



Authorization to Advertise

Date: Oct 11, 2023

Solicitation No.: 23-8183 **Title:** Underground Utility Parts Supplier

Due Date and Time: November 14, 2023 @ 3:00 PM EST

Utilizing Local Vendor Preference: Yes ☒ No ☐ **Grant Funded:** Yes ☐ No ☒

By signing, I am acknowledging that I have reviewed the above referenced solicitation prior to being released to advertisement, and that the approach, scope and specifications are acceptable.

I also acknowledge that a cost estimate or opinion of cost was obtained, and that budgetary resources have been identified to fund any resulting award within the budgeted or reasonable Threshold.

The approach being taken with this solicitation and intended end use of the contract is intended to support the management and operational needs of the Division and takes other potential using Divisions' needs into consideration (when applicable).

Required Signatures

Design Professional: N/A

Project Manager: DocuSigned by:
Pamela Libby 10/13/2023
6AC73A4B434C4D3...

Division Director: DocuSigned by:
Howard Brogdon 10/13/2023
F49DF13BDDE44B4...

Procurement Strategist: DocuSigned by:
Kris Lopez 10/13/2023
C0E4C6976CA548Z...

Grants Office: Required grantor conditions have been provided in the solicitation, grantor approvals have been obtained, and the package appears compliant with federal/state funding requirements.

N/A

Procurement Services Assistant Division Director:

DocuSigned by:
Sarah Hamilton 10/13/2023
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 Sarah Hamilton



**COLLIER COUNTY
BOARD OF COUNTY COMMISSIONERS**

REQUEST FOR PROPOSAL (RFP)

FOR

UNDERGROUND UTILITY PARTS SUPPLIER

SOLICITATION NO.: 23-8183

**KRISTOFER LOPEZ, PROCUREMENT STRATEGIST
PROCUREMENT SERVICES DIVISION
3295 TAMiami TRAIL EAST, BLDG C-2
NAPLES, FLORIDA 34112
TELEPHONE: (239) 252-8375
Kristofer.Lopez@colliercountyfl.gov (Email)**

This solicitation document is prepared in a Microsoft Word format (Rev 8/7/2017). Any alterations to this document made by the Vendor may be grounds for rejection of proposal, cancellation of any subsequent award, or any other legal remedies available to the Collier County Government.

SOLICITATION PUBLIC NOTICE

REQUEST FOR PROPOSAL (RFP) NUMBER:	<u>23-8183</u>
PROJECT TITLE:	<u>UNDERGROUND UTILITY PARTS SUPPLIER</u>
DUE DATE:	<u>November 16, 2023 @ 3:00 PM EST</u>
PLACE OF RFP OPENING:	<u>PROCUREMENT SERVICES DIVISION</u> <u>3295 TAMiami TRAIL EAST, BLDG C-2</u> <u>NAPLES, FL 34112</u>

All proposals shall be submitted online via the Collier County Procurement Services Division Online Bidding System:
<https://www.bidsync.com/bidsync-cas/>

INTRODUCTION

As requested by the Public Utilities Department (hereinafter, the “Division or Department”), the Collier County Board of County Commissioners Procurement Services Division (hereinafter, “County”) has issued this Request for Proposal (hereinafter, “RFP”) with the intent of obtaining proposals from interested and qualified vendors in accordance with the terms, conditions and specifications stated or attached. The vendor, at a minimum, must achieve the requirements of the Specifications or Scope of Work stated.

The results of this solicitation may be used by other County departments once awarded according to the Board of County Commissioners Procurement Ordinance.

Historically, County departments have spent approximately \$7,600,000 annually; however, this may not be indicative of future buying patterns.

BACKGROUND

Collier County Public Utilities Department is seeking a qualified wholesale distributor of plumbing supplies, pipes, valves, and fittings to supply the Utilities Department operations and maintenance of the water and wastewater treatment facilities and collection facilities within Collier County. The Distributor must demonstrate its expertise to provide standard and specialized industrial parts and technical services which are outlined in these specifications. The Distributor must have quick turnaround time on various supplies needed for urgent requests. The County’s focus is to continuously supply our customers with water and sewer without interruptions during all conditions.

Intent of this solicitation is to award a single vendor.

