



Grant County
Office of The
Board of County Commissioners
P O Box 37
Ephrata WA 98823
(509) 754-2011

REQUEST FOR PROPOSALS/BIDS PACKET (Page 1 of 20)
GRANT COUNTY YOUTH SERVICES HVAC SYSTEM CLEANING
August 7, 2017

Grant County, Washington, by and through the Board of County Commissioners, is seeking to contract with an individual or company for the cleaning of its HVAC system at the Grant County Youth Services facility located 303 Abel Road in Ephrata, Washington.

Grant County is an equal opportunity employer and this invitation extends to all qualifying individuals/companies, including those that are minority and woman-owned.

Each proposal shall specify each and every item as set forth in this Proposals/Bid Packet. Any and all exceptions must be clearly stated in the proposal. Sections within this RFP/RFB Packet are categorized as follows:

- (1) General RFP/RFB Information;
- (2) Preparation, Submission, and Review;
- (3) Company Information;
- (4) Understanding Of and Approach To Contract;
- (5) Project Requirements and Scope of Work;
- (6) Post Proposal/Bid Opening Submittals; and
- (7) Proposal/Bid Checklist.

APPENDIX A – *Grant County Bid Form*

APPENDIX B – *Sworn Statement on Bid Form*

APPENDIX C – *Prison Rape Elimination Act (PREA) Acknowledgement Statement*

Failure to set forth any item in the Proposals/Bid Packet without taking exception may be grounds for rejection. Grant County reserves the right to reject all proposals and to waive any informality.

If you and/or your company is interested and qualified, please submit one original and two (2) copies of your proposal in a sealed envelope clearly marked with the project title "GRANT COUNTY YOUTH SERVICES HVAC SYSTEM CLEANING" by 11:00 a.m. on Wednesday, August 23, 2017 to:

June Strickler, Administrative Services Coordinator
Grant County Commissioners' Office
PO Box 37 / 35 C Street NW
Ephrata, WA 98823

Late proposals and/or proposals submitted via e-mail or facsimile will not be accepted.

Richard Stevens
District 1

Tom Taylor
District 2

Cindy Carter
District 3

**REQUEST FOR PROPOSALS/BIDS PACKET (Page 2 of 20)
GRANT COUNTY YOUTH SERVICES HVAC SYSTEM CLEANING**

Proposals will be opened at 11:05 a.m. on Wednesday, August 23, 2017 in the Grant County Commissioners' offices, located in Room 206 on the 2nd floor of the Grant County Courthouse Annex located at 35 C Street NW in Ephrata, Washington.

Should you have any questions about the proposal process, please contact me. I may be reached directly at (509) 754-2011 ext. 2937. Thank you in advance for your courtesies.

Sincerely,

BOARD OF COUNTY COMMISSIONERS



June Strickler
Administrative Services Coordinator

cc: Warren Swanson, Director of Youth Services
Garth Kofoed, Youth Services Detention Manager

Important Dates/Requirements	Date	Yes	Notes, Applicable RCWs
RFP/RFB released	August 7, 2017		Solicitation through MRSC Consultant Roster
Deadline for technical questions	August 16, 2017		Must be received by 4:50 p.m. by Official Contact for HVAC Project
Response to technical questions	August 17, 2017		5:00 p.m.
Proposals/bids deadline	August 23, 2017		Must be received by 11:00 a.m., BOCC Offices
Proposals/bids opening	August 23, 2017		11:05 a.m., BOCC Offices
Verification of Bidder Eligibility	August 23, 2017		Admin review requirement
Eligible Proposals to Review Committee	August 24, 2017		(Estimate)
Anticipated Notification	August 28, 2017		(Estimate)
Bonds required		XX	See Section 4.3b (RCW 39.08.010)
Insurance required		XX	See Section 4.3
Prevailing Wage required		XX	See Section 4.1c and 4.5b (RCW 39.04.010/WAC 296-127-010(5)(b))
Retainage required		XX	See Section 4.5b (RCW 36.28.011)
Bid Guarantee			No Bid Guarantee is required on this project.

Work shall commence as soon as possible after contract(s), bonds, and insurance are provided.

[Page 3 follows]

REQUEST FOR PROPOSALS/BIDS PACKET (Page 3 of 20)
GRANT COUNTY YOUTH SERVICES HVAC SYSTEM CLEANING

1. GENERAL RFP/RFB INFORMATION

1.1 RFP/RFB Notices and Posting Location

This project is solicited/advertised to members of the MRSC Roster. The RFP/RFB and opening results will be posted on the County's website (www.grantcountywa.gov) **after** the RFP/RFB opening. All questions, addendums, and/or information pertinent to the RFP/RFB will be e-mailed directly to those on the roster. It is the responsibility of the MRSC Roster members to ensure their e-mail addresses are current and capable of receiving notices.

1.2 Objective of this RFP/RFB

The purpose of this request is to secure the professional cleaning of Grant County Youth Services' HVAC system at its facility located at 303 Abel Road in Ephrata, Washington. This one-time service must be performed in accordance with current, published National Air Duct Cleaners Association (NACCA) Standard Assessment, Cleaning & Restoration (ACR) of negative air pressure and source removal (mechanical cleaning methods designed to extract contaminants from within the HVAC system), with safe removal of any contaminants from the facility. It also involves the cleaning of all other components and surfaces comprising the HVAC system.

