

Request for Written Quotation

Name of Project Requested:

REPAIR AND MAINTENANCE SERVICES AT STILLWATER BUILDING

Contents:

- A. Summary of Project**
- B. Instructions to Contractors**
- C. Contract Requirements and Specifications**
- D. Pricing**

A. Summary of Invitation for Written Quotes

This quote is for the purpose of establishing a contract for **REPAIR AND MAINTENANCE SERVICES OF BUILDING AND PLANT SYSTEMS** at **STILLWATER BUILDING** for the City of Billings.

Location: Stillwater Building
316 N 26th Street
Billings, MT 59101

Owner: City of Billings
PO Box 1178
Billings, MT 59103

Owner's Representative/Project Manager:

John Caterino
Facilities Superintendent
Phone: (406) 237-6294
Email: caterinoj@billingsmt.gov

Summary Scope of Work:

Scope A:

Provide a monthly cost for the following maintenance services, to be performed during business hours (7am-5pm), Monday-Friday.

- Daily
 - Visual Inspection, water chemical tests, written logs:
 - Boilers
 - Air handlers
 - Chillers
 - Visual Inspections
 - Common Areas
 - Stairwells
 - Elevators
 - Maintain Grounds
 - Trash pickup
 - Watering
- Weekly
 - Visual Inspections
 - Doors and door hardware
 - Lights/lamps
 - Plumbing fixtures and equipment
 - Irrigation system
 - Landscaping
 - Mowing
 - Weeding
- Monthly
 - HVAC Preventative Maintenance
 - Clean/replace filters
 - Check belts and tension if needed
 - Check motors and bearings and grease if needed
 - Generator Preventative Maintenance
 - Inspection

Scope B:

Provide an hourly rate for work outside of Scope 'A' as approved by owner.

- Charge for repair work during normal business hours: 7am-5pm
- Charge for emergency repair work during evenings, weekends, and holidays
- Indicate if there is a material markup or trip charge in addition to the hourly rates

Scope C (Optional, see C.1.2 Submittals):

Provide a monthly cost for the following custodial services, to be performed during business hours (7am-5pm), Monday-Friday.

- Clean 1st floor, 3rd floor, and 4th floor lobbies
- Clean 3rd and 4th floor restrooms
- Replace/stock consumables*
- Clean stairwells and vestibules
- Clean elevators

* City shall provide paper products and soap for toilet rooms.

Vendor shall furnish all equipment and products as required to provide custodial services per the defined scope.

It is the purpose of this quote to obtain the best quality of building and plant system repair and maintenance, and custodial services, at the most favorable price to the City of Billings. Consideration will be given for the price and ability to meet stated specifications as outlined in the contract documents.

The lowest quote need not be accepted if it is documented that a specific supplier in the past has been a poor performer or has provided poor goods. The proposer will be selected based upon their price, ability, and integrity to fulfill the contract obligations.

B. Instructions for Written Quotes

Written quotes entitled **REPAIR AND MAINTENANCE SERVICES AT STILLWATER BUILDING** for the City of Billings, Facilities Management Division, Billings, Montana, must be sent to John Caterino, Facilities Superintendent, at caterinoj@billingsmt.gov by **5 PM (MDT), on Friday, October 29, 2021.**

****Only electronic submittals will be acceptable for these quotations. No hand delivered quotes will be accepted.****

The right is reserved to reject any or all proposals received, to waive irregularities, to postpone the award of the contract for a period of not to exceed thirty (30) days, and to

accept that proposal which is in the best interests of the City of Billings, Montana.

The City of Billings is an Equal Opportunity Employer.

EXAMINATION OF DOCUMENTS/SITE INSPECTION

Before submitting the quotes, the proposer shall:

- a. Carefully examine the Quote Instructions, Standards, Specifications and Drawings as well as all other attached documents.
- b. Fully inform themselves of the existing conditions and limitations.
- c. Include with the quote sufficient information to cover all items required in the specifications.
- d. Interested parties may arrange for a site inspection by contacting John Caterino at 406-237-6294 between 8am and 5pm Monday through Friday.

QUOTE COMPLIANCE/QUOTE SUBMISSION

It shall be the responsibility of the proposer to see that all **quotes** are submitted to the email of **John Caterino, Facilities Superintendent, City of Billings**, caterinoj@billingsmt.gov, by **5 PM (MDT), on Friday, October 29, 2021**.

