

# REQUEST FOR PROPOSAL

## Sauk County Buildings Services

### ***HCC AIR BALANCING***

Friday, April 28<sup>th</sup>, 2017

- I. Point of contact: Ian Crammond  
Sauk County Courthouse  
510 Broadway  
Baraboo, Wisconsin 53913  
(608) 355-3200
- II. Proposal Due Date: Proposals must be received and date stamped no later than 2:00 p.m., Central Standard Time, May 8th, 2017. Faxes, email or electronic submissions are not acceptable. Proposals or amendments received by Sauk County after that time will not be considered. Public Opening of Proposals will be conducted at the Sauk County Courthouse – EMBS Meeting Room at 2:15 p.m., Monday May 8th, 2017 at 510 Broadway, Baraboo, Wisconsin 53913.

III. **ALL PROPOSALS MUST BE ADDRESSED TO:**

**Sauk County Clerk  
Sauk County West Square Building  
505 Broadway  
Baraboo, Wisconsin 53913**

The words **HCC AIR BALANCING** must be marked on the sealed envelope.

**PART ONE**  
**INTRODUCTION AND GENERAL INFORMATION**

**1.0 INTRODUCTION**

- 1.1 This document constitutes a request for, sealed Proposals from qualified vendors to complete a comprehensive study of the Sauk County Law Enforcement Center located at 1300 Lange Court, , Baraboo, Wisconsin for Improved Operation and Energy Efficiency of the facility .

**2.0 ORGANIZATION**

- 2.1 This document, referred to as a Request for Proposals (RFP), has been divided into the following parts for the convenience of the contractor:
- Part One - Introduction and General Information
  - Part Two- Scope of work
  - Part Three - General Requirement - Standard Terms & Conditions
  - Part Four - Evaluation Information
  - Part Five - Pricing & Information

**3.0 DEFINITIONS**

- 3.1 For the purpose of this RFP the Vendor will be referred to as Vendor and Sauk County will be referred to as County.

**4.0 BACKGROUND INFORMATION**

- 4.1 Sauk County is one of 72 units of county government in the State of Wisconsin and is a municipal corporation existing pursuant to the authority of Chapter 59 of the Wisconsin Statutes. County operations currently include a skilled nursing facility, a human services department, a law enforcement agency, a state circuit court system, a highway department, a tax administration and collection effort, and other government related functions.

**5.0 TENTATIVE SCHEDULE OF EVENTS**

<u>EVENT</u>	<u>DATE</u>	<u>TIME</u>
Request for Proposal released	April 28 <sup>th</sup> , 2017	
Questions Due	May 5 <sup>th</sup> , 2017	10:00 am
Proposals Due	May 8th, 2017	2:00 p.m.
Proposals opened	May 8th, 2017	2:15 p.m.
Approve resolution awarding contract	May 10th, 2017	4:30 p.m.
County Board Approval	May 16 <sup>th</sup> , 2017	6:00 p.m.

## **6.0 AMENDMENTS AND QUESTIONS:**

- 6.1 Sauk County reserves the right to modify this RFP prior to the Proposal due date.
- 6.2 If Amendments are of such a nature as to require substantive changes in the scope of work or Proposal price, the Proposal due date may be postponed by such a time that will enable vendor to revise their Proposals. In such case, the Amendment will include an announcement of the new Proposal due date.
- 6.3 Interpretations or clarifications in response to questions received prior to the Proposal due date may be issued by Addenda to all parties recorded as having received this RFP, if considered necessary by the County.
- 6.4 Questions received after the Question due date of May 5<sup>th</sup>, 2017 may not be answered.
- 6.5 Only formal written responses to questions issued by letter or addenda are binding. Oral and other interpretations or clarifications are not binding.

## **7.0 CONTRACT**

- 7.1 Sauk County intends to award one contract for all work described in this Request for Proposal.
- 7.2 Contract type shall be a single fixed-priced (lump sum) contract. Lump sum should include any necessary reimbursables.

## **8.0 CONTACT INFORMATION**

- 8.1 Each vendor obtaining a copy of this Request for Proposal/Bid either in person, via the Sauk County Web Site, or by other means, must submit an email to [icrammond@co.sauk.wi.us](mailto:icrammond@co.sauk.wi.us) that contains the Vendor name & contact information. This will assure that any Addenda, questions/answers or other information related to this Request for Proposal/Bid is received by all interested bidders. If this information is not submitted five (5) business days prior to the Due Date of this Proposal/Bid, the County retains the right to reject the bid solely for this reason or accept the bid.

