

## REQUEST FOR PROPOSALS

### **PROPOSAL FOR PLUMBING SERVICES FOR THE TOWN OF MONROE**

The RFP consist of the documents listed below. Please initial at the bottom of each page where noted, and sign where indicated.

The Proposal to be submitted consists of \_\_\_\_\_ pages and includes the following:

1. Notice of RFP
2. RFP for Plumbing Services
3. Proposer's Information Sheet
4. Fee Schedule
5. Proposer's Certificate of Compliance with the Iran Divestment Act
6. Statement of Non-Collusion
7. Description of Town Water District Facilities
8. Certificates of Insurance

#### APPENDIX "A" (Town Contract Clauses)

The undersigned proposes to furnish plumbing services including preventative maintenance, repairs, and emergency services, on an as needed basis, as requested by the Town, for all Town of Monroe facilities.

At the time of the opening of proposals, each Contractor will be presumed to have conducted its due diligence on the Town's facilities, and to have read and to be thoroughly familiar with the Contract documents. Failure or omission of any Contractor to examine any forms, instruments, or documents shall, in no way, relieve the Contractor from any obligation with respect to its Proposal.

**NOTICE OF REQUEST FOR PROPOSALS**

**PLUMBING SERVICES FOR THE TOWN OF MONROE**

**NOTICE** is hereby given that RFPs will be received by the Town Clerk, for the Town of Monroe, County of Orange, State of New York on or before **January 28, 2019** at 10:30 A.M., prevailing time, at Monroe Town Hall, 1465 Orange Turnpike, Monroe, New York, at which time and place proposals will be opened and read in public for:

**PLUMBING SERVICES FOR THE TOWN OF MONROE WATER DISTRICT  
FACILITIES AND OTHER TOWN FACILITIES AS NECESSARY**

**FOR A CONTRACT PERIOD OF FEBRUARY 20, 2019 through FEBRUARY 19, 2020.**

Interested parties may request the RFP, including detailed specifications and other RFP information from the Town Clerk's Office at the above address beginning on **January 10, 2019**, during regular business hours 8:00 A.M. to 4:00 P.M., excluding holidays and weekends.

All Proposals must be presented on forms supplied by the Town in the RFP. Any RFPs not returned on the proper forms will not be considered. All blank spaces for prices must be filled in, in ink or typewritten, in both words and figures. Erasures or other changes in the Proposal must be explained or noted and initialed by the Contractor. Where there is a discrepancy between amounts in written words and printed numbers, the written word will control. **Proposals must be received by the Town Clerk's Office no later than 10:30 a.m. on January 28, 2019.** In the event of duplicate Proposals, the Town Board reserves the right to make the award to the Proposer it believes would best service the needs of the Town. The Town Board further reserves the right to waive informalities and to reject any and all Proposals, provided the best interest of the Town is served thereby.

RFPs shall be plainly marked on the outside of the sealed envelope as follows: **PROPOSAL FOR PLUMBING SERVICES FOR THE TOWN OF MONROE WATER DISTRICT FACILITIES AND OTHER TOWN FACILITIES AS NECESSARY.** The Town assumes no responsibility for Proposals returned by mail.

Dated: January 10, 2019

BY ORDER OF THE TOWN BOARD  
OF THE TOWN OF MONROE  
MARY ELLEN BEAMS, TOWN CLERK

## **TOWN OF MONROE**

### **REQUEST FOR PROPOSALS FOR PLUMBING SERVICES FOR THE TOWN OF MONROE OF MONROE WATER DISTRICT FACILITIES AND OTHER TOWN FACILITIES AS NECESSARY**

The Town of Monroe, New York, is requesting proposals from qualified plumbers to provide plumbing services to Town of Monroe facilities as provided herein. Proposals will be received at the Town Clerk's Office, 1465 Orange Turnpike, Monroe, NY 10950 until 10:30 a.m. on January 28, 2019 at which time no further proposals will be considered. Request for Proposal documents and specifications can be obtained from the Town Clerk's Office between the hours of 8:00am and 4:00pm, Monday to Friday and will also be available on the Town's website under RFP's at [www.monroeny.org](http://www.monroeny.org).

The Town of Monroe is an Equal Opportunity Employer.  
The Town may select and retain one or more Contractors.

#### **I. INTRODUCTION**

##### **A. General Information**

The Town of Monroe (the Town) is requesting proposals from qualified plumbers to furnish plumbing services including preventative maintenance, repairs and emergency services for all Town of Monroe facilities (including Water Districts), on an as needed basis, as requested by the Town. See detailed list in the annexed "Description of Town Facilities."

It shall be the responsibility of the Contractor to be available for on-call service on a 24 hour, 7 days a week basis. When called for service, the Contractor shall respond and be ready to work at the property within one hour from the time of the call for emergency service and within 48 hours for non-emergency service.

