



**Procurement Division**  
Public Services Building  
2051 Kaen Road  
Oregon City, OR 97045  
(503) 742-5444 (Office)

## **REQUEST FOR QUOTES (RFQ) #2018-93**

Issue Date: October 3, 2018

Project Name:	Jail Boiler and HVAC Replacement		
Quote Due Date/Time:	October 30, 2:00 PM		
Mandatory Walkthrough:	October 18, 1:00 PM		
Procurement Analyst:	Ryan Rice	Phone:	503-742-5446
		Email:	<a href="mailto:rrice@clackamas.us">rrice@clackamas.us</a>

**SUBMIT QUOTES VIA EMAIL TO [PROCUREMENT@CLACKAMAS.US](mailto:PROCUREMENT@CLACKAMAS.US)  
OR MAIL/HAND DELIVERY TO THE ABOVE ADDRESS**

**PLEASE NOTE: EMAIL SUBMISSIONS SHOULD HAVE  
“2018-93 JAIL BOILER AND HVAC REPLACEMENT” IN THE SUBJECT LINE**

### **1. ANNOUNCEMENT AND SPECIAL INFORMATION**

Quoters are required to read, understand, and comply with all information contained within this Request for Quotes (“RFQ”). All quotes are binding upon Quoter for sixty (60) days from the Quote Due Date/Time. Quotes received after the Quote Due Date/Time may not be considered. If authorized in the RFQ and resulting contract, travel and other expense reimbursement will only be reimbursed in accordance with the Clackamas County Travel Reimbursement Policy in effect at the time the expense is incurred. The Policy may be found at [www.clackamas.us/bids/terms.html](http://www.clackamas.us/bids/terms.html).

It will be the responsibility of potential Quoters to refer daily to the Bids and Contract Information Page ([www.clackamas.us/bids/index.html](http://www.clackamas.us/bids/index.html)) to check for any available addenda, response to clarifying questions, cancellations or other information pertaining to this RFQ.

All questions regarding this RFQ are to be directed to the Procurement Analyst named above. Quoters may not communicate with County employees or representatives about the RFQ during the procurement process until the Procurement office has notified Quoters of the selected Quoter. Communication in violation of this restriction may result in rejection of a Quoter.

### **2. SCOPE**

The purpose of this RFQ is to contract with a qualified contractor to remove and replace HVAC equipment in the Clackamas County Jail (“CCJ”) located at 2206 Kaen Road, Oregon City, Oregon 97045. The contractor shall supply all materials and labor to complete their portion of the project in compliance with all local codes and regulations and shall be responsible for the safe, proper and lawful performance of their equipment.

Given the security nature of the jail, individuals and/or technicians assigned to work on the project shall submit names and driver’s license/state ID # the County project manager. The County Jail will conduct an internal background check before technicians will be approved for work. County assigned ID badges will be worn by technicians during all constructions times while on Clackamas County grounds and in jail premises.

#### **Project Background**

Current air handling equipment is supplied with heating water by a closed loop boiler that is being decommissioned. New equipment must provide similar heating, cooling, and ventilation airflow

capabilities to the building as that supplied by the existing equipment, and be compatible with existing Metasys direct digital control (“DDC”) system.

### **Scope of Work**

- Remove, cap, and dispose of (2) heating water coils.
- Remove one (1) air handler to ground level for County to dispose.
- Remove one (1) 6-ton condensing cooling unit to ground level for County to dispose.
- Remove one (1) 4-ton packaged rooftop unit to ground level for County to dispose.
- Supply and install one (1) new 6-ton high-efficiency split system heat pump with electric resistance backup heating and economizing capability.
- Supply and install one (1) new 4-ton high-efficiency packaged rooftop unit with natural gas heating and economizing capability.
- Duct addition, removal, or modification as needed to accommodate new heat pump and rooftop units.
- Refrigerant line set addition, removal, or modification as needed to accommodate new heat pump and rooftop units.
- Gas piping addition, removal, or modification as needed to accommodate new heat pump and rooftop units.
- Awarded contractor shall be responsible for all aspects of the curb adapters and their installation.
- Provide all necessary crane and rigging work.
- Startup and testing. Vendor will conduct and be on site at time of startup. Contractor shall verify all product is in working order in accordance to manufactures recommendations and Clackamas County approval.

### **RFQ Scope Alternative #1:**

The Undersigned proposes to add from the Base Quote indicated above the items of work relating to the following Alternate(s):

- Remove, cap, and dispose of existing boiler.

