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| **Financial Services Department**  Contracts & Procurement Division | | | |
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| **Traci Gorman, CPPO, CPPB, Division Manager**  O: 719-520-6390  F: 719-520-6730  15 E. Vermijo Avenue  Colorado Springs, CO 80903  www.ElPasoCo.com |  | **Board of County Commissioners**  Holly Williams, District 1  Carrie Geitner, District 2  Stan VanderWerf, District 3  Longinos Gonzalez, Jr., District 4  Cami Bremer, District 5 |
|  | | | |

**REQUEST FOR PROPOSAL**

**RFP NO.: 21-049**

Sealed proposals for **ON-CALL** **FACILIITIES MAINTENANCE SERVICES** for the El Paso County Facilities & Strategic Infrastructure Management will be received by the El Paso County Contracts & Procurement Division, **BY NO LATER THAN Wednesday, September 29, 2021 at 2PM (MT). Faxed proposals will not be accepted. All proposals must be submitted electronically via Bidnetdirct.com**.

A Pre-Proposal Conference is not scheduled for this solicitation.

Any questions regarding this proposal should be submitted via [**www.rockymountainbidsystem.com**](http://www.rockymountainbidsystem.com). Do not contact any other individual regarding this solicitation. **Final questions are due by no later than Thursday, September 9, 2021 at 2PM (MT).**

**PLEASE USE THE ROCKY MOUNTAIN E-PROCUREMENT WEBSITE & LOG ONTO www.rockymountainbidsystem.com TO DOWNLOAD DOCUMENTS.**

**EL PASO COUNTY CONTRACTS & PROCUREMENT DIVISION WILL NOT BE HELD RESPONSIBLE**

**FOR MISINFORMATION RECEIVED FROM PRIVATE PLAN HOLDERS.**

**It is the responsibility of all bidders to make sure that they have obtained all solicitation documents and addendums, and to include signed copies of each addendum signature page with their bid.**

BOARD OF COUNTY COMMISSIONERS

EL PASO COUNTY

/s/ TRACI GORMAN

CONTRACTS & PROCUREMENT DIVISION MANAGER

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| **PUBLICATION DATES:** |  |
| **Fountain Valley News:** |  |
|  | **August 25, 2021** |
|  | **September 1, 2021** |

|  |  |  |
| --- | --- | --- |
| RFP NO.: **21-049** |  | DATE:  **September 29, 2021** |

EL PASO COUNTY

CONTRACTS & PROCUREMENT DIVISION

**RESPONSE CHECKLIST**

**RFP NO.: 21-049**

**On-Call Facilities Maintenance Services**

The proposer’s attention is especially called to the items listed below, which must be submitted in full as part of the proposal. Failure to submit any of the documents listed below as a part of your proposal, or failure to acknowledge any addendum in writing with your proposal, or submitting a proposal on any condition, limitation or provision not officially invited in this RFP (Request for Proposal) may be cause for rejection of the proposal.

**THIS CHECKLIST MUST BE SUBMITTED AS PART OF YOUR PROPOSAL PACKAGE:** Proposer shall check each box indicating compliance:

|  |  |
| --- | --- |
| **PLEASE SUBMIT ONE (1) ORIGINAL, ONE (1) PUBLIC COPY, AND ONE (1) TECH OF THE FOLLOWING DOCUMENTS** | |
|  | Response Checklist |
|  | Addendum(s) Acknowledgement if any |
|  | Proposal Response, as detailed in section VI. PROPOSAL SUBMISSION REQUIREMENTS |
|  | Exceptions if any |
|  | Copies of requested Insurance Certificate |
|  | Service Category Checklist |
|  | Qualification Statement |
|  | Non-Collusion Affidavit |
|  | Fee Proposal |

PLEASE READ THE **“INSTRUCTIONS FOR SUBMITTING PROPOSALS”** INCLUDED IN THIS PACKAGE**.**

|  |  |
| --- | --- |
| **COMPANY NAME:** | **PHONE NUMBER:** |
|  |  |
| **STREET ADDRESS:** | **FAX:** |
|  |  |
| **CITY, STATE, ZIP:** | **Email:** |
|  |  |
| **AUTHORIZED REPRESENTATIVE NAME (PRINT**): | **TITLE:** |
|  |  |
| **AUTHORIZED REPRESENTATIVE SIGNATURE:** | **DATE:** |

|  |  |
| --- | --- |
| RFP NO.: **21-049** | DATE: **September 29, 2021** |

EL PASO COUNTY

CONTRACTS & PROCUREMENT DIVISION

**GENERAL SPECIFICATIONS**

**for**

**On-Call Facilities Maintenance Services**

El Paso County Facilities & Strategic Infrastructure Management Department (County) is seeking proposals from qualified, experienced Contractors to provide **facilities maintenance services** in the categories of Building Automation Services, Electrical Services, Uninterruptible Power Supply Services, Overhead Door and Automatic Gate Services, Door and Door Window Services, Painting Services, Architect Services, and/or Roofing Consultant Services to the County via on-call services contracts.

1. **GENERAL SPECIFICATIONS**

**DESCRIPTION**

El Paso County is interested in establishing on-call Services contracts (Contracts) with qualified, experienced Contractors to provide Building Automation and Control Services, Electrical Services, Uninterruptible Power Supply Services, Overhead Door and Automatic Gate Services, Door and Door Window Services, Painting Services, Architect Services, and/or Roofing Consultant Services to the County. The overall objective of this Request for Proposal (RFP) is to develop a short-list of qualified Contractors in each Service Category who are capable of performing high quality work for varying scopes, magnitudes and time frames, for work that may be project specific in nature. The type and number of specific projects under the awarded contracts have not been determined. There is no estimate on the amount of work that will be performed under the contracts awarded pursuant to this solicitation. Contractor shall provide evidence that they have a good understanding of, and have the expertise related to, each Service Category.

Contractors may elect to submit a proposal to provide services under one or multiple Service Categories. Contractors shall **check the box next to each Service Category that they are proposing on and include this Service Category Checklist form** in their submitted proposal package. Indicate if Subcontractors are anticipated to be used. If so, include a list of Subcontractor types and names in the relevant section of the proposal. One proposal shall be submitted with separate sections, as applicable, for each proposed Service Category. Contractors interested in qualifying for each Category of activity must submit summary level documents of experience and expertise (including service understanding, approach and examples) in all of the proposed Service Categories, and clearly identify which Service Categories are not included in the proposal. Refer to “RFP RESPONSE REQUIREMENTS” for detailed proposal requirements.

The County reserves the right to award contracts to multiple Contractors. The potential exists that one Contractor may receive a contract to provide services under more than one Service Category.

**NOTE:** It is possible these services could be utilized in performance of state-funded and/or federally-funded projects, in which cases additional state and/or federal terms and conditions would apply.

The selected Contractor(s) will perform specified work on an “on-call” basis, as needed, which may include “emergency” services. The County will provide a specific scope of work to one or more selected Contractor(s) at the time that work is needed and will request that the Contractor(s) submit a short proposal with an estimated cost (based on rates/fees submitted in response to this solicitation), and anticipated schedule for the specific scope described at that time. The contracting or procurement of goods or services exceeding an annual requirement of $100,000 must be competitively solicited.

The services that may be required cover a wide variety of **Facilities Maintenance Services**, which may include but are not limited to, the following Service Categories:

1. Building Automation and Control Services
2. Electrical Services
3. Uninterruptible Power Supply
4. Overhead Door and Automatic Gate Services
5. Door and Door Window Services
6. Painting Services
7. Architect Services
8. Roofing Consultant Services

**Report Preparation and Submittal:** The following describes the County’s standard requirements for work performed under the awarded contract(s) and does not apply to the proposal itself.

1. Reports prepared for individual projects shall be in accordance with a format specified by the County. At a minimum, the text and tables of all reports shall be prepared and/or presented using Microsoft® Word and/or Excel and/or Adobe Acrobat. All drawings included in reports shall be prepared using software that is 100 percent compatible with the version of AutoCAD® currently being used by the County.

1. All reports shall be submitted as a draft for review by the County or the County’s appointed representative. An adequate peer review and technical review of ALL draft reports shall be completed prior to submittal to the County. Following review by the County or the County’s appointed representative, requested changes, modifications, and/or additions to draft reports shall be incorporated into the final report.
2. Unless provided for in the Professional Service Contract, UNDER NO CIRCUMSTANCE shall any raw data, draft report or final report prepared by a Contractor on behalf of the County be submitted to any third party or regulatory agency without explicit written authorization from the County.
3. **FACILITIES MAINTENANCE SERVICES**
4. **BUILDING AUTOMATION AND CONTROL SERVICES**

**General Description of Services:** Design Building Automation Systems (BAS) to accommodate El Paso County commercial facilities for upgrade/retrofit purposes. Contractor shall be proficient in Honeywell Automation Systems to include but not limited to: Honeywell stations and graphics, Honeywell ComfortPoint®, Honeywell WEBs-AX™ as well as Tridium Niagara 4.

