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| **Contracts and Procurement Division**  **Eileen Gonzales, Division Manager**  **O:** 719-520-6390  EileenGonzales@elpasoco.com  15 E. Vermijo Ave.  Colorado Springs, CO 80903 |  | **Board of County Commissioners**  Holly Williams, District 1  Mark Waller, District 2  Stan VanderWerf, District 3  Longinos Gonzalez, Jr., District 4  Cami Bremer, District 5 |
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**REQUEST FOR QUOTE #21-014**

**for**

**TRAFFIC SIGNAL REPAIR & MAINTENANCE**

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| **RFQ ISSUE DATE:** | **January 25, 2021** |
| **QUESTION DEADLINE** | **January 28, 2021 at 11AM (MT)** |
| **QUOTE DUE:** | **February 4, 2021 at 11AM (MT)** |
| **RETURN QUOTES TO:** | **Email to Becky Schaffstein at** [beckyschafftein@elpasoco.com](mailto:beckyschafftein@elpasoco.com) |

1. **OBJECTIVE**

The El Paso County Public Works Department (Operations Division-Highway) is seeking written quotes from qualified, experienced electrical contractors to provide traffic signal and intersection street light maintenance, emergency repair, or non-emergency routine inspections or maintenance for traffic signal repair, on an as-needed basis, for on-call support of the Traffic Engineering group, per these specifications and requirements.

The County currently has **53** traffic signals and equipment and various intersections and flashers maintained by the County at the **locations noted on the attached list.** NOTE: As the County has changes in constructing / reconstructing some intersections that might add new signals, this list will be evolving. Although the County has in-house technician(s), additional support services may be needed.

It is the intent of this solicitation to contract with one or more Contractor(s) for these services on an as-needed basis. The County reserves the right to use other Contractors for these services other than selected Contractor(s) as a result of this solicitation if the County feels it is in the best interest of the County. Therefore, the County does not guarantee the volume of services with any one vendor under this contract. Potential awards will be non-exclusive. The County reserves the right to add or delete various models and types of traffic signals, highway signals, or traffic sign/equipment repairs during the contract term.

The resulting price agreement may be made available to any Colorado political subdivision. If other government entities use this price agreement, they must issue their own purchase order(s) and process their invoices separately from El Paso County. El Paso County does not accept responsibility for orders placed by any other political subdivision or governmental entity.

1. **REQUIREMENTS**
2. Selected Contractor will be required to have qualified traffic technicians that have experience with traffic signals, street lights, and other similar electrical work, to include but not limited to the following: minimum certification requirement is for Level Two technician with certification by the International Municipal Signal Association (IMSA) with at least three (3) years’ experience in traffic signal repairs, although Level Three technician with certification by the IMSA and at least three (3) years’ experience in traffic signal repairs is preferred; **certificates need to be submitted with quote response.**
3. The Contractor shall also have the ability to troubleshoot and diagnose problems with any of the County’s traffic signal-related equipment (traffic signals, streetlights, flashing beacons, etc). Contractor shall ensure that all traffic signal work be done to the highest standards of workmanship.
4. Contractor shall repair, replace or otherwise render in good working order any and all defective parts of the traffic signal equipment with like make and model parts. Whenever equipment or parts are removed, County representative must be on-site; County will keep equipment or parts removed.
5. Contractor may also need to furnish temporary flashing beacons and other portable replacement equipment for non-operational County equipment, **please include a price list with your quote response.** If temporary traffic control components are required, El Paso County will be consulted prior to contracting or providing such components.
6. Contractor may need to provide emergency service response on a twenty-four (24) hour, seven (7) days a week basis (24/7), including all holidays. This emergency work will be performed on a time and materials basis in accordance with the unit costs provided in the quote response. County reserves the right to furnish supplies, materials and equipment required for performance of the work. Contractor shall provide the County with a contact name and phone number of personnel responsible for the 24/7 services. During emergency conditions, Contractor shall assure full cooperation with the County.
7. El Paso County will supply repair and/or replacement parts if in stock. Components and lamps used for replacement shall provide the highest value to the county in terms of life cycle in order to minimize equipment failures. Contractor shall secure appropriate standard-manufacturer warranties on all components and materials purchase for and used for County work. Said warranties are to be the longest practical without incurring additional costs for components. Contractor shall vigorously pursue warranty claims in order to ensure minimum cost to the County in the event of component failures and shall apply any credits received for warranted defects against County work. County reserves the right to review product warranties and technical specifications of all components provided by Contractor.
8. Contractor shall cover the cost of replacing any parts required for repairs to the traffic signals or other signal equipment. County will reimburse Contractor for materials used for authorized repairs in an amount equal to the cost of the materials including an agreed upon mark-up price/percentage.
9. Invoices shall include a detailed description of the repairs, including:

date/time service call received from County;

name of County representative making the call;

location(s) of repair to be done;

date/time Contractor arrives at signal/repair location;

nature of problem;

whether repair is related to accident or vandalism;

number of hours spent on each repair;

materials used;

cost of repairs (labor rate x #hours + materials cost & markup).