1.3 RFP/RFB Organization

The RFP/RFB is composed of seven (7) sections, organized as follows:

Section 1 – GENERAL RFP/RFB INFORMATION

- 1.1 RFP/RFB Notices and Posting Location
- 1.2 Objective of this RFP/RFB
- 1.3 RFP/RFB Organization
- 1.4 RFP/RFB Official Contact(s)
- 1.5 Questions Regarding the RFP/RFB

Section 2 – PREPARATION, SUBMISSION AND REVIEW

- 2.1 General Information
- 2.2 Proposal/Bid Submittal, Format, Misc.
- 2.3 Respondent Must Meet Bidder Responsibility Criteria (RCW 39.04.350)
- 2.4 Proposal Review Process
- 2.5 Proposal/Bid Preparation Instructions

Section 3 – COMPANY INFORMATION

- 3.1 Signature and Representations
- 3.2 Company Information
- 3.3 Individual/Company Qualifications
- 3.4 Subcontractor(s)
- 3.5 Warranties

Section 4 – UNDERSTANDING OF & APPROACH TO CONTRACT

- 4.1 This is a Public Work Project (per RCW 39.04 and WAC 296-127)
- 4.2 Timing of Contract/Work Completion
- 4.3 Fees and Insurance
- 4.4 Indemnification

REQUEST FOR PROPOSALS/BIDS PACKET (Page 4 of 20)
GRANT COUNTY YOUTH SERVICES HVAC SYSTEM CLEANING

4.5 Price Proposal

Section 5 – PROJECT REQUIREMENTS AND SCOPE OF WORK

- 5.1 General Overview (Pertaining to the Scope of Work)
- 5.2 Advanced Coordination/Timeliness
- 5.3 PREA Requirements
- 5.4 Drug, Alcohol, and Weapons-Free Worksite
- 5.5 Completion of Work

Section 6 – POST PROPOSAL/BID SUBMITTALS

- 6.1 Claims of Error
- 6.2 Proposal/Bid Protests
- 6.3 Appeals of Determination of Non-Responsible Bidder

Section 7 – PROPOSAL/BID CHECKLIST

APPENDIX A – *Grant County Bid Form*

APPENDIX B – *Sworn Statement on Bid Form*

APPENDIX C – *Prison Rape Elimination Act (PREA) Acknowledgement Statement*

1.4 RFP/RFB Official Contact(s)

Upon release of this RFP/RFB, all vendor communications must be directed to the RFB Official Contact(s) listed below. Unauthorized contact regarding this RFP/RFB with other County employees may result in disqualification. Any oral communications are discouraged and will be considered unofficial and non-binding on the County. Vendors may only rely upon written statements issued by the appropriate RFB Official Contact.

For RFP/RFB Submittal Process/Requirements:

Name:	June Strickler
Title:	Admin. Services Coordinator
Address:	35 C Street NW Ephrata, WA 98823
Telephone:	(509) 754-2011 ext. 2937
Fax:	(509) 754-6098
E-mail:	jstrickler@grantcountywa.gov

For HVAC Project:

Name:	Garth Kofoed
Title:	Youth Svcs Detention Manager
Address:	35 C Street NW Ephrata, WA 98823
Telephone:	(509) 754-2011 x 4429
Fax:	(509) 754-5797
E-mail:	gkofoed@grantcountywa.gov

1.5 Questions Regarding the RFP/RFB

Respondents who request a clarification of the RFP/RFB requirements may submit written questions to the appropriate RFP/RFB Official Contact by mail or e-mail. The deadline for receipt of technical questions is August 16, 2017 at 4:50 p.m. (PST). Questions received and answers to those questions will be e-mailed directly to all members initially e-mailed this RFP/RFB Packet by August 17, 2017 at 5:00 p.m.

2. PREPARATION, SUBMISSION AND REVIEW

2.1 General Information

All respondents should read the entire RFP/RFB Packet carefully. Failure to comply with instructions may result in a proposal/bid being disqualified from consideration by the County.

REQUEST FOR PROPOSALS/BIDS PACKET (Page 5 of 20)
GRANT COUNTY YOUTH SERVICES HVAC SYSTEM CLEANING

2.2 Proposal/Bid Submittal, Format, Misc.

2.2a All proposals, consisting of one original and two (2) copies, must be received by the County *via* mail, recognized carrier, or hand delivery **no later than 11:00 a.m. on Wednesday, August 23, 2017**, as displayed on Grant County's official time/date stamp located in the Office of the Board of County Commissioners.

2.2b All proposals must be received by the County in a sealed envelope clearly marked with the project title: **“GRANT COUNTY YOUTH SERVICES HVAC SYSTEM CLEANING”** to:

June Strickler, Administrative Services Coordinator
Grant County Commissioners' Office
PO Box 37 / 35 C Street NW
Ephrata, WA 98823

2.2c Late proposals and/or proposals submitted *via* e-mail or facsimile will not be considered.

2.2d Costs of preparation of the proposal will be borne by the proposer.

