



TOWN OF BRIDGEWATER

REQUEST FOR PROPOSAL (RFP) COVER PAGE

RFP NUMBER:	RFP2020-Generator
ISSUE DATE:	November 23, 2020
PROPOSAL DUE DATE:	January 8, 2021
LAST DAY FOR QUESTIONS:	December 31, 2020
PURPOSE:	Proposals for Backup Generator for Bridgewater Community Center
CONTACT:	Betsy Putney, Deputy Public Works Director (540) 908-4212

I. DEFINITIONS

“Registered Vendor”A potential vendor who has acknowledged receipt of this RFP by an email sent to procurement@bridgewater.town and provided an email address for the receipt of notices and addenda.

DO THIS FIRST. 🙌

II. REQUEST

The Bridgewater Community Center sits at 201 Green Street, Bridgewater, Virginia, and it is the seat of Bridgewater’s town government. We seek to install a backup generator to provide electricity to the entire building automatically whenever utility-provided current fails. This RFP seeks proposals for an

installed, turn-key solution filling this need. The vendor is expected to choose the best location for the generator and perform all necessary installation. (Ideally, generator locations will be shown on vendor submissions.)

Suggested criteria for the generator and related items are attached as Exhibit A, but we will defer to vendors' expertise in specifying equipment.

III. EVALUATION CRITERIA

(a) **Suitability...33 points**

- (1) The degree to which the solution proposed would satisfy the purpose described in Part II above.

(b) **Cost...33 points**

- (1) Cost includes any initial outlays by the Town to the vendor. It also includes outlays to others for necessary services *not* provided by the vendor. For example, if the vendor declines to install the necessary gas line, it will be docked points for "cost" approximating what the Town would have to pay for installation. (Again, we hope that vendors will make totally turnkey proposals, but we also know that some of you will skip straight to the specs without even reading this part.)
- (2) To the extent it can be determined (even generally) cost also includes expenditures required later for maintenance, repairs, etc. In other words, a more reliable brand might be awarded extra points for cost savings, even if the savings cannot be quantified.

(c) **Post-Sale Issues...24 points**

- (1) Degree to which the vendor or another company can and will provide regular maintenance for the generator.
- (2) Degree to which emergency repairs can be provided for the generator.

(d) **Miscellaneous Issues...10 points**

- (1) Clarity and responsiveness of the proposal.
- (2) Degree to which the proposal is actually turnkey, meaning that the vendor will be responsible for **all** installation issues.

IV. Instructions to Offerors.

- (a) Please keep proposals short. There is no maximum length, but there will most definitely be diminishing returns above three pages.

- (b) We prefer that proposals be submitted by email to procurement@bridgewater.town as a single .pdf file. That being said, you may use the post instead by mailing the proposal to

Generator Proposal
Town of Bridgewater
201 Green Street
Bridgewater, Virginia 22812

Either way, the proposal must arrive on or before the Proposal Due Date.

- (d) If you have a question about anything related to this RFP, email it to procurement@bridgewater.town. We will answer it to the best of our abilities, release the answer as an addendum on our website, and notify all Registered Vendors. Questions must be received by the Last Day for Questions shown above.
- (e) You may also inspect our building upon reasonable notice to us. Bear in mind, if you ask us questions, we'll send the answer to all Registered Vendors. If you glean information on your own, we won't have anything to share.
- (f) If a proposal contains proprietary information or trade secrets, such information must be segregated and clearly marked as such.
- (g) A proposal may be modified or withdrawn by the vendor any time prior to the Proposal Due Date shown above. The vendor shall notify the Town in writing of its intentions. Modified and withdrawn proposals may be resubmitted to the Town up to the Proposal Due Date.
- (h) Under its general (but not invariable) practice, the Town will interview two or more vendors whose proposals are ranked highest. The contract will be awarded to the vendor who scores highest on the evaluation criteria.
- (i) Vendors claiming to be aggrieved by any part of this procurement process must abide by the Town's Administrative Appeals Procedure, set out in § 6.3 of the Town Procurement Policy.