TERM OF CONTRACT

The contract term, if an award(s) is/are made is intended to be for three (3) years with two (2) one (1) year renewals. Prices shall remain firm for the initial year of this contract.

Any requested fee adjustment shall be fully documented and submitted to the County no less than thirty (30) days prior to the Contract anniversary date. Any approved fee adjustments shall become effective as of the anniversary date or upon Board approval.

The County may, after examination, refuse to accept the adjusted rates if they are not properly documented, or considered to be excessive, or if decreases are considered to be insufficient. In the event the County does not wish to accept the adjusted rates and the matter cannot be resolved to the satisfaction of the County, a contract termination will be processed.

Surcharges will not be accepted in conjunction with this contract, and such charges should be incorporated into the pricing structure.

The County Manager, or designee, may, at his discretion, extend the Agreement under all of the terms and conditions contained in this Agreement for up to one hundred eighty (180) days. The County Manager, or designee, shall give the Contractor written notice of the County's intention to extend the Agreement term not less than ten (10) days prior to the end of the Agreement term then in effect.

All goods are FOB destination and must be suitably packed and prepared to secure the lowest transportation rates and to comply with all carrier regulations. Risk of loss of any goods sold hereunder shall transfer to the COUNTY at the time and place of delivery; provided that risk of loss prior to actual receipt of the goods by the COUNTY nonetheless remain with VENDOR.

DETAILED SCOPE OF WORK

1. PRICING

- Proposer shall provide a price for all line items on Attachment A, Annual Price List with Proposal submittal. Prices shall be held firm for the initial year of the awarded Contract. Items may be added to the Annual Price List at any time with mutual agreement. New item prices shall be locked in until the next renewal of the Annual Price List upon being added.
- Proposer shall provide a list of manufacturers and corresponding discount percentages being offered to the County as part of their Proposal.
- Proposer shall provide a discount percentage for any manufacturers not listed.
- All discount percentages shall remain unchanged for the initial term of the awarded Contract

2. CONTACTS

The Proposer shall supply the County with a minimum of two (2) local (Collier or Lee County) urgent on-call telephone numbers and email addresses. It shall be the awarded Distributor's responsibility to update the contact information to the County.

3. URGENT REQUESTS

The awarded Distributor must be able to provide urgent requests 24hours/7 days a week. Urgent requests shall be determined by the County.

The awarded Distributor must be able to perform the following:

- Provide standard parts within two (2) hours of County's urgent request. This may include opening a store/storage location for County staff assistance after hours or delivering to a County designated location.
- Provide non-stock standard parts or proposed alternatives within thirty (30) days after County's request.
- Respond to the County's urgent request within one (1) hour via phone call or email.

4. PURCHASES

Purchases shall be made on an as-needed basis, determined by the County. The County does not guarantee the quantity to be purchased during the length of the awarded Contract. The purpose of the Contract is to have the parts and supplies available when needed and funding is secured.

- Purchases may be completed by County staff at the awarded Distributor's store location by providing counter staff a valid County Purchase Order number or on-line if applicable.
- Proposer shall provide delivery information in their Proposal regarding options for standard delivery and urgent delivery to County designated locations.
- Delivery charges by a third party shall be pass-through charges to the County. A copy of the third party's charges must be submitted with the awarded Distributor's invoice.

5. OTHER TASKS

The awarded Distributor will assist the County by performing the following tasks:

- Walk Through major County Warehouses to assess current parts levels and suggested reorders monthly.
- Assist County with maintaining the County's Approved Product list. Complete periodic reviews of the list and provide suggestions for new products for addition to the list or removal of those no longer being manufactured.

REQUEST FOR PROPOSAL (RFP) PROCESS

- 1.1 The Proposers will submit a qualifications proposal which will be scored based on the criteria in Evaluation Criteria for Development of Shortlist, which will be the basis for short-listing firms.

The Proposers will need to meet the minimum requirements outlined herein in order for their proposal to be evaluated and scored by the COUNTY. The COUNTY will then score and rank the firms and enter into negotiations with the top ranked firm to establish cost for the services needed. The COUNTY reserves the right to issue an invitation for oral presentations to obtain additional information after scoring and before the final ranking. With successful negotiations, a contract will be developed with the selected firm, based on the negotiated price and scope of services and submitted for approval by the Board of County Commissioners.

