

REQUEST FOR PROPOSALS
HVAC SYSTEM - 418 N. MAIN
UMATILLA COUNTY, OREGON
216 SE Fourth Street
Pendleton, Oregon 97801

1. Description of Project

Umatilla County is requesting proposals for the replacement of the HVAC System of the building located at 418 N. Main Street, Milton-Freewater, Oregon, currently housing offices for OSU Extension and Watermaster. The work is to begin as soon as possible.

The Scope of Work:

1. Remove the existing heating and cooling systems in the building including any of the old ducting that will not work for the new systems.
2. Install two new high efficient gas furnaces and new heat pumps.

This will include the following:

- 2 95% efficient 60,000 btu gas furnaces
- 2 heat pumps sized for building, 13 or higher SEER rating
- New refrigerant lines
- New programmable thermostats
- Return air ducting to work for the office spaces
- Gas piping to the new location of the furnaces
- Flue piping

Any installation will need to meet specifications of manufacturer and to allow for full warranty of product, and also include a 10 year workmanship warranty on installation.

2. General Information

To be considered, the proposal must be submitted by mail or courier no later than 4:00 p.m., April 27, 2017 to Dan Lonai, Umatilla County Administrative Services Department, 216 SE 4th Street, Room 30, Pendleton, Oregon, 97801. Proposals received by facsimile are not acceptable.

3. Schedule of Activities

Request for Proposal (RFP) issued: April 13, 2017

Proposal submission Deadline: 4:00 p.m., April 27, 2017

Public Bid Opening: 4:00 p.m., April 27, 2017

On site inspection (optional)

Please contact Mark Turner to make an appointment to inspect the site, telephone number 541-913-1383.

Construction is to begin as soon as possible after issuance of notice to proceed.

Proposals received after the date and hour specified above, will not be accepted under any circumstances and will be returned to the proposer unopened. Proposals must be submitted by mail or in person. Proposals submitted by facsimile transmission will not be accepted.

4. Incurred Cost

Umatilla County will not be responsible for any cost incurred by prospective firms in preparing or submitting their proposals.

5. Evaluating Criteria

Awarding of a proposal will be based upon a qualifications based selection procedure. The following evaluation criteria will be used to evaluate proposals. The evaluation criteria listed are not necessarily listed in order of importance.

- a. Qualifications, competence, and specific examples of past experience.
- b. Adequacy and completeness of the proposal with regard to the information provided. Specific activities that will be accomplished, the purpose and desired effect of the activities and a time line in which all services will be delivered.
- c. Financial strength and stability.
- d. Willingness to negotiate on contract terms.
- e. Ability to work with and advise the County as a team to best represent the interests of the citizens of Umatilla

County and to obtain quality insurance at reasonable price.

- f. Immediate availability upon selection.
- g. Cost.

6. Instructions to Proposers

- a. General. Submit your proposal in a sealed envelope clearly marked on the envelope "Proposal for Extension HVAC". Proposals should include a statement as to the period of time the proposal remains valid. All proposals received in response to this RFP will be retained by Umatilla County. Proposals should provide complete details concerning the proposers ability to meet the requirements of this RFP. Umatilla County reserves the right to waive informalities and minor irregularities in proposals, to reject any and all proposals, to select the most responsive proposal that best meets the needs of the citizens of Umatilla County, and to select proposals for one or more of the components, and to award components to different firms.

Proposal must include letter or other documentation from the proposed HVAC manufacturer confirming that the bidder is an acceptable Contractor authorized to install the proposed system, and also a letter or other documentation from the manufacturer stating that the proposed application will comply with the Manufacturer's requirements in order to qualify the project for the specified guarantee.

- b. Withdrawal of Proposals. Proposals may be withdrawn, by written or telegraphic request received from the proposer, prior to the time fixed for opening. Negligence on the part of the proposer in preparing the proposal confers no right for the withdrawal of the proposal after it has been opened. The proposal will be irrevocable until such time as Umatilla County:

- 1. Specifically rejects the proposal or;
- 2. Awards a contract and said contract is properly executed.

Proposals must be valid for at least one-hundred-twenty (120) days. The proposer agrees to furnish the services

as specified to Umatilla County at the prices and with the warranties/guarantees represented for that period.

- c. Modifications. Any proposer may modify their proposal by registered communication at any time prior to the scheduled closing time for receipt of proposals, provided such communication is received prior to the closing time. The communication should not reveal the proposed price but should provide the addition subtraction or other modification so the final price or terms will no be known until the sealed proposal is opened.

- d. Acceptance or Rejection of Proposals. Umatilla County will accept the proposal which, in its estimation, will best serve the interests of Umatilla County, and reserves the right to award a contract that shall be best for the public good. Umatilla County reserves the right to accept or reject any or all proposals received as the result of this RFP, to negotiate with all qualified sources, to award one or more components, and/or cancel all or part of the RFP at any time. Until such time as a contract is executed with a successful bidder, Umatilla County may cancel all or any part of the RFP or any component. This RFP does not commit Umatilla County to pay any costs incurred in the preparation and submission of proposals. Without limiting the generality of the foregoing, any proposal which is late, incomplete, obscure, or irregular may be rejected; any proposal having erasures or correction in the proposal may be rejected; any proposal accompanied with an insufficient or irregular proposal guarantee may be rejected. Any evidence of collusion between proposers may constitute a cause for rejection of any proposals so affected.

- e. Interpretations. No oral interpretations shall be made to any proposer as to the meaning of any of the proposal documents. Every request for an interpretation shall be made in writing and addressed to the County Counsel. Any and all such interpretations and addend will be sent to all prospective proposers. Failure of any proposer to receive any such addendum or interpretation shall not relieve such proposer from any obligation under its proposal as submitted. All addenda so issued shall become as much a part of this request for proposal document as if bound herein.

- f. Nondiscrimination. The successful proposer agrees that in performing the work called for by this proposal and in securing and supplying materials, proposer will not discriminate against any person on the basis of race, color, religion, creed, political ideas, sex, age, marital status, physical or mental handicap, national origin or ancestry unless the reasonable demands of employment are such that they cannot be met by a person with a particular physical or mental handicap.
- g. Preparation of Proposals. Proposers are expected to examine the specifications, schedule, and all instructions. Proposers must state a definite time for delivery of all goods and performance of all services. Time, if stated as a number of days, will include Saturdays, Sundays and holidays. The selected proposal shall be incorporated by reference, with modification as agreed to by Umatilla County, into the final contract and shall be binding upon the successful bidder. Proposer further agree to the following:
1. To examine all specifications and conditions thoroughly.
 2. To Comply with all Federal, State, and County laws, ordinances and rules.
 3. To the extent allowed by law, to accept any claims, liens, and demands, and to indemnify and hold harmless Umatilla County.
- h. Taxes. Taxes, whether State or Federal, shall not be included in proposal prices. Umatilla County is generally exempted form federal taxes, specifically, but not limited to excise and transportation taxes.

7. Oregon Public Contracts

All contracts with Umatilla County are governed by Oregon public contract and purchasing law as specified in Oregon Revised Statutes Chapter 279A/B.