



Novato Fire Protection District

Request for Proposal No. 01-19 Generator Replacement

Request for Proposal (“RFP”) Due: September 20, 2019, 5:00pm PDT

RFP Administrator:

Colleen Walraven,
Contract/Purchasing Administrator
415-878-2655
cwalraven@novatofire.org

*Interested parties may obtain a copy of this RFP by contacting the RFP Administrator or by accessing the
Novato Fire Protection District website
<http://www.novatofire.org>*

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1. Introduction

The Novato Fire Protection District (“District”) invites California State licensed and DIR registered contractors to provide their proposals for the replacement of one (1) generator at a fire station.

In response to this RFP the District expects that contractors (“Contractor” or “Contractors”) will quote their best recommendations and pricing. Contractors’ responses will be used as the basis for selection and negotiation.

2. Important Dates

RFP Publication	September 3, 2019
Date Recommended to express intent to participate, however, all proposals will be accepted on or before due date	September 12, 2019
Bidder questions due no later than	September 12, 2019
Response to bidder’s questions due no later than	September 16, 2019
Proposals due no later than	September 20, 2019 5:00 PDT
Public opening of proposals	September 23, 2019 9:00am PDT
District Board of Directors review	October 2, 2019
Proposal award	October 3, 2019

3. District Overview

The District, originally formed in 1926, serves an established suburban community located in Marin County, approximately 25 miles north of San Francisco.

The District is presided over by a Board of Directors, which serves in staggered four-year terms and consists of five elected community members. The Board of Directors appoints the Fire Chief who is responsible for the day-to-day operations of the District, and who oversees all District departments and functions.

With an annual operating budget of approximately \$30 million, the District currently employs 80 fulltime employees (firefighters and administrative staff) charged with the task of carrying out the District’s legislative responsibility to provide public service to residents living within its jurisdictional boundaries; this includes fire and life safety and emergency medical services.

4. Intent to Participate

If the intention is to participate in this RFP, please respond via email to the RFP Administrator, Colleen Walraven at cwalraven@novatofire.org. By participating in this RFP, the Contractor agrees to the terms and conditions contained herein. If the Contractor objects to anything requested in this RFP, the Contractor shall notify the District within the proposal.

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5. Instructions

- A. In order to obtain consistent results from each Contractor, the District expects that the specifications will be proposed exactly as requested with no variations (“Responsiveness”). Responsiveness is a criteria for evaluation of the proposals.
- B. Contractor may visit the site by appointment only. Email the RFP Administrator, Colleen Walraven at cwalraven@novatofire.org to schedule appointments for each site. A minimum of twenty-four (24) hours’ notice is required. The District staff at each location will not be available for site tours or questions. Please do not disturb District staff when visiting the sites.
- C. Contractor must be registered with the Department of Industrial Relations (DIR) at the time of proposal submission.
- D. Contractor must include the cost for a Payment Bond for 100% of the proposal price. The Payment Bond shall be illustrated as a separate line item on the pricing sheet. Purchase of the bond is not required until the proposal is awarded.
- E. Contractors are obligated to hire apprentices for projects valued at \$30,000 or more unless the trade or craft does not require the use of apprentices. See the last bullet point in Section 9 for more information.
- F. **Submittal Requirements:** The proposal shall be organized into three (3) sections.
1. **Cover letter** on organization’s letterhead, signed by an authorized representative of the organization stating the following:
 - a. All information provided to District is accurate and true to the best of the representative’s knowledge, and that the representative is authorized to commit the Contractor to the proposal.
 - b. The Contractor representative is fully familiar, and confident, with the information contained within the bid.
 - c. This proposal shall be valid for four (4) months from the proposal due by date.
 2. **Pre-Qualification Questionnaire.** Attachment A.
 3. **Price Sheet.** Attachment A.

Submit one (1) copy of the bid in a SEALED envelope to:
Novato Fire Protection District
95 Rowland Way
Novato, CA 94945
Attn: Colleen Walraven

Proposals received after the due date and time, or proposals e-mailed, faxed or given verbally will not be accepted by the District.

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6. Scope of Work

The District maintains six (6) sites in Novato. Five (5) fire stations and one (1) administrative building. This project will be located at Fire Station 62: 450 Atherton Avenue, Novato. The location shall be referred to in this RFP as "Jobsite". The services to be provided will be overseen by the District's Facilities Battalion Chief.

The project will begin no earlier than October 2019.