- 1.2 The COUNTY will use a Selection Committee in the Request for Proposal selection process.
- 1.3 The intent of the scoring of the proposal is for respondents to indicate their interest, relevant experience, financial capability, staffing and organizational structure.
- 1.4 The intent of the oral presentations, if deemed necessary, is to provide the vendors with a venue where they can conduct discussions with the Selection Committee to clarify questions and concerns before providing a final rank.

- 1.5 Based upon a review of these proposals, the COUNTY will rank the Proposers based on the discussion and clarifying questions on their approach and related criteria, and then negotiate in good faith an Agreement with the top ranked Proposer.
- 1.6 If, in the sole judgment of the COUNTY, a contract cannot be successfully negotiated with the top-ranked firm, negotiations with that firm will be formally terminated and negotiations shall begin with the firm ranked second. If a contract cannot be successfully negotiated with the firm ranked second, negotiations with that firm will be formally terminated and negotiations shall begin with the third ranked firm, and so on. The COUNTY reserves the right to negotiate any element of the proposals in the best interest of the COUNTY.

RESPONSE FORMAT AND EVALUATION CRITERIA FOR DEVELOPMENT OF SHORTLIST:

- 1.7 For the development of a shortlist, this evaluation criterion will be utilized by the COUNTY'S Selection Committee to score each proposal. Proposers are encouraged to keep their submittals concise and to include a minimum of marketing materials. Proposals must address the following criteria:

<u>Evaluation Criteria</u>	<u>Maximum Points</u>
1. Cover Letter / Management Summary	5 Points
2. Certified Woman and/or Minority Business Enterprise	5 Points
3. Business Plan	25 Points
4. Savings to the County	25 Points
5. Capability of the Company	10 Points
6. Accountability and Fiscal Stability	20 Points
7. Local Vendor Preference	10 Points
TOTAL POSSIBLE POINTS	100 Points

Tie Breaker: In the event of a tie at final ranking, award shall be made to the proposer with the lower volume of work previously awarded. Volume of work shall be calculated based upon total dollars paid to the proposer in the twenty-four (24) months prior to the RFP submittal deadline. Payment information will be retrieved from the County's financial system of record. The tie breaking procedure is only applied in the final ranking step of the selection process and is invoked by the Procurement Services Division Director or designee. In the event a tie still exists, selection will be determined based on random selection by the Procurement Services Director before at least three (3) witnesses.

Each criterion and methodology for scoring is further described below.

*****Proposals must be assembled, at minimum, in the order of the Evaluation Criteria listed or your proposal may be deemed non-responsive*****

EVALUATION CRITERIA NO. 1: COVER LETTER/MANAGEMENT SUMMARY (5 Total Points Available)

Provide a cover letter, signed by an authorized officer of the firm, indicating the underlying philosophy of the firm in providing the services stated herein. Include the name(s), telephone number(s) and email(s) of the authorized contact person(s) concerning proposal. Submission of a signed Proposal is Vendor's certification that the Vendor will accept any awards as a result of this RFP.

EVALUATION CRITERIA NO. 2: CERTIFIED WOMAN AND/OR MINORITY BUSINESS ENTERPRISE (5 Total Points Available)

Submit certification with the Florida Department of Management Service, Office of Supplier Diversity as a Certified Woman and/or Minority Business Enterprise.

EVALUATION CRITERIA NO. 3: BUSINESS PLAN (25 Total Points Available)

In this criteria, include but not limited to:

- Detailed plan of approach, including but not limited to, management of the County's required inventory and/or the Proposer's inventory at a reasonable level to support "around the clock service." Describe how the proposer will stock and manage inventory.
- Describe your disaster recovery plan. Including post event availability, staffing, and a detail plan should your primary distribution warehouse be damaged or destroyed.
- Include with the Business Plan how your firm will ensure that all parts are available within the specified time frame.

- Provide a narrative on your firm's experience with integrating with a computerized enterprise asset management system and the assistance you provided to your customer.
- Identify resources for assisting County in maintaining ordering parameters, forecasting, and monitoring stock levels to provide the required material at the best price, on time, and delivered to the right location.
- Provide a description of how the online ordering system works and the benefits of the system to Collier County.
- Describe the return policy specifically addressing excess project parts.