Building Automation System Design may include: Supplying a complete bill of material as well as engineered drawings for the project, design, installation, oversight and planning management, training of operators, and warranty. At the direction of the County, work may include but is not limited to:

1. Design control systems for ventilation, hydronic and steam heating systems, and chilled water-cooling systems.
2. Project equipment submittal review
3. Evaluation of existing control systems for energy conservation measures.
4. Project cost estimations.
5. The Contractor shall be properly licensed to perform the work described in these specifications.
6. The Contractor shall have a minimum of five (5) years’ experience in the performance as a building automations and controls contractor.
7. The Contractor shall maintain a local office that is within a fifty (50) mile radius of the County facilities to be serviced under this specification. The local office shall have an adequate inventory of replacement parts and components, as well as the proper tools and test equipment to maintain all systems under contract.
8. The Contractor shall have personnel who have BAS experience in working with public entities similar to El Paso County. The Contractor shall provide information on technical training, experience, and education of the personnel who will be assigned to this project.
9. Proposing on this Contract shall be limited to Contractors who are actively engaged in the building automation and control services field.
10. **ELECTRICAL SERVICES**

The services that may be required cover a wide variety of Electrical Service activities, which may include, but are not limited to:

1. Electrical installation and repair for commercial facilities all phases**.**
2. Electrical installation and repair of underground electrical all phases.
3. Electrical monitoring and recording for commercial and industrial facilities.
4. Ability to install and perform maintenance and repair on commercial/industrial motor control centers.
5. Installation and maintenance and repair of commercial lighting and lighting control systems.
6. Electrical remodel projects, residential and commercial.
7. Project cost estimating**.**
8. Evaluation of existing Electrical systems for energy conservation measures.
9. Fire Protection Systems installation**.**
10. The Contractor shall be properly licensed to perform the work described in these specifications.
11. The Contractor shall have a minimum of five (5) years’ experience in the performance as an electrical contractor.
12. The Contractor shall maintain a local office that is within a fifty (50) mile radius of the County facilities to be serviced under this specification. The local office shall have an adequate inventory of replacement parts and components, as well as the proper tools and test equipment to maintain all systems under contract.
13. The Contractor shall have personnel who have electrical experience in working with public entities similar to El Paso County. The Contractor shall provide information on technical training, experience, and education of the personnel who will be assigned to this project.
14. Proposing on this Contract shall be limited to Contractors who are actively engaged in the electrical services field.
15. **UNINTERRUPTIBLE POWER SUPPLY SERVICES**

The services that may be required cover a wide variety of Uninterruptible Power Supply (UPS) Services, which may include, but are not limited to the following Service Categories:

1. Thermal scan of accessible components in UPS and battery distribution system.
2. Visual inspection of accessible electrical and mechanical components of the UPS system.
3. Measure, adjust and record accessible electrical parameters in the UPS system.
4. Take battery voltage and conductance readings for each battery.
5. Test UPS transfer switches, circuit breakers and maintenance bypasses.
6. Verify cooling is operating in UPS and battery room.
7. Provide a complete operational test of the system, including a monitored battery-rundown test to determine if any battery strings or cells are near the end of their useful lives.
8. Provide detailed reports of maintenance and repairs.
9. Emergency On-Call services.
   1. The Contractor shall be able to respond to emergency service request twenty-four (24) hours a day, seven (7) days a week (including holidays). Emergency services are defined as a repair situation that calls for immediate action in which the system must be restored for critical and or life safety needs. The need for immediate repair shall be determined and approved by the County.
   2. Emergency services shall take priority over all other scheduled maintenance and non-emergency repairs. If the Contractor’s technicians will be unable to make the scheduled non-emergency repairs due to emergency services, the Contractor shall notify the County Project Manager and reschedule the appointment with a time that is mutually agreed to between the Contractor and the County Project Manager.
   3. The Contractor shall acknowledge receipt of an emergency request within twenty (20) minutes or less and be onsite within three (3) hours unless otherwise approved or agreed to by the County. The response time shall begin at the time the call is received and end at the time the appropriate Contractor’s employee checks in at the work site.
   4. The Contractor shall provide a quote or invoice that clearly lists the cost of parts, labor, and trip fees in writing and/or email within one (1) day of the emergency repair request for approval by the County.
   5. The Contractor shall provide emergency service to restore electrical service to the site, within (24) hours from the arrival onsite unless mutually agreed to between the Contractor and the County.
   6. The County understands that a major part(s) that is not commonly stocked may affect the Contractor’s ability to complete the emergency repair in a timely manner. If there is a delay caused by this issue the electrical system shall be temporarily (if possible) repaired while meeting all OSHA and NEC standards.
   7. The Contractor shall provide current and updated emergency on-call phone numbers to the County Project Manager. If the Contractor cannot respond to any emergency repair request in the specified timeframe the County reserves the right to contact another Contractor to perform Emergency Service.
10. The Contractor shall be properly licensed to perform the work described in these specifications.
11. The Contractor shall have a minimum of five (5) years’ experience in the performance as a UPS contractor.
12. The Contractor shall maintain a local office that is within a fifty (50) mile radius of the County facilities to be serviced under this specification. The local office shall have an adequate inventory of replacement parts and components, as well as the proper tools and test equipment to maintain all systems under contract.
13. The Contractor shall have personnel who have UPS experience in working with public entities similar to El Paso County. The Contractor shall provide information on technical training, experience, and education of the personnel who will be assigned to this contract.
14. Proposing on this Contract shall be limited to Contractors who are actively engaged in the UPS services field.
15. **OVERHEAD DOOR AND AUTOMATIC GATE SERVICES**
16. **General Requirements**
    1. Provide maintenance, repair, replacement, modernization, and warranty of repairs for overhead doors and gates at County Facilities located throughout El Paso County. Services included under this Contract shall include are not limited to diagnostics, general maintenance, repair, replacement, and new installation of overhead doors and gates along with associated hardware and equipment.
    2. The Contractor shall provide all equipment, materials, labor, tools, incidentals, expendable items, personal protective equipment, and transportation necessary for proper execution and completion of maintenance, repair, replacement, and new installation services.
    3. The Contractor shall notify the County’s Project Manager at each work site with an estimated time of arrival one (1) business day prior to beginning work at the County location unless the County Project Manager indicates additional notification time at the time of request.
       1. Contractor shall repair all doors, components, and associated equipment so that they operate to the original manufacturer’s performance specifications.
       2. Contractor shall provide a minimum of one (1) year warranty against defects of materials, services, and workmanship.
       3. In response to a repair call, the Contractor shall inspect the entire door and mechanism before repairs begin to ensure that no other repairs are required.
17. **Service Requirements** 
    1. The Contractor shall conduct a preliminary door assessment at the request of the County Project Manager within two (2) weeks upon request, at no cost to the County.
    2. The assessment shall be in electronic format approved by the County Project Manager and a minimum shall include the following:
       1. Location and designation of the overhead door.
       2. Door Size and Manufacturer name.
       3. An overall assessment of the entire door system which shall include each major component (component list shall be mutually agreed upon between the Contractor and the County Project Manager), and a recommendation by the Contractor for service or replacement.
       4. Assessment shall include a capital replacement schedule based on end of useful life expectancy of the equipment and shall include an estimated cost.
    3. Contractor shall coordinate with County Project Manager to integrate access cards and automated systems as needed.
18. **Non-Emergency Services**
    1. Contractor shall perform non-emergency repair services on an as-needed basis for all County locations. Non-emergency repairs are defined as minor repairs that are needed, but not required, to keep an overhead door functioning.
    2. Contractor shall acknowledge receipt of non-emergency repair requests within two (2) business hours by phone or email to the County Project Manager.
    3. Contractor shall provide a quote that clearly distinguishes the cost of parts and labor in writing or email within one (1) business day for approval by the County Project Manager.
    4. Contractor shall complete non-emergency repairs within two (2) business days of the County’s request, or in a timeframe mutually agreed upon between the Contractor and County Project Manager.
19. **Emergency Repair Services**
    1. Contractor shall be able to respond to emergency service requests twenty-four (24) hours per day, seven (7) days per week (including holidays). Emergency services are defined as a repair situation where a door will not open or close, either manually or electronically, to allow for entry and exit. The need for immediate repair shall be determined and approved by the County Project manager.
    2. Emergency services shall take priority over all other scheduled maintenance and non-emergency repairs. If the Contractor’s technicians will be unable to make the scheduled non-emergency repairs due to emergency services, the Contractor shall notify the County Project Manager and reschedule the appointment with a time that is mutually agreed to between the Contractor and the County Project Manager.
    3. Contractor shall acknowledge receipt of an emergency request within twenty (20) minutes or less and be onsite within three (3) hours unless otherwise approved or agreed-upon by the County Project Manager. The response time shall begin at the same time the call is made and end at the time the appropriate Contractor’s employee signs in at the work site.
    4. Contractor shall provide a quote that clearly distinguishes the cost of parts and labor in writing or email within one (1) day of the emergency repair request for approval by the County Project Manager.
    5. Contractor shall provide emergency service to restore the door to its original operational status or complete a temporary repair to restore the door to a manual operation status, within four (4) hours from arrival onsite unless mutually agreed to between the Contractor and County Project Manager.
    6. The County understands that at times major parts or parts that are not commonly stocked may affect the Contractor’s ability to complete an emergency repair in the specified timeframe. If there is a delay in completing an emergency door repair, the Contractor shall secure the opening in a way to keep unauthorized personnel from entering.
    7. If the Contractor cannot respond to any emergency repair request in the specified timeframe, the County reserves the right to contact another Contractor to perform the repair services.
20. **Replacement Parts**
    1. The contractor shall maintain an adequate inventory of replacement parts to ensure minimal down time during the maintenance and repair of doors.
    2. The contractor shall use parts, lubricants, and chemicals associated with the maintenance and repairs of the doors that meet the manufacturers’ specifications and standards for the type of doors being repaired.
    3. The contractor shall provide and install non-stocked replacement parts within two (2) weeks after the repair request made by the County, unless mutually agreed to between the Contractor and County Project Manager.
    4. All replacement parts shall be of the same or higher quality and of the same manufacturing design as the parts that are being replaced. Replacement parts may be new or reconditioned to the original manufacturer’s specifications.
21. The Contractor shall be properly licensed to perform the work described in these specifications.
22. The Contractor shall have a minimum of five (5) years’ experience in the performance as an overhead door and automatic gate services contractor.
23. The Contractor shall maintain a local office that is within a fifty (50) mile radius of the County facilities to be serviced under this specification. The local office shall have an adequate inventory of replacement parts and components, as well as the proper tools and test equipment to maintain all systems under contract.
24. The Contractor shall have personnel who have overhead door and automatic gate experience in working with public entities similar to El Paso County. The Contractor shall provide information on technical training, experience, and education of the personnel who will be assigned to this project.
25. Proposing on this Contract shall be limited to Contractors who are actively engaged in the overhead door and automatic gate services field.
26. **DOOR AND DOOR WINDOW SERVICES**

