



**REQUEST FOR PROPOSALS
For
MASTER MAINTENANCE AGREEMENT**

February 8, 2024

For

**Chemical Treatment
Washington State University**

By

Facilities Services, Capital

Proposal Deadline: March 5, 2024, 3:00 pm

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I. INTRODUCTION

Washington State University (WSU), Facilities Services is advertising to retain a contractor to provide chemicals and chemical treatment expertise to support University heating, cooling, and other maintenance and repair activities.

Point of Contact

To be considered, all Proposals should be submitted via email in PDF format electronic file to Point of Contact:

Jeff Lannigan, Associate Director, Utilities & Energy
Department of Facilities Services
contracts@wsu.edu; lannigan@wsu.edu
509-335-7221

During preparation of the proposal submittal, all communications with WSU regarding the submittal request shall be made with Jeff Lannigan, Associate Director, Utilities & Energy, 509-335-7221, lannigan@wsu.edu. Firms are cautioned that this is the only person that shall be contacted throughout the procurement process. Any contact with other individuals, including the Selection Committee and their organizations may result in the Firm's Proposal being declared non-responsive and not eligible for further consideration.

All questions shall be received by e-mail and shall be received no later than seven calendar days prior to the submittal deadline to be included in an addendum posted to the website.

Selection Committee

The Selection Committee for the RFP may consist of representatives from Washington State University, Faculty, Staff, the Department of Facilities Services, Technical Consultants, outside Industry Partners, Community Members or other applicable user groups. At this time WSU has assembled the following individuals to serve on the selection committee to evaluate proposals. No contact with selection committee members other than the Point of Contact is permitted. Owner reserves the right to add or remove representatives at any time without notice.

Voting Participants

Karrie May, Steam Plant Manager

Rex Riggs, Control Shop / Refrigeration Supervisor

Tom Moore, Maintenance Mechanics Supervisor

Ryan Gehring, Shops Superintendent

Jeff Lannigan, Associate Director, Utilities & Energy

About WSU Facilities Services

Facilities Services is a service organization that plans, designs, constructs, operates, and maintains the physical facilities and environments of the University at its Pullman, Vancouver, Tri-Cities, Everett, and Spokane campus locations, as well as research stations throughout the state. With a dedicated staff of over 400 individuals, they also operate, maintain, and improve the

Pullman Campus's buildings, grounds, utilities, and related services.

The integration of the people maintaining and constructing the University's facilities is at the heart of Facilities Services. The whole of facilities strives for responsible stewardship, and future focused design and construction.

Selection Schedule

- | | |
|---|----------------------------|
| 1. Request for Proposals Advertised | February 6, 2024 |
| 2. Pre-RFP Informational Meeting | February 22, 2024, 1:00 pm |
| By Zoom:
https://wsu.zoom.us/j/94074199370?pwd=QitqYnFsOFBYRXdkVERhTCs3SHICUT09&from=addon | |
| By Phone: 253-215-8782 | |
| Meeting ID: 940 7419 9370 | |
| Passcode: 894611 | |
| 3. Last Day for Questions/Clarifications | February 27, 2024 |
| 4. Submittal deadline | March 5, 2024, 3:00 pm |
| 5. Notify finalists or Selection Announcement | March 12, 2024 |
| 6. Interview finalists (if necessary) | March 18-20, 2024 |
| 7. Final Selection Notification | March 22, 2024 |
| 8. Notice to Proceed | April 8, 2024 |

Pre-RFP Informational Meeting

Interested proposers are encouraged to attend the virtual Pre-RFP Informational Meeting, but attendance is not required to submit a proposal. This meeting will provide proposers an opportunity to hear about the RFP Process, the scope of work and ask questions directly of the WSU team.

Site Visits

WSU will provide reasonable access to the Project Site for Proposers. If proposer would like a site visit, contact the Point of Contact for this RFP.

II. SCOPE OF WORK

Description

Washington State University Facilities Services operates and maintains over 1000 facilities statewide, and the effective chemical treatment of heating, cooling, and other building and district energy systems is essential to assure optimum performance, long life, and reliable operation. The University is interested in a long-term partnership to provide innovative and cost-competitive solutions to manage and deliver chemicals, optimize their use, and provide the expertise to guide and support appropriate chemical treatment for University assets.

The proposer will provide chemicals and expertise to support the following systems:

- A. Steam production and distribution, including 5 high pressure steam boilers, softener and reverse osmosis water treatment, and distribution steam and condensate piping.
- B. District chilled water, including eight chillers, cooling towers, reverse osmosis water treatment system, thermal energy storage tank, and distribution system piping.
- C. Stand-alone chillers and boilers.
- D. Internal building heating and cooling loops.