2.2e A cover letter is required, as set forth in sections 3.1 and 3.1a below.

2.2f Proposals must be typed/computer generated or written in such a manner as to be clearly legible; any proposal that contains illegible information and/or dollar amounts subject to interpretation will render the entire proposal to be designated “Non-responsive” as it will not allow the County to confidently compare proposal prices.

2.2g Proposals should contain straightforward and concise descriptions of the vendor's capabilities to satisfy the requirements of this RFP/RFB packet. Emphasis should be concentrated on accuracy, completeness, and clarity of content.

2.2h It is preferred that the proposal photocopies be submitted double-sided (printed on two sides).

2.2i **Grant County requires a signed, completed Grant County Bid Form with each qualifying proposal submittal. The Grant County Bid Form is located in APPENDIX A.**

2.2j Proposals must include itemized breakdowns of all costs and include all fees and taxes.

2.2k Proposals must show numerical dollar amounts with decimal and commas (as appropriate). Any required pricing breakdown that indicates “No Bid” or similar wording or is left blank will render the entire proposal to be designated “Non-responsive” as it will not allow the County to confidently compare proposal prices.

2.2l Mathematical calculations/totals on all proposals will be checked by Grant County, and the County has the authority to correct any mathematical errors it identifies. For this

REQUEST FOR PROPOSALS/BIDS PACKET (Page 6 of 20)
GRANT COUNTY YOUTH SERVICES HVAC SYSTEM CLEANING

reason, proposals that appear to be higher or lower than others immediately upon bid opening may not be accurate. Grant County will not post the proposal results until after the mathematical verification and totals check has been completed on each proposal. Should any mathematical errors in submittals be identified, the County will notify the affected responders and the proposal posting will reflect any necessary changes to the proposal total(s).

2.2m In the event of a low proposal tie between proposers after verification of mathematical calculations/totals, a random method – such as a coin toss – to determine the low proposal will be utilized.

2.3 Respondent Must Meet Bidder Responsibility Criteria (RCW 39.04.350).

2.3a A responsive proposal must be from an individual or company that meets the bidder responsibility criteria as set out in RCW 39.04.350, *Bidder responsibility criteria – Supplemental criteria*; namely:

- (1) At the time of bid submittal, have a certificate of registration in compliance with chapter 18.27 RCW;
- (2) Have a current state Unified Business Identifier number;
- (3) If applicable, have industrial insurance coverage for the bidder's employees working in Washington as required in Title 51 RCW; an employment security department number as required in Title 50 RCW; and a 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). Grant County will conduct a check on the SAM.gov (System for Award Management) website for respondent/bidder "active" status;
- (5) If bidding on a public works project subject to the apprenticeship utilization requirements in RCW 39.04.320, not have been found out of compliance by the Washington State apprenticeship and training council for working apprentices out of ratio, without appropriate supervision, or outside their approved work processes as outlined in their standards of apprenticeship under chapter 49.04 RCW for the one-year period immediately preceding the date of the bid solicitation;
- (6) Until December 31, 2013, not have violated RCW 39.04.370 more than one time as determined by the department of labor and industries;
- (7) Within the three-year period immediately preceding the date of the bid solicitation, not have been determined by a final and binding citation and notice of assessment issued by the department of labor and industries or through a civil judgment entered by a court of limited or general jurisdiction to have willfully violated, as defined in RCW 49.48.082, any provision of chapter 29.46, 49.48, or 49.52 RCW; and

REQUEST FOR PROPOSALS/BIDS PACKET (Page 7 of 20)
GRANT COUNTY YOUTH SERVICES HVAC SYSTEM CLEANING

- (8) Meet the following required documentation: Before award of a public works contract, a bidder shall submit to the contracting agency (Grant County) a signed statement in accordance with RCW 9A.72.085 verifying under penalty of perjury that the bidder is in compliance with the responsible bidder criteria requirement of paragraph 2.3a(7) above. A contracting agency may award a contract in reasonable reliance upon such a sworn statement. **A responsible bidder to this project must complete and sign the attached Sworn Statement on Bid Form, included as APPENDIX B.**

2.4 Proposal Review Process

2.4a All proposals received in a timely manner will undergo an initial screening (administrative review) to determine responsiveness. A proposal/bid deemed responsive is one that materially conforms to the instructions/requirements of this RFP/RFB Packet, including the bidder meeting the requirements of a responsible bidder pursuant to RCW 39.04.350 and sections 2.2 and 2.3 of this RFP/RFB Packet. In addition to verifying that Bidder Responsibility Criteria have been met, proposals will be screened to ensure the proposal contains all information, forms, and/or materials required within this Request for Proposals/Bids to determine responsiveness. Only proposals that are determined responsive shall be forwarded to the Review Committee for further consideration.

2.4b The County reserves the right to reject or accept any bid with immaterial irregularities.