The services that may be required cover a wide variety of Door and Door Window Services, which may include, but are not limited to the following Service Categories:

1. Repair, Replace, or Install Commercial Pedestrian Doors, Automatic Doors, and associated door hardware and equipment. These services include but are not limited to; alteration, improvement and/or overhaul of equipment for the modification and/or enhancement of aesthetics, operation, performance, reliability, and safety.
2. Provide door window replacement, and new installation of windows in doors.
3. El Paso County Government buildings utilize Schlage Everest Locksets, no substitutions.
4. All lock cores are keyed for Schlage C-123 keyway.
5. Blank lock cores for new door locksets shall be provided by Contractor, unless specified otherwise.
6. All cores are keyed by the County’s Locksmith.
7. Contractor shall provide written certification that all contactor personnel performing work under this contract possess an in-depth knowledge of all relevant provisions of the American National Standard for Power Operated Pedestrian Door/ANSSI/BHMA-A156-10-1985.
8. Services to be performed between the hours of 6:00 AM and 5:00 PM. On occasion, Contractor may be required to work outside of standard hours, to include weekends, holidays and afterhours. Work performed outside of standard hours shall require prior approval by County Project Manager.
9. Doors equipped with security card reading devises are installed, maintained, and serviced by the County’s security Contractor.
10. Materials and equipment replaced shall match existing unless the Contractor can provide a superior product. Any product substitutions shall require prior approval by County Project Manager.
11. All work performed shall meet current Fire Code and ADA Standards.
12. The Contractor shall be properly licensed to perform the work described in these specifications.
13. The Contractor shall have a minimum five (5) years’ experience in the business of installing troubleshooting, diagnosing, repairing and maintaining all types of automatic doors.
14. Contractor shall have a minimum five (5) years’ experience in the repair and replacement of metal, wood and glass doors, automatic sliding and swing type door systems, commercial door hardware consisting of crash bars, ADA automatic door openers, and Schlage door hardware.
15. The Contractor shall maintain a local office that is within a fifty (50) mile radius of the County facilities to be serviced under this specification. The local office shall have an adequate inventory of replacement parts and components, as well as the proper tools and test equipment to maintain all systems under contract.
16. The Contractor shall have personnel who have door and door window experience in working with public entities similar to El Paso County. The Contractor shall provide information on technical training, experience, and education of the personnel who will be assigned to this project.
17. Proposing on this Contract shall be limited to Contractors who are actively engaged in the door and door window services field.
18. **PAINTING SERVICES**

**General Description of Services:** Provide interior and exterior painting services. The term paint as used herein included enamels, paints, stains, weatherproofs, sealers, fillers, emulsions and other coatings whether used as prime, intermediate or finish coats.

1. Prior to commencement of work, the Contractor shall furnish MSDS sheets for all chemicals to be used in the performance of the scope of work to the County’s Project Manager for approval.
2. The Contractor shall confine his/her work to the area assigned in this project.
3. The Contractor will be responsible for repairing any damage to any area not considered as part of the work. The County will not be liable for damage to property due to the Contractor’s negligence.
4. Contractor shall notify the County’s Project Manager of observed damages prior to painting.
5. Failure to report any damages before painting may result in the Contractor being held responsible for such damages.
6. Contractor shall verify all estimated measurements of all areas to be painted upon contract award.
7. Contractor shall determine quantities of any special materials required and incorporate any such items in their cost.
8. The Contractor shall furnish all supervision, labor, insurance, materials, tools, supplies and services necessary to perform the services. The Contractor shall employ only persons who are skilled in the work to be performed. The Contractor is responsible for providing proper equipment and trained personnel to thoroughly paint and prepare surfaces, including ladders, sanders, grinders, power lifts, scaffolding or other such equipment as necessary to execute the requirements of this contract. Under no circumstances shall any tools of any kind or materials being used be left unattended.
9. Contractor shall utilize industry accepted methods to complete all work properly in conjunction with descriptions contained in the Scope of Work to ensure that all operations are completed successfully. Improper methods will result in a poor product and be cause for the Contractor to redo the work.
10. Workers shall NOT “reach” when trying to paint where a potential fall may occur. Workers shall use a ladder or scaffold or other means to safely paint the surfaces. Walking or stepping on furniture or shelving is strictly prohibited.
11. **Delivering and Staging of Equipment and Materials**.
    1. Materials and equipment needed for the project may be stored on-site with prior approval by County Project Manager and at the Contractor’s sole risk.
    2. Public health and safety related to delivered and stored materials shall be the sole responsibility of the Contractor.
    3. Contractor shall deliver all paint and coatings to the jobsite unopened and in the manufacturer’s original containers.
    4. Contractor shall remove all paint splatters, contaminated rags and debris daily.
    5. Contractor shall remove all materials, tools and equipment from County’s facilities Immediately after project completion.
12. **Protection Areas.** 
    1. Contractor shall take necessary precaution to cover surrounding areas so to not damage floors, carpets, doors, and furniture, etc. with unwanted paint.
    2. Contractor shall ensure that all appropriate measures are taken to fully protect all surfaces, persons and adjacent areas before, during and after the work, including, but not limited to: walls, wall coverings, floors, millwork, hardware, office equipment, furnishings, ceiling, articles, person, vehicles, property that in, near or within sphere that could be affected by the work; weather elements, such as: sun, wind, rain, humidity and outside forces.
    3. Contractor shall post all appropriate signs and barricades where applicable prior to any work being performed.
    4. Contractor shall remove the protective materials immediately after the final painting has been completed in each project area.
    5. Cost to protect areas shall be at the Contractor’s sole expense.
13. **Removing and Disposing of Existing Materials**

The Contractor shall safely dispose of all materials used in this project in accordance with EPA guidelines and regulations.

