

**CITY OF FEDERAL WAY
REQUEST FOR QUOTE
PLUMBING MAINTENANCE AND REPAIRS**

I. PURPOSE OF REQUEST

The City of Federal Way (“City”) is requesting quotes for the purpose of Plumbing and Maintenance Repairs. The City’s needs are outlined in the following Request for Quotes (“RFQ”).

II. TIME SCHEDULE

The City will follow the following timetable:

Issue RFQ	April 9, 2021
Deadline for Submittal of Quotes	April 23, 2021 @ 2:00 P.M.
Preliminary Selection of Firm	April 23, 2021
Notify Contractor Chosen	April 26, 2021

III. INSTRUCTIONS TO PROPOSERS

A. All quotes shall be sent to:

Autumn Gressett, Contract Administrator
(253) 835-6914
Autumn.gressett@cityoffederalway.com

B. All quotes must be sent by email, all proposal emails must be clearly labeled in the subject line. The label shall identify the contents as “RFQ – Plumbing Maintenance and Repairs.” Due to COVID, no faxed or mailed quotes will be accepted.

C. All quotes must be received by the Deadline for Submittal of Quotes detailed in II. Time Schedule, at which time they will be opened.

D. Quotes should be prepared simply and economically, providing a straightforward, concise description of provider capabilities to satisfy the requirements of the request. Special bindings, colored displays, promotional materials, etc., are not desired. Emphasis should be on completeness and clarity of content. Use of recycled paper for requests and any printed or photocopied material created pursuant to a contract with the City is desirable whenever practicable. Use of both sides of paper sheets for any submittals to the City is desirable whenever practicable.

E. The Parks Department Facilities Manager or representative will notify the contractor selected by the date stated in II. Time Schedule.

F. All quotes must include the following information:

1. The names of individuals from those firms who will be working on the project and their areas of responsibility.
2. Specific experience of individuals relative to the proposed project.
3. The attached quote sheet with all sections completed.
4. References.

IV. SELECTION CRITERIA

Factor Weight Given

1. Responsiveness of the written proposal to the purpose and scope of service.	25%
2. Price.	50%
3. Ability and history of successfully completing contracts of this type, meeting projected deadlines and experience in similar work.	25%
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Total Criteria Weight	100%

Each quote will be independently evaluated on factors one through three.

V. TERMS AND CONDITIONS

- A. The City reserves the right to reject any and all quotes, and to waive minor irregularities in any quote.
- B. The City reserves the right to request clarification of information submitted, and to request additional information from the contractor.
- C. The City reserves the right to award the contract to the next most qualified contractor, if the successful contractor does not execute a contract within thirty (30) days after the award of the contract.
- D. Any quote may be withdrawn up until the date and time set above for opening of the quotes. Any quote not so timely withdrawn shall constitute an irrevocable offer, for a period of ninety (90) days to sell to the City the services described in the attached specifications, or until one or more of the quotes have been approved by the City administration, whichever occurs first.

- E. The contract resulting from acceptance of a quote by the City shall be in a form supplied or approved by the City, and shall reflect the specifications in this RFQ. A copy of the contract is available for review, and shall include requirements to comply with ADA, Civil Rights Act, and EEO requirements. The City reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this RFQ, and which is not approved by the City Attorney's office.
- F. The City, as a recipient of federal funding, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.
- G. The City shall not be responsible for any costs incurred by the contractor in preparing, submitting or presenting its response to the RFQ.

VI. SCOPE OF SERVICES

A. BACKGROUND

The City of Federal Way is seeking (an) exceptionally well-qualified Contractor to provide plumbing maintenance and repair services at municipal facilities throughout the City. The work will include inspection, maintenance and repair services. Work will be requested by the Contract Administrator and/or City designee.

It is the intent of these specifications to describe the service in sufficient detail in order to secure time and materials pricing on the required work. Proposed time and materials prices must be held by the Contractor(s) through June 30, 2027.