2.4c Should the administrative review set forth in paragraph 2.4a above determine a respondent/bidder to not be qualified and/or responsible, the County will provide to the respondent, in writing, the reason(s) for the determination within two (2) business days following the proposal opening. Notice transmitted *via* e-mail by the County will be considered "in writing". Should such a determination occur:

(1) The respondent/bidder may appeal the determination, in writing, within three (3) business days following receipt of the County's Notice by presenting additional information to the County necessary to address the area(s) of concern raised by the County. The appeal process is not intended to enable a respondent/bidder to provide information that was clearly required within the RFP/RFB packet for submittals after the submittal deadline. The time/date of the County's Notice will be calculated from the time of the County's outgoing e-mail, addressed as provided by the respondent/bidder, which does not result in an automatically generated reply of delivery failure.

(2) An appeal may be transmitted to the County *via* a properly addressed e-mail – with a request for confirmation of receipt – to the County's point of contact for the project who sent the Notice. Should the respondent/bidder not receive confirmation of receipt of his/her e-mail from the County, the appeal should not be considered as having been received by the County.

(3) The County must consider the timely submittal of additional information accompanying any appeal before issuing its final determination as to the respondent/bidder's qualification and/or being a responsible bidder. As noted in

REQUEST FOR PROPOSALS/BIDS PACKET (Page 8 of 20)
GRANT COUNTY YOUTH SERVICES HVAC SYSTEM CLEANING

paragraph 2.4c(1) above, however, the County will not consider "additional information" that was clearly required within the RFP/RFB Packet for submittals that the respondent/bidder failed to provide by the submittal deadline for RFP/RFB responses. The final determination as to a respondent/bidder not being qualified and/or responsible is to be made by the County, in writing, within three (3) business days following its receipt of a respondent/bidder's appeal. Notice of the County's final determination may be transmitted *via* e-mail and will follow the same time/date calculations as provided in paragraph 2.4c(1).

- (4) If the final determination is made that the respondent/bidder is not qualified/responsible, the County may not execute a contract with any other respondent/bidder until two (2) business days after the respondent/bidder determined to be unqualified/not responsible has been e-mailed and/or received the final determination.

2.4d Only those respondents/bidders meeting the requirements of paragraphs sections 2.2 and 2.3 above shall be forwarded to the Review Committee for further consideration. The Selection Committee must further determine whether the respondent/bidder is a responsible bidder (per RCW 39.26.160, as amended) by considering the following elements:

- (1) The ability, capacity, and skill of the respondent/bidder to perform the contract or provide the service required;
- (2) The character, integrity, reputation, judgment, experience, and efficiency of the respondent/bidder;
- (3) Whether the respondent/bidder can perform the contract within the time specified;
- (4) The quality of performance of previous contracts for services;
- (5) The previous and existing compliance by the respondent/bidder with laws relating to the contract for services;
- (6) The above-referenced requirement of whether, within the three-year period immediately preceding the date of the proposals/bid solicitation, the respondent/bidder has been determined by a final and binding citation and notice of assessment issued by the department of labor and industries or through a civil judgment entered by a court of limited or general jurisdiction to have willfully violated, as defined in RCW 49.48.082, any provision of chapter 49.46, 49.48, or 49.52 RCW; and
- (7) Such other information as may be secured having a bearing on the decision to award the contract.

2.4e In determining the lowest responsive and responsible proposal/bidder, the County may consider best value criteria, including but not limited to:

REQUEST FOR PROPOSALS/BIDS PACKET (Page 9 of 20)
GRANT COUNTY YOUTH SERVICES HVAC SYSTEM CLEANING

- (1) Whether the bid satisfies the needs of the County as specified in the Request for Proposals/Bids Packet;
 - (2) Whether the proposal/bid encourages diverse contractor participation;
 - (3) Whether the proposal/bid provides competitive pricing, economies, and efficiencies;
 - (4) Whether the proposal/bid considers human health and environmental impacts;
 - (5) Whether the proposal/bid appropriately weighs cost and non-cost considerations; and
 - (6) Life-cycle cost.
- 2.4f Grant County may, at its discretion, reject the proposal/bid of any contractor who has failed to perform satisfactorily on a previous contract with the County.
- 2.4g Selection will be made on the basis of the proposals as submitted. The Selection Committee may deem it necessary to interview proposers. The County retains the right to interview proposers as part of the selection process.
- 2.4h Selection of a qualified proposer will be made by the Selection Committee, which will make a recommendation to the Board of County Commissioners (BOCC) for awarding a contract/agreement to be signed by the proposer and the BOCC. In the alternative, the Selection Committee may recommend to the BOCC that the County exercise options set forth in paragraphs 2.4h(1)-(4):
- (1) The County reserves the option to reject all proposals/bids and rebid or cancel the competitive solicitation; or
 - (2) The County may request best and final offers from all responsive and responsible bidders; or
 - (3) Award the contract to the lowest responsive and responsible bidder; or
 - (4) The County has the option of awarding one or more contracts from a competitive solicitation.
- 2.4i The County reserves the option to retain all proposals, whether selected or rejected. Once submitted, the proposals and any supplemental documents become the property of the County.
- 2.4j All proposals shall remain firm for ninety (90) days following the closing date for receipt of proposals.
- 2.4k This request does not constitute an offer of employment or to contract for services.

REQUEST FOR PROPOSALS/BIDS PACKET (Page 10 of 20)
GRANT COUNTY YOUTH SERVICES HVAC SYSTEM CLEANING

- 2.5 Proposal/Bid Preparation Instructions
Proposals/bids must conform to all the requirements of this RFP/RFB Packet.