1. **Contractor shall be responsible for all prep work per the following**:
   1. Contractor shall adequately prepare all surfaces, to fix imperfections in walls, patch as necessary, wash walls prior to painting, and sand where necessary.
   2. All prep work shall be inspected by County Project Manager prior to application of finishes.
   3. Contractor shall prime and paint all surfaces, as identified by County Project Manager.
2. **Surface Preparation.** 
   1. Contractor shall clean all surfaces before applying paint.
   2. Contractor shall remove all dirt, dust, grease or oil by thoroughly washing with an appropriate detergent cleanser.
   3. Contractor shall rinse off detergent/cleanser residue with clean water.
   4. Any loose or flaking paint must be removed and the edges feather sanded to produce a smooth uniform surface.
   5. Glossy surfaces shall be dulled by sanding.
   6. Surfaces shall be clean, dry and appropriately prepared.
   7. Repair cracks in masonry walls and plaster ceilings by fill with appropriate sealant and apply the appropriate texture to blend the batch with adjoining surfaces.
   8. Scrape all loose and flaking paint from the entire exterior. Caulk around all windows and doors using an exterior urethane caulk or approved equal.
   9. Diamond brush or grind surfaces as requested by the County.
   10. Where applicable, use pressure washer accompanying the use of algaecides and/or detergents to achieve a clean surface. All algae and mildew shall be removed.
   11. Surfaces to be painted may include: interior and exterior surfaces, walls, ceilings, trim, doors, windows, frames, metal and wood, etc.
3. Wall and ceiling paint shall be Sherwin Williams or approved equal with finish and color to be determined by the County.
4. The County may require two (2) additional gallons of paint to be provided to the County for its use for future touchup or repairs.
5. At its option, the County may select to provide the paint.
6. All paint recommended by the Contractor shall require County approval prior to application.
7. Contractor may be required to remove certain hardware and hardware accessories, plates, machined surfaces, lighting fixtures and similar items in place that are not to be painted, or provide surface protection prior to surface preparation and painting, as directed by the County’s Project Manager.
8. All pre-finished surfaces such as light fixtures, ventilators, etc., that are not to be painted shall be cleaned to remove all dirt, etc. Following completion of the painting operations in each space or area, reinstall the items to match their original condition.
9. **Painting Surfaces** 
   1. Contractor shall ensure that surfaces have been properly prepared, primed and receive a sufficient number of coats with the end result of a smooth, even, professional looking finish.
   2. Apply multiple coats if needed and as necessary to achieve a uniform even look.
   3. Contractor shall ensure proper ventilation at all times and that no potential known fire hazards exist.
   4. Contractor shall follow all paint manufacturers specifications, instructions, recommendations, and application temperature and humidity.
   5. Contractor shall ensure that there is uniformity and conformity of direction.
   6. Contractor shall not paint over any hardware, electrical, telephone connections such as hinges, switches, receptacles, cords, lines, etc., unless specifically authorized by the County Project Manager.
   7. Remove immediately all excess paint from all areas and ensure that its removal causes no damage to any surfaces.
   8. Drips, spillage, and any overspray shall be removed by the Contractor as determined by the County Project Manager.
10. Proposing on this contract shall be limited to individuals, partnerships and corporations actively engaged in the field of interior and exterior painting. Proposers shall demonstrate competence, experience and financial capability to carry out the terms of the contract.
11. The Contractor shall be properly licensed to perform the work described in these specifications.
12. The Contractor shall have a minimum of five (5) years’ experience in the performance as a painting services contractor.
13. The Contractor shall maintain a local office that is within a fifty (50) mile radius of the County facilities to be serviced under this specification. The local office shall have an adequate inventory to perform the work listed in these specifications.
14. The Contractor shall have personnel who have painting experience in working with public entities similar to El Paso County. The Contractor shall provide information on technical training, experience, and education of the personnel who will be assigned to this project.
15. **ARCHITECT SERVICES**
16. **General Services**

The Architect’s (Contractor) full basic services consist of those services performed by the Architect, the Architect’s employees, and the Architect’s Consultants.

* 1. **Schematic Design Phase**
     1. **Review Program** – Review the County’s scope of work per County issued RFQ and any other information furnished by the County and the characteristics of the worksite.
     2. **Review Applicable Codes** – Review applicable statutes, regulations, codes and by-laws and where necessary review the same with the Pikes Peak Regional Building Department (PPRBD).
     3. **Review Initial Evaluation** – Present and review with the County Project Manager the initial evaluation and discuss alternative approaches to design and construction of the Project. The Contractor shall reach an understanding with the County regarding the goals of the Project.
     4. **Preliminary Concept Design** – Based on all Project’s requirements agreed upon with the County Project Manager, the Contractor shall prepare for the County’s approval a preliminary concept design illustrating the scale and relationship of the Project components.
     5. **Schematic Design Documents** – Based on the County’s approval of the preliminary concept design, prepare for the County’s review and approval, schematic design documents to illustrate the scale and character of the Project and how the parts of the Project functionally relate to each other and within the site including as appropriate:
        1. Site Plan
        2. Spatial Relationship diagrams
        3. Floor Plans
        4. Elevations
        5. Building Sections
     6. **Estimate of Construction Cost** – Assist the County Project Manager with preparation of preliminary construction cost if required.
     7. **Submit Schematic Design** – Submit the schematic design documents to the County Project Manager.
  2. **Design and Development** 
     1. **Design Development Documents** – Based on the County Project Manager’s approved schematic design documents prepare for the County’s review and approval, design development documents, to describe the size and character of the Project including as appropriate the architectural, structural, mechanical, and electrical systems (by others), and such other elements:
        1. Site Plan
        2. Floor Plans
        3. Elevations
        4. Building Sections
        5. Information detailing area calculations and building systems.
     2. **Selection of Materials and Systems** – Prepare drawings, samples, and information to present to County Project Manager the proposed selection of materials, finishes and colors, and major systems.
     3. **Continue Review of Applicable Codes** – Continue to review applicable statutes, regulations, codes, and by-laws as the design of the Project is developed and where necessary, review the same with the PPRBD.
     4. **Estimate of Construction Cost** – Assist - as required – County Project Manager with information in order to prepare estimate of construction cost.
  3. **Construction Documents**
     1. **Drawings and Specifications** – Based on the County Project Manager’s approved design development documents prepare Construction Documents consisting of architectural, structural, mechanical and electrical drawings and specifications setting forth in detail the requirements for the construction of the Project.
     2. **Selection of Materials and Systems** – Present final selection of materials, finishes and colors, applicable systems, and equipment.
     3. **Review Applicable Codes** – Review statutes, regulations, codes, and by-laws applicable to the design and, where necessary, review the same with the authorities having jurisdiction in order that the consents, approvals and permits necessary for the Project may be obtained.
     4. **Update Estimate of Construction Cost** – Assist with estimate of construction cost if County requires it.
     5. **Submit Construction Documents** – Submit the Construction Documents to the County Project Manager at 50% and 100% completion.
  4. **Building Permit Application** – Prepare documents for building permit application, for County’s signature and assist with submission of the application.

* 1. **Tender**
     1. **Bidding** – Following the County’s approval of the Construction Documents and the latest agreed estimate of construction cost: Assemble and provide Tender documents to the County Project Manager. In conjunction with County Project Manager, respond to inquiries and prepare and process addenda during bidding (issued by the County). Prepare max three (3) tender document packages for sequential tendering.
     2. **Issued for construction Drawings** – Prepare Issued for Construction drawings incorporating relevant addenda or other information during Tender phase.
  2. **Construction Phase**
     1. **General Review** – Provide General Review services during construction; examine, evaluate, and report upon representative samples of the Work; keep the County Project Manager informed of the progress and quality of the Work; report defects and deficiencies in the Work observed during the course of the site reviews; and report in writing to the County Project Manager. General Reviews will be performed in conjunction with site visits (approximately once a month).
     2. **Site Meetings** – Attend site meetings in conjunction with general review site visits with Contractor, major sub-contractors and Consultants, where appropriate, to review the progress of the Work chaired by the County Project Manager. Thirty (30) Architectural and Structural site visits/meetings are included.
     3. **WSIB Certificates**- Arrange to receive from the contractor, as required under the construction contract, WSIB certificates and deliver to County Project Manager for County’s acceptance.
     4. **Construction Schedule** – Receive construction schedule from contractor, overview and forward to County Project Manager.
     5. **Schedule of Values** – Receive schedule of values from contractor. Advise both the County and contractor that the agreed schedule of values will form the basis for evaluating contractor’s requests for payment for changes to the work.
     6. **Payment Certification** – Receive from contractor’s construction manager one progress draw/month that cumulates all substrades values. Assess these applications for payment to determine amounts owing to the contractor based on the Architect’s (Contractor) observations and evaluation of the draw having factored percentage of completeness against the schedule of values. Issue monthly certificates of payment to the County in the value proportionate to the amount of the construction contract, of work performed and products delivered to the Place of Work. The Architect (Contractor) relies on Civil, Landscape, Structural, Mechanical and Electrical consultant’s review and assessment of progress of work relevant to their discipline.
     7. **Construction Contract Documentation Interpretation** – On the written request of either the County or the contractor, render written interpretations and findings within a reasonable time, consistent with the intent of and reasonably inferable from the construction contract documents, showing partiality to neither the County nor the contractor, on claims, disputes and other matters in question between the County and the contractor relating to the execution or the performance of the Work or the interpretation of the construction contract documents.
     8. **Shop Drawings and Submittals** – Review and take other appropriate action with reasonable promptness upon such contractor’s submittals as shop drawings, product data, and samples for conformance with the general design concept of the Work as provided in the construction contract documents.
     9. **Supplemental Details and Instructions** – Prepare and issue additional documents and supplemental instructions to the contractor, as required for clarification of the requirements of the contract documents, with reasonable promptness or in accordance with a schedule for such instructions agreed to by the Architect (Contractor), County, and the contractor.
     10. **Requests for Information (RFI’s)** – Receive requests for information (RFI’s) from the contractor and process accordingly.
     11. **Proposed Change Notices/ Change Orders and Change Directives** – Prepare proposed change notices, drawings, specifications and supporting data, evaluate contractor’s proposals, prepare change orders and change directives for the County’s approval and signature in accordance with the construction contract documents
     12. **Inspection & Testing Services** – Receive and review the inspection and testing reports (by third parties).
     13. **Substantial Completion**- As payment certifier prepare and issue at the appropriate time, one certificate of Substantial Completion of the Work and a statement of construction contract deemed completion to the County Project Manager.
  3. **Close Up**
     1. **Contractor’s Documentation at Completion** – Receive from the contractor, review and forward to the County the written warranties and related documents as required under the construction contract.
     2. **Takeover Procedure** – Instruct the contractor to arrange for takeover of the Project by the County, including demonstration of operating equipment. Handover and review operating and maintenance manuals to County.
     3. **Record Drawings** – Review Record Drawings prepared by the contractor incorporating changes in the work made during construction and other data furnished by the contractor. The accuracy of the information supplied by the contractor shall not be the responsibility of the Architect (Contractor).

