this project must be based on the site review, your expertise, the specifications, drawings and understanding of the conditions impacting the work. No extras for overtime or other costs will be the responsibility of the County. You must provide a schedule to be followed to complete the project. The information regarding your schedule must include what work or tasks will be completed in each phase and the duration for each phase.

The selected contractor shall employ licensed and qualified employees to perform work on the job as needed.

**T. Owner's Representative**

The contractor shall allow at any time during the contract the access of the County's Representative to view, inspect or otherwise observe the work in progress. The only exception to this is when safety of the representative would be at issue.

The County's Representative for this contract will be Troy Goodnough or his designee who will coordinate with other County employees for the completion of the work. Any approvals, questions, demands etc. from the contractor shall be forwarded to this person for direction to the contract. No other County Representative shall bind the County to additional costs or make any changes to the Project Scope.

**U. Guaranty/Warranty**

The contractor shall and hereby does warrant all work performed by him or subcontractors employed by him and agrees to deliver warranties to the County for the work for which guarantees are required. All warranty terms for all products and services shall be defined in the proposal response. All workmanship covering the installation shall be covered with a two (2) year unconditional warranty provided to the County in writing upon final project acceptance. This warranty will be in addition to the manufacturer's warranty that will accompany the purchase of the equipment and be placed in the name of the County of Monroe. The warranty period will commence upon final acceptance of the project by the County and shall be documented by a certificate provided by the contractor to the County evidencing said warranty period.

**V. System Installation**

The contractor shall provide the County with turnkey installation. The contractor will be responsible for furnishing and arranging for all deliveries, installation as requested and other necessary services associated with the project even if not specifically listed in the County's RFP.

**W. Worksite Protection**

The contractor shall be responsible to protect the worksite from any and all damages resulting from the work. This shall include all electrical, piping and other building systems that may be affected by the work.

The contractor shall take all necessary precautions to protect the facility from any damage caused by equipment, tools, workmen traffic or other acts during the execution of the work. Protective mats or sheeting may be required to protect the adjoining area floors and related surfaces.

**X. Freedom of Information Act**

Information submitted in contractor proposals becomes public information and as such is subject to public disclosure and review under the Michigan Freedom of Information Act. Information contained in the contractor's proposal which is company confidential must be clearly identified in the proposal itself.

**END OF RFP**

**PROPOSAL FORM**

All contractors bidding this project shall use this Proposal Form to submit their pricing for consideration.

We, the undersigned, propose to provide all labor, equipment, material, transportation, supervision, and all other necessary services complete for the project described in the County of Monroe Request for Proposal, Law Enforcement Center Domestic Hot Water Storage Tank Replacement dated April 3, 2018 for the following sums:

**DOMESTIC HOT WATER STORAGE TANK REPLACEMENT**

Labor: \_\_\_\_\_ Dollars (\$\_\_\_\_\_)

Material: \_\_\_\_\_ Dollars (\$\_\_\_\_\_)

Total: \_\_\_\_\_ Dollars (\$\_\_\_\_\_)

Equipment Proposed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Proposed Project Start Date: \_\_\_\_\_

Proposed Substantial Completion Date: \_\_\_\_\_

Submitted By: \_\_\_\_\_ Title: \_\_\_\_\_

Firm: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Facsimile: \_\_\_\_\_

E-mail: \_\_\_\_\_

Date: \_\_\_\_\_

Addenda: Please indicate you have received and included in your proposal the following addenda: (List each addendum and date of issue) \_\_\_\_\_  
\_\_\_\_\_

Voluntary Alternates: Please describe any voluntary alternates for the County to consider

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