



**REQUEST FOR PROPOSAL (RFP) FOR
ANNUAL TRACKING OF BACKFLOW ASSEMBLIES
FOR THE CITY OF GALESBURG, IL**

RFP Circulation Date: 05/24/17

Proposal Submission Deadline: 06/07/17

CITY OF GALESBURG

PURCHASING

55 West Tompkins Street

Galesburg, IL 61401

Phone: 309/345-3678

Instructions to Offerors

1. An advertisement requesting proposals for the above work was published in the Galesburg Register-Mail on May 24, 2017. As stated in such notice, sealed proposals will be received until 11:00 a.m. local time, **June 07, 2017** at City Hall, 55 West Tompkins Street, Galesburg, Illinois. Proposals shall be addressed to the Purchasing Agent.
2. The person, firm or corporation making a proposal shall submit it in sealed envelopes on or before the hour and the date stated above. The words as specified herein shall appear on the outside of the sealed envelopes.
3. Each respondent shall insert the cost, and supply all the information, as indicated in the RFP. The cost inserted shall be net and shall be the full cost for the equipment specified, including all factors whatsoever.
4. No charge will be allowed for taxes from which the City of Galesburg is exempt: the Illinois Retailer's Occupation Tax, the Service Occupation Tax, the Service Use Tax, the Use Tax, Federal Excise and Transportation Tax.
5. Each respondent shall affirm that no official or employee of the City of Galesburg is directly or indirectly interested in this proposal for any reason of personal gain.
6. The City of Galesburg reserves the right to reject any and all proposals and to waive any informalities or technicalities in the proposal process. Any proposal submitted will be binding for sixty (60) days after the due date of the proposals.
7. The City has adopted an "Equal Employment Opportunity Clause" which is incorporated into all specifications, purchase orders, and contracts, whereby a vendor agrees not to discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin or ancestry. A copy of this clause may be obtained at the City Clerk's Office, City Hall, Galesburg, Illinois.

8. The City of Galesburg has adopted an Affirmative Action Program. All formal sealed proposals must be accompanied by a properly prepared Certificate of Compliance Form, whereby the vendor certifies the number of employees he has in each class of employment, and that affirmative action has been taken to ensure equality of opportunity in all aspects of employment.
9. The City requires that vendors be paid through ACH (automatic clearing house). The awarded vendor will be required to provide the City with applicable banking information for proper payment. An ACH form is attached to this document for vendor review.
10. These instructions are to be considered an integral part of any proposal.

Dated: May 24, 2017

Kraig Boynton
Purchasing Agent

**ANNUAL TRACKING OF BACKFLOW ASSEMBLIES
REQUEST FOR PROPOSALS
CITY OF GALESBURG**

I. INTRODUCTION

Illinois law requires all potable water supply systems to maintain a cross-connection control program which tracks all known backflow devices and maintains a record of the installations. All backflow devices must be inspected and tested annually by a licensed plumber certified in backflow device testing. The water supply must verify the test is performed properly by a qualified plumber. The state code also requires surveys of all residential properties at least every other year.

II. INSTRUCTIONS FOR PROPOSAL SUBMISSION

The City invites interested individuals and firms to submit information regarding their experience and qualifications in providing this service. The information submitted; including experience and qualifications will be reviewed for the purpose of selecting an individual or firm.

The experience of the firm, qualifications, experience and ability of assigned staff, resources, ingenuity, creativity, completeness of the level of service proposed and timeliness of service proposed by the individual or firm will be the significant factors in selection of this professional service contract. The Galesburg City Manager, Director of Planning & Public Works, Water Superintendent, and the Purchasing Agent will negotiate a contract and determine final recommendation to the Galesburg City Council who will approve the final selection of an individual or firm for this service.

The City reserves the right to request additional information on any proposals submitted. Refusal to supply additional information may lead to rejection of any proposal submitted.

The City reserves the right to accept or reject any or all proposals and to waive any technicalities or informalities in the proposals. Any proposal submitted will be binding for 90 calendar days after the date the proposals are submitted. Proposals may be withdrawn on written request prior to the time of acceptance. Negligence on the part of the offer or in preparing the proposal confers no right of withdrawal after the time fixed for the acceptance of the proposals.