All materials, supplies, and equipment shall be provided by the Contractor. As necessary, the Contractor may submit a rate for materials used for service to the Town.

There is no expressed or implied obligation for the Town to reimburse any parties for any expenses incurred in preparing proposals in response to this request.

Nine (9) copies of a proposal must be received at the Town Clerk's Office, Town of Monroe, 1465 Orange Turnpike, Monroe, NY 10950 by 10:30 a.m. on January 28, 2019. The Town of Monroe reserves the right to reject any or all proposals submitted. Proposals submitted will be evaluated by the Town Board, Town Special Counsel and the Town Highway Superintendent.

During the evaluation process, the Town of Monroe reserve the right, where it may serve the Town's best interest, to request additional information or clarifications from proposers, or to allow corrections of errors or omissions. Any party submitting a proposal may be requested to make oral presentations as part of the evaluation process.

Submission of a proposal indicates acceptance by the proposer of the conditions contained in this Request for Proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Town of Monroe and the proposer selected.

It is anticipated the selection of a Contractor will be completed no later than February 4, 2019. Following the notification of the selected firm, and approvals by the Town Board, it is expected that contract will be executed between both parties within thirty (30) days of issuance approvals of the award.

## **B. Term of Engagement**

### 1. Contract Period

The agreement shall be for a one (1) year period and shall become effective immediately upon execution of an Agreement. The agreement may be extended for three successive one-year periods at the discretion of and as approved by the Town Board.

2. The Town may at any time and for any reason, with or without cause, terminate this Agreement by written notice specifying the termination date, which shall be not less than seven (7) days from the date such notice is given. In the event of such termination, services shall be paid for in such amount as shall compensate the Contractor for the services satisfactorily performed prior to termination. Such amount shall be fixed by the Town after consultation with the Contractor, and shall be subject to audit by the Town Board and the Town Finance Department. Termination under this section shall not give rise to any claim against the Town for damages or for compensation in addition to that provided hereunder. The Contractor shall perform all services necessary and reasonably desirable in order to assist the Town in meeting all deadlines and ensuring safe reliable services, as may be in the best interests of the Town as determined by the Town Board and/or the Highway Superintendent.

In the event of such termination, the Contractor shall provide its successor with access to all documents, information and other documents that may have been used or drafted in connection with and as part of the performance of the services hereunder and based on mutually agreeable terms and conditions as set by and between the Town and the Contractor.

Nothing herein shall give the winning Proposer an exclusive right to such work in cases where an emergency exist requiring immediate response.

## **II. NATURE OF SERVICES REQUIRED**

## **A. General**

The Town of Monroe is soliciting the services of qualified plumbers for one (1) year with an option to approve three successive one-year extensions at the discretion of and as approved by the Town Board.

## **B. Qualifying Requirements**

### ***Qualified Contractor***

The Town of Monroe desires a Contractor to provide plumbing services to the Town of Monroe facilities as may be deemed necessary. The Contractor shall be available, as needed, on a 24 hour, 7 day a week basis. The Contractor shall respond for calls for service and be ready to work on site within one hour from the time of the call for emergency service and 48 hours of a non-emergency call, unless otherwise requested.

The Contractor shall be experienced in plumbing services and have formal education in plumbing services. The Contractor shall maintain such experience at the appropriate level of responsibility, along with the Contractor's licenses and registration.

The Contractor shall have experience in providing general plumbing services in compliance with applicable New York State and Federal laws, rules, and regulations. All work performed shall be completed in a professional workmanlike manner in accordance with all Code requirements, local, State and Federal Laws and Regulations.

The Contractor shall possess a valid license, in good standing, and maintain liability insurance.

The Contractor's employee(s) and apprentice(s), if any, shall be qualified and paid the prevailing wage rate.

The Contractor shall maintain reports, records, and itemized invoices for each call for service. All records, reports, and invoices shall be made available to the Town upon request.

The Contractor shall be required to obtain all necessary Town, County, State and Federal permits and licenses for equipment, personnel, and completing the work.

The Contractor must adhere to local ordinances.

The Contractor will be required to verify all requirements specified herein.

Upon completion of work, the Contractor shall clean up and make safe including removing any hazardous debris the area where the work was performed. Any debris, equipment or other items found in pipes causing blockages shall be disposed of properly by the Contractor.

Work areas must be clearly marked so as to identify all work and any dangers. The Contractor shall practice acceptable safety precautions to prevent harm to any persons and/or property.

***Location:***

The Contractor must have an office located within the State of New York and resident staff must be able to offer the full range of services required by this Request for Proposals.

