

**City of Laramie**  
**Request for Qualifications for**  
**Facilities Equipment Preventative Maintenance and Service**

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## REQUEST FOR QUALIFICATIONS

The City of Laramie, Wyoming will accept qualification submittals for professional services to complete:

### **Facilities Equipment Preventive Maintenance and Service**

The contracting Company shall provide all personnel, equipment and supplies necessary for the completion of these professional services. Professional services shall include but are not limited to quarterly, bi-annual or annual preventive maintenance checks of all city facilities HVAC equipment along with established hourly rates for technician service, established rates for materials and supplies and emergency response service after hours and on weekends. Instructions to respondents, project scope and a general description of the project and available background information will be available to all interested respondents on the City of Laramie Parks and Recreation web site at <http://www.cityoflaramie.org/pandrprojects>.

Qualifications shall be submitted to the Office of the Facilities Maintenance Manager, 920 Boulder Drive, Laramie, Wyoming 82070 no later than 4:00 p.m. on Thursday November 17, 2016. The City reserves the right to reject any and all proposals.

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Janine Jordan, City Manager

Publication Dates: November 9, 2016  
November 16, 2016

## **2.0 Introduction**

The City of Laramie is seeking professional services to provide facilities equipment preventative maintenance and service. The contracted company will provide all personnel, equipment, and supplies necessary for the completion of the facility equipment preventative maintenance and service. Professional services include, but are not limited to quarterly, bi-annual or annual preventative maintenance checks of the City of Laramie facilities HVAC equipment along with established hourly rates for technician service, established rates for materials and supplies and emergency response service after hours and on weekends.

## **3.0 Project Information**

The facilities equipment preventative maintenance and service is divided by geographical area as listed below. Also attached is a detailed list of each geographical group with specific manufacturers and models of HVAC equipment along with the frequency of preventative maintenance required. The preventative maintenance and retainer fee shall be submitted for payment on a quarterly basis by group and facility.

The City of Laramie selection committee will evaluate the qualifications submitted, possibly interview a short list of the highest rated proponents, and select a preferred company. After selection of the preferred company a specific agreement for professional services with a two year term shall be negotiated and presented to the City Council for final approval.

It is anticipated to have a new facilities equipment preventative maintenance and service agreement negotiated and approved by City Council by January 3, 2017.

## **4.0 Geographical groups**

### **4.1 Main Campus Group**

- City Hall  
406 Iverson Street
- City Hall Annex  
405 Grand Ave
- Fire Station No. 1  
209 S. 4<sup>th</sup> Street

### **4.2 LaBonte Campus Group**

- Street Maintenance Shop  
955 N 4<sup>th</sup> Street
- Parks Maintenance Shop  
1052 N. 5<sup>th</sup> Street
- Animal Shelter  
1054 N. 5<sup>th</sup> Street
- Mosquito/Paint Shop  
1268 N 4<sup>th</sup> Street
- Utilities/Solid Waste Shop  
1167 N 4<sup>th</sup> Street
- Greenhill Cemetery House and Shop

- 455 N. 15<sup>th</sup> Street
- Waste Water Treatment Plant  
2778 Banner Road
- Fire Station #2  
1558 North 23<sup>rd</sup> Street

**4.3 Recreation Campus Group**

- Recreation Center  
920 Boulder Drive
- Ice and Event Center  
3510 E. Garfield Street

**4.4 Police Campus Group**

- Police Main Station  
620 Plaza Court
- Evidence Building  
620 Plaza Court

**4.5 West Campus Group**

- Trihydro West Wing  
1364 Commerce Drive
- Fire Station #3  
2374 Jefferson Street

**5.0 Scope of Work**

The Scope of Work for this proposal should include the ability of the contracting company to provide the following services on a quarterly, bi-annual, annual or on an emergency basis. The scope of work should include, but is not limited to the following elements:

1. Provide professional facilities equipment and preventative maintenance to multiple facilities, with multiple HVAC equipment, manufactures and models.
2. The ability to troubleshoot and repair all models of HVAC equipment including, but not limited to Trane, Carrier, Mitsubishi, McQuay, Renznor, Taco, Lennox, Dayton, Lochinvar, Honeywell, Amana, PennBarry, Johnson Controls, and Innovent.
3. The ability to respond to emergency calls for HVAC equipment repairs within a maximum of one hour for the Recreation Campus Group and the Police Station group, up to two hours for the City Hall Campus Group and the West Campus Group and three hours for the LaBonte Campus Group.
4. The ability to troubleshoot and repair complex HVAC computer temperature control systems with a laptop computer on the facility sites.
5. The ability to provide routine and regularly scheduled preventative maintenance on, but not limited to, all the above referenced manufacturers of HVAC equipment and control systems.