Each offeror shall affirm that no official or employee of the City of Galesburg is directly or indirectly interested in this proposal for any reason of personal gain.

The successful offeror is prohibited from assigning, transferring, conveying, subletting, or otherwise disposing of the contract to be signed or its rights, title or interest therein or its power to execute such agreement to any other person, company or corporation without the previous consent and approval in writing by the City.

Sealed proposals will be received until 11:00 A.M. local time, June 07, 2017, in the Purchasing Office located at City Hall, 55 West Tompkins Galesburg, IL. The person, firm or corporation making a proposal shall submit it in a sealed envelope to the City of Galesburg, Attn: Kraig Boynton, 55 West Tompkins Street, P.O. Box 1387, Galesburg, IL 61402 on or before the hour and day stated above. The words "Proposal for annual tracking of backflow assemblies" shall appear on the outside of the sealed envelope. All offertories shall supply all the information as indicated in the Request for Proposal documents.

The City of Galesburg has adopted an "Equal Employment Opportunity Clause" which is incorporated into all specifications, purchase orders and contracts, whereby a vendor agrees not to discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin and ancestry. A copy of this clause may be obtained at the City Clerks Office, City Hall, Galesburg, IL.

Before submitting a proposal, the firm shall carefully examine the specifications and shall fully inform themselves as to all existing conditions and limitations.

Proposals will be opened and evaluated as soon as practical after the closing date and time set forth in the Request for Proposal.

Proposals shall be delivered by the time and to the place stipulated in the Request for Proposals. It is the sole responsibility of the firm to see that its proposal is received in the proper time. Any proposals received after the closing date and time will be returned unopened.

No proposals will be received by facsimile or email.

When warranted an addendum to the request for proposals will be issued to address any changes or clarifications.

If any questions or responses require revision to the Request for Proposal they will be by formal amendment only. If the Request for Proposal includes a contact person for technical information, offertory are cautioned that any oral or written representations made by this or any person that appear to change materially any portion of the solicitation shall not be relied upon unless subsequently ratified by a written amendment to the Request for Proposal.

The City reserves the right to reject any and all proposals and the right in their sole discretion to accept the proposal it considers most favorable to the entities interest. The

City further reserves the right to reject all proposals and seek new proposals when such procedure is deemed reasonable and in their best interest.

IV. NATURE OF SERVICES:

The City wishes to enter into an agreement with a reputable firm to provide this service for the City. The qualifying firm should offer a tracking system that will handle the 1,000 known services in the City, be able to survey approximate 12,500 customers in the City, and provide detailed reporting results to the City regarding reporting.

The City is requesting qualified vendors to submit proposals for this service addressing the above factors at a minimum. As a part of this proposal response, vendors should include pricing for: 1) survey, 2) pricing per device, and 3) annual subscription fee. Fees offered should be good for a minimum period of three years and up to five years. It is the intent to recommend a three year agreement with the option to extend on an annual basis for up to two more years (total five year agreement).

V. RESPONSIVE PROPOSALS

At a minimum, responsive proposals shall include the following submissions:

A. Submission shall include the following:

1. Response addressing the need of this service and how your firm would implement the process.
2. Qualifications of key staff administering this process.
3. Sample reporting.
4. Required pricing
5. References from at least three firms currently under contract with you for this service. Reference shall include: company, contact person, phone number, and email address.

Interested firms may also provide any additional information not otherwise requested that may aid the responsible parties in award of this professional service contract.

Unnecessarily elaborate responses beyond that sufficient to present a complete and effective response to the solicitation are not desired and may be construed as an indication of the offeror's lack of cost consciousness. Unless specifically requested in the solicitation, elaborate artwork, corporate brochures, lengthy narratives, expensive paper, specialized binding, and other extraneous presentation materials are neither

necessary nor desired. The firm may also suggest additional items, which should be included based upon their experience in the field.

VI. AWARD CRITERIA

The following factors will be used in evaluating proposals received:

- A. Responsiveness to Request for Proposal specifications and scope of services to be provided
- B. Qualifications and experience of the staff that would be assigned and have direct involvement
- C. References
- D. Pricing