1. **Additional Services**

The Additional Services listed below are not included in the Architect’s (Contractor’s) general services and fees. If required by County, the Architect (Contractor) shall provide the Additional Services indicated below and the County shall compensate the Architect (Contractor) based on hourly rates established with this RFP.

* 1. **Pre-Design Services**

**Survey, Geotechnical or Hazardous Materials** – Assist the County in the engagement of a Consultant to obtain survey, geotechnical or hazardous materials reports if required. These Consultants are the County’s Consultants.

* 1. **Additional Services, All Applicable Phases**
     1. **Estimates of Construction Cost** –The County retains Cost Consultant as a third party. If Architect is required to do so, it is an additional service.
     2. **Quantity Surveys, Inventories Operating Costs** – Provide quantity surveys, inventories of material and equipment, or analyses of owning and operating costs.
     3. **FF & E** – Provide services for interior in relation to design selection and installation of furniture and equipment, fixtures and furnishings.
     4. **Signage** – Provide services for design, selection, procurement or installation of graphics, signage wayfinding and similar elements for interior or exterior application.
     5. **Model/Rendering/Video** – Provide promotional marketing material, perspectives, samples specifically commissioned physical model (maquette), architectural rendering, computer rendering or video.
     6. **Photograph**y – Provide specially commissioned photography or photographic records of site, existing conditions, construction or other.
     7. **Value Engineering** – Provide services in connection with value engineering, substitutions or analysis.
     8. **Specialized Consultancy Services** – Provide services in connection with security, audio-visual, acoustic, envelope, energy modeling, etc.
  2. **Permits and Approvals**

**Approvals of Authorities** – Provide studies, drawings, and documents, attend meetings and public hearing, and assist the County in submission of application for:

* + 1. Zoning or Land Use Amendment
    2. Committee of Adjustment or variance from by-laws
    3. Site Plan Approval
    4. Multiple building permit application
  1. **Construction Documents**
     1. **Multiple Packages** – Provide services for alternative, separate or sequential packages.
     2. **BIM or IPD** – Provide design and documentation in these formats.
  2. **Tender Phase**
     1. **Pre-qualification of Bidders** – Prepare parameters of pre-qualification process, advise participants of rating criteria, seek and receive responses from interested parties, prepare analysis spreadsheet and report results to County Project Manager for the County’s decision.
     2. **Multiple Bid Packages** – provide services and prepare bid document packages in connection with alternative, separate or sequential bidding or negotiation of trade contracts over the three (3) packages agreed.
  3. **Construction Phase**
     1. **Multiple Contracts** – Provide additional construction contract administration services in connection with multiple contracts.
     2. **County’s Own Forces** – Coordinate work performed by County Employees and coordinate the services required in connection with construction performed and equipment supplied by the County.
     3. Progressive release of holdbacks.
  4. **Close-Up**
     1. **Area Certificates** – Measure the built building and provide signed and sealed area certification.
     2. **Commissioning** – provide service related to commissioning in the utilization of equipment or systems such as testing, adjusting and balancing, preparation of operation and maintenance manuals, training operation or maintenance personnel for operation and maintenance and consultation during operation.
     3. **As-Builts / Record Drawings** – Prepare drawings to incorporate contractors mark-ups and other changes.

1. **Unforeseen Additional Services**

Upon recognizing the need to perform the following Unforeseen Additional Services the Architect (Contractor) shall notify the County Project Manager with reasonable promptness explaining the facts and circumstances. Compensation shall be at hourly rates unless mutually agreed otherwise. These services shall include providing services, reviewing, evaluating, revising or providing additional drawings or specifications including proposed change notices, change orders, change directives or other documents which are:

* 1. Due to changes required as a result of the contractor’s failure to render decisions in a timely manner.
  2. Caused by delays in receiving information and by mistakes or changes initiated by County/Contractor’s consultants.
  3. Due to incomplete or erroneous shop drawing submissions.
  4. Required to review and evaluate multiple submissions of shop drawings or samples.
  5. Due to failure of performance on the part of contractor, County’s consultants, sub-contractors or suppliers.

1. The Contractor shall be properly licensed to perform the work described in these specifications.
2. The Contractor shall have a minimum of five (5) years’ experience in the performance as an architect services contractor.
3. The Contractor shall maintain a local office that is within a fifty (50) mile radius of the County facilities to be serviced under this specification.
4. The Contractor shall have personnel who have architect services experience in working with public entities similar to El Paso County. The Contractor shall provide information on technical training, experience, and education of the personnel who will be assigned to this project.
5. Proposing on this Contract shall be limited to Contractors who are actively engaged in the architect services field.
   1. **Roofing Consultant Services**

**General Description of Services:** Seeking qualified experience roofing consultant firms interested in providing oversight services for selected roof repair, re-cover or replacement projects as required. The objective of the contract(s) is to provide a resource for technical expertise that the County can utilize on various jobs, typically smaller and short term, as needed.

Roofing consultant services may include but are not limited to the following:

1. Assess existing roof conditions, identify problem areas, interpret defects and provide recommended solutions.
2. Review roof replacement options with EPC Facilities Management staff.
3. Provide cost effective options and budget estimates
4. Provide concise bid documents including, but not limited to, designed/engineered drawings, material data/specifications, and roofing details based on the preferred option.
5. Specifications should allow for competitive bidding from multiple contractors.
6. Assist the County in contractor selection, including proposal review and contract negotiation.
7. Conduct site inspections and provide progress reports.
8. Verify the Contractor has obtained all permits and licenses necessary for completion of the project.
9. Communicate with Contractors to provide quality control while meeting project deadlines and budget.
10. Take immediate actions to instruct Contractors to stop work and take corrective action as may be necessary for any workmanship or safety issues.
11. Assist with completion of punch lists and final inspections.
12. Assist with final documentation for enacting manufacturer’s warranties.
13. The Contractor shall be properly licensed to perform the work described in these specifications.
14. The Contractor shall have a minimum of five (5) years’ experience in the performance as a roofing consultant contractor.
15. The Contractor shall maintain a local office that is within a fifty (50) mile radius of the County facilities to be serviced under this specification.
16. The Contractor shall have personnel who have roofing consultant experience in working with public entities similar to El Paso County. The Contractor shall provide information on technical training, experience, and education of the personnel who will be assigned to this project.
17. Proposing on this Contract shall be limited to Contractors who are actively engaged in the roofing consultant services field.
18. **GENERAL** **PROVISIONS**
19. No proposal shall be accepted from, nor shall any contract be awarded to, any person or Contractor, who is in arrears to County, upon any debt or contract, or who is a defaulter, as surety or otherwise, upon any obligation to the County, or who is deemed irresponsible or unreliable by County.
20. Proposers must fill in accurately and return with their proposal all pertinent forms included herein. Proposers must provide customer references on or with the qualification statement form included in this proposal. **Proposers need to include WITH their proposal submittal the Service Category Checklist, and a Fee Schedule Form.** These forms shall serve the purpose of determining whether or not a proposer is responsive, responsible, and able to perform the work required in the time frame allowed. Proposers must have all licenses required to perform the work requested herein in order to submit a proposal.
21. It is not the intent of these specifications to cover each and every detail. Any problems that may arise must be promptly reported to the County and will be subject to the decision of the County. The proposer agrees that they will provide the materials and/or perform the work herein under the terms and conditions set forth in the awarded contract and/or purchase order; and shall furnish and be responsible for all the labor, materials, tools, equipment, transportation, insurance, notifications, licenses, permits, and all other services and facilities necessary, including all incidental work and appurtenances as may be reasonably implied and as described in the specifications and other Contract documents. All costs incidental to these requirements will not be paid for separately but shall be included in the work. Contractor shall be responsible to pay all costs for permits, licenses, fees and insurance which may be required to perform the work.
22. Workers shall not disturb the normal operations of County buildings under these specifications.
23. The Contractor shall understand and agree that the scheduling of events at County facilities takes precedence over any scheduled maintenance and repair services agreed to by the County and the Contractor. The Contractor shall not hold the County liable, financially, or otherwise, if the County needs to reschedule services with the Contractor due to a new event scheduled at a County facility. The County will make every reasonable effort to immediately notify the Contractor of changes in the County’s schedule of events which may have an impact on scheduled services.
24. Contractors shall be responsible for damage done to property or equipment as a direct result of the Contractor’s actions. Should the Contractor and/or their employees cause any damage to County property, the Contractor shall immediately inform the County Project Manager. The Contractor shall make repairs or replacement to the satisfaction of the County Project Manager at no cost to the County. The County may, however, at is sole discretion, elect to make repairs or replacement of damaged property and deduct the cost from any payments owed to the Contractor or to recover costs if no payments are owed.
25. **LICENSES & PERMITS**: Contractor shall have or obtain all necessary permits, licenses, certifications and insurance required before commencing the work. Contractor shall be responsible to pay all costs for permits, licenses, certifications, fees, inspections and insurance which may be required to perform the work required. All costs to apply and comply with the permits shall be included in the contract and shall not be paid for separately.
26. **LEGAL RELATIONS & RESPONSIBILITY TO THE PUBLIC:** The Contractor shall keep fully informed of all Federal, State, and Local laws, ordinances, and regulations and all orders and decree of Bodies or tribunals having any jurisdiction or authority, which may in any manner affect those engaged or employed on the Work or which in any way affect the conduct of Work, or Contractor’s ability to perform the Work. Contractor shall at all times observe and comply with such laws, ordinances, regulations, orders and decrees; and shall protect and indemnify the County of El Paso and its representatives against any claim or liability arising from or based on the violations of any such law, ordinance, regulations, order, or decree, whether by itself or its employees.
27. **SAFETY:** The Contractor shall ascertain and ensure that its personnel and subcontracted personnel are equipped with and use all safety devices required to comply with Federal, State, and Local regulations, including but not limited to, the Occupational Safety and Health Administration (OSHA). Project Management: The Contractor shall identify a project manager who shall work directly for and support the County Project Manager in the management and administration of the project. The identified project manager shall have demonstrated experience implementing a minimum of five (5) stream restoration projects utilizing similar methods as to the ones outlined in the design plans. The contractor shall also commit to having the identified project manager on-site for a minimum of three (3) working days per week. The Contractor’s project manager shall be responsive on a daily basis Monday through Friday throughout the project. The Contractor shall also identify an assistant project manager capable of filling in for the project manager in the event that the project manager is not available due to travel, illness, or other event that will be longer than one week in length. The County Project Manager shall be the primary point of contact for the County, however daily coordination and communications shall occur between the Contractor and the Project Inspector. Substitutions for the project manager shall not be allowed unless specified in writing by the County.
28. **LABOR:** The Contractor shall conform to all the provisions of the Federal, State and Local laws and regulations relating to labor. *OSHA Regulations:* Contractor shall comply with all applicable OSHA regulations.
29. **CHARACTER OF WORKERS, METHODS, & EQUIPMENT:** The Contractor shall at all times employ sufficient labor and equipment to properly and efficiently perform the Work per this solicitation. All workers shall have sufficient skill and experience to properly perform the Work assigned them. All equipment, which is proposed to be used on the Work, shall be of sufficient size and in such mechanical conditions as to meet the requirement of the Work. Contractor shall be responsible for any necessary lifts and/or cranes. If in the opinion of the El Paso County, employees and/or a certain type of equipment are not producing the Work required by the contract, the Contractor shall discontinue the use of said employees and/or equipment, when notified in writing.
30. **CONSTRUCTION WORK AREA**: Contractor shall be responsible for supplying dumpsters; removal and disposal of all trash and waste; and cleanup of working area at the end of each workday. Contractor shall assure that work is not done, nor equipment parked, in areas outside the construction boundaries. The Contractor shall clean areas wherein the construction equipment was placed and shall leave these areas in a condition acceptable to the County.
31. **PAYMENT:** Payment will be made on a monthly basis unless other arrangements are agreed upon by the Contractor and the County. Contractor shall submit invoices to the Department which shall contain at a minimum the following detailed information: contract number, issued purchase order number, invoice number, invoice date, timeframe covered by invoice, type and amount of labor and materials used for that time period, dollar amount in unit price, extended price, and total value of invoice. Contractor shall provide detailed backup with each invoice including, but not limited to, staff timesheets, internal billing backup, Subcontractor invoices, receipts, etc. All subsequent Request for Quote for this RFP must be quoted per fee proposal from this RFP. The County reserves the right to not approve payment or partial payment wherein the product/service claimed on the invoice is not, in the County’s sole opinion, satisfactory or cannot be adequately verified by the County. Payment may be withheld by the County due to failure by the contractor to comply with these specifications as determined by the County’s inspection. The County shall notify the awarded contractor of any unsatisfactory performance as soon as practicable so that performance can be corrected without delaying payment, if possible. Payment is Net 30 after receipt of invoice. **The County prefers to pay by VISA credit card. Please indicate in your proposal response if you can accept payment by credit card, and if there is an additional cost or restrictions such as minimum or maximum dollar amounts.**
33. **PROPOSAL PROCESS REQUIREMENTS**
    1. **INQUIRIES**

Questions related to this Request for Proposals (RFP) shall be directed to Mark Means, Procurement Specialist, Contracts & Procurement Division at 719-520-6489 or by e-mail to: [MarkMeans@elpasoco.com](mailto:MarkMeans@elpasoco.com). All technical questions shall be submitted in writing via **www.rockymountainbidsystem.com**. If needed, written responses to those questions shall be published as an addendum after the final questions are due. All final questions are due **no later than September 9, 2021 at 2PM (MT).** **Do not contact any other individual regarding this RFP other than the Procurement Contact listed above.**

* 1. **RFP TIMETABLE**

*NOTE: THE DATES SHOWN ABOVE (in italics) ARE APPROXIMATE, ARE NOT BINDING AND ARE SUBJECT TO CHANGE.*

|  |  |
| --- | --- |
| RFP NOTICE ADVERTISED | Aug 25th & Sep 1st |
| FINAL RFP QUESTIONS DUE | 2 PM, September 9, 2021 |
| PROPOSAL DUE DATE | 2 PM, September 29, 2021 |
| EVALUATION OF PROPOSALS | *Week of October 4th* |
| *INTERVIEWS (IF APPLICABLE)* | *TBD* |
| RECOMMENDATION OF AWARD TO BOCC | *October 12th or October 19th* |

* 1. **PROPOSAL SUBMISSION**

Proposals shall be submitted through Rocky Mountain E-Procurement System by **no later than 2:00 PM (MT), Wednesday, September 29, 2021** [**www.rockymountainbidsystem.com**](http://www.rockymountainbidsystem.com)**.** Proposers shall submit three (3) .pdf files: The County prefers the .pdf files to be searchable. Proposers shall follow the naming convention as described below.

Technical Proposal: Company Name RFP # Tech. Example (ABC Cleaning 21-001 Tech)

Fee Proposal: Company Name RFP # Fee. Example (ABC Cleaning 21-001 Fee)

Public Copy: Company Name RFP # Public. Example (ABC Cleaning 21-001 Public)

Public Copy will be available for public inspection and should not contain any information that the proposer deems confidential and proprietary.

Proposals shall be signed by an authorized representative of the proposer. Failure to submit the information requested may result in the El Paso County Contracts & Procurement Division requiring prompt submission of missing information and/or giving a lower evaluation of the proposal. The Contracts & Procurement Division may reject proposals that are substantially incomplete or lack key information.

By submitting a proposal, you represent that you have (1) thoroughly examined and become familiar with the scope of services outlined in this RFP, and (2) are capable of performing quality work to achieve the County’s objectives.

As previously discussed in this solicitation document, proposers may elect to submit a proposal to provide services under only one service categories or they may elect to submit a proposal to provide services for multiple or even all services categories. One proposal shall be submitted with separate sections for each Service Category for which the Contractor desires to be considered. Proposals will be considered only from firms or individuals who are well-established in the business, who are financially responsible, who are experienced in the Service Categories for which they are proposing, and have the resources and ability to provide the services in a professional and expedient manner. The County may request additional information as deemed necessary.