6. The ability to obtain on behalf of the city original manufacturers parts and supplies for all of the above referenced manufacturers of HVAC equipment and control systems.
7. Provide a written report on all troubleshooting, preventative maintenance and/or repairs to the facilities equipment to the Facilities Maintenance Manager within 12 hours of completing the work.
8. Provide a written report on all emergency repairs to the facilities equipment to the Facilities Maintenance Manager within 12 hours of completing the work.
9. Provide an annual status report on all facilities equipment for all anticipated necessary repairs projected within one year along with a professional opinion of probable useful economic life for all facilities equipment within 15 days of each annual preventive maintenance inspection.
10. Provide an annual assessment of all facilities equipment for modifications and or improvements in energy efficiency and utility usage projections within 15 days of each annual preventive maintenance inspection.

## **6.0 Deliverables**

At a minimum, the contracting company will provide three (3) hard copies each bound in a white, 1 ½”, 3-ring loose leaf binder, with a maximum of twenty five (25) pages, 11 pt. type or larger, and one (1) electronic format copy, of the following:

- Letter of Interest
- A complete background history of the company/firm.
- Summary of related experience
- A minimum of three letters of references from current clients within the rocky mountain region.
- Identification of individual(s) who will perform the work, if selected, and their relevant experience.
- Proof of general liability insurance in the amount of \$1,000,000/\$2,000,000.
- Proof of Workers’ Compensation and employers liability insurance in the amount of \$500,000.
- Proof of business automobile liability insurance in the amount of \$500,000.
- Detailed proposal which outlines:
  - Services to be performed, which should include the following elements:
  - The background qualifications and certifications of all the technicians who will be responsible for the facilities equipment preventative maintenance and repair contract.
  - The current and projected work load of the company/firm and of the technicians who will be responsible for the facilities equipment over the two year term of the contract.

**7.0 Fee Proposal**

A fee proposal shall be provided within a separate sealed envelope, and shall include pricing for the following:

- The annual cost for each group and facility based upon the frequency of preventative maintenance, including the hourly labor cost for all regularly scheduled preventative maintenance.
- The hourly labor cost for each group and facility for emergency troubleshoot/repair response for week days (Monday at 7:00 a.m. through Friday at 5:00 p.m.) as detailed in the scope of work.
- The hourly labor cost for each group and facility for emergency troubleshoot/repair response for week day nights (Monday through Friday from 5:00 p.m. to 7:00 a.m. as detailed in the scope of work.
- The hourly labor cost for each group and facility for emergency troubleshoot/repair response for weekend days/nights (Saturday at 7:00 a.m. through Sunday at 5:00 p.m.) as detailed in the scope of work.
- The materials and supply markup percentage or discount rate for each group and facility.
- Any travel cost or fuel surcharges for either scheduled preventative maintenance or emergency services.
- Pager/Cell phone notification setup and implementation.

Do not include the fee proposal in the electronic format copy. Only the selected firm’s fee proposal shall be opened, all other fee proposals will be returned unopened.

**8.0 Evaluation process and selection criteria**

The following criteria and weights shall be utilized as a guideline to evaluate the Qualifications. Individual criteria have been assigned varying weights.

|  |     |
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| (a) Qualifications and Relevant Experience |     |
| • Of assigned technicians                  | 30% |
| • Of firm                                  | 20% |
| (b) Methodology and Deliverables           | 20% |
| (c) Projected Work load                    | 10% |
| (d) References from Other Similar Projects | 20% |

A selection committee will be established and will evaluate Qualifications using the criteria outlined above and reference checks will not be undertaken until later in the evaluation process. At the sole discretion of the selection committee, a short list of the highest scored proponents may be developed. Proponents included on the short list may be invited to an interview with the selection committee. The interview may include a requirement for the Proponent to make a presentation to the selection committee. The intent of the presentations/interview will be to allow the selection committee an opportunity to clarify any questions resulting from the initial evaluation.

After the presentations, the City may reevaluate the short-listed Qualifications using the same criteria and completing reference checks. The final selection will be based on the City’s sole discretion and determination of the Qualifications that best meets the needs of the City of

Laramie. Only when a final selection is made will the selected fee proposal be opened. All other fee proposals will be returned unopened.

If the City selects any of the Qualifications as best meeting the needs of the City in considering the requirements set out in this RFQ and the public interest, the City may enter into contract negotiations with the selected Proponent.

All Qualifications and materials will become the property of the City of Laramie. All costs incurred in the preparation of the Request for Qualification process shall be borne by the proposing firm.

The City of Laramie reserves the right to waive any irregularities and information in the Qualifications or fees, and to reject any and all Qualifications at any time, or to re-advertise for Qualifications at any time prior to City Council approval of a Professional Services Agreement.

**All responses shall be delivered no later than 4:00 p.m. on Thursday November 17, 2016, to:**

City of Laramie  
Scott Stevenson, Facilities Maintenance Manager  
P.O Box C  
Laramie, WY 82073  
Phone: 307-721-3585; Fax: 307-721-5284  
Email: sstevenson@ci.laramie.wy.us