



Procurement Division
Public Services Building
2051 Kaen Road
Oregon City, OR 97045
(503) 742-5444 (Office)

REQUEST FOR QUOTES (RFQ) #2017-111

Issue Date: December 21, 2017

Project Name:	Essential Uninterruptible Power Supply Maintenance and Repair Services		
Quote Due Date/Time:	January 24, 2:00 PM		
Procurement Analyst:	Abigail Churchill	Phone:	503-742-5449
		Email:	ACHurchill@clackamas.us

**SUBMIT QUOTES VIA EMAIL TO PROCUREMENT@CLACKAMAS.US
OR MAIL/HAND DELIVERY TO THE ABOVE ADDRESS**

**PLEASE NOTE: EMAIL SUBMISSIONS SHOULD HAVE
“RFQ #2017-111 ESSENTIAL UNINTERRUPTIBLE POWER SUPPLY
MAINTENANCE AND REPAIR” IN THE SUBJECT LINE**

1. ANNOUNCEMENT AND SPECIAL INFORMATION

Quoters are required to read, understand, and comply with all information contained within this Request for Quotes (“RFQ”). All quotes are binding upon Quoter for sixty (60) days from the Quote Due Date/Time. Quotes received after the Quote Due Date/Time may not be considered. If authorized in the RFQ and resulting contract, travel and other expense reimbursement will only be reimbursed in accordance with the Clackamas County Travel Reimbursement Policy in effect at the time the expense is incurred. The Policy may be found at www.clackamas.us/bids/terms.html.

It will be the responsibility of potential Quoters to refer daily to the Bids and Contract Information Page (www.clackamas.us/bids/index.html) to check for any available addenda, response to clarifying questions, cancellations or other information pertaining to this RFQ.

All questions regarding this RFQ are to be directed to the Procurement Analyst named above. Quoters may not communicate with County employees or representatives about the RFQ during the procurement process until the Procurement office has notified Quoters of the selected Quoter. Communication in violation of this restriction may result in rejection of a Quoter.

2. SCOPE

The purpose of this RFQ is to contract with qualified firm for the maintenance and repair of twenty (20) Uninterruptible Power Supply (“UPS”) Systems located in fourteen (14) separate facilities county-wide. Work will consist of cleaning, inspection, testing, routine repairs and emergency services. The awarded contract will be effective through June 30, 2022.

Maintenance shall be performed within thirty (30) calendar days of Notice to Proceed (“NTP”). Routine Maintenance will then be scheduled every six months thereafter to be completed within ten (10) County business days of a new NTP.

Contractor shall provide labor, parts, and materials necessary to perform routine work, including, but not limited to air filters and electrical components. Contractor shall be required to perform all services as outlined below and in accordance with all manufacturer maintenance recommendations.

I. Cleaning

- Remove debris from in and around power module, and properly dispose.
- Replace air intake filters as needed per manufacture’s recommendation.

- Vacuum interior as necessary.
- Clean all electrical contacts.

II. Inspections

Verify ambient temperature and ventilation are within manufacturer's parameters.

Inspect UPS system for defective and damaged components, including, but not limited to:

- Power connections.
- Subassemblies, bridges, and legs.
- AC capacitors and DC capacitors.
- DC connections.
- Circuit board connections.
- Batteries.

III. Testing Operations

Obtain client permission to place UPS system into by-pass mode.

Run all system operations to confirm, including, but not limited to:

- Verify power supply voltages are within correct ranges.
- Confirm all fans are operational.
- Perform alarm lamp test.
- Record all alarm and metered value history, since last scheduled maintenance.
- Phase on and walk up rectifier and inverter.
- Measure and record UPS input, output, bypass, DC charging, and battery voltages and currents.
- Perform fault testing.

IV. Routine Repairs

If minor repairs are more cost effective to be performed at the time of the maintenance call, Contractor shall call or discuss in person with the Supervising Electrician or delegated point of contact the proposed time and material cost to perform the minor repairs. If substantial repairs are required, Contractor shall e-mail a quote of the time and materials to complete the repair to the Supervising Electrician or delegated point of contact with follow-up call to request authorization to proceed.

V. Emergency Services

Contractor shall provide a 24-hours per day manned phone line for emergency requests, confirm requests within thirty (30) minutes, and technicians shall report to site within four (4) hours to diagnose and correct or recommend and quote the time and materials for repairs.