3. COMPANY INFORMATION

Proposals shall contain the following information and conform to the following requirements:

3.1 Signature and Representations

All proposals must include a cover letter signed by an official of the company authorized to bind the company to the bid and pricing.

- 3.1a The signed cover letter must contain the following statements, without alteration:

"The bid's pricing shall be valid and binding for ninety (90) days following the RFP/RFB response due date and will become part of any contract with the County unless revisions, additions, and/or deletions are expressly negotiated.

It is acknowledged that this bid is subject to public disclosure under the Public Records Act and may be released in total as public information in accordance with Washington law. Any and all information believed to be proprietary and exempt from public disclosure has been plainly and clearly marked or otherwise identified."

3.2 Company Information

- 3.2a List the type of organization, size, professional registration, and affiliations.

- 3.2b Provide the company name, address, telephone number, federal employer tax number, and Washington State UBI number.

- 3.2c Provide the name, title, mailing address, e-mail address, and telephone number of the contact person authorized to represent the company and to whom correspondence should be directed.

3.3 Individual/Company Qualifications

- 3.3a Provide the names and qualifications of individuals/persons to administer this project.

- 3.3b Provide an outline of recent or current contracts successfully completed or being carried out that are comparable to this Request for Proposals/Bids. The individual/company is required to demonstrate specific service provisions and expertise relating to the requirements of the Project Requirements and Scope of Work on page 14.

- 3.3c Include qualifications of individual's/company's staff and/or subcontractors, if applicable.

- 3.3d Provide client references from recent related contracts, including name, address and phone number of individual(s) to contact for referral.

REQUEST FOR PROPOSALS/BIDS PACKET (Page 11 of 20)
GRANT COUNTY YOUTH SERVICES HVAC SYSTEM CLEANING

3.3e **Proposals must include a signed *Sworn Statement on Bid* form, included as APPENDIX B.**

3.4 Subcontractors

3.4a Indicate and specify whether or not subcontractor(s) will be used for any reason.

3.4b Contractor assumes liability that, in accordance with Washington law, all subcontractors are required to file intents and affidavits for prevailing wage work just as the prime contractor shall do. Furthermore, it is understood that a five percent (5%) retainage is withheld until a Notice of Completion is accepted by the following agencies with notification given to Grant County: the Washington State Department of Labor & Industries, Employment Securities, and the Department of Revenue. Only after Grant County is notified of this acceptance by all three agencies will the retainage be released.

3.5 Warranties

Provide all warranty and exclusion of warranty language for the product(s).

4. UNDERSTANDING OF AND APPROACH TO THE CONTRACT

4.1 This is a Public Work Project (per RCW 39.04 and WAC 296-127)

See requirements in section 4.5b.

4.2 Timing of the Contract/Work Completion

4.2a The successful proposer will enter into a contract with Grant County with a period of performance from the date of Board of County Commissioner signature through project completion, on or before October 31, 2017.

4.2b Work will commence within ten (10) working days of Board of County Commissioner signature of the approved contract.

4.2c The successful proposer will be responsible to administer and/or ensure all work/requirements set forth in the RFP/RFB Packet's *Project Requirements and Scope of Work* are met.

4.3 Fees and Insurance

4.3a Propose all fixed fees and/or hourly rates of pay, as appropriate, for implementation of services as described under the Scope of Work and in accordance with a Washington State public works contract.

4.3b On the forms included in the contract provisions, the contractor shall furnish both performance and payment bonds as required by RCW. Each bond shall have a penal sum in the full amount of the contract price, including sales tax. The labor and material payment bond shall remain in force until the contract completion date, and for such period of time thereafter during which the law allows claims to be filed and finally resolved by litigation. In addition to securing the faithful performance of all contractor's obligations under the contract, the performance bond shall remain in force for a period

REQUEST FOR PROPOSALS/BIDS PACKET (Page 12 of 20)
GRANT COUNTY YOUTH SERVICES HVAC SYSTEM CLEANING

of at least two years after the Substantial Completion Date, with respect to defective workmanship, equipment and/or materials, and shall otherwise secure all other obligations of the contractor throughout all periods of limitation and repose. The contractor shall be required to provide extended warranties for specific materials or equipment as indicated further in the contract provisions. The required performance bond and labor and material payment bond shall each be issued by a corporate surety company acceptable to Grant County and authorized to do business in Washington State.

4.3c Contemporaneously with execution of the contract, the prime contractor shall provide the County with a certificate of liability insurance naming Grant County, its officers, employees, or agents as additionally named insured. Said insurance shall be maintained in full force and effect for the duration of the contract and must be in an amount and format satisfactory to the County. The Certificate of Insurance shall be provided to the County's Administrative Services Coordinator at the address provided on page 1 of the RFP/RFB Packet.

4.4 Indemnification

4.4a The individual/agency shall defend, indemnify and hold harmless the County, its officers, employees or agents from all claims, demands, damages, costs, expenses, judgments, attorney fees, liabilities or other losses that may be asserted by any person or entity, and that arise out of or are made in connection with the acts or omissions relating to the performance of any duty, obligation, or work hereunder. The obligation to indemnify shall be effective and shall extend to all such claims and losses, in their entirety, even when such claims or losses arise from the comparative negligence of the County, its officers and employees. However, this indemnity will not extend to any claims or losses arising out of the sole negligence or willful misconduct of the County, its officers and employees.