V. General Conditions.

- (a) Each vendor, by submitting a proposal in response to this RFP, represents that it has read and understands the RFP and has familiarized itself with all federal, state and local laws, ordinances, rules and regulations that in any manner may affect the cost or performance of the services to be offered.
- (b) If any party contemplating the submission of a proposal on this RFP is in doubt as to the meaning of any part of the RFP or the services to be rendered, the party should submit a written request for an interpretation thereof to the Town. Interpretations of

the contract specifications will be made only by addendum duly issued by email to each Registered Vendor.

- (c) Likewise, any changes to the RFP will be in the form of a written addendum from the Town which shall be signed by the Town Manager or other duly authorized representative.
- (d) The Town reserves the right to waive any informality in proposals (including the requirement of a cover sheet) and to reject any or all proposals.
- (e) Any contract resulting from this RFP shall be governed by the laws of the Commonwealth of Virginia and the Town of Bridgewater. Any dispute arising out of such contract, its performance, or its interpretation shall be litigated only in the Circuit Court of the County of Rockingham, Virginia.
- (f) In case of any contractual default of the successful vendor, the Town, after due notice, may procure the goods and services contracted for from other sources and hold the successful offeror responsible for all damages including, without limitation, attorneys' fees and any other excess cost occasioned thereby
- (g) The successful vendor agrees and covenants that his agents and employees shall comply with all Town, State and Federal laws, and rules and regulations applicable to the business to be conducted under the contract.
- (h) Anti-Discrimination Provisions.
 - (1) The successful vendor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, gender identity, national origin, age, disability, status as a service disabled veteran, or any other basis prohibited by state law relating to discrimination in employment, except where there is a *bona fide* occupational qualification reasonably necessary to the normal operation of the contractor. The successful vendor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
 - (2) The successful vendor, in all solicitations or advertisements for employees or on behalf of the successful offeror, will state that such contractor is an equal opportunity employer.
 - (3) Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.

(4) The successful vendor shall include the provisions of paragraphs (h)(1)-(3) of this section in every subcontract or purchase order of over \$10,000 so that the provisions will be binding upon each subcontractor or vendor.

(5) **The Town does not discriminate against faith-based organizations.**

(i) Subcontractors.

(1) The successful vendor awarded the contract for this project shall take one of the two following actions within seven days after the receipt of amounts paid to him by the Town for work performed by his subcontractor(s) under the contract: (i) pay the subcontractor(s) for the proportionate share of the total payment received from the Town attributable to the work performed by the subcontractor(s) under the contract; or (ii) notify the Town and subcontractor(s), in writing, of his intention to withhold all or a part of the subcontractor's payment with the reason for nonpayment.

(2) The successful vendor shall pay interest to the subcontractor(s) on all amounts owed by the contractor that remain unpaid after seven days following receipt by the contractor of payment from the Town for work performed by the subcontractor(s) under the contract, except for amounts withheld as allowed by subparagraph (i)(1) above. Unless otherwise provided under the terms of this contract, interest shall accrue at the rate of one percent per month.

(3) The successful vendor shall include in each of its subcontracts a provision requiring each subcontractor to include or otherwise be subject to the same payment and interest requirements.

(j) Miscellaneous.

(1) All work must be completed by June 1, 2021, and an invoice must be presented for payment by June 15, 2021.

NOVEMBER 20, 2020

Date

TOWN OF BRIDGEWATER

By: _____

Town Manager

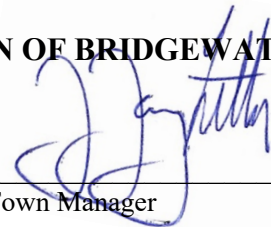


EXHIBIT A
Suggested Criteria

- Industrial Generator, at least 80 Kw
 - Natural-gas powered. (However, if you believe diesel would meet our needs better, feel free quote diesel.)
 - Liquid cooled
 - Three Phase
 - 120/208 Volts
 - At least 278 amps
 - Relatively quiet, so as not to disturb residential neighbors, though we have not fixed a precise decibel level.
- Block heater
- Battery charger and battery
- Automatic transfer switch—service entrance rated