### **Additional Scope Requirements**

- The contractor shall furnish an industry-standard written warranty for defects in work performed, covering parts, equipment, and labor. The warranty for this work shall be in addition to the furnished standard manufacturer’s warranties.
- The contractor shall provide related operation manuals for supplied equipment, and system operational training to designated CCJ staff.
- The contractor shall remove all construction debris. If a dumpster or dropbox is required, the placement shall be coordinated with CCJ staff.
- Clackamas County can provide potable water access and 120v power supply for Contractor’s operations. Any additional requirements or needs of the Contractor shall be included in the bid proposal.
- Work hours are Monday through Friday 6:30am to 5:30pm.
- If the quotation should exceed \$50,000 the Contractor must obtain and pay for performance and payment bonds which shall be a required part of the Contract.
- It is understood that work to be performed by the Contractor is based upon the specified structure in the existing location and condition, and that Clackamas County assumes no responsibility and makes no guarantee or representation as to the condition thereof prior to, or subsequent to, the execution of the contract.
- Selected Contractor shall convene a pre-construction meeting after contract award and before ordering materials or commencing any work. The Contractor shall provide a duration schedule for the project including anticipated delivery dates of materials. The pre-construction meeting shall be held at a mutually agreed upon location.

- Energy efficiency ratings of new equipment to be installed must exceed State of Oregon code minimum. Specification sheets for proposed equipment must be provided with bid package.
- Before submitting a quote, the Quoter shall visit the Project site and verify conditions, locations, dimensions of all existing site conditions that pertain to the Project as discussed during the mandatory pre-quote walkthrough.
- The Details shown and the information provided are not represented, or guaranteed, by the Owner (and Architect) as being accurate as to the actual and present conditions. The Contractor shall verify all conditions at the site and perform all Work necessary to complete the Project under this Contract, regardless of variations that may be found, without additional costs to the Owner, in accordance with the Conditions of the Contract.

### **Permits**

The Contractor shall apply and pay for all necessary permits to perform the work associated with or described in this RFQ. Contractor shall be responsible for all violations of the law in connection with the construction or caused by obstructing streets, sidewalks or otherwise. Contractor shall give all requisite notices to public authorities.

### **Contractor Requirements**

- All contractors must be currently licensed in good standing with the Oregon Construction Contractor's Board.
- Project assigned technicians will be required to pass a CCJ background check.

**Engineers Estimate:** \$47,000.00

### **Key Dates**

Work may commence upon issuance of the Notice to Proceed ("NTP")

Project Substantial Completion: 30 days from NTP

Project Final Completion: December 31, 2018.

### **Mandatory Pre-Quote Walkthrough**

Attendance at a Mandatory Pre-Quote Walkthrough is required to be eligible to quote on this opportunity. The Mandatory Pre-Quote Walkthrough will be conducted at 2206 Kaen Road, Oregon City, Oregon 97045 on October 18, 2018 at 1:00 PM. Attendance will be documented through a sign-in sheet.

### **Prevailing Wage**

Prevailing Wage Rates requirements apply to this project because the maximum compensation for all owner-contracted work is more than \$50,000. The selected contractor and all subcontractors shall comply with the provision of ORS 279C.800 through 279C.870, relative to the Prevailing Wage Rates and the required public works bond.

PREVAILING WAGE RATES for Public Works Contracts in Oregon, July 1, 2018, which can be downloaded at the following web address:

[http://www.oregon.gov/boli/WHDPWR/Pages/pwr\\_state.aspx](http://www.oregon.gov/boli/WHDPWR/Pages/pwr_state.aspx).

The Work will take place in Clackamas County, Oregon.

## **3. Sample Contract**

Submission of a Quote in response to this RFQ indicates Quoter's willingness to enter into a contract containing substantially the same terms of the **Public Improvement** contract and Clackamas County General Conditions, which can be found at: <http://www.clackamas.us/bids/terms.html>. No action or response to the sample contract is required under this RFQ.

#### **4. Quote**

Quotes should be short and concise with the following information:

- A. Company experience in these types of projects, including any certifications of lead technicians assigned to the project;
- B. Lump Sum price to complete the project presented on company letterhead.
  - a. Quotes are to include a basic quote and the following adder:  
Alternative #1: Remove, cap, and dispose of existing boiler.
- C. Estimated time to complete the project;
- D. Clackamas County Certifications Form; and
- E. Any additional information that Clackamas County should take into consideration for the project or qualifications.

#### **5. Evaluation**

The quote received from the lowest responsive responsible Quoter will be awarded a contract. The "lowest responsive responsible Quoter" is the lowest Quoter who has substantially complied with all requirements of the Request for Quote and who can be expected to deliver promptly and perform reliably in the determination of Clackamas County.

