



Request for Proposals

MAINTENANCE SERVICES

PUD No.1 of Kittitas County
Submittals due August 23, 2018 at 4:00 p.m.

PUD No. 1 of Kittitas County
1400 Vantage Highway
Ellensburg, WA 98926



I. Introduction

The Kittitas County PUD is requesting proposals from qualified maintenance service providers for outsourcing specific building and grounds maintenance at Kittitas County PUD. The ultimate objective and intent of this RFP is to identify a maintenance person that will have extensive experience in minor repairs/small projects/large project coordination.

II. Scope of Work

Perform general District facility maintenance on an as needed basis. Must be proficient in small construction projects and have the ability to coordinate contractors for larger projects; perform maintenance and repairs of PUD buildings and grounds. Be able to provide own tools and send invoices in a timely manner. Safely operate and maintain construction and maintenance equipment. Possess safe work habits and contribute to the safety of self, co-workers, and the general public. Must be licensed, insured, and bonded. Be willing to work on an on-call basis.

These services include but are not limited to:

1. Minor Repairs
2. Interior/Exterior building up-keep
3. Plumbing
4. Furniture assembly
5. Installation of office equipment
6. Help facilitate/execute larger projects

III. Submittal Requirements

The following information shall be required in the RFP submittal:

- a. Company name, address, and telephone number(s) of the contractor submitting the proposal.
- b. Length of time in business
- c. Provide 3 references
- d. Provide proof of being licensed, insured, and bonded
- e. A detailed cost proposal, including hourly rates, any travel costs and other expenses.

IV. Compensation

Payment by the District for the services will only be made after the services have been performed and accepted by authorized District representatives. The District requires that all its vendors have a Department of Treasury Internal Revenue Service Form W-9 on file with the District to accommodate payment. Itemized billings shall be submitted upon completion containing information specified by the District as described in Exhibit A. Monthly statements



shall be submitted by the 10th of the following month with a listing of services performed, cost, and date identified. Payment will be made thirty (30) days after receipt of the monthly statement. Discount periods must be extended if the billing invoice is returned for credit or correction. Statements shall be submitted on a monthly basis for work completed. Contract will be subject to prevailing wage requirements.

V. Deadline for Submission of Proposals

One sealed copy of the proposal must be received no later than 4:00 PM on August 23, 2018. The proposal must be sealed and plainly marked as "Maintenance Services Proposal." Proposals shall be delivered or mailed to:

Kittitas County PUD
1400 Vantage Highway
Ellensburg, WA 98926

Proposals or Quotations must be valid for 90 days from the proposal due date.

Services are to commence by: After evaluation of the submitted proposals, the Kittitas County PUD intends to select one preferred contractor. The Kittitas County PUD intends to enter into a contract with the preferred vendor.

Proposing contractor must have the right and appropriate licensing to operate in the State of Washington.

Proposing contractor must have and submit the appropriate state and federal tax identification numbers.

Proposing contractor must have and submit the appropriate business liability insurance. The Proposing contractor shall furnish a certificate of insurance to the District at the time of execution of this agreement.

VI. Miscellaneous

The Kittitas County PUD reserves the right to reject any and all proposals for failure to meet the requirements contained herein, to waive any technicalities, and to select the proposal which, in the Kittitas County PUD's sole judgment, best meets the requirements of the project.

The Kittitas County PUD reserves the right to make the decision on the appropriate vendor using any of the criteria or information listed in the RFP and any other information that the Kittitas County PUD deems appropriate.



The RFP creates no obligation on the part of the Kittitas County PUD to award a contract or to compensate the proposer for any costs incurred during proposal presentation, response, submission, presentation, or oral interviews (if held). The Kittitas County PUD reserves the right to award a contract based upon proposals received without further discussion or negotiation. Proposers should not rely upon the opportunity to alter their qualifications during discussions.

The Kittitas County PUD further reserves the right to make such investigation as it deems necessary to determine the ability of proposers to furnish the required services, and proposers shall furnish all such information for this purpose as the Kittitas County PUD may request.

Proposers must specifically identify any portions of their submittals deemed to contain confidential or proprietary information, or trade secrets. Those portions must be readily separable from the balance of the proposal. Such designations will not necessarily be conclusive, and proposers may be required to justify why the Kittitas County PUD should not, upon written request, disclose such materials.

The District shall not be responsible for paying, withholding, or otherwise deducting any customary state or federal payroll deductions, including but not limited to FICA, FUTA, state industrial insurance, state workers compensation, or otherwise assuming the duties of an employer with respect to Contractor or any employee of Contractor.