



**REQUEST FOR PROPOSALS
For
MASTER MAINTENANCE AGREEMENT**

April 25, 2024

For

**Mixed Bed Media Regeneration
Washington State University**

By

Facilities Services, Capital

Proposal Deadline: May 21, 2024, 3:00 pm

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I. INTRODUCTION

Washington State University (WSU), Facilities Services is advertising to retain a contractor to perform regeneration of mixed bed media serving treated water systems on the Pullman campus.

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

Rick Hull, Plumbing Shops 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 | April 23, 2024 |
| 2. Pre-RFP Informational Meeting (virtual) | May 7, 2024, 2:00pm |
| By Zoom: | |

<https://wsu.zoom.us/j/97631000733?pwd=ZC9ISjh1SkZ3RG9vYXJ4cEpHc0FWQT09&from=addon>

By Phone: 253-215-8782

Meeting ID: 976 3100 0733

Passcode: 697838

- | | |
|---|-----------------------|
| 3. Last Day for Questions/Clarifications | May 14, 2024 |
| 4. Submittal deadline | May 21, 2024, 3:00 pm |
| 5. Notify finalists or Selection Announcement | May 29, 2024 |
| 6. Interview finalists (if necessary) | June 4-6, 2024 |
| 7. Final Selection Notification | June 11, 2024 |
| 8. Notice to Proceed | June 18, 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 the proposers are interested in a site visit, a single site visit for any and all interested proposers will be scheduled at the Pre-RFP meeting.

II. SCOPE OF WORK**Description**

A critical function at WSU is the production of deionized or demineralized water, which is essential for varied applications including laboratory experiments, cage and glass washing, and boiler feedwater, to name a few examples. The method to produce deionized water is dependent on the application and the level of demineralization required, but in almost every case ion exchange media is a key component. The equipment utilized at WSU Pullman to regenerate the media from resin tanks and appropriately dose chemicals has reached the end of its life and is strained to support both the quantity of regenerations performed and the level of quality to be expected at a research institution. Facilities Services is seeking an outside vendor to perform the regeneration of the university's resin tanks at the vendor's off-campus facility.

The total throughput of mixed bed media at WSU Pullman is estimated at thirty cubic feet per month. The campus has (13) buildings with between two and eight 3.5 cu ft tanks, and (14) buildings with two to four 1 cu ft tanks. Typically, the University has (36) 1 cu ft tanks and (51) 3.5 cu ft tanks in service across campus, and (24) 1 cu ft tanks and (8) 3.5 tanks staged at Facilities for rotation.

Responses shall provide solutions to clearly address the following:

- A. The regeneration of mixed bed media at the proposer's off-campus facility, including transportation of tanks to and from this location.

- B. Communication of where and when tank regens are needed, disconnect the exhausted resin tanks from water treatment systems at the facilities where they are utilized, and simultaneously replace these with regenerated media.
- C. Maintenance of an on-campus stock of spare regenerated resin tanks for use when immediate replacement is necessary.
- D. Identification and tracking of system performance issues, and the analysis of quality or contamination concerns, including degraded media performance.

Optional enhancements or future implementations may include:

- E. Maintenance, repair, and renewal of water purifications systems and equipment in buildings, including filtration, reverse osmosis, ultraviolet, pumps, control valves, electronic controllers, piping, or other system components.
- F. The identification and diagnosis of contamination or performance concerns, and the treatment and cleaning of complete treated water systems as required.

Requirements

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

- A. Demonstrated experience and history with water treatment systems of all purity levels.
- B. Demonstrated ability to regenerate mixed bed media and maintain water quality standards.
- C. Capability to accommodate WSU throughput and return regenerated tanks within a reasonable time frame.

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

- D. Vendor familiarity with campus systems and operations.
- E. 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 approach but must adequately address each identified cost category.

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	30 points
Firm Experience	20 points
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 Selection Schedule.

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 May 21, 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.

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.

IV. SUPPLEMENTAL INFORMATION**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.

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 Proposals 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 and Licensing

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

End of Request for Proposals