**CLACKAMAS COUNTY CERTIFICATIONS**  
**RFQ #2018-93 Jail Boiler and HVAC Replacement**

Each Quoter must read, complete and submit a copy of this Clackamas County Certification with their Quote. Failure to do so may result in rejection of Quote. By signature on this Certification the undersigned certifies that they are authorized to act on behalf of the Quoter and that under penalty of perjury the undersigned will comply with the following:

**SECTION I. OREGON TAX LAWS**

As required in ORS 279B.110(2)(3), the undersigned hereby certifies that, to the best of the undersigned's knowledge, the Quoter is not in violation of any Oregon Tax Laws. For purposes of this certification, "Oregon Tax Laws" means a state tax imposed by ORS 320.005 to 320.150 and 403.200 to 403.250 and ORS chapters 118, 314, 316, 317, 318, 321, 323, and elderly rental assistance program under ORS 310.630 to 310.706, and local taxes administered by the Department of Revenue under ORS 305.620, all as applicable. If a contract is executed, this information will be reported to the Internal Revenue Service. Information not matching IRS records could subject Quoter to 28% backup withholding.

**SECTION II. NON-DISCRIMINATION**

The undersigned hereby certifies that the Quoter has not and will not discriminate in its employment practices with regard to race, creed, age, religious affiliation, sex, disability, sexual orientation, national origin, or any other protected class. Nor has Quoter or will Quoter discriminate against a subcontractor in the awarding of a subcontract because the subcontractor is a disadvantaged business enterprise, a minority-owned business, a woman-owned business, a business that a service-disabled veteran owns or an emergency small business that is certified under ORS 200.055.

**SECTION III. CONFLICT OF INTEREST**

The undersigned hereby certifies that no elected official, officer, agency or employee of Clackamas County is personally interested, directly or indirectly, in any resulting contract from this RFQ, or the compensation to be paid under such contract, and that no representation, statements (oral or in writing), of the County, its Commissioners, officers, agents, or employees had induced Quoter to submit this Quote. In addition, the undersigned hereby certifies that this proposal is made without connection with any person, firm, or corporation submitting a quote for the same material, and is in all respects fair and without collusion or fraud.

**SECTION IV. COMPLIANCE WITH SOLICITATION**

The undersigned further agrees and certifies that they:

1. Have read, understand and agree to be bound by and comply with all requirements, instructions, specifications, terms and conditions of the RFQ (including any attachments); and
2. Are an authorized representative of the Quoter, that the information provided is true and accurate, and that providing incorrect or incomplete information may be cause for rejection of the Quote or contract termination; and
3. Will furnish the designated item(s) and/or service(s) in accordance with the RFQ and Quote; and
4. Will use recyclable products to the maximum extent economically feasible in the performance of the contract work set forth in this RFQ.

Firm Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email: \_\_\_\_\_ OR CCB # (if applicable): \_\_\_\_\_

Business Designation (check one):

☐ Corporation ☐ Partnership ☐ Sole Proprietorship ☐ Non-Profit ☐ Limited Liability Company

☐ Resident Quoter, as defined in ORS 279A.120

☐ Non-Resident Quote. Resident State: \_\_\_\_\_

Oregon Business Registry Number: \_\_\_\_\_

## CLACKAMAS COUNTY INSTRUCTIONS TO QUOTERS

Quotes are subject to the applicable provisions and requirements of the Clackamas County Local Contract Review Board Rule C-047-0270 (Intermediate Procurements) and Oregon Revised Statutes.