QUOTE PROPOSAL MODIFICATIONS

Proposals shall be made on the quote form provided herein, specifically the Pricing Proposal Form attached herein as Section D. The pricing proposal shall not contain any recapitulation of the work to be done. Modifications, additions or changes to the terms and conditions of this Invitation for Quote may be cause for rejection of the quote. Quotes submitted on other forms may be rejected. No oral, telephone, or telegraphic quotes or modifications will be considered.

CERTIFICATION OF ALTERATION OR ERASURE

A quote shall be rejected should it contain any material alteration or erasure, unless, before the quote is submitted, each such alteration or erasure has been initialed in INK by the authorized agent signing the quote.

QUOTE VALID

Proposers must honor their quote for THIRTY (30) days from the date of opening.

INSURANCE

The Contractor shall maintain in good standing the insurance minimum insurance requirements of:

- Workers' compensation and employer's liability coverage as required by Montana law.
- Commercial general liability, including contractual and personal injury coverage's -- \$750,000 per claim and \$1,500,000 per occurrence.
- Automobile liability -- \$1,500,000 per accident.
 - A. Before rendering any services under this Contract, the Contractor shall furnish the Representative a Certificate of proof of insurance in accordance with the insurance requirements as set forth by the City of Billings.
 - B. Each policy of insurance required by this Section shall provide for no less than 30 days' advance notice to the City prior to cancellation.
 - C. The City SHALL be listed as an additional insured on all policies except Worker's Compensation Policies. In addition, all policies except Professional Liability and Worker's Compensation shall contain a waiver of subrogation against the City.

EVIDENCE OF QUALIFICATION

Upon request of the City of Billings, a proposer whose proposal is under consideration for award may be required to manifest satisfactory evidence of their financial resources, experience, the organization and equipment as well as service provisions proposer has available or will make available. In determining the lowest responsible proposer, in addition to price, the following considerations may be addressed:

- a. The ability, capacity and skill of the proposer to perform the contract or provide the service required.
- b. The character, integrity, reputation, judgment, experience, and efficiency of the proposer.
- c. Whether the proposer can perform the contract within time specified.
- d. The quality of performance of previous contracts, agreements and/or performance.
- e. Previous and/or existing compliance by the proposer with laws relating to the contract or services.
- f. Such other information which may be secured having a bearing on the decision to award the contract.

C. PROJECT REQUIREMENTS AND SPECIFICATIONS

PART 1 GENERAL SPECIFICATION

1.1 SUMMARY

This section specifies requirements for Repair and Maintenance Services of building and plant system, and custodial services at Stillwater Building.

Project Information:

Location: **Stillwater Building
316 N 26th Street
Billings, MT 59101**

Owner: **City of Billings
P.O. Box 1178
Billings, MT 59103**

Owner's Representative:
**John Caterino
Facilities Superintendent
City of Billings
4848 Midland Rd
Billings, MT 59101
(406) 237-6294
caterinoj@billingmt.gov**

1.2 SUBMITTALS

Pricing: Scope A and Scope B are required; Scope C is optional.

1.3 QUALITY ASSURANCE

Qualifications:

- a) Must possess a valid Engineer's license per MCA 2019, Title 50, Chapter 74, Part 3.
 - (1) Agricultural-class engineers license will not qualify.
 - (2) A copy of valid Engineer's license must be included in the RFP submittal packet.
- b) Must have experience with 290-ton water cooled centrifugal chillers, remote cooling towers, and associated pumps and appurtenances.
- c) Must have experience with 4,000 MBH flex tube steam boilers.

Follow City Code and Guidelines for building division permitting if required for repair work.

D. WRITTEN QUOTATION FORM

CITY OF BILLINGS

The undersigned, being fully aware with the condition and scope of the work and the Contract Documents, hereby agrees to furnish all labor, materials, equipment, permits, and services necessary to complete the work for the City of Billings **REPAIR AND MAINTENANCE SERVICES AT STILLWATER BUILDING** in accordance with the Invitation for Written Quotes including all addenda.

SCOPE 'A' PRICING:

Written amount (Ex: One Thousand and two dollars) \$ _____ .00
Dollar amount

SCOPE 'B' PRICING:

Written amount (Ex: One Thousand and two dollars) \$ _____ .00
Dollar amount

SCOPE 'C' PRICING (Optional):

Written amount (Ex: One Thousand and two dollars) \$ _____ .00
Dollar amount

Addendum(s) Acknowledged: (if applicable): Note each one acknowledged:

Signature

Print Name

Company or Corporation Name

Title

Date

By signing the above, I certify that I am authorized by the Company named above to respond to this request.