* 1. **ORAL PRESENTATION / INTERVIEWS**

Firms submitting a proposal in response to this RFP may be required to give an oral presentation of their proposal in an interview session with the Evaluation Committee. Additional technical and/or cost information may be requested from any firm by the Evaluation Committee prior, during or after the interview for clarification purposes, but in no way will change the original proposal submitted. Interviews are at the option of the Evaluation Committee and may or may not be conducted. If required interviews will be conducted via teleconferencing.

* 1. **TERM OF CONTRACT**

1. Issuance of this RFP and receipt of proposals does not commit the County to award a purchase order or contract. The County reserves the right to postpone opening, to accept or reject any or all proposals received in response to this RFP, or to negotiate with other than the highest ranked proposer should negotiations with the highest ranked proposer be terminated, or to cancel all or part of this RFP.
2. Any contract awarded between El Paso County and the successful firm will consist of a Services Contract signed by both parties, this RFP and any addendums, the submitted proposal, negotiations, the resulting Purchasing Order, Insurance Checklist and original certificates of insurance.The term of the contract for the successful proposer(s) will be from **October 15, 2021** **through December 31st, 2022**. Contracts may be renewed for up to four (4) additional one-year periods at the discretion of the County, based on satisfactory performance by the contractor(s), and upon approval and adoption of the budget.
3. If proposer does not agree with any terms or conditions of the County’s standard Contract or any items in this document, the proposer must present its exceptions with its proposal. If no concerns are expressed by proposer, the County shall consider that all terms and conditions of the standard contract will control. El Paso County reserves the right to reject proposals based upon exceptions to its standard contract terms and conditions.
4. A proposal shall be disqualified and rejected by the County if the price in the proposal was not arrived at independently without collusion, consultation, communication, or agreement as to any matter relating to such prices with any other proposer, County employee, or any competitor.
5. The Proposer is prohibited from submitting multiple proposals in a different form (i.e. as a prime Contractor and as a sub-Contractor to another prime Contractor). Submittal of multiple proposals in different form may result in the disqualification of all Proposers associated with a multiple proposal.
6. Should any such prohibited action Stated above in this section be detected any time during the term of the Contract, such action shall be considered a material breach and grounds for Contract termination.
7. By submitting their proposal, the Proposer certifies that they are not currently debarred from submitting bids or proposals for contracts by any agency of El Paso County, Colorado and/or the State of Colorado, nor are they an agent of any person or entity that is currently debarred from submitting bids or proposals on contracts by El Paso County, Colorado or the State of Colorado.
8. **INSURANCE REQUIREMENTS**

For proposal purposes, proposers must submit copies of certificates of insurance for professional and general liability and automobile liability, as well as workers compensation (where applicable). Additional insurance requirements may be required elsewhere in this solicitation. It is permissible to provide recent samples of insurance certifications in the response, with actual insurance certifications provided after selection. The County wants proof of insurability. The successful firm must provide original certificates prior to commencing services, at its own expense, ***naming El Paso County as an additional insured***, on the liability insurance, with a thirty (30) day cancellation notice, and maintain such coverage for the duration of the contract. Other entities may be required to be added as additional insured and will be determined and communicated to the Contractor prior to commencing services.

1. **PROPOSAL PRESENTATION**

Proposals shall be signed by an authorized representative of the proposer. Failure to submit all the information requested may result in the El Paso County Contracts & Procurement Division requiring prompt submission of missing information and/or giving a lower evaluation of the proposal. The Contracts & Procurement Division may reject proposals which are substantially incomplete or lack key information.

1. **EVALUATION AND AWARD PROCESS**

An Evaluation Committee comprised of personnel from any or all of the following departments will evaluate all proposals:

1. Facilities & Strategic Infrastructure Management
2. Other designated County or community representatives (if required)

The Evaluation Committee will evaluate all proposals received for completeness and the proposer’s ability to meet all specifications as outlined in this RFP. The committee may then short list for interviews the specific firms whose proposals best meet all the criteria required. The negotiations and award process will follow the procedures as outlined in the “INSTRUCTIONS FOR SUBMITTING PROPOSALS”.

1. **SELECTION CRITERIA**

Responses will be evaluated for completeness, quality and assessment of the proposer’s ability to meet all specifications as outlined in this RFP. Additional technical information may be requested from any proposer for clarification purposes. These requests may be made prior to, during or after the evaluation, but in no way will change the original submitted responses. The Evaluation Committee will evaluate responses based on the following criteria:

1. Completeness of the response to this RFP.
2. Proposal Response, as detailed in section VI. PROPOSAL RESPONSE REQUIREMENTS.
3. Reservations, conditions, exceptions, or constraints related to this RFP.
4. Fee Proposal.
5. **PROPOSAL RESPONSE REQUIREMENTS**

The following items must be included in the proposal in the order listed herein:

1. Cover Letter: Include the following elements of information in the letter as a minimum:
   1. RFP number and project name.
   2. Statement that the Contractor is qualified to perform the work.
   3. Certification statement that the information and data submitted is true and complete to the best knowledge of the individual signing the letter.
   4. Name, telephone number, email address, and fax number of the individual to contact regarding the submittal.
   5. The signature of an authorized principal, partner, or officer of the Contractor
   6. The cover letter shall be a maximum of one page in length.
2. Ability of the Company to meet or exceed the requirements defined in the RFP:
   1. Company history, stability, and financial standing: Provide a brief description of your firm including location(s), office locations, size of firm, and financial stability (annual public reports or private financial statements shall be included in an appendix or under separate cover; private financial information will be kept confidential by the County).
   2. Describe/summarize the Company’s relevant experience. Include a maximum of 5 relevant projects with similar services, timelines and/or magnitudes, as applicable.
      1. Generally describe project scope and services provided.
      2. Specifically identify key personnel involved in the similar project
   3. Summarize/list the Company’s applicable qualifications and/or certifications. The County may request proof of the listed certifications prior to performing work.
   4. References:
      1. Provide 3 minimum, 5 maximum references other than El Paso County and preferably city or county governments, where your firm provided similar services. It is preferred that representatives of El Paso County not be provided as references.
      2. Provide: Firm names, contact names and titles, phone numbers, fax numbers, and email addresses.
      3. Provide a list of services and summarize type of service(s) and past performance. Limit descriptions of services provided to each reference to two (2) concise paragraphs.
3. Ability of the Company’s Key Personnel to meet or exceed the requirements defined in the RFP:
   1. Describe number and nature of professional staff available for this project.
   2. Provide an organization chart with anticipated staff and Key Personnel that will be assigned to the project. The County may request additional and/or updated information about the personnel prior to performing work.
   3. Provide a list of Sub-Contractors that will be used for the proposed work. (company name, primary contact: contact info and position title) Describe the scope of work that will be provided by each Sub-Contractor.
   4. Provide current and projected workload of Key Personnel.
   5. Describe/summarize Key Personnel’s relevant experience and role in the project. Include relevant projects with similar services, timelines and/or magnitudes, as applicable. (This may include experience with a different Company).
   6. Summarize/list applicable qualifications, licenses, training and/or certifications of Key Personnel. The County may request proof of the listed training, certifications, and/or licenses prior to performing work.
   7. Resumes for Key Personnel may be included if additional information is deemed necessary. If included, resumes shall be located in an appendix and referenced in the proposal as applicable. Do not exceed one (1) page per resume.
4. Understanding and approach:
   1. Provide a summary narrative describing the Company’s understanding and approach for completing the proposed work as described in this RFP:
      1. Describe available services and associated support/resources
      2. Clearly identify the Company’s and Key Personnel’s responsibilities.
      3. Describe your unique approach to management of the project (i.e. budget, schedule, outreach, other).
      4. Provide an overall schedule to include key tasks and milestones.
      5. Address any other responses requested by this RFP.
      6. Provide a narrative and/or exhibits describing your innovative or unique approach to completing the project requirements and solving project issues (i.e. budget, schedule, outreach, milestones).
5. State any reservation, conditions, or constraints related to this RFP. If none, then state that you have none.
   1. **FEE PROPOSAL**

Proposer should include Fee/rate/cost schedule for each service proposed; shall include the following at minimum in the order listed:

* + 1. Submit by labor category/title and associated rate.
       - 1. Include names of Key Personnel with their title and rate.
         2. Include “all” anticipated labor categories/titles that may be used on the project. A separate rate sheet from the schedule of services may be used.
    2. Hourly rates, unit rates, and markups shall be a fixed rate and not a range.
    3. Non-labor expenses shall be listed at cost (no loading on non-labor).
    4. Mileage will be paid at a set approved rate. This rate will be specified in the Fee Proposal and will be included in the contract.
    5. List any additions in Miscellaneous Expenses – be specific.
    6. In addition, Contractor shall submit a comprehensive rate sheet with labor categories/titles and associated billable rates for all positions that are forecasted to be working on this project. Specific names (other than those specified in the Fee Proposal for each title are not required. The final approved rate sheet will be included in the contract.
    7. Attach Sub-Contractor fee schedules if any.