## **PART TWO**

### **SCOPE OF WORK**

#### **1.0 OVERVIEW**

Sauk County is considering a series of upgrades to the building management system operation for the purposes of improved operation and energy efficiency. This is primarily a temperature control project, however, the assistance of a qualified Testing and Balancing agent is required for specific scope items.

We are requesting that a letterhead proposal be provided by your firm to provide the necessary scope of services, due to the County Clerks office no later than 2pm Thursday, April 26, 2017.

Sauk County will be providing the services of a 3<sup>rd</sup> party Commissioning Authority to supervise and validate the results of the following system updates. This will not be a formal commissioning process. The outcome of each of the following will be verified (“Functionally Tested”) to best assure that the intent of the proposed upgrades is achieved and tuned to best affect. The Commissioning Authority shall provide technical support and assistance during the startup of each task item below, and assist the BMS contractor in evaluating conflicts in the original project construction documents.

#### **2.0 SPECIFICS**

##### **Item# 1 – Fan Tracking and Outdoor Air Intake Control – Rooftop Units One Through Five**

The fan tracking for the five rooftop systems does not meet the requirements for proper operation. Correction of the current conditions will require:

1. Calibration of air flow stations (supply and return fan)
2. Rooftop Unit #5 provides portions of the makeup air for the kitchen hood equipment. The software for this unit requires separate fan tracking and outdoor air intake calculations for both when the kitchen hood is in operation and when it is disabled. TAB assistance in the setup of these values is required.

The outdoor air control software in place does not maintain consistent ventilation rate over the range of unit operation. TAB assistance in with the following setup procedures is required.

1. Place all air terminals at minimum scheduled air flow. Determine correct outdoor air damper position to provide required outdoor air flow rate. Record damper position and air flow as measured by the supply air flow station.
2. Place all air terminals at maximum scheduled air flow. Determine correct outdoor air damper position to provide required outdoor air flow rate. Record damper position and air flow as measured by the supply air flow station.

## **Item# 2 – Balance of Heating Water Distribution**

Sauk County requests a proposal for a balance verification of the heating water distribution at this facility. An initial count provides a total of approximately 197 air terminals and 134 separate groups of radiant panels are in place. This balance activity shall be limited to two full passes through all air terminals and radiant panel groups, verification of secondary pump output and pump pressure control setpoint.

### **3.0 SCHEDULE**

The work included in this requests for proposal shall be completed no later than September 2017

### **4.0 PROPOSAL**

This Request for Proposal in its entirety shall be returned with signatures as noted along with all other requested information. Failure to do so will be cause to reject the bid.

**PART THREE**  
**GENERAL REQUIREMENTS**

**STANDARD TERMS AND CONDITIONS (REQUESTS FOR PROPOSAL)**

- 1.0 SPECIFICATIONS: The specifications in this request are the minimum acceptable. Sauk County shall be the sole judge or equivalency. Contractors are cautioned to avoid proposing alternates to the specifications which may result in rejection of their proposal.
- 2.0 DEVIATIONS AND EXCEPTIONS: Deviations and exceptions from terms, conditions, or specifications shall be described fully, on the contractor's letterhead, signed, and attached to the request. In the absence of such statement, the proposal shall be accepted as in strict compliance with all terms, conditions, and specifications and the contractors shall be held liable.
- 3.0 ACCEPTANCE-REJECTION: Sauk County reserves the right to accept or reject any or all proposals, to waive any technicality in any proposal submitted, and to accept any part of a proposal as deemed to be in the best interests of Sauk County.
  - 3.1 Proposals MUST be date stamped by the County Clerk, on or before the date and time that the proposal is due. Proposals dated and time stamped in another office will be rejected. Receipt of a proposal by the mail system does not constitute receipt of a proposal by the Administrator.
  - 3.2 Proposals shall be submitted on company letterhead and signed by an officer of the company. Mark sealed envelope "**HCC AIR BALANCING** "
- 4.0 TAXES: Sauk County and its agencies are exempt from payment of all federal tax and Wisconsin state and local taxes on its purchases except Wisconsin excise tax on alcoholic beverages which is excepted by State Statutes.
- 5.0 ENTIRE AGREEMENT: These Standard Terms and Conditions shall apply to any contract or order awarded as a result of this request except where special requirements are stated elsewhere in the request; in such cases, the special requirements shall apply. Further, the written contract shall constitute the entire agreement and no other terms and conditions in any document, acceptance, or acknowledgment shall be effective or binding unless expressly agreed to in writing by the contracting authority.
- 6.0 APPLICABLE LAW: The contractor shall at all times comply with and observe all federal and state laws, local laws, ordinances, and regulations which are in effect during the period of this contract and which in any manner affect the work of its conduct. The Sauk County Circuit Court shall be the court of exclusive jurisdiction for any litigation between the parties arising out of the performance of this contract. This contract shall be interpreted in accordance with the laws of the State of Wisconsin. It is understood that requirements of Wis. Stat. § 59.52(29) do not apply to this solicitation as the contract awarded will not involve "public work" as defined by Wisconsin law.
- 7.0 ASSIGNMENT: No right or duty in whole or in part of the contractor under this contract may be assigned or delegated without the prior written consent of Sauk County.