Locations

See attached inventory of equipment by service location **Exhibit A**. All locations shall be within Clackamas County bounds. Any locations added during the term of the resulting contract shall be included by an amendment to the contract and the applicable new service rates.

Access

Contracted technicians must be escorted into all UPS locations by assigned Facilities Management personnel. Contractors may be required to provide valid photo identification and to pass a criminal background check prior to entering restricted areas. On scheduled service dates, contractor's technicians are to report to Facilities Management at 1710 Red Soils Court, Suite 200, Oregon City, to be escorted to and through restricted areas by County staff.

Scheduling

All routine maintenance shall be performed on Facilities Management regularly scheduled work days, Monday through Friday, 7:00 AM to 6:00 PM, excluding County holidays.

In the event that work performed would require back-up power to be off-line, work may need to be scheduled for after business hours for the affected facility.

Technicians Requirements

Contractor's technicians will be trained to perform duties as outlined in this scope of work. In the event technicians require certification and licensing for any work performed under maintenance and repairs of uninterruptible power supply systems they shall be certified and licensed by the State of Oregon.

Contractor Deliverables

Contractor shall be required to email a report for each UPS serviced to the Supervising Electrician or delegated point of contact, within seven (7) calendar days of completed maintenance. The report shall include verification of inventory, including make, model, kVA rating, and serial number(s), confirmation of check points performed, results of inspections and testing, record of measurements, current alarm history and metered values, and analyses, noted deficiencies and immediate corrections, as well as any recommended corrective actions.

Safety Data Sheets (SDS)

Contractor will be required to provide current product specifications and Safety Data Sheets (SDS) prior to scheduling services for all chemicals stored or used in Clackamas County facilities, including, but not limited to fuels, lubricants, coatings, and cleaners.

Disposal

Contractor may be required to provide documentation of disposal of any recoverable, bulky, and regulated items generated from County facilities (if requested) in accordance with Clackamas County's Policy on Sustainability Practices and Procedures (<http://www.clackamas.us/sustainability/sustainabilitypolicy.html>.)

Pricing

Pricing shall be a fixed fee for maintenance of each uninterruptible power unit and shall be paid a time and material hourly rate for emergency and after-hour call out. The quoted fees will be fixed for the full term of the contract.

Invoicing

Contractor to itemize invoice for each individual uninterruptible power unit for all charges incurred.

3. Sample Contract

Submission of a Quote in response to this RFQ indicates Quoter's willingness to enter into a contract containing substantially the same terms of the below referenced contract, which can be found at: <http://www.clackamas.us/bids/terms.html>, with the below indicated requirements. No action or response to the sample contract is required under this RFQ. The applicable sample contract is the:

Goods & Services Contract (unless checked, item does not apply)

Travel Expense Reimbursement is authorized

The following insurance requirements will be applicable:

Professional Liability: combined single limit, or the equivalent, of not less than \$1,000,000 per occurrence, with an annual aggregate limit of \$2,000,000 for damages caused by error, omission or negligent acts.

Commercial General Liability: combined single limit, or the equivalent, of not less than \$1,000,000 per occurrence, with an annual aggregate limit of \$2,000,000 for Bodily Injury and Property Damage.

Automobile Liability: combined single limit, or the equivalent, of not less than \$500,000 per occurrence for Bodily Injury and Property Damage.

4. Quote

Quotes should be short and concise with the following information:

- A. Company experience in these types of projects including reference list of three previous projects of same size and scope of Clackamas County;
- B. Fixed maintenance fee per unit, emergency and after-hours call out hourly rates;
- C. Experience of Staff that will work on the project;
- D. Clackamas County Certifications Form; and
- E. Any additional information that Clackamas County should take into consideration for the project or qualifications.

5. Evaluation

Quotes will be evaluated based on subjective factors including, but not limited to: Firm experience, staff experience, not-to-exceed price for hourly rates, references, and proposal to complete the inventory (including timeline).