4.4b The preceding paragraph applies to any theory of recovery relating to said act or omission, by the individual/agency, or its agents, employees, or other independent contractors directly responsible to individual/agency including, but not limited to the following:

- (1) Violation of statute, ordinance, or regulation;
- (2) Willful, intentional or other wrongful acts, or failures to act;
- (3) Negligence or recklessness;
- (4) Furnishing of defective or dangerous products;
- (5) Premises liability;
- (6) Strict Liability;
- (7) Violation of civil rights; and/or

REQUEST FOR PROPOSALS/BIDS PACKET (Page 13 of 20)
GRANT COUNTY YOUTH SERVICES HVAC SYSTEM CLEANING

(8) Violation of any federal or state statute, regulation, or ruling resulting in a determination by the Internal Revenue Service, Washington State Board of Tax Appeals or any other Washington public entity responsible for collecting payroll taxes, when the agency/firm is not an independent contractor.

4.4c It is the intent of the parties to provide the County the fullest indemnification, defense, and "hold harmless" rights allowed under the law. If any word(s) contained within the contract are deemed by a court to be in contravention of applicable law, said word(s) shall be severed from the contract and the remaining language shall be given full force and effect.

4.5 Price Proposal

4.5a Payment will be made for all work completed and materials used and/or accepted on the unit(s) or as a lump sum price as contained in the proposal/bid or subsequent, agreed-upon price. The sum of payment(s) shall be full compensation for all materials, labor, and other contractually addressed costs to the contractor.

4.5b Contractor is on notice that this project is a "public work" as defined by RCW 39.04 and WAC 296-127 and is subject to the prevailing wage laws of the State of Washington.

NOTE: The selected contractor will be required to produce Certified Payroll records to Grant County upon request. A five percent (5%) retainage will be withheld as referenced in section 3.4b above.

4.5c The proposal/bid shall include the cost of all material, labor, cleaning and sterilization, engineering, permitting, performance and payment bonds, clean up, hauling, disposal of any material removed, mobilization, and/or all other fees and costs. This includes calculating in all taxes. If any of these items are not included, the proposal/bid will be considered non-responsive.

4.5d The contractor shall provide a warranty and the proposal/bid shall describe in detail the duration, terms and conditions of the proposed warranty. The proposal/bid shall include the contractor's complete terms and payment schedule. Grant County will inspect all work.

5. **PROJECT REQUIREMENTS AND SCOPE OF WORK**

5.1 General Overview (Pertaining to the Scope of Work)

5.1a The work incorporates thorough cleaning of the Grant County Youth Services' facility's HVAC system located 303 Abel Road in Ephrata, Washington.

5.1b Specific HVAC Systems to be cleaned are:

At Detention – One (1) rooftop electric Air Handling Unit (Roof Top AHU) and four (4) split system AHUs with all connected supply and return ductwork, all connected fresh air and intake ductwork, and all sidewall and ceiling supply diffusers.

REQUEST FOR PROPOSALS/BIDS PACKET (Page 14 of 20)
GRANT COUNTY YOUTH SERVICES HVAC SYSTEM CLEANING

- 5.1c Perform complete HVAC system cleaning in accordance to industry standards as outlined by National Air Duct Cleaners Association (NACCA) Standard Assessment, Cleaning & Restoration (ACR) of negative air pressure with HEPA vacuum(s) and mechanical agitation/high pressure air/and other accepted methods on interior HVAC system surfaces (all registers/grilles/diffusers will be washed clean). This includes any and all interior surface of the air distribution system from where the air enters the system to the points where the air is discharged from the system. The return air grilles, return air ducts to the AHU, the interior surfaces of the AHU, supply air ducts, filter housings, reheat coils, turning vanes, fan, fan housing, mixing box, supply diffusers, and any other components that make up the HVAC system.
- 5.1d The prime contractor shall be a member in good standing of the NADCA with a minimum of one Air System Cleaning Specialist (ASCS) certified by NADCA that is responsible for the total work herein specified and provide proof of maintaining the proper license(s), if any, as required to perform work in this state. It is the prime contractor's responsibility to secure any permits with the proper authorities and comply with all applicable federal, state, provincial, local, and/or Authorities Having Jurisdiction rules, regulations, and licensing requirements/codes.
- 5.1e Prime contractor is responsible to familiarize himself/herself with the site and HVAC systems to avoid any potential problems and determine appropriate engineering controls, safety measures, tools and equipment and cleaning methods required to successfully complete the project before bidding and starting the job.
- 5.1f The prime contractor will ensure that all work is performed, at a minimum, in accordance with the current industry standards published by NACCA Standard ACR and to the satisfaction of Grant County.
- 5.1g Provide all prevailing labor rates and fees, equipment, materials, disposal fees, business and insurance licensing to perform and complete this project.
- 5.1h Perform all work in a safe and skillful manner, including measures employed to control odors and/or mist vapors, debris/particulate collection, containment, and disposal as well as the protection of individuals and/or property, while maintaining the integrity and proper functioning of said Grant County property.
- 5.1i Upon work completion, all the HVAC systems equipment and components will be visibly clean, secure, and have been returned to their prior settings and positions and perform as designed. All areas impacted by the HVAC system cleaning will also be free from debris and be visibly clean.
- 5.2 Advanced Coordination/Timeliness
This project is safety and facility access sensitive and will require the contractor's advanced coordination with the designated contact from Youth Services to complete the project in a timely manner while ensuring the safety of operations and continuation of access to the facility by the public. This will include the prime contractor's advance communication and provision of information and/or need for coordination/participation it needs from County staff to successfully carry out the project.