***Non-Discrimination:***

No person shall be denied or subjected to discrimination on account of any services, or activities made possible by or resulting from this agreement on the grounds of sex, race, color, creed, national origin, age (except minimum age and retirement provision), marital status or the presence of any sensory, mental or physical handicap. Any violation of this provision shall be considered a violation of a material provision of this agreement and shall be grounds for cancellation, termination or suspension in whole or in part of the agreement by the Town of Monroe and may result in ineligibility for further Town of Monroe contracts. The proposer shall at all times in the proposal and contract process comply with all applicable Town of Monroe, state, and federal anti-discrimination laws, rules, regulations and requirements thereof.

***Other:***

Supervisory members of the Contractor shall be licensed, whom is in good standing, to provide plumbing services in the State of New York.

Proposer must provide listing of any current and past New York municipal clients.

**B. Reporting**

After a call for service is deemed complete by the Town, a detailed invoice that includes a description of the services rendered, materials used, if any, status of the project, and any other necessary information shall be provided, in writing, within fourteen (14) days of the completion of the service request. The Report shall be provided to the Town Clerk.

The Town has the right to the full and exclusive possession of information, materials, documents, and electronic data produced by the Contractor relating to any services rendered for the Town.

**C. Implied Requirements**

All services not specifically mentioned in this Request for Proposals that are necessary to provide the functional capabilities described by the Contractor shall be included in the Scope of Services.

**III. SUBMISSION OF PROPOSALS**

The following material is required to be received by 10:00 a.m. on January 28, 2019 for a proposing Consultant to be considered:

**1. Title Page** - Title page showing the Request for Proposals subject; the Contractor's name; the name, address and telephone number of a contact person; and the date of the proposal.

**2. Transmittal Letter** - A signed letter of transmittal briefly stating the Proposer's understanding of the work to be done, the commitment to perform the work within the time period, a statement why the Contractor believes itself to be best qualified to perform the engagement and a statement that the proposal is a firm and irrevocable offer for the period covered.

**3. Statement of Independence** - The Contractor should provide an affirmative statement that it is independent of the Town of Monroe. The Contractor should also list and describe the Contractor's professional relationships involving the Town of Monroe or any of its agencies for the past five (5) years, together with a statement explaining why such relationships do not constitute a conflict of interest relative to performing the proposed services. In addition, the Contractor shall give the Town of Monroe written notice of any professional relationships entered into during the period of this agreement.

**4. Licensed in New York** -An affirmative statement should be included indicating that the Contractor and all professional staff possess all licenses required, that the license holders are in good standing, and that all professional staff are properly qualified to provide plumbing services in Orange County, New York.

**5. Firm Qualifications and Experience** - The Contractor should state the number and nature of the professional staff to be employed in this engagement on a full-time basis and the number and nature of the staff to be so employed on a part-time basis. In addition, the Contractor shall specify whether the Contractor has experience providing general plumbing services. The Contractor shall also provide information on the circumstances and status of any disciplinary action taken or pending against the firm during the past three (3) years with state regulatory bodies or professional organizations.

**6. Supervisor and Staff Qualifications and Experience** - The Contractor should identify the principal supervisory and management staff, including managers, other supervisors and specialists, who would be assigned to provide plumbing services. The Contractor should indicate whether each such person is licensed in New York, and if required, in Orange County. The Contractor should provide information on the experience of each person, including information on relevant continuing professional education for the past three (3) years, licenses and membership in professional organizations.

The Contractor should provide as much information as possible regarding the number, qualifications, experience and training, including relevant continuing professional education, of the specific staff to be assigned to provide plumbing services. The Contractor should indicate how qualified staff over the term of the agreement will be assured. The Proposer should identify the extent to which its staff reflects the Town of Monroe's commitment to Affirmative Action. If the personnel is changed, the Town of Monroe retains the right to approve or reject replacements.

**7. Similar Engagements with Other Government Entities**—The Contractor shall indicate the municipalities and number of years the Contractor has provided services for each municipality, if applicable.

**8. Rates for Additional Professional Services** —The Contractor shall indicate the hourly rate of service. The Contractor shall provide the hourly rate for calls for service outside the normal daily hours for work, if different, and the hourly rate for calls for service on Town holidays, if different from the Contractor’s normal hourly rate. The Contractor shall identify its regular business hours and days.

Inquiries concerning the Request for Proposals must be made to:

Town of Monroe  
1465 Orange Turnpike  
Monroe, NY 10950  
Attn: Mary Ellen Beams, Town Clerk  
(845) 783-1900  
(845) 782-5597 (Fax)  
[maryellen@monroeny.org](mailto:maryellen@monroeny.org)

**The Proposer shall submit an original and nine copies to the following address:**

**Town Clerk’s Office  
1465 Orange Turnpike  
Monroe, NY 10950**

#### **IV. EVALUATION PROCEDURES**

##### **A. Selection Personnel**

Proposals submitted will be evaluated by the Town Board, and the Town Highway Superintendent.