CLACKAMAS COUNTY CERTIFICATIONS
RFQ #2017-111 Essential Uninterruptible Power Supply Maintenance and Repair Services

Each Quoter must read, complete and submit a copy of this Clackamas County Certification with their Quote. Failure to do so may result in rejection of Quote. By signature on this Certification the undersigned certifies that they are authorized to act on behalf of the Quoter and that under penalty of perjury the undersigned will comply with the following:

SECTION I. OREGON TAX LAWS

As required in ORS 279B.110(2)(3), the undersigned hereby certifies that, to the best of the undersigned's knowledge, the Quoter is not in violation of any Oregon Tax Laws. For purposes of this certification, "Oregon Tax Laws" means a state tax imposed by ORS 320.005 to 320.150 and 403.200 to 403.250 and ORS chapters 118, 314, 316, 317, 318, 321, 323, and elderly rental assistance program under ORS 310.630 to 310.706, and local taxes administered by the Department of Revenue under ORS 305.620, all as applicable. If a contract is executed, this information will be reported to the Internal Revenue Service. Information not matching IRS records could subject Quoter to 28% backup withholding.

SECTION II. NON-DISCRIMINATION

The undersigned hereby certifies that the Quoter has not and will not discriminate in its employment practices with regard to race, creed, age, religious affiliation, sex, disability, sexual orientation, national origin, or any other protected class. Nor has Quoter or will Quoter discriminate against a subcontractor in the awarding of a subcontract because the subcontractor is a disadvantaged business enterprise, a minority-owned business, a woman-owned business, a business that a service-disabled veteran owns or an emergency small business that is certified under ORS 200.055.

SECTION III. CONFLICT OF INTEREST

The undersigned hereby certifies that no elected official, officer, agency or employee of Clackamas County is personally interested, directly or indirectly, in any resulting contract from this RFQ, or the compensation to be paid under such contract, and that no representation, statements (oral or in writing), of the County, its Commissioners, officers, agents, or employees had induced Quoter to submit this Quote. In addition, the undersigned hereby certifies that this proposal is made without connection with any person, firm, or corporation submitting a quote for the same material, and is in all respects fair and without collusion or fraud.

SECTION IV. COMPLIANCE WITH SOLICITATION

The undersigned further agrees and certifies that they:

1. Have read, understand and agree to be bound by and comply with all requirements, instructions, specifications, terms and conditions of the RFQ (including any attachments); and
2. Are an authorized representative of the Quoter, that the information provided is true and accurate, and that providing incorrect or incomplete information may be cause for rejection of the Quote or contract termination; and
3. Will furnish the designated item(s) and/or service(s) in accordance with the RFQ and Quote; and
4. Will use recyclable products to the maximum extend economically feasible in the performance of the contract work set forth in this RFQ.

Firm Name: _____ Date: _____

Signature: _____ Title: _____

Name: _____ Telephone: _____

Email: _____ OR CCB # (if applicable): _____

Business Designation (check one):

Corporation Partnership Sole Proprietorship Non-Profit Limited Liability Company

Resident Quoter, as defined in ORS 279A.120

Non-Resident Quote. Resident State: _____

Oregon Business Registry Number: _____

CLACKAMAS COUNTY INSTRUCTIONS TO QUOTERS

Quotes are subject to the applicable provisions and requirements of the Clackamas County Local Contract Review Board Rule C-047-0270 (Intermediate Procurements) and Oregon Revised Statutes.

QUOTE PREPARATION

1. **QUOTE FORMAT:** Quotes must be submitted as indicated in the RFQ. Quotes may be submitted in writing to Clackamas County via e-mail, mail or in person.
2. **CONFORMANCE TO RFQ REQUIREMENTS:** Quotes must conform to the requirements of the RFQ. Unless otherwise specified, all items quoted are to be new, unused and not remanufactured in any way. Any requested attachments must be submitted with the quote and in the required format. Quote prices must be for the unit indicated on the quote. Failure to comply with all requirements may result in quote rejection.
3. **ADDENDA:** Only documents issued as addenda by Clackamas County serve to change the RFQ in any way. No other directions received by the Quoter, written or verbal, serve to change the RFQ document. NOTE: IF YOU HAVE RECEIVED A COPY OF THE RFQ, YOU SHOULD CONSULT THE CLACKAMAS COUNTY BIDS AND CONTRACT INFORMATION WEBSITE (www.clackamas.us/bids/index.html) TO ENSURE THAT YOU HAVE NOT MISSED ANY ADDENDA OR ANNOUNCEMENTS. QUOTERS ARE NOT REQUIRED TO RETURN ADDENDUMS WITH THEIR QUOTE. HOWEVER, QUOTERS ARE RESPONSIBLE TO MAKE THEMSELVES AWARE OF, OBTAIN AND INCORPORATE ANY CHANGES MADE IN ANY ADDENDA ISSUED, AND TO INCORPORATE ANY CHANGES MADE BY ADDENDUM INTO THEIR FINAL QUOTE. FAILURE TO DO SO MAY, IN EFFECT, MAKE THE QUOTER'S QUOTE NON-RESPONSIVE, WHICH MAY CAUSE THE QUOTE TO BE REJECTED.
4. **USE of BRAND or TRADE NAMES:** Any brand or trade names used by Clackamas County in the specifications are for the purpose of describing and establishing the standard of quality, performance and characteristics desired and are not intended to limit or restrict competition. Quoters may submit quotes for substantially equivalent products to those designated unless the RFQ provides that a specific brand is necessary because of compatibility requirements, etc. All such brand substitutions shall be subject to approval by Clackamas County.
5. **PRODUCT IDENTIFICATION:** Quoters must clearly identify all products quoted. Brand name and model or number must be shown. Clackamas County reserves the right to reject any quote when the product information submitted with the quote is incomplete.
6. **FOB DESTINATION:** Unless specifically allowed in the RFQ, ***QUOTE PRICE MUST BE F.O.B. DESTINATION with all transportation and handling charges included in the Quote.***
7. **DELIVERY:** Delivery time must be shown in number of calendar days after receipt of purchase order.
8. **EXCEPTIONS:** Any deviation from quote specifications, or the form of sample contract referenced in this RFQ, may result in quote rejection at County's sole discretion.
9. **SIGNATURE ON QUOTE:** Quotes must be signed by an authorized representative of the Quoter. Signature on a quote certifies that the quote is made without connection with any person, firm or corporation making a quote for the same goods and/or services and is in all respects fair and without collusion or fraud. Signature on a quote also certifies that the Quoter has read and fully understands all quote specifications, and the sample contract referenced in this RFQ (including insurance requirements). No consideration will be given to any claim resulting from quoting without comprehending all requirements of the RFQ.
10. **QUOTE MODIFICATION:** Quotes, once submitted, may be modified in writing before the time and date set for quote closing. Any modifications should be signed by an authorized representative, and state that the new document supersedes or modifies the prior quote. Quoters may not modify quotes after quote closing time.
11. **QUOTE WITHDRAWALS:** Quotes may be withdrawn by request in writing signed by an authorized representative and received by Clackamas County prior to the Quote Due Date/Time. Quotes may also be withdrawn in person before the Quote Due Date/Time upon presentation of appropriate identification.

12. **QUOTE SUBMISSION:** Quotes may be submitted by returning to Clackamas County Procurement Division in the location designated in the introduction of the RFQ via email, mail or in person; however, no oral or telephone quotes will be accepted. Envelopes, or e-mails containing Quotes should contain the RFQ Number and RFQ Title.

QUOTE EVALUATION AND AWARD

1. **PRIOR ACCEPTANCE OF DEFECTIVE PROPOSALS:** Due to limited resources, Clackamas County generally will not completely review or analyze quotes which fail to comply with the requirements of the RFQ or which clearly are not the best quotes, nor will Clackamas County generally investigate the references or qualifications of those who submit such quotes. Therefore, neither the return of a quote, nor acknowledgment that the selection is complete shall operate as a representation by Clackamas County that an unsuccessful quote was complete, sufficient, or lawful in any respect.
2. **DELIVERY:** Significant delays in delivery may be considered in determining award if early delivery is required.
3. **CASH DISCOUNTS:** Cash discounts will not be considered for award purposes unless stated in the RFQ.
4. **PAYMENT:** Quotes which require payment in less than 30 days after receipt of invoice or delivery of goods, whichever is later, may be rejected.
5. **INVESTIGATION OF REFERENCES:** Clackamas County reserves the right to investigate references and or the past performance of any Quoter with respect to its successful performance of similar services, compliance with specifications and contractual obligations, and its lawful payment of suppliers, sub-contractors, and workers. Clackamas County may postpone the award or execution of the contract after the announcement of the apparent successful Quoter in order to complete its investigation. Clackamas County reserves the right to reject any quote or to reject all quotes at any time prior to Clackamas County's execution of a contract if it is determined to be in the best interest of Clackamas County to do so.
6. **METHOD OF AWARD:** Clackamas County reserves the right to make the award by item, groups of items or entire quote, whichever is in the best interest of Clackamas County.
7. **QUOTE REJECTION:** Clackamas County reserves the right to reject any and all quotes.
8. **QUOTE RESULTS:** Quoters who submit a quote will be notified of the RFQ results. Awarded quote files are public records and available for review by submitting a public records request or by appointment.

Exhibit A
Uninterruptible Power Supply (UPS) Inventory

Uninterruptible Power Supply (UPS) Inventory

	AddressCity	AddressStreet	FacilityName	Location	Make	Model	Power (kVA)	Service
1	Clackamas	12800 SE 82nd Avenue	Bowman Training Center	MDF	APC by Schneider Electric	Matrix	3*	Phone / Data
2	Clackamas	9101 SE Sunnybrook Blvd	Brooks Building	MDF - 4th Floor	APC by Schneider Electric	Matrix	5*	Phone / Data
3	Clackamas	9101 SE Sunnybrook Blvd	Brooks Building	IDF - 1st Floor	APC by Schneider Electric	Smart-UPS Rack	3	Phone / Data
4	Clackamas	9101 SE Sunnybrook Blvd	Brooks Building	MDF - 4th Floor - Electrical Room	APC by Schneider Electric	Symmetra	12	Phone / Data
5	Clackamas	9101 SE Sunnybrook Blvd	Brooks Building	Sheriff's Data Center	Eaton Powerware	9355	30	Data
6	Clackamas	9775 SE Sunnyside Road	Sunnyside Health & Wellness Center	MDF	APC by Schneider Electric	Symmetra LX	8	Phone / Data
7	Happy Valley	11211 SE 82nd Avenue	Riverstone	MDF	APC by Schneider Electric	Symmetra LX	8	Phone / Data
8	Happy Valley	11750 SE 82nd Avenue	Justice Court	MDF	APC by Schneider Electric	Symmetra LX	8-16	Phone / Data
9	Oregon City	121 Library Court	TS-1 Building	Closet	Best Power Technology	Unity/I UT340	50	Phone / Data
10	Oregon City	121 Library Court	TS-1 Building	UPS Room	Powerware	9330-40 (Model 30)	30	Phone / Data
11	Oregon City	150 Beavercreek Road	Development Services Building (DSB)	Basement	Powerware	9390 (Model 120)	120	Phone / Data
12	Oregon City	1810 Red Soils Court	Silver Oak Building	Evidence - 2nd Floor MDF	Emerson Liebert	eMX	30	Phone / Data
13	Oregon City	2051 Kaen Road	Public Services Building (PSB)	MDF - 1 East	APC by Schneider Electric	Matrix	5	Phone
14	Oregon City	2200 Kaen Road	C-COM	MDF	APC by Schneider Electric	Symmetra	12	Phone / Data
15	Oregon City	2200 Kaen Road	C-COM	Electrical Room	APC by Schneider Electric	MGE Galaxy 3500	20	Dispatch Floor (UPS D1)
16	Oregon City	2200 Kaen Road	C-COM	Electrical Room	APC by Schneider Electric	MGE Galaxy 3500	20	Dispatch Floor (UPS D2)
17	Oregon City	2206 Kaen Road	Jail	MDF	APC by Schneider Electric	Symmetra LX	8-16	Phone / Data
18	Oregon City	707 Main Street	Multnomah Building	MDF - 3rd Floor	APC by Schneider Electric	Symmetra LX	8-16	Phone / Data
19	Oregon City	821 Main Street	Holman Building	Basement	APC by Schneider Electric	Symmetra LX	12-16	Phone / Data
20	Oregon City	902 Abernethy Road	Abernethy Creek Building	MDF - Radio Shop - Upstairs	APC by Schneider Electric	Matrix	5	Phone / Data

* Existing UPS systems are anticipated to be replaced with APC Symmetra LX 8-16 kVA systems no later than June 30, 2018.