1. **ATTACHMENTS:**

1. Appendix C-1 Insurance Checklist
2. County Services Contract
3. Instructions for Submitting RFP’s

All questions regarding this RFP should be directed to Mark Means, Procurement Specialist, Contracts and Procurement Division, (719) 520-6489, or email to [markmeans@elpasoco.com](mailto:markmeans@elpasoco.com)**.**

|  |  |
| --- | --- |
|  | **Mark Means** |
|  | Mark Means, PROCUREMENT SPECIALIST |

**RFP 21-049 SERVICE CATEGORY CHECKLIST**

(THIS CHECKLIST MUST BE SUBMITTED AS PART OF THE PROPOSAL PACKAGE)

|  |  |  |  |
| --- | --- | --- | --- |
| **Included in  Proposal** | **Category**  **Area** | **Services** | **Subcontractor will be used** |
| **Facility Maintenance Services** | | |  |
|  | **A** | Building Automation & Control Services |  |
|  | **B** | Electrical Services |  |
|  | **C** | Uninterruptible Power Supply Services |  |
|  | **D** | Overhead Door and Automatic Gate Services |  |
|  | **E** | Door and Door Window Services |  |
|  | **F** | Painting Services |  |
|  | **G** | Architect Services |  |
|  | **H** | Roofing Consultant Services |  |
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**RFP NO.:** 21-049  **DUE DATE: September 29, 2021**

EL PASO COUNTY

CONTRACTS & PROCUREMENT DIVISION

**CONTRACTOR’S QUALIFICATION STATEMENT**

**For**

**FACILITIES MAINTENANCE SERVICES**

This statement shall provide information which shall enable the County to evaluate the qualifications of your firm and staff with regard to the requirements of this Request for Proposal.

Please complete this form in its entirety and submit it along with the other required proposal documents. If there is not enough room on the form to answer the questions, attach additional pages if necessary.

**(PRINT or TYPE):**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| FIRM NAME: | |  | | | |
| ADDRESS: | |  | | | |
| CITY, STATE, ZIP: | |  | | | |
| AUTHORIZED REPRESENTATIVE: | | |  | | |
| TITLE: | | | |  | |
| **AUTHORIZED REP. SIGNATURE:** | | | |  | |
| PHONE: |  | | | FAX: |  |
| E-MAIL: |  | | | | |

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| 1. TYPE OF BUSINESS: | | | | | | | | | | | | | | |  |  | | | | | | | | | | | 2. TYPE OF LICENSE & LOCATION: | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | |
| CORPORATION | | | | | | | |  | |  | | INDIVIDUAL | | | | | | | | |  | |  | | | |  | | | | | | | | | |
| PARTNERSHIP | | | | | | | |  | |  | | JOINT VENTURE | | | | | | | | |  | |  | | | |  | | | | | | | | | |
| OTHER: | | | | |  | | | | | | | | | | | | | | | |  | |  | | | |  | | | | | | | | | |
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| 3. TYPE OF SERVICE TO BE PROVIDED FOR RFP: | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | |
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| 4. NUMBER OF YEARS IN BUSINESS: | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | |
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| 5. ON A SEPARATE SHEET, PROVIDE A BRIEF HISTORY OF YOUR FIRM, STAFF SIZE, AND | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| EXPERIENCE. SUBMIT A RESUME FOR THE PROJECT MANAGER AND EACH KEY PERSONNEL | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ASSIGNED TO THIS PROJECT. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 6. WHAT OTHER NAME(S) HAS YOUR COMPANY OPERATED UNDER: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | |
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| 7. HAVE YOU OR YOUR FIRM EVER FAILED TO COMPLETE ANY WORK AWARDED TO | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | YOU? | | | | | NO | | |  | |  | | | YES | |  | |  | | IF “YES”, EXPLAIN: | | | | | | | | | | | | | | | | |
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| 8. HAS ANY OFFICER OR PARTNER OF YOUR ORGANIZATION EVER BEEN AN OFFICER | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | OR PARTNER OF ANOTHER ORGANIZATION THAT FAILED TO COMPLETE A | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | CONTRACT WITHIN THE LAST FIVE (5) YEARS? | | | | | | | | | | | | | | | | | | | | | | | | | NO | | | |  |  | | YES | |  |
|  | IF “YES”, EXPLAIN: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 9. HAS YOUR FIRM OR ANY PARTNERS OR OFFICERS EVER BEEN INVOLVED IN ANY | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | BANKRUPTCY ACTION? NO | | | | | | | | | | | | | | | | |  | | YES | | | | |  | | | | IF “YES”, EXPLAIN: | | | | | | | |
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| 10. ARE YOU PRESENTLY INVOLVED IN ANY LITIGATION WITH AN OWNER OR OTHER | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | GOVERNMENT AGENCY? | | | | | | | | | | | | | | | | NO | | |  | | YES | |  | | | | IF “YES”, EXPLAIN TYPE, | | | | | | | | |
|  | KIND, PLAINTIFF, DEFENDANT, ETC., AND STATE THE CURRENT STATUS: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 11. BANK REFERENCE: | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | |
|  | | ADDRESS: | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | CONTACT: | | | | |  | | | | | | | | | | | | | | | | | | | | PHONE: | | | | |  | | | | |
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| 12. LIST THREE (3) SIMILAR PROJECTS (LOCAL OR STATE-WIDE, **OTHER** THAN THE COUNTY) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | FROM THE LAST FIVE (5) YEARS – INCLUDE LOCATION OF PROJECT, CONTACT NAME, ADDRESS, TELEPHONE NUMBER, AND SIZE OF PROJECT (CONTRACT AMOUNT):  **NOTE:** DETAILED INFORMATION ON THESE PROJECTS MAY ALSO BE REQUESTED IN THE RFP PACKAGE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 13. LIST CURRENT SIMILAR PROJECTS (LOCAL OR STATE-WIDE) UNDER CONTRACT- | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | INCLUDE LOCATION OF PROJECT, CONTACT NAME, ADDRESS, TELEPHONE NUMBER, AND SIZE OF PROJECT (CONTRACT AMOUNT):  **NOTE:** DETAILED INFORMATION ON THESE PROJECTS MAY ALSO BE REQUESTED IN THE RFP PACKAGE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 14. | | | LIST OF SUBCONTRACTORS TO BE USED FOR THIS PROJECT: (INCLUDE FIRM NAME, CONTACT NAME, ADDRESS, TELEPHONE NUMBER, AND TYPE OF WORK): | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | | 4. | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | | 5. | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 15. BONDING COMPANY AND AGENT (IF EVER BONDED): | | | | | | | |
|  | NAME: | | |  | | | |
|  | PHONE: | | |  | | | |
|  | (A) CURRENT BONDING RATE: | | | |  | | |
|  | (B) LARGEST INDIVIDUAL PROJECT BOND TO DATE: | | | | |  | |
|  |  | |  | | | | |
| 16. SURETY (insurance) REFERENCE FOR LAST FIVE (5) YEARS: | | | | | | |  |
|  | |  | | | | | |
|  | | | | | | | |
| IF ADDITIONAL **INFORMATION IS PROVIDED ON A SEPARATE SHEET** FOR ANY OF THE ABOVE ITEMS, **CLEARLY SPECIFY ON THIS FORM** WHERE IT CAN BE LOCATED IN YOUR PROPOSAL PACKAGE. | | | | | | | |

EL PASO COUNTY

CONTRACTS & PROCUREMENT DIVISION

**NON-COLLUSION AFFIDAVIT**

**For**

**FACILITIES MAINTENANCE SERVICES**

|  |  |  |
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| **STATE OF** |  | **)** |
|  |  | **) SS** |
| **COUNTY OF** |  | **)** |

**A. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, being first duly sworn, deposes and says that:**

1. Representative is the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Owner, partner, officer, representative or agent) of (name of firm) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ who is submitting the attached bid.
2. Representative is fully informed respecting the preparation and contents of the proposal and of all pertinent circumstance respecting such proposal;
3. Such information provided as a response to RFP **NO.:** **21-049** is genuine and not collusive.
4. No representative(s) or any of the officer(s), partner(s), owner(s), agent(s), employee(s) or party(s) in interest, including this affidavit, has in any way colluded, conspired, connived, or agreed, directly or indirectly with any other company, firm or person replying to this RFP to submit information that is collusive or a sham in connection with such contract or has any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other company, firm or person to fix any overhead, profit or cost element of the submitted proposed price or the proposed price of any other company/firm submitting a proposal, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against El Paso County or any person interested in the proposed contract; and
5. The price(s) quoted in the attached proposal is fair and proper and not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the company or firm submitting a bid or any of its agent(s), owner(s), representative(s), employee(s), or party(s) in interest, including this affidavit.
6. Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**B. Subscribed and sworn to before me this \_\_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2021.**

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|  |  |
|  | (NOTARY PUBLIC) |
|  |  |
|  |  |
| My Commission Expires: |  |