EVALUATION CRITERIA NO. 4: SAVINGS TO THE COUNTY (25 Total Points Available)

In this criteria, include but not limited to:

- Provide a price for all line items on Attachment A. – Annual Price List.
- Provide a list of manufacturers and corresponding discount percentages being offered to the County.
- Provide the amount of any additional discount that may be offered to the County that is based on price quantity and/or volume. Express the discount using decimals.
- Provide a discount percentage for any manufacturers not listed.
- Provide any additional payment discounts for early payments and terms.

Initial pricing/quantities are for evaluation purposes and are subject to change during negotiations with the selected vendor.

EVALUATION CRITERIA NO. 5: CAPABILITY OF THE COMPANY (10 Total Points Available)

In this criteria, include but not limited to:

- Indicate the number of years the company has been in business of providing utility parts to large customers
- Indicate the number years of experience the employees that will be assigned to the County has been in this type of business.
- Submit the names and a brief synopsis of the employees that will be assigned to the County.
- Indicate the total amount of Governmental/Municipal and or private customers your company has had that required around the clock service.
- Indicate the name and number of Governmental entities your company has serviced in the past five years (January 1, 2019 thru December 31, 2023).
- Indicate turnaround time when vendor is out of stock for both common and uncommon parts such as:
 - 3/4 RED PRES BFP W/ 90 BV LF
 - 24 CL350 CL DI FASTITE PIPE
 - 30 CL250 CL DI FASTITE PIPE
 - LFNP 3/4-1 COMP REP KIT 975XL
 - 16 CL350 CL DI FASTITE PIPE
- Indicate average stock held on site available in Collier and Lee County for the most utilized underground parts.

The County requests that the vendor submits no fewer than three (3) and no more than ten (10) completed reference forms from clients during a period of the last 5 years whose projects are of a similar nature to this solicitation as a part of their proposal. Provide information on the projects completed by the Proposer that best represent projects of similar size, scope and complexity of this project using form provided in Form 5. Proposers may include two (2) additional pages for each project to illustrate aspects of the completed project that provides the information to assess the experience of the Proposer on relevant project work.

EVALUATION CRITERIA NO. 6: ACCOUNTABILITY AND FISCAL STABILITY (20 Total Points Available)

In this criteria, include but not limited to:

- Provide three examples where your firm was unable to provide the customer a requested part(s) upon order and how you resolved the issue.
- Include the whether the company or one of the principals has filed for bankruptcy during the past five years (January 1, 2019 – December 31, 2023).
- Indicate the number of times this company has been purchased in the past five years (January 1, 2019 – December 31, 2023).
- Provide the primary proposer's Dun and Bradstreet Composite Credit Appraisal rating.

EVALUATION CRITERIA NO. 7: LOCAL VENDOR PREFERENCE (10 Total Points Available)

Local business is defined as the vendor having a current Business Tax Receipt issued by the Collier or Lee County Tax Collector prior to proposal submission to do business within Collier County, and that identifies the business with a permanent physical business address located within the limits of Collier or Lee County from which the vendor's staff

operates and performs business in an area zoned for the conduct of such business.

<u>VENDOR CHECKLIST</u>

Vendor should check off each of the following items as the necessary action is completed (please see, Vendor Check List)



Email: Kristofer.lopez@colliercountyfl.gov
Telephone: (239) 252-8375

Addendum #1

Date: November 2, 2023
From: Kristofer Lopez, Procurement Strategist
To: Interested Bidders
Subject: Addendum #1 Solicitation 23-8183 Underground Utility Parts Supplier

The following clarifications are issued as an addendum:

As Reads: Bids are due on Nov 16, 2023 @ 3:00 PM EST

Now Reads: Bids are due on Nov 30, 2023 @ 3:00 PM EST

If you require additional information, please post a question on our Bid Sync (www.bidsync.com) bidding platform under the solicitation for this project.

Please sign below and return a copy of this Addendum with your submittal for the above referenced solicitation.

(Signature)

Date

(Name of Firm)