



County of Siskiyou

Request for Proposals (RFP) RFP # 22-107010-06 – General Services for

Examine and Assess the Heating Ventilation and Air Conditioning (HVAC) Systems for All County Owned Facilities

Proposals may be mailed, delivered, or emailed to:

Amanda Kimball
Project Coordinator
Department of General Service
190 Greenhorn Road
Yreka, CA 96097
akimball2@co.siskiyou.ca.us

**Proposals Due by:
September 27, 2022
3:00 pm**

County of Siskiyou
Request for Proposals
To Examine the Heating Ventilation and Conditioning (HVAC)
Systems for all County owned facilities

The following schedule of events will be followed to the extent achievable; however, the County reserves the right to adjust or make changes to the schedule as needed.

Estimated Timeline of Events

Date	Activity
8/22/22	Release of Request for Proposals (RFP)
8/30/22	Mandatory Pre-Bid walk through at 9:00AM Starting at 190 Greenhorn Road
9/02/22	Deadline to Submit Questions- Q & A's will be posted on the County's Website by 5PM this day
9/27/22	Submission of Proposals due by 3:00 PM
9/28/22	Review of Proposals
Within 60 days of Review	Notification of Final Selection
TBD	Board of Supervisors Approval
TBD	Public Works Contract Start Date – See Attachment C

1.0 Preface

The County of Siskiyou, hereafter referred to as "The County," is located in Northern California and borders Oregon. This Request for Proposals (RFP) announces the intent of the County of Siskiyou to retain the services of a contractor to examine and assess all County owned buildings HVAC systems.

The County of Siskiyou is looking for a licensed well-qualified, highly experienced and professional firm to potentially perform full service, preventative maintenance, repair, and/or replacement of heating, ventilation, and cooling equipment for all County owned buildings. The County is asking for a detailed report of the findings for each location.

2.0 Scope of Work

Services the successful Proposer will be expected to provide, include but are not limited to:

Lists of what is needed for each buildings HVAC if service or upgrades are needed.

- 1) Upgrade of the existing HVAC equipment
- 2) New units on building
- 3) Ducting if needed
- 4) Control Pads for monitoring and adjusting
- 5) Fan, belts etc. that might need to be replace
- 6) All HVAC repair, maintenance and replacement service
- 7) Clean up and disposal of all material
- 8) Obtain permits for work
- 9) 5-year workmanship guarantee OR 1-year warranty
- 10) Provide maintance for all County owned Facilities with HVAC systems

Proposers should feel free to include any other services not specified that they deem necessary to achieve the goals of this RFP.

3.0 Submission Requirements

Proposal Format: Proposals must contain the following:

1. Completed Proposal Form

- a. Please complete and sign the attached proposal form. (**Attachment A**)

2. Qualifications

- a. Provide specific information concerning the Proposer's experience with the services specified in this RFP. Examples of completed projects, as current as possible, should be submitted as appropriate.
- b. Proof of required licenses and registration with the DIR.

3. Company Profile

- a. Provide a brief description of your company, including business structure, address, the total number of employees, overall industry experience, certifications, affiliations, and relevant experience. Support your capacity to perform the services detailed in this RFP.

4. Approach:

- a. Please provide an estimated timeline for the work to be completed and a methodology for coordination for the replacement of all the HVAC systems.

5. References:

- a. Please include at least three (3) references, including name, address, telephone number, and Email, for whom similar services have been provided.

6. Price Proposal:

- a. Provide a transparent fee schedule that outlines all of the costs associated with the required services, broken down by category of products and services, and all on-going costs for recommended or required services.

The proposal must include all requirements as listed and correlate to the Scope of Work outlined under this RFP.

All costs associated with the preparation of a response to this RFP shall be borne by the Contractor.

The County reserves the right to request additional information or clarification. The County reserves the right to negotiate a final agreement and price with the successful Proposer(s) providing the best overall value to the County.

Conflict of Interest: Proposer(s) shall disclose to the County any interest, direct or indirect, which could conflict in any manner or degree with the performance of service required. At the County's discretion, a potential conflict of interest, to the extent it is waivable, may be waived or factored into the final award decisions and/or a modified Scope of Work.

4.0 Selection Process

The proposals received in response to this RFP will be screened by a selection committee. The selection committee will consider only the proposals which have been considered responsive to the RFP. Any proposal that fails to meet the RFP's requirements will be regarded as non-responsive and may be rejected. A proposal, which is in any way incomplete, irregular or conditional, at the County's discretion, may be rejected. The following criteria will be used in the evaluation of the potential consultants:

1. Qualifications
2. Approach
3. Experience and references

4. Proposed costs

The County may meet or interview any or all of the proposers during the evaluation process. Proposals not selected in the evaluation process may be awarded a contract should negotiations with the selected Proposer(s) prove unsuccessful.

The award of the Contract, should it be awarded, will be to the lowest responsive and responsible bidder whose Proposal complies with all of the requirements prescribed, based on what is in the best interest of the County. Such award, if made, will be made within sixty (60) days after the opening of the sealed proposals. The County reserves the right to reject any and all proposals and reserves the right to waive any non-substantive defects in the proposals (**Attachment B Proposal Evaluation**).

5.0 General Information

Proposals must be submitted by way of mail, hand delivery, and/or electronic means, as described below:

- 1) **Hand Delivery:** Hard copy proposals submitted by hand delivery must be received at Department of General Services, 190 Greenhorn Road, Yreka CA, 96097 on or before **September 27, 2022 at 3:00 PM** (ATTN: Amanda Kimball, Project Coordinator). Please note "RFP #22-107010-06" on front of envelope.
- 2) **Mailing:** Hard copy proposals by way of mail must be mailed to Department of General Services, 190 Greenhorn Road, Yreka CA, 96097 (ATTN: Amanda Kimball, Project Coordinator). and postmarked by **September 27, 2022 at 3:00 PM**. Please note "RFP #22-107010-06" on front of envelope.

Proposers shall provide one (1) original copy with signature and Three (3) exact copies of the original by hand delivery, mail, as instructed above.

Proposers submitting proposals electronically will only be required to send one signed copy.

Proposers are asked to direct all inquiries related to the project(s) to **Amanda Kimball by email, akimball2@co.siskiyou.ca.us**

The County will provide the following to assist the selected entity(s):

- 1) Designate a person to act as the County's point of contact with respect to the work performed under the contract.
- 2) Information, as legally allowed and reasonably attainable, in possession of the County that relates to the requirements of the project(s) or which is relevant for the project(s).

- 3) Facilitate coordination with other entities, local agencies, organizations, and individuals if necessary.
- 4) Advice on the project scope of work.
- 5) Review and validation of project deliverables.

A contract award resulting from this RFP will be made without discrimination on any basis prohibited under state or federal law.

6.0 Attachments

- A) Bid Proposal Form
- B) Proposal Evaluation
- C) Siskiyou County Public Works Contract
- D) Buildings Locations