### QUOTE PREPARATION

1. **QUOTE FORMAT:** Quotes must be submitted as indicated in the RFQ.
2. **CONFORMANCE TO RFQ REQUIREMENTS:** Quotes must conform to the requirements of the RFQ. Unless otherwise specified, all items quoted are to be new, unused and not remanufactured in any way. Any requested attachments must be submitted with the quote and in the required format. Quote prices must be for the unit indicated on the quote. Failure to comply with all requirements may result in quote rejection.
3. **ADDENDA:** Only documents issued as addenda by Clackamas County serve to change the RFQ in any way. No other directions received by the Quoter, written or verbal, serve to change the RFQ document. NOTE: IF YOU HAVE RECEIVED A COPY OF THE RFQ, YOU SHOULD CONSULT THE CLACKAMAS COUNTY BIDS AND CONTRACT INFORMATION WEBSITE ([www.clackamas.us/bids/index.html](http://www.clackamas.us/bids/index.html)) TO ENSURE THAT YOU HAVE NOT MISSED ANY ADDENDA OR ANNOUNCEMENTS. QUOTERS ARE NOT REQUIRED TO RETURN ADDENDUMS WITH THEIR QUOTE. HOWEVER, QUOTERS ARE RESPONSIBLE TO MAKE THEMSELVES AWARE OF, OBTAIN AND INCORPORATE ANY CHANGES MADE IN ANY ADDENDA ISSUED, AND TO INCORPORATE ANY CHANGES MADE BY ADDENDUM INTO THEIR FINAL QUOTE. FAILURE TO DO SO MAY, IN EFFECT, MAKE THE QUOTER'S QUOTE NON-RESPONSIVE, WHICH MAY CAUSE THE QUOTE TO BE REJECTED.
4. **USE of BRAND or TRADE NAMES:** Any brand or trade names used by Clackamas County in the specifications are for the purpose of describing and establishing the standard of quality, performance and characteristics desired and are not intended to limit or restrict competition. Quoters may submit quotes for substantially equivalent products to those designated unless the RFQ provides that a specific brand is necessary because of compatibility requirements, etc. All such brand substitutions shall be subject to approval by Clackamas County.
5. **PRODUCT IDENTIFICATION:** Quoters must clearly identify all products quoted. Brand name and model or number must be shown. Clackamas County reserves the right to reject any quote when the product information submitted with the quote is incomplete.
6. **FOB DESTINATION:** Unless specifically allowed in the RFQ, ***QUOTE PRICE MUST BE F.O.B. DESTINATION with all transportation and handling charges included in the Quote.***
7. **DELIVERY:** Delivery time must be shown in number of calendar days after receipt of purchase order.
8. **EXCEPTIONS:** Any deviation from quote specifications, or the form of sample contract referenced in this RFQ, may result in quote rejection at County's sole discretion.
9. **SIGNATURE ON QUOTE:** Quotes must be signed by an authorized representative of the Quoter. Signature on a quote certifies that the quote is made without connection with any person, firm or corporation making a quote for the same goods and/or services and is in all respects fair and without collusion or fraud. Signature on a quote also certifies that the Quoter has read and fully understands all quote specifications, and the sample contract referenced in this RFQ (including insurance requirements). No consideration will be given to any claim resulting from quoting without comprehending all requirements of the RFQ.
10. **QUOTE MODIFICATION:** Quotes, once submitted, may be modified in writing before the time and date set for quote closing. Any modifications should be signed by an authorized representative, and state that the new document supersedes or modifies the prior quote. Quoters may not modify quotes after quote closing time.
11. **QUOTE WITHDRAWALS:** Quotes may be withdrawn by request in writing signed by an authorized representative and received by Clackamas County prior to the Quote Due Date/Time. Quotes may also be withdrawn in person before the Quote Due Date/Time upon presentation of appropriate identification.

- 12. QUOTE SUBMISSION:** Quotes may be submitted by returning to Clackamas County Procurement Division in the location designated in the introduction of the RFQ; however, no oral or telephone quotes will be accepted. Envelopes, or e-mails containing Quotes should contain the RFQ Number and RFQ Title.

#### **QUOTE EVALUATION AND AWARD**

- 1. PRIOR ACCEPTANCE OF DEFECTIVE PROPOSALS:** Due to limited resources, Clackamas County generally will not completely review or analyze quotes which fail to comply with the requirements of the RFQ or which clearly are not the best quotes, nor will Clackamas County generally investigate the references or qualifications of those who submit such quotes. Therefore, neither the return of a quote, nor acknowledgment that the selection is complete shall operate as a representation by Clackamas County that an unsuccessful quote was complete, sufficient, or lawful in any respect.
- 2. DELIVERY:** Significant delays in delivery may be considered in determining award if early delivery is required.
- 3. CASH DISCOUNTS:** Cash discounts will not be considered for award purposes unless stated in the RFQ.
- 4. PAYMENT:** Quotes which require payment in less than 30 days after receipt of invoice or delivery of goods, whichever is later, may be rejected.
- 5. INVESTIGATION OF REFERENCES:** Clackamas County reserves the right to investigate references and or the past performance of any Quoter with respect to its successful performance of similar services, compliance with specifications and contractual obligations, and its lawful payment of suppliers, sub-contractors, and workers. Clackamas County may postpone the award or execution of the contract after the announcement of the apparent successful Quoter in order to complete its investigation. Clackamas County reserves the right to reject any quote or to reject all quotes at any time prior to Clackamas County's execution of a contract if it is determined to be in the best interest of Clackamas County to do so.
- 6. METHOD OF AWARD:** Clackamas County reserves the right to make the award by item, groups of items or entire quote, whichever is in the best interest of Clackamas County.
- 7. QUOTE REJECTION:** Clackamas County reserves the right to reject any and all quotes.
- 8. QUOTE RESULTS:** Quoters who submit a quote will be notified of the RFQ results. Awarded quote files are public records and available for review by submitting a public records request or by appointment.