- 8.0 SUBCONTRACTORS: If subcontractors are planned to be used, this should be clearly explained in the proposal. Sauk County reserves the right to reject any subcontractor. However, the prime contractor will be responsible for contract performance whether or not subcontractors are used.
- 9.0 ARBITRATION/APPEALS PROCESS: Notice of intent to protest and protests of any award made must be made in writing and filed with Sauk County Clerk, Sauk County West Square Building, 505 Broadway, Baraboo, Wisconsin 53913, within five (5) calendar days after discussion and recommendation of award. The provisions of Chapter 68 of the Wisconsin Statutes shall apply.
- 9.1 Any dispute arising after award as to performance, quality and/or quantity shall be subject to arbitration as provided under Chapter 788 of the Wisconsin Statutes.
- 9.2 Sauk County reserves the right to have claims, disputes, or other matters in question decided by litigation. If Sauk County waives its right to litigation, then the arbitration provisions shall apply.
- 10.0 NONDISCRIMINATION: In connection with the performance of work under this contract, the contractor agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in s. 51.01(5), Wis. Stats., sexual orientation or national origin. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.
- 10.1 Failure to comply with the conditions of this clause may result in the contractor becoming declared an "ineligible" contractor, termination of the contract, or withholding of payment.
- 11.0 SAFETY REQUIREMENTS: All materials, equipment, and supplies provided to Sauk County must comply fully with all safety requirements as set forth by the Wisconsin Administrative Code, Rules of the Industrial Commission on Safety, and all applicable OSHA Standards.
- 12.0 HOLD HARMLESS: Contractor agrees to indemnify, hold harmless, and defend Sauk County, its officers, agents and employees from any and all liability including claims, demands, losses, costs, expenses and damages of every kind arising out of or in connection with services provided pursuant to this contract where such liability is founded upon or grows out of acts or omissions of any agents or employees of the contractor.
- 13.0 INSURANCE RESPONSIBILITY: The contractor performing services for Sauk County shall comply with the insurance requirements contained herein.
- 13.1 Provide own insurance, countersigned by an insurer licensed to do business in the State of Wisconsin, covering the period of the agreement/contract indicating that Contractor is insured under professional liability insurance in an amount not less than minimum amounts reasonably necessary and sufficient within the profession.
- 13.2 Provide insurance certificates indicating required coverage, countersigned by an insurer licensed to do business in Wisconsin, covering the period of the agreement/contract. The insurance certificate is required to be presented prior to the issuance of the purchase order or before commencement of the contract.