REQUEST FOR PROPOSALS/BIDS PACKET (Page 15 of 20)
GRANT COUNTY YOUTH SERVICES HVAC SYSTEM CLEANING

5.3 PREA Requirements

5.3a The prime contractor – IN ADDITION TO ANY OF HIS/HER EMPLOYEES, OFFRICERS AND/OR AGENTS, AND SUBCONTRACTORS AND ITS EMPLOYEES, OFFICERS, AND/OR AGENTS will be required to understand and acknowledge by signature its commitment to professional responsibility while on Youth Services property for zero tolerance of sexual misconduct of any kind in accordance with the Prison Rape Elimination Act (PREA).

5.3b Proposals must include a signed Prison Rape Elimination Act (PREA) Acknowledgement Statement form, included as APPENDIX C from the prime contractor.

NOTE: Prior to contracting with the County, any additional APPENDIX C forms – for other individuals that will be coming to the worksite, pursuant to paragraph 5.3a above, – must be signed and submitted to the County’s project contact.

5.4 Drug, Alcohol, and Weapons-Free Worksite

Due to the safety and security requirements of the facility, each contractor/ subcontractor must take reasonable action to ensure that its owners/employees maintain a presence at the worksite that is free from substance abuse and the carrying of weapons.

5.5 Completion of Work

Prior to the County’s acceptance of the work, the prime contractor must complete and/or ensure that it and/or all subcontractor work is completed to finish quality and that all HVAC systems’ equipment and components are visibly clean, secure, and have been returned to their prior settings and positions and perform as designed. All areas impacted by the HVAC system cleaning must also be free from debris and be visibly clean.

6. **POST PROPOSAL/BID SUBMITTALS**

6.1 Claims of Error

6.1a Any claim of error by a respondent that occurs within twenty-four (24) hours of RFP/RFB opening must be:

- (1) Submitted in writing;
- (2) Marked “URGENT”;
- (3) Addressed to the County’s Administrative Services Coordinator, June Strickler;
- (4) Delivered to and in the care of the Office of the Board of County Commissioners, located on the 2nd floor of the Grant County Courthouse at 35 C Street NW in Ephrata, Washington;
- (5) Identify the project and date of proposal/bid opening; and
- (6) Request authorization for withdrawal of the bid.

REQUEST FOR PROPOSALS/BIDS PACKET (Page 16 of 20)
GRANT COUNTY YOUTH SERVICES HVAC SYSTEM CLEANING

- 6.1b Grant County will automatically approve, in writing, any such timely and properly reported error and request for withdrawal it receives. The withdrawn bid will be identified as such in the County's records and the submitted packet will remain a public record within the County's records pursuant to Washington State's Public Disclosure Act.
- 6.1c Grant County reserves the right to give consideration to any claim of bid error not meeting the criteria set forth in Section 6.1 paragraph 6.1a if doing so is believed by the County to be in the best interest of the County and the public it serves.
- 6.2 Proposal/Bid Protests
- 6.2a Any respondent desiring to claim/protest that another respondent/bidder on this project does not meet the requirements of a responsible bidder pursuant to RCW 39.04.350 must, within twenty-four (24) hours of RFP/RFB opening, submit a claim that is:
- (1) Submitted in writing;
 - (2) Marked "URGENT";
 - (3) Addressed to the County's Administrative Services Coordinator, June Strickler;
 - (4) Delivered to and in the care of the Office of the Board of County Commissioners, located on the 2nd floor of the Grant County Courthouse at 35 C Street NW in Ephrata, Washington;
 - (5) Include an active, monitored e-mail address of the claimant;
 - (6) Identify the project and date of proposal/bid opening; and
 - (7) Identify the purported non-qualifying respondent/bidder and the applicable sections of RCW 39.04.350 which is believed to render that bidder non-qualifying.
- 6.2b Grant County will have three (3) business days to make a written determination (Notice) as to the proposal/bid protest and the reasons(s) for the determination. Notice transmitted *via* e-mail by the County will be considered "written" or "in writing". The time/date of the County's Notice will be calculated from the time of the County's outgoing e-mail, addressed as provided by the individual submitting the claim/protest, which does not result in an automatically generated reply of delivery failure.
- 6.3 Appeals of Determination of Non-Responsible Bidder (see Section 2.4)
- 6.3a The process for the County's review and/or determination as to whether or not a proposer/bidder is non-responsible is contained in section 2.4 above.
- 6.3b The appeal process resulting from any determination by the County that a proposer/bidder is non-responsible is set forth in section 2.4 and its accompanying subparagraphs (1)–(4).