##### **B. Evaluation Criteria**

The following represent the principal selection criteria, which will be considered during the evaluation process of proposals:



1. **Mandatory Elements**

- a. The Contractor is independent and licensed in New York and, if necessary, Orange County.
- b. The Contractor's hourly rate for normal business hours, after business hours, and the Contractor's hourly rate for calls for services on Town holidays.
- c. The Contractor has no conflict of interest with regard to any other work performed by the Contractor for the Town of Monroe.
- d. The Contractor has a record of quality work including experience providing plumbing services.
- e. The Contractor adheres to the instructions in this Request for Proposals on preparing and submitting the proposal.
- f. The Contractor, in addition to entering a final contract, acknowledges that the Standard Town of Monroe Contract Clauses set forth in Appendix A will be a part of any final contract.

2. **Expertise and Experience**

1. The Contractor's experience and performance on comparable government engagements.
2. The quality of the Contractor's professional personnel to be assigned to the engagement and the quality of the Contractor's management support personnel to be available.

**C. Final Selection**

The Town will award the work described to one or more Contractors. Following notification of the Contractors selected and contract approvals by the Town Board, it is expected a contract will be executed between both parties within thirty (30) days after the award.

**D. Right to Reject Proposals**

Submission of a proposal indicates acceptance by the Contractor of the conditions contained in this Request for Proposals unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Town of Monroe and the Contractor selected. The Town of Monroe reserves the right without prejudice to reject any or all proposals or parts thereof for any reason, to negotiate changes to proposal terms and to waive minor inconsistencies with the response to the Requests for Proposal.

**E. Right to Select More than one Contractor**

The Town may select up to two (2) contractors to perform the work. If more than one contractor is selected, emergency calls initially may be rotated at the Town's discretion to each of the selected contractors and subsequent emergency calls will be routed based on the Town's review of each contractor's work to determine if the work is being performed in a timely, efficient, cost-efficient, and workmanlike manner to the acceptance of the Town. The Town at its discretion may use any of the contractors for a specific job based on the Town's determination of the contractor's ability to complete the work.

**PROPOSER INFORMATION SHEET**

**PROPOSAL SUBMITTED BY:**

Company Name \_\_\_\_\_

Contact Person \_\_\_\_\_ Telephone Number \_\_\_\_\_

Address \_\_\_\_\_

Communications concerning this proposal shall be addressed to:

The mailing address of Contractor \_\_\_\_\_

\_\_\_\_\_

Date proposal submitted \_\_\_\_\_

**If Contractor is:**

**An Individual**

By \_\_\_\_\_ (Seal)  
(Individual's Name)

Doing business as \_\_\_\_\_

Business address \_\_\_\_\_

\_\_\_\_\_

Telephone Number \_\_\_\_\_

**A Partnership**

By \_\_\_\_\_ (Seal)  
(Firm Name)

\_\_\_\_\_

(General Partner)

Business address \_\_\_\_\_

\_\_\_\_\_

Telephone Number \_\_\_\_\_

**A Corporation**

By \_\_\_\_\_  
(Corporation Name)

\_\_\_\_\_  
(State of Incorporation)

By \_\_\_\_\_

\_\_\_\_\_  
(Title)

(Corporate Seal)

Attest \_\_\_\_\_  
(Secretary)

Business Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Date of Qualification to do business in New York State if PROPOSER is not incorporated in  
New York State \_\_\_\_\_

**A Joint Venture**

By \_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address)

By \_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address)

Phone Number and Address for receipt of official communications:

\_\_\_\_\_  
\_\_\_\_\_

Each joint venturer must sign. The manner of signing for each individual, partnership, and corporation that is a part to the joint venture should be in the manner indicated above.



**PROPOSER'S CERTIFICATION OF COMPLIANCE WITH  
IRAN DIVESTMENT ACT**

Pursuant to General Municipal Law §103-g, which generally prohibits the Town of Monroe from entering into contracts with persons engaged in investment activities in the energy sector of Iran, the proposer submits the following certification:

*[Please Check One]*

- By submission of this proposal, each proposer and each person signing on behalf of any proposer certifies, and in the case of a joint proposal each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief, that each proposer is not on the list created pursuant to paragraph (b) of subdivision 3 of Section 165-a of the State Finance Law.
  
- I am unable to certify that my name and the name of the proposer does not appear on the list created pursuant to paragraph (b) of subdivision 3 of Section 165-a of the State Finance Law. I have attached a signed statement setting forth in detail why I cannot so certify.

Dated: \_\_\_\_\_, New York \_\_\_\_\_, 2019

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
TITLE

Sworn to before me this \_\_\_\_ day  
of \_\_\_\_\_, 2019

\_\_\_\_\_  
Notary Public