- 14.0 CANCELLATION: Sauk County reserves the right to cancel any contract in whole or in part without penalty due to non-appropriation of funds, or for failure of the contractor to comply with the terms, conditions, and specifications of this contract.
- 15.0 AUDIT: During the term of the contract, the contractor shall, upon the request of the Sauk County Controller, make available at reasonable times and places, such information as may be required for the purpose of auditing submitted bills for the service provided under the contract.
- 16.0 INDEPENDENT CONTRACTOR STATUS: None of the officers, employees, or agents of the contractor are employees of Sauk County for any purpose, including but not limited to compensation, fringe benefits, or insurance coverage.
- 17.0 PUBLIC RECORDS ACCESS: It is the intention of the county to maintain an open and public process in the solicitation, submission, review, and approval of procurement activities.
- 17.1 Proposal/proposal openings are public unless otherwise specified. Records may not be available for public inspection prior to issuance of the notice of intent to award or the award of the contract.
- 17.2 Vendor agrees to assist Sauk County in complying with open records requests.
- 18.0 PROPRIETARY INFORMATION: Any restrictions on the use of data contained within a request, must be clearly stated in the proposal itself. Proprietary information submitted in response to a request will be handled in accordance with applicable Sauk County procurement regulations and the Wisconsin public records law. Proprietary restrictions normally are not accepted. However, when accepted, it is the Contractor's responsibility to defend the determination in the event of an appeal or litigation.
- 18.1 Data contained in a proposal, all documentation provided therein, and innovations developed as a result of the contracted commodities or services cannot be copyrighted or patented. All data, documentation, and innovations become the property of the Sauk County.
- 18.2 Any material submitted by the proposer in response to this request that the proposer considers confidential and proprietary information and which qualifies as a trade secret, as provided in s. 19.36(5), Wis. Stats., or material which can be kept confidential under the Wisconsin public records law, must be identified. Proposal prices cannot be held confidential.
- 19.0 DISCLOSURE: If a public official (s. 19.42, Wis. Stats.), a member of the public official's immediate family, or any organization in which a public official or a member of the official's immediate family owns or controls a ten percent (10%) interest, is a party to this agreement, and if this agreement involves payment of more than three thousand dollars (\$3,000.00) within a twelve (12) month period, this contract is voidable by the county unless appropriate disclosure is made according to s. 19.45(6), Wis. Stats., before signing the contract.
- 20.0 MATERIAL SAFETY DATA SHEET: If any item(s) on an order(s) resulting from this award(s) is a hazardous chemical, as defined under 29 CFR 1910.1200, provide one (1) copy of Material Safety Data Sheet for each item with the shipped container(s) and one (1) copy with the invoice(s).



21.0 TERMINATION FOR CONVENIENCE: Sauk County reserves the right to terminate this contract for convenience upon 60 days notice.

22.0 TERMINATION FOR DEFAULT: Sauk County reserves the right to terminate the contract for default if, after twenty days written notice to cure default, contractor fails to satisfactorily cure the default.

The Vendor has examined and carefully prepared the Proposal from the plans and specifications and has checked the same in detail before submitting the Proposal to Sauk County, including the Standard Terms and Conditions. The Vendor has had the opportunity to view the installation site and has obtained all necessary information to properly complete this Proposal:

\_\_\_\_\_  
(Company Name/Firm)

\_\_\_\_\_  
(Witness)

\_\_\_\_\_  
(Company Representative)

\_\_\_\_\_  
(County Representative)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)

(STATE OF WISCONSIN)

)ss.

SAUK COUNTY )

Personally came before me this \_\_\_\_\_ day of \_\_\_\_\_, 2017, the above named  
\_\_\_\_\_ to me known to be the person who executed  
the foregoing instrument and acknowledge the same.

\_\_\_\_\_

Signature of Notary Public

\_\_\_\_\_

Typed or Printed Name of Notary PublicMy Commission (expires) (is) \_\_\_\_\_

PART FOUR  
EVALUATION INFORMATION

I.0 EVALUATION PROCESS

- I.1 The award of a contract resulting from this Request for Proposal shall be based on the most advantageous proposal received by the most responsive vendor.
- I.2 Completeness of proposal. All requested information is included as noted.
- I.3 In the event that only one proposal is received in response to this Request for Proposal, Sauk County reserves the right to negotiate the terms and conditions, including the price, as proposed in the sole vendor's proposal. In addition, as part of such negotiations, Sauk County reserves the right to require supporting cost, pricing and other data from the vendor in order to determine the reasonableness and acceptability of the proposal.
- I.4 Sauk County may conduct interviews with selected vendors should it be deemed necessary to further enhance the selection process.
- I.5 Sauk County reserves the right to reject any and all proposals.

PART FIVE  
PRICING & INFORMATION

PRICING	PRICE
Item# 1 – Fan Tracking and Outdoor Air Intake Control – Rooftop Units One Through Five	\$
Item# 2 – Balance of Heating Water Distribution	\$
Total Price	\$

## Sauk County Provided Materials

Any materials and/or services that Sauk County will need to provide to the vendor to complete this project must be listed below.

---

---

---

The vendor hereby agrees to provide the services and/or items at the prices quoted, pursuant to the requirements of this document and further agree that when this document is countersigned by an authorized official of Sauk County, a binding contract, as defined herein, shall exist between the vendor and Sauk County.

---

VENDOR

---

AUTHORIZED SIGNATURE

Date

---

PRINTED NAME

Title

---

Ian Crammond, Sauk County Facilities Director

Date