REQUEST FOR PROPOSALS/BIDS PACKET (Page 17 of 20)
GRANT COUNTY YOUTH SERVICES HVAC SYSTEM CLEANING

7. PROPOSAL/BID CHECKLIST

A complete proposal/bid will include:

- _____ A signed cover letter containing all required information;
- _____ The provision of all information requested in the RFP/RFB;
- _____ One original and two (2) copies in a sealed envelope, properly labeled;
- _____ Completed/signed (APPENDIX A) *Grant County Bid form*;
- _____ Completed/signed (APPENDIX B) *Sworn Statement on Bid Form*;
- _____ Completed/signed (APPENDIX C) *Prison Rape Elimination Act (PREA) Acknowledgement Statement Form(s)*.

REQUEST FOR PROPOSALS/BIDS PACKET (Page 18 of 20)
GRANT COUNTY YOUTH SERVICES HVAC SYSTEM CLEANING

APPENDIX A
(Page A-1)

GRANT COUNTY BID FORM

Project Name: Grant County Youth Services HVAC System Cleaning

Name of Company: _____

BID PROPOSAL

Proposals must be typed/computer generated or written in such a manner as to be clearly legible; any proposal that contains illegible information and/or dollar amounts subject to interpretation will render the entire proposal to be designated "Non-responsive" as it will not allow the County to confidently compare proposal prices.

In compliance with this RFP/RFB Packet, the following bid for the Grant County Youth Services HVAC System Cleaning is submitted:

- (1) BASE BID for furnishing all labor, materials, equipment, permits, and all items of any nature whatsoever needed to perform the work called for by this RFP/RFB project.

\$ _____
(Do not include Washington State Sales Tax here)

HVAC System Cleaning complete \$ _____

Washington State Sales Tax @ 8% \$ _____

TOTAL: \$ _____

**** COMPLETE ALL FIELDS AND SIGN **** 

SIGNATURE OF AUTHORIZED REPRESENTATIVE: _____

Printed Name: _____

Date: _____

Grant County reserves the right to accept or reject any or all bid prices within sixty (60) days of the RFP/RFB submittal deadline.

REQUEST FOR PROPOSALS/BIDS PACKET (Page 19 of 20)
GRANT COUNTY YOUTH SERVICES HVAC SYSTEM CLEANING

APPENDIX B
(Page B-1)

SWORN STATEMENT ON BID FORM

Project Name: *Grant County Youth Services HVAC System Cleaning*

Name of Company: _____

CERTIFICATION

The undersigned respondent/bidder hereby certifies that, within the three-year period immediately preceding the RFP, RFB, and/or bid solicitation date for this Project, the respondent/bidder is not a "willful" violator, as defined in RCW 39.48.082, of any provision of chapters 49.46, 49.48, or 49.52 RCW, as determined by a final and binding citation and notice of assessment issued by the Department of Labor and Industries or through a civil judgment entered by a court of limited or general jurisdiction.

I certify (or declare) under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

SIGNED this _____ day of _____, 2017:

**** READ THIS CERTIFICATION STATEMENT CAREFULLY AND SIGN IF TRUE ****



SIGNATURE OF AUTHORIZED REPRESENTATIVE: _____

Printed Name: _____ Date: _____

REQUEST FOR PROPOSALS/BIDS PACKET (Page 20 of 20)
GRANT COUNTY YOUTH SERVICES HVAC SYSTEM CLEANING

APPENDIX C
(Page C-1)

**PRISON RAPE ELIMINATION ACT (PREA)
ACKNOWLEDGEMENT STATEMENT**

Project Name: *Grant County Youth Services HVAC System Cleaning*

Name of Company: _____

Grant County, Washington, has a **ZERO-TOLERANCE** of sexual abuse and sexual harassment within its campuses/facilities owned, operated, and/or contracted. The intent of the Prison Rape Elimination Act (PREA) is to ensure a safe, humane, and secure environment, free from the threat of sexual abuse and sexual harassment for all inmates and employees, volunteers, contractors, and intern workers.

You have an obligation to maintain clear boundaries with inmates and to maintain an ethical contractual relationship with objectivity and professionalism. You must not allow the development of personal, unduly familiar, emotional, or sexual relationship to occur with inmates. Any sexual contact between an inmate and an employee, volunteer, contractor, or intern is sexual abuse.

All forms of sexual contact and sexual harassment between inmates and employees/volunteers/contractors/interns are prohibited by Grant County Youth Services policy and may be against Washington law. Therefore, if you are aware of any such incidents, you have a duty to immediately report them to the Youth Services department contact person for this project.

ACKNOWLEDGEMENT

I acknowledge that I have read the PREA Acknowledgement Statement and understand the County's position on zero-tolerance of sexual abuse and sexual harassment, and I further acknowledge that I will immediately report any findings of sexual abuse or sexual harassment immediately to the Youth Services department's contact person for this project.

**** READ THIS ACKNOWLEDGEMENT STATEMENT CAREFULLY AND SIGN IF TRUE **** 

SIGNATURE OF INDIVIDUAL ACCESSING THE WORKSITE FOR THE PROJECT:

Printed Name: _____ Date: _____