**Claiborne County Board Of Supervisors Request for Proposals**

**For a Guaranteed Maintenance Contract**

**For**

**All Facility Environmental and Mechanical Systems**

# Introduction

Claiborne County is seeking specific proposals from interested Contractors that are capable of providing comprehensive maintenance and facility services for the purpose of entering into a Guaranteed Lifetime Protection Contract for the following facilities in Claiborne County:

**To all County-owned buildings assigned by the Administrative Party Contact: Kenneth Ross (601) 437-5216**

# Purpose

This RFP requests services to substantially eliminate risk and deferred maintenance in the upkeep of the mechanical and environmental systems at Claiborne County. The main benefits to Claiborne County would be lower operating costs, reduced deferred maintenance costs, reduced administrative time and cost, reduced energy costs and a healthier more comfortable environment for the staff and citizens.

# Guaranteed Services

Claiborne County is interested in contracting for a full range of comprehensive environmental services. The successful contractor will show demonstrated ability in the following areas:

*For all operation and repair of all automation and control systems located at all sites. This includes but is not limited to main computer controls.*

*1. A Record of Success in Similar Contracts* 2. Strong Preventative Maintenance Skills.

1. Skilled, Highly Trained, Experienced and Substantially Sized Work Force.
2. In-House Engineering Capability.
3. In-House Project Management Capability.

The proposed price will be a guaranteed price to Claiborne County. Claiborne County will be required to pay no “Up-Front” Costs meaning no payments will be made for surveys or work required to submit a proposal. Claiborne County will not be required to pay for repairs or replacement of any equipment included under this project for the term of the agreement.

**Work Specifications:**

The equipment to be covered shall be all of the HVAC equipment at the locations listed in Attachment I. **The contractor is responsible to survey, price and cover all of the equipment**. The equipment in Attachment J will be maintained in accordance with the Work Specifications in Section H.

**Description of the Procurement Process:** It is anticipated that the process for the procurement of these services will proceed in four stages, following an advertising period of 30 days.

1. **Site Visits**: Site visits to facilities can be arranged by appointment by contacting the individual found on Attachment A. It is the responsibility of the respondent to arrange and conduct any site visits necessary to familiarize themselves with existing conditions and count of the HVAC equipment. Contractor is responsible for maintaining all the equipment at each location.
2. **Submission of Written Proposal**: Each Contractor through its designated representatives will review and evaluate the written requirements to this RFP in accordance with the selection criteria identified in Attachment E.
3. **Selection of Contractor**: Claiborne County will select the Contractor that in its sole opinion of the most qualified and best meets the needs of the County.
4. **Schedule**: Please see Attachment B for a schedule of events associated with this contract.

**Term of Contract**: This contract will be for a term of three years with options for the Claiborne County to extend for an additional three years.

**Proposal Submissions**: Companies who wish to respond to this RFP must submit six(6) responses utilizing the format outlined in Attachment C by **11/09/18 at 4:00 p.m.** to the following address:

***Claiborne County Board Of Supervisors***

***510 Market Street***

***Port Gibson, Ms. 39150 Attn: Kenneth Ross***

All submissions become property of Claiborne County and will not be returned.

All costs associated with the submission preparation will be borne by the submitting contractor.