1. **ADDITIONAL REQUIREMENTS**
2. Contractor and personnel shall be knowledgeable and trained in all different aspects of traffic signs/signals repairs and maintenance. Copies of applicable licenses/certifications are to be provided with the quote response. Include a summary of past experience and references (preferably government entities) with your quote response.
3. **Priority Service**: The Contractor and its subcontractors understand that the equipment covered under this specification are critical to the County’s operations. Therefore, the Contractor will give priority service to the County and proceed with authorized work in an expeditious manner to ensure that all work is completed within the agreed upon schedule and to ensure that equipment downtime is kept to a minimum. **The County requires a two (2) hour maximum response time or less. Include your response time(s) in your quote.** Failure by Contractor to meet response time requirements shall be sufficient cause for County to authorize repair work to be completed by others and deduct the costs of said work from payments due Contractor. Repetitive failure shall be deemed sufficient cause for County to terminate the contract.
4. **Acceptance**: It is understood and agreed by and between the parties hereto, that the initial acceptance and inspection of any repairs or maintenance will not be considered a waiver of any provision of these specifications. The County will inspect all work and may reject work deemed unacceptable to the County. All corrective repair work will be done at the contractor’s expense. In the event that the vendor cannot repair the deficiency to the County’s satisfaction, the vendor will either provide the County a full refund or fund the deficiency’s repair by another contracted vendor. Frequent, unsatisfactory work, as deemed by the County, may result in termination of the contract. Should the County discover deficiencies in work performed after final payment is made, the vendor shall correct such deficiencies, at the same priority service level, at no cost to the County.
5. **Legal Relations and Responsibility to the Public**:Contractor shall at all time observe and comply with such Federal, State and local 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.
6. **Insurance**: For quote purposes, respondents must submit copies of certificates of insurance for general liability and workers' compensation. The successful contractor(s) will be required to provide original certificates for Comprehensive General Liability, Automobile Liability, any specialized liability required by the nature of the work, and Workers Compensation prior to commencing work, at its own expense, **naming El Paso County as an additional insured on any liability insurance**, with a 30-day cancellation notice, and maintain such coverage for the duration of the bid award/contract.
7. **Contractor Information**: Contractors must have adequate organization, facilities, equipment and personnel to ensure services are performed and/or commodities are delivered per these requirements. **Include with your quote a description of your organization describing number of years in business, number/type of personnel, references, certifications, quantity and type of equipment.** The County reserves the right before recommending any award (and during any contract award period), to inspect the facilities, organization and financial condition or to take any other action necessary to determine ability to perform in accordance with specifications, terms and conditions. County shall be the sole judge in determining a contractor’s qualifications.
8. The cost for the parts and the labor on the estimate shall be in accordance with the quote response. Any additional repairs deemed necessary after initial approval and repair begins, must be approved in writing by designated County employee or the County will not be responsible for the additional costs.
9. **Warranty**: The type of warranty, and how long coverage is good for, are evaluation factors for this quote; **include your labor warranty and materials warranty in your response to this quote.**
10. **Best Value Evaluation Criteria**: Quotes will be evaluated for best-value award based on the following criteria: ability to meet or exceed the RFQ requirements, quality, experience, certifications, references/past performance, adequate personnel & equipment, response times, warranty, and prices.
11. **Invoicing:** Contractor shall be responsible forinvoicing the County and shall supply the County an itemized invoice upon completion of service, with a complete description of work completed or copy of contractor work order included or attached. Contractor **shall provide a proof of its invoice cost for any and all parts used for the repairs.** Failure to provide such a document shall be grounds for cancellation of the agreement at the option of the County.
12. **Payment:** Only those orders placed with either a purchase order number or Purchasing Card account number will be considered authorized. The County reserves the right to not approve 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 or because unacceptable parts were used or services performed, as determined by the County’s inspection. The County shall notify the vendor 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 on the Quote Form if you can accept payment by credit card, and if there is an additional cost or restrictions such as minimum or maximum dollar amounts.