Optional enhancements or future implementations may include:

- A. Renewal, replacement, enhancements, or repair of district energy or building systems related to chemical treatment systems or programs.
- B. The identification and diagnosis of contamination or performance concerns, and related treatment and cleaning of systems as required.
- C. Other related scopes of work as needed.
- D. Other campus locations as needed.

Requirements

Minimum Qualifications: The University has set the following minimum mandatory qualifications for Respondents:

- A. Demonstrated firm experience and history with institutional and industrial chemical treatment.
- B. Demonstrated personnel experience with building and district energy systems, chemistry, and chemical treatment.
- C. Demonstrated capability to support WSU needs and respond promptly with chemicals, expertise, or other support as necessary.

Preferred Qualifications: The University has established the following preferred qualifications for Respondents:

- A. Vendor familiarity with a campus systems and operations.
- B. Vendor's proximity to WSU facilities to assure prompt and efficient response.

Prevailing Wage Requirements

Contractor shall pay the prevailing rate of wages to all workers, laborers, or mechanics employed in the performance of any part of the Work in accordance with RCW 39.12 and the rules and regulations of the Department of Labor and Industries. The schedule of prevailing wage rates for the locality or localities of the Work, is determined by the Industrial Statistician of the Department of Labor and Industries. "Washington State Prevailing Wage Rates for Public Works Contracts/Whitman County" are made a part of the Contract Documents and are included at the end of this Section. It is the Contractor's responsibility to verify the applicable prevailing wage rate.

Before payment is made by the Owner to the Contractor for any work performed by the Contractor and subcontractors whose work is included in the application for payment, the Contractor shall submit, or shall have previously submitted to the Owner for the Project, a Statement of Intent to Pay Prevailing Wages, approved by the Department of Labor and Industries, certifying the rate of hourly wage paid and to be paid each classification of laborers, workers, or mechanics employed upon the Work by Contractor and Subcontractors. Such rates of hourly wage shall not be less than the prevailing wage rate.

In compliance with chapter 296-127 WAC, Contractor shall pay to the Department of Labor and Industries the currently established fee(s) for each statement of intent and/or affidavit of wages paid submitted to the Department of Labor and Industries for certification.

Consistent with WAC 296-127-320, the Contractor and any subcontractor shall submit a certified copy of payroll records if requested.

III. PROPOSAL REQUIREMENTS AND CRITERIA

Proposal Certification

The vendor must certify in writing that all vendor proposal terms, including prices, will remain in effect for a minimum of 60 days after the Proposal Due Date.

Bid Bond

A bid bond is not required.

Payment & Performance Bond

A Payment & Performance Bond will not be required.

Responsible Proposer

When determining whether a proposer is responsible, or when evaluating a proposal, the following factors, in addition to price, may be considered, any one of which will suffice to determine whether a proposer is responsible or the proposal is the most advantageous to the University:

- The ability, capacity and skill of the proposer to perform the contract or provide the work required.
- The character, integrity, reputation, judgment, experience and efficiency of the proposer.
- The quality of performance of previous public and private contracts or services, including, but not limited to, the proposer's failure to perform satisfactorily or complete any written contract.
- The previous and existing compliance by the proposer with laws relating to the contract or services.
- Evidence of collusion with any other with any other proposer, in which case colluding proposers will be restricted from submitting further proposals.
- Licensed to do business in the State of Washington.
- Have a current state unified business identifier number.
- Have industrial insurance coverage for employees working in Washington as required in Title 51 RCW; an employment security department number as required in Title 50 RCW; and a state excise tax registration number as required in Title 82 RCW.
- Not be disqualified from bidding on any public works contract under RCW 39.06.010 or 39.12.065(3);
- Commitment that personnel will not be changed during the life of each project without prior consent and notice to WSU.

Proposal Submittal

The proposal shall include information documenting how the proposer meets the evaluation criteria below. Proposal elements will be evaluated using the weighted distribution identified below. Each Firm's Proposal shall be in PDF format, with the page size set to 11 x 17 (A3) and limited to two single-sided pages for all submittal information with the exception of the line item cost proposal on the provided form. Font size to not be less than 10 point, no links within the content will be reviewed and any pages beyond the three pages will not be reviewed.

1. Firm Organization and Responsibilities

- a. Provide Proposer's Point of Contact name and address, including email and phone number, for correspondence throughout the procurement process.
- b. Describe the proposed team members, the organization, and the responsibility of each team member. Describe their availability, assignment, and involvement in each aspect of the services provided. Include a visual element that shows the relationships within the team.
- c. Provide abbreviated resumes of the key individuals working along with three references for each individual. Resumes to focus on experience relevant to this work and why they are being proposed for this project.

2. Firm Experience:

- a. Provide a brief history of the firm outlining the firm's experience and qualifications to meet the requirements of the RFP. Material need not be elaborate or extensive but should depict, in the manner chosen by the respondent: scope and quality of respondent's work and the type of services provided.