1. Provide and install one (1) 40KW minimum emergency stand-by generator or similar to include a diesel belly tank. Tank sized and rated for minimum of 24 hours at full load.
2. Generator shall be equipped with a Level 3 sound attenuated weather protective enclosure (68 dBA @ 23 feet).
3. Existing auxiliary fuel tank shall be reused.
4. Existing automatic transfer switch shall be reused.
5. Existing feeder cables between automatic transfer switch and new generator shall be reused.
6. Existing concrete slab shall be reused and can be modified based on footprint of new generator.
7. Modify existing fuel lines to accommodate the new generator attachment points.
8. Commissioning.
9. System testing.
10. Warranty registration.
11. Wiring continuity.
12. Testing safety shutoffs.
13. Verify phase rotation.
14. Generator controller and ATS programming.
15. Onsite training for proper use and transfer switch system for District Facilities Battalion.
16. Provide first time fuel fill of the generator.
17. Load bank test.
18. Haul off existing generator.
19. Air Permit fee will be handled by Contractor.

7. Evaluation and Selection Criteria

Selection of the awarded Contractor will be based upon a competitive selection process. All elements of the pricing proposal will be considered including Responsiveness of proposal and price. Criteria to be evaluated shall include the following: 1) Experience, references and past performance under a similar scope of services. 2) Cost to perform the services. 3) Justification for recommended generator.

8. Disclaimers

The District reserves the right to cancel, amend, modify, or otherwise change this RFP at any time.

No additions or changes to any proposal will be allowed after the proposal due date, unless such modification is specifically requested by the District.

The Contractor's proposal shall be a binding offer to provide services at the specified price.

The District may reject, in whole or in part, any proposal that does not conform to the rules set forth in this RFP, including, but in no way limited to, compliance with any and all submittal deadlines.

The District may reject the proposal and void any award resulting from this RFP to a Contractor who makes any material misrepresentation in their proposal or other submittal in connection with this RFP.

Any alleged oral agreements or arrangement made by the Contractor with any District agent or employee will be disregarded in any proposal evaluation or associated award and shall be superseded by any resulting agreement.

All costs associated with this RFP, including site visits and presentation-related travel (if needed), are the responsibility of the Contractor. Submissions of the RFP will become the property of the District.

This is not an offer to contract, but rather an attempt to solicit information so that the District can identify and select the best Contractor for its purposes. Acceptance of a response neither commits the District to award a contract to any Contractor, nor limits the rights of the District to negotiate in its best interests.

The District has the sole right to select the successful Contractor for award, to reject any proposal as unsatisfactory or non-responsive, to award a contract to other than the lowest priced proposal, to award multiple contracts, or to not award a contract as a result of this RFP.

It is the intention of the District to replace any existing agreements with any participating Contractor with a new contract(s) as a result of this RFP process.

9. Notice to Contractors and Subcontractors Regarding Public Works Projects

This is a Public Works Project. The California Department of Industrial Relations ("DIR") requires the Novato Fire Protection District ("District") to provide this notice to all contractors and subcontractors who submit proposals or work on Public Works projects.

- Contractors and subcontractors who proposal or work on a Public Works project must register and pay an annual fee to the DIR pursuant to Labor Code section 1725.5. Registration information: <http://www.dir.ca.gov/Public-Works/Contractors.html>
- Contractors and subcontractors must comply with the Division of Labor Standards Enforcement's ("DLSE") Prevailing Wage Requirements for Public Works projects in excess of \$1,000. <http://www.dir.ca.gov/Public-Works/Prevailing-Wage.html>
- Prime contractors must post job site notices informing all employees of Prevailing Wage Law. See Title 8 Section §16451(d) for the notice that previously was required for projects monitored by the CMU.
- Contractors and subcontractors must furnish electronic certified payroll records (eCPR's) directly to the Labor Commissioner aka DLSE with a copy to the District. Reporting information: <http://www.dir.ca.gov/Public-Works/Certified-Payroll-Reporting.html>

- This project is subject to compliance monitoring and enforcement by the DIR.
- Pursuant to CIVIL CODE 9550 if a project is in excess of \$25,000 Contractor shall, before commencement of work, give a payment bond to and approved by District.
- All public works contracts valued at \$30,000 or more carry an obligation to hire apprentices, unless the craft or trade does not require the use of apprentices, as indicated in the corresponding prevailing wage determination. This duty applies to all contractors and subcontractors on a project, even if their part of the project is less than \$30,000.
The Division of Apprenticeship Standards (DAS) provides assistance to contractors who need to employ apprentices and may grant exemptions to the requirement to hire apprentices.

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