**D. QUOTE SUBMISSION**

1. **Please respond to this quote on the attached Quote Response Form VIA EMAIL ONLY no later than 11 AM (MT), February 2nd, 2021. Email subject line should reference “RFQ NO.: 21-014 Traffic Signal Repairs”. Email to** [**beckyschaffstein@elpasoco.com**](mailto:beckyschaffstein@elpasoco.com)
2. The quote form must be signed by an authorized representative of the respondent. Failure to submit all 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 quote. The Contracts & Procurement Division may reject quotes that are substantially incomplete or lack key information. Issuance of this RFQ and receipt of responses does not commit the County to make an award. The County reserves the right to postpone opening, to accept or reject any or all quotes or portions of quotes received in response to this RFQ, to request clarifications, or to cancel all or part of this RFQ.
3. Issuance of this RFQ and receipt of quotes 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 quotes received in response to this RFQ, to award a contract or PO to one (1) or more entities, or to cancel all or part of this RFQ.
4. Term: The initial award period shall be from the date of the award through the following twelve-month period. **Pricing structure set forth as a result of this solicitation shall be firm during the initial award period.** A contract may be renewed for up to four (4) additional one-year options upon satisfactory performance by the contractor, approval and adoption of the budget, and upon approval by the Board of County Commissioners.  **Renewal Option:** Renewals shall meet all terms and conditions of the original specifications and contract unless otherwise approved in writing by El Paso County. Failure to negotiate agreed-upon costs for the forthcoming year will result in non-renewal of the contract.

**E. INQUIRIES:** Any questions regarding the contents of this RFQ should be directed to Becky Schaffstein, Procurement Specialist, by e-mail beckyschaffstein@elpasoco.com. Thisindividual is the **only** representative of El Paso County with authority to provide any information, clarification, or interpretation regarding the specifications, contract documents or requirements for this RFQ.

**F. ATTACHMENTS:**

* **Insurance checklist**
* **Services Contract**
* **Signal Asset List. NOTE: multiple tabs with information**
* **New Intersection ID**

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| **EL PASO COUNTY RESERVES THE RIGHT TO ACCEPT OR REJECT ANY QUOTES BASED ON THE ABILITY TO MEET OR EXCEED MINIMUM REQUIREMENTS, PRICE, DISCOUNTS, QUALITY, DELIVERY, MATERIALS, AVAILABILITY OF MATERIALS, QUALIFICATIONS, EXPERIENCE, REFERENCES, DISCOUNTS, MANPOWER, EQUIPMENT, INSURANCE, SCHEDULING, RESPONSE TIME, OR CAPABILITY OF QUOTERS TO PERFORM THE REQUIREMENTS AND ACCEPT THE QUOTE THAT IS DEEMED TO BE IN THE BEST INTEREST OF EL PASO COUNTY.** |

Thank you for your prompt response to this request. **If you have questions, please call or email me** **before the due date**.

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| Becky Schaffstein |
| Becky Schaffstein, CPPB, Procurement Specialist II |

**RFQ 21-014** **QUOTE RESPONSE FORM**

(add pages if necessary, and note on this page if there are additional pages)

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| **QUOTE DUE:** | **11 AM (MT), February 4, 2021** |
| **RETURN QUOTES TO:** | VIA email to Becky Schaffstein, EMAIL: [beckyschaffstein@elpasoco.com](mailto:beckyschaffstein@elpasoco.com) |

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| Will you accept payment by VISA credit card? |  | Yes |  | No |
| If you accept VISA payment, is there a cost? |  | Yes |  | No |
| If there is a cost, or min/max dollar amounts, explain: |  | | | |
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| **Repairs/maintenance during normal work hours** (including cost of any required equipment) | **Labor Rate per Hour** | $ |
| **List Normal (Non-emergency) Days & Work Hours:** |  | |
| **Non-emergency Response Time, after call from County** (in minutes/hours) |  | |
| **Repairs/maintenance, emergency response:** | **Labor Rate per Hour** | $ |
| **List Days/Hours for Emergency Response rates:** |  | |
| **Emergency response time, after call from County** (in minutes/hours) |  | |
| **% Parts Markup over Cost for Parts relating to this type of Repair**, attach list if multiple markups. | % | |
| **Parts Availability & Locations:** |  | |
| **Attach a List with Costs for temporary flashing beacons or other temporary equipment** | | |
| **Also include your standard price/rate sheets for work or items not listed on this form.** | | |

Our submitted quote consists of a total delivered price to the County, inclusive of any freight, delivery, labor, insurance, materials, and any other miscellaneous incidental charges required to perform the services/provide materials:

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| **SUBMITTED BY:** |  | **DATE:** |  |
|  | **(COMPANY NAME)** |  | |
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| **FEDERAL ID# / SS#:** |  | **Email:** |  |
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| **STREET ADDRESS:** |  | **PHONE:** |  |
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| **CITY, STATE, ZIP:** |  | **FAX:** |  |
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| **AUTHORIZED SIGNATURE:** |  | | |
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