3. Approach Plan:

- b. Describe your overall approach to meeting the needs of the Scope of Work described in this Request for Proposals.
- c. Discuss the core concepts of your internal and external diversity and inclusion plans specific to this project. Identify any strategies, resource commitments, and steps you take to impact access to opportunities, capital and training for small businesses, OMWBE, WBE, MBE, SBE, and VBE within your firm, sub consultants, suppliers, etc.

4. Cost:

- a. Provide line item cost proposal on WSU provided form. Proposers may modify the form as needed to address their specific chemical program approach, but must adequately address each identified cost category. The proposal is intended to include all work required to provide WSU with a first year of maintenance work under the master agreement.

5. References:

- a. Provide complete contact information for references from at least three clients for which similar work has been performed.

Proposal Evaluation

The University, through a Selection Committee, will review proposals submitted in response to this RFP based on the evaluation criteria and weighting identified herein. The University reserves the right to reject any or all Proposals and may also check references from prior clients, contractors, suppliers, subcontractor, and consultants not explicitly identified within the Proposal.

Proposal's will be evaluated in accordance with the following weighted distribution:

Firm Organization and Responsibilities	20 points
Firm Experience	30 Required

Approach Plan	30 points
Proposed Cost	20 points
References	Pass/Fail
Acceptance of University Agreement	No Score
Proposal Total Possible Score	100 points
Interview (if required)	50 points
Maximum Possible Score	150 points

Interviews may be conducted if the Selection Committee feels that interviews are needed. It is possible that up to three firms may be shortlisted for interviews. Notification of potential interviews will be per the schedule in Section A above.

WSU reserves the right, at its sole discretion, and based solely on its determination of the candidate firm's qualifications, to accept or reject any or all Proposals, to postpone the selection process for its own convenience at any time, to waive any defects, informalities or irregularities in the Proposal's, and to re-advertise for this work.

The candidate firms acknowledge and agree that in submitting a Proposal pursuant to this Request for Proposal, the preparation of all materials for submittal and all presentation are at their sole cost and expense, and WSU shall not, under any circumstances, be responsible for any cost or expense incurred by the candidate firms in this regard. Proposers will not be allowed to alter their proposal documents after the deadline for proposal submission. In addition, the candidate firms acknowledge and agree that all submitted Proposal's shall remain the property of WSU and may be disclosed after award to selected firm(s).

Proposal Submission and Deadline

Any addenda issued for this RFP will be published at the following website address:

<https://facilities.wsu.edu/contractors/>

Respondents are responsible for checking the website prior to the submission of their Proposal for any addenda. If you are unable to download the addenda notify the Point of Contact.

Proposals must be submitted via email in PDF Format no later than **3:00 PM on March 5, 2024**.

Proposals are to be emailed to contracts@wsu.edu and copied to lannigan@wsu.edu. A confirmation of receipt will be sent to the submitting party, and a list of responding firms will be posted at the website above shortly after the submission time has passed. Respondents are responsible for ensuring and confirming receipt of the Proposal by the deadline stated above. Proposal received after the deadline will not be considered.

IV. SUPPLEMENTAL INFORMATION

Protest Procedures

Firms shall provide written notification to the Assistant Vice President, Facilities Services, Capital of any protest within four (4) business days from the date the proposer was notified of the selection decision. Any protest received more than four (4) business days from the date notification was made shall not be considered.

Form of Agreement

The Master Maintenance Agreement to be utilized for this work is posted on the website at <https://facilities.wsu.edu/contractors/>. Each firm must affirm in their Proposal that the terms and conditions of this agreement are acceptable; or if the firm takes exception to any of the language in the agreement they must specifically describe the reasons for the exceptions. The university makes no commitment to any modifications based on the comments received. Each firm's response to this section shall not be scored nor used as a condition of consideration.

The Master Maintenance Agreement will govern each Maintenance Order let under the master. The University intends, at minimum, to award an annual maintenance order to provide the base scope of services described in this RFP.

Award

If the respondent and University cannot agree on final terms of the Master Agreement the University may cancel the negotiations and begin negotiations with the next highest-ranking firm. Should the University choose to cancel the negotiations upon failure to arrive at an agreement, such cancellation will be effective upon receipt of written notification to the respondent. The respondent shall not be reimbursed for any costs associated with the negotiations.

Nondiscrimination

Washington State University is committed to the enhancement of opportunities for minority and women owned and controlled firms in public contracting. MWBE business enterprises will be afforded full opportunity to submit Proposal's in response to this Request for Proposals and will not be discriminated against on the grounds of race, color, sex, religion, or national origin in consideration of an award.

Registration, Licensing and Insurance

Registration, licensing, and insurance coverage shall be as required by State of Washington Laws, as applicable to the work being provided.

End of Request for Proposals