

Request for Proposals
Sprinkler System Maintenance



Mineral County Development Authority
87 N Main Street
Keyser, WV 26726

Project Type: Sprinkler System Maintenance

Proposals Due By: June 14, 2017

Executive Director: Kevin Clark

Contact Information: Office: 304-788-2233

Mobile: 304-257-8924

Email: kclark@mineraleda.com

1 Scope of Work

The Mineral County Development Authority is requesting proposals from licensed sprinkler system contractors to provide on call services for the Old Anchor Glass Building located on 598 Waxler Road, Keyser, West Virginia. The building is approximately 40,000 sq. ft. The contractor will provide repairs, installations, and replacements on this facility's sprinkler system on an as-needed basis, as well as, determine risk analysis for the building.

The purpose of this Request for Proposal (RFP) is to provide interested vendors the necessary information for preparing quotes for the services that will meet the Development Authority's specific needs. The purpose of the RFP is to award a contract that guarantees response time and rates for the Development Authority.

2 Description of Firm and Capabilities

Provide a history and description of your firm and its capabilities with regards to this RFP. Please identify partnering firms in the RFP proposal.

3 Experience

Please summarize your experience providing to either governmental and/or related agencies. In addition, briefly explain work performed on facilities with systems nearing the end of life cycle.

4 References

Provide three (3) references which can be contacted during the RFP process indicating the name, contact person, his/her title and address and telephone number for whom you have provided similar services over the past two years. Indicate your role and a list of work completed for such client.

5 Other Information

Please discuss any other factors not mentioned above which you believe are relevant to the MCDA's selection of your firm.

Response Information

Mineral County Development Authority is not obligated to enter into any contract on the basis of any submittal in response to this RFP. MCDA reserves the right to request additional information from any contractor submitting under this RFP if it is deemed that such information is necessary to further evaluate the contractor's qualifications. MCDA reserves the right to interview any contractor submitting under this RFP. Contractors shall be responsible for all costs associated with the contractor's submittal and associated costs are not reimbursable.

Mineral County Development Authority reserves the right to reject all submissions, reissue a subsequent RFP, terminate, restructure, or amend this procurement process at any time.

Submission Requirements

A. Responses to this RFP shall be submitted in accordance with the following requirements:

1. The proposal shall include one (2) copies in a sealed envelope clearly marked on the outside, with the Proposer's name, and "Proposal for Sprinkler System Maintenance"
2. Qualification packages must be received at the address below **no later than 5:00 pm on Wednesday, June 14, 2017**. Late submittals will not be accepted.
3. Qualification packages shall be addressed to:
Mineral County Development Authority
87 N Main Street, Suite 1
Keyser, WV 26726

RFP Schedule

| Event/Activity | Date |
|---------------------------|-------------|
| Distribution of RFP | 5/26/17 |
| Proposals Due | 6/14/17 |
| Board Review and Approval | 6/20/17 |

Respondent Profile

a) Legal name of Respondent's company: _____

Address of principal place of business: _____

b) Address of office that would be providing service under the Agreement:

c) Number of years in Business: _____

d) State of incorporation: _____

e) Number of Employees: _____

Please attach any licenses or certificates

BID PROPOSAL Rates & Hours

ON-CALL SPRINKLER MAINTENANCE SERVICES

RATES

Regular Hourly Rates Monday-Friday (8am to 5pm) _____ per hour
After Hours Rate Monday – Friday _____ per hour
Weekend Rate _____ per hour
Holiday Rate _____ per hour
Markup of materials above vendor cost _____ %
Other fees or charges _____

ON-CALL RESPONSE TIME

Regular hours Monday – Friday
_____ minutes/hrs
Urgent (risk of property damage or long term health risk)
_____ minutes/hrs
Emergency (high risk or danger of injury or loss of life)
_____ minutes/hrs
Number of employees available for emergency calls _____

REFERENCES

Please list a minimum of 3 corporate or municipal customers for whom you have performed frequent or ongoing services.

| Name of Company | Contact Name | Phone Number |
|------------------------|---------------------|---------------------|
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