B. SCOPE OF WORK:

a. Work Requirements

- i. Work will be performed between the hours of 7:00 AM and 5:00 PM, Monday through Friday. During emergencies, work may be required at other than normal business hours. The Contractor must receive the approval of the Deputy Director of Parks, or authorized representative, prior to commencing any work in all cases.
- ii. Contractor shall maintain an adequate crew of employees to perform the service required.
- iii. will be required to supply a list of equipment owned and available for work.
- iv. Unit prices quoted shall include all required safety equipment owned and available for work.

- v. Unit prices for after hours or emergency work shall be for actual time spent on the job site. No travel time will be paid.
- vi. Contractor shall protect any and all private property adjacent to work areas. Any damage to private property resulting directly or indirectly from Contractor's actions shall be the responsibility of the Contractor.
- vii. All employees of Contractor shall wear a uniform or shirt that clearly identifies the company.
- viii. Contractor must be able to provide a list of employees' names, dates worked and hour worked on each date, for each project or job within the City of Federal Way, if requested.
- ix. Contractor agrees to require his/her employee to present a neat appearance at all times while engaged in the performance of their duties and maintain good bearing and deportment towards the public. Should, for any reason, an employee be unsatisfactory in the opinion of the Director or authorized representative, the Contractor, when notified in writing, shall cause the employee to be removed from the project or job and replaced by an employee satisfactory to the Director or authorized representative.
- x. Contractor shall provide, for all projects, a supervisor/foreman, when requested, with a minimum of five (5) years of experience related to the plumbing industry. The supervisor/foreman shall remain on-site during the entire job, when requested.
- xi. Contractor shall possess a valid/current Contractor's license. Contractor and all employees shall possess a valid/current Washington Driver License, including all insurances, as required by the City.
- xii. Contractor shall use and furnish all vehicles and equipment necessary for the satisfactory performance of the work set forth in this RFP/contract. All vehicles and equipment shall display the name and/or logo of Contractor's company. The name and logo shall be large enough to be easily legible from a distance of fifty (50) feet, during the course of their work.
- xiii. Contractor shall keep all vehicles and equipment in a neat and clean appearance and maintained in excellent mechanical condition.
- xiv. Contractor is required to provide the City with a 24-hour emergency number for contact outside normal working hours. The response to an emergency call-out by the Contractor shall not be more than (2) hours.
- xv. The Contractor shall verify the location of all utilities prior to repair or maintenance and shall be held liable for all damages incurred due to Contractor's work-related operations.
- xvi. The Contractor must remain within the maintenance areas to the best of their ability. Contractor shall further protect property and facilities adjacent to the maintenance areas and all property and facilities within the maintenance areas. After completion of work, the maintenance area shall be clean and in a presentable condition.

All public or privately-owned improvements and facilities shall be restored to their original condition and location. In the event improvements of the facilities are damaged by Contractor, they shall be replaced with new materials equal or better to the original. Contractor shall repair such damage at their expense.

- xvii. Contractor shall not discharge anything to the storm drain, creek or adjacent water ways. Contractor shall implement any and all BMP's as may be necessary.
- xviii. Contractor must take all due precautionary measures to protect all of the existing utilities. Except in an emergency, an excavator planning to conduct an excavation shall notify the responsible agency at least 48 hours prior to excavation. The Contractor's attention is directed to the one-call utility notification service provided by Underground Service Alert (USA). USA member utilities will provide the Contractor with the locations of their substructures when given at least 48 hours' notice. Such request should be requested through USA @ 811 or 800-227-2600.

b. Plumbing Maintenance and Basic Repair Tasks

Contractor shall be able to perform the tasks listed below but not limited to, when requested by the City:

- i. Respond to and complete work requests assigned by the Contractor Administrator and/or City designee via electronic mail or telephone calls.
 - ii. Have the necessary equipment to perform video recording of sewer and drain lines, locating underground sewer and drain lines, hydro jetting and pumping out sewer and drain lines.
 - iii. Identify and perform basic and major repairs of plumbing leaks or breaks; solder and braze copper lines; open clogged lines and drains; replace washers, gaskets and minor parts.
 - iv. Inspect and service grease interceptor systems at City facilities.
 - v. Inspect all domestic water booster and circulation pump systems and perform bearing lubrication as needed or specified by manufacturer; inspect couplings and check for any leaks.
 - vi. Lubricate all remote drinking water chiller condenser fan motor bearings.
 - vii. Replace and inspect sewage ejection pumps, and when requested provide quarterly inspections.
 - viii. Maintain drinking water filtration systems.
 - ix. Repair drain lines, vent piping, potable water lines, and gas piping.
 - x. Repair and/or replace fixtures – toilets, wax rings, seals, faucets, sinks, Sloan valves, or their internal parts.
 - xi. Install and repair water heaters and boilers.
 - xii. Repair minor leaks and/or replace components.
 - xiii. Assemble, install, and repair pipes and fittings of heating, water and drainage systems.
 - xiv. Repair and replace auto-flusher and manual flusher toilet valves.
- c. Other Related Plumbing Maintenance and Repair Tasks

- i. The Agreement will be established on a time and material basis with hourly rates.
- ii. Agreements will commence on June 1, 2021 and will be effective through June 30, 2027.
- iii. There is no guarantee that any work will be requested.
- iv. City of Federal Way reserves the right to solicit quotes on any plumbing repairs that may exceed \$5,000.

d. MATERIALS:

- i. The Contractor shall furnish all the necessary materials and supplies to complete the work as specified herein.
- ii. All materials and supplies shall be new, high quality, free from defects and designed for the intended use and shall be subject to the Inspector's approval.
- iii. All materials shall be purchased at wholesale prices and include the Contractor discount.
- iv. The Contractors discounts shall be stated in Section III, Proposal Cost Sheet.

VII. COMPENSATION

- A. Please present detailed information on the proposed fee schedule for the specifications proposed and for any variation for non-routine services, inclusive of Washington state sales tax and any other applicable governmental charges. Please provide specifics as to definitions of routine versus non-routine tasks, what is fixed as opposed to variable, and how costs are adjusted according to that classification.
- B. Payment by the City for the services will be made only after the services have been performed, an itemized billing statement is submitted in the form specified by the City, and approved by the appropriate City representative, which shall specifically set forth the services performed, the name of the person performing such services, and the hourly labor charge rate for such person. Payment shall be made on a monthly basis, thirty (30) days after receipt of such billing statement.

VIII. PUBLICATION.

Name of Publication:	Dates:
<u>Federal Way Mirror</u>	<u>April 16, 2021</u>
<u>Federal Way Mirror</u>	<u>April 23, 2021</u>

EXHIBIT "A"

PROPOSAL QUOTE SHEET

I. PRICING

Labor: is the cost per hour for one non-supervisory or apprentice personnel including all associate cost.

Supervisory: is the cost per hour for one supervisory or journeyman/master personnel including all associated cost.

Markup on Materials: is the percent added to the actual wholesale (no retail pricing will be accepted) cost of materials or special equipment rental.

	Normal Business Hours	Outside Normal Business Hours
1. Labor	\$ _____/Hour	\$ _____/Hour
2. Supervisory	\$ _____/Hour	\$ _____/Hour
3. Markup on Materials Cost _____%		

II. RATES (for additional services or specialized equipment prices)

1. What is your hourly charge during normal business hours and outside normal business hours?

	Normal Business Hours	Outside Normal Business Hours
Bobcat and labor to operate it.	\$ _____/Hour	\$ _____/Hour
Mini Excavator and labor to operate it.	\$ _____/Hour	\$ _____/Hour
Dump Truck and labor to operate it.	\$ _____/Hour	\$ _____/Hour
Jetting Equipment and labor to operate it.	\$ _____/Hour	\$ _____/Hour
Vacuum Equipment and labor to operate it.	\$ _____/Hour	\$ _____/Hour
Video Tape Equipment and labor to operate it.	\$ _____/Hour	\$ _____/Hour
Locator Equipment and labor to operate it	\$ _____/Hour	\$ _____/Hour

III ADDITIONAL ITEMS

1. Are there any surcharges such as fuel, disposables, etc.? Please list a description of the surcharge with the appropriate pricing.

2. What are your minimum hours charged for an emergency call out?