



city of
PALM COAST

RFQ-UT-17-60

BID MANUAL

Request for Quote (RFQ) for Utility Line Repair and Restoration

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OVERVIEW

Overview

CITY OF PALM COAST REQUEST FOR QUOTE (RFQ)	
TITLE UTILITY LINE REPAIR AND RESTORATION	REFERENCE RFQ-UT-17-60
ISSUED September 18, 2017	DUE October 4, 2017 at 2 p.m.
PURCHASING COORDINATOR Kelly Little-Downey (386) 986-3731 klittle-downey@palmcoastgov.com	PROJECT MANAGER Peter Roussell (386) 986-2531 mproussell@palmcoastgov.com
BRIEF DESCRIPTION This Request for Quotes is issued for the purpose of obtaining quotes from qualified bidders for the ongoing repair and restoration needs of the City's electrical distribution system. The quotes should include hourly rates, mobilizations charges and any miscellaneous charges required perform specialized high voltage transmission line troubleshooting, repairs and power restoration to restore the electrical distribution system.	
OTHER KEY DATES AND MEETINGS Question Deadline: October 2, 2017 at 2 p.m. Bid Deadline: October 4, 2017 at 2 p.m.	
DOCUMENT AVAILABILITY, SUBMISSION, OTHER INFORMATION Bid/quote documents are available through the City's Procurement Portal at (https://palmcoastgov.bonfirehub.com/portal). Bid/quote submittals shall be received electronically through the City's Procurement Portal by the specified time and date. No other method of submission will be allowed or considered (i.e. Mailed, emailed, or hand delivered).	

GENERAL DESCRIPTION

General Description

The City of Palm Coast is requesting quotes for the repair and restoration the City's electrical distribution system. The quotes should include hourly rates, mobilizations charges and any miscellaneous charges required perform specialized high voltage transmission line troubleshooting, repairs and power restoration to restore the electrical distribution system.

The utility line electrical contractor should be an electrical utility contractor whose business includes all types of high voltage transmission electrical circuits and distribution electrical circuits done for city municipal owned electric utilities. The contractor must hold the required certifications and licenses for working on high voltage electrical transmission systems.

Services Required

The scope of services includes a wide variety of high voltage electrical power line work to accommodate the electrical needs of the City of Palm Coasts' Utility Electrical Transmission System. Services include troubleshooting, fuse resetting, system rebuilds, pole change outs, transformer replacements and other misc. services if needed. The services also include emergency power restoration with the ability to respond with crews necessary to restore power quickly and safely in the event of any emergency situation including tropical storms, hurricanes, tornados, man-made disasters, etc. The skills necessary are working off a pole, as well as working out of a bucket, safely and efficiently. The work includes the utilization of off-road, all-terrain equipment, bucket/lift trucks as necessary. The Electrical Distribution System location is in the field where there is considerable commercial timber harvesting, dirt roads and forested areas.

Pricing

All quotes should include the hourly rate, all mobilization charges and any miscellaneous charges that would be applicable. On Bonfire you will be required to key in dollar amounts for all three of these items. No additional information is required.

GENERAL CONDITIONS

General Conditions

- **BID/QUOTE SUBMISSION:** Bid/Quote submittals shall be received electronically through the City's Procurement Portal Web Page (<https://palmcoastgov.bonfirehub.com/portal>) by the specified time and date. **No other method of submission will be allowed or considered (i.e. mailed, emailed, or hand delivered).** Any emailed, mailed, or hand delivered submittals will be returned to the sender and not be considered. Your submission must be uploaded, submitted, and finalized through the City's Procurement Portal Web Page prior to the specified time and date. We strongly recommend that you give yourself sufficient time and at least ONE (1) hour before Closing Time to begin the uploading process and to finalize your submission. **No submissions through the City's Procurement Portal Web Page will be allowed or considered after the specified time and date.** If you need general assistance, please contact Central Services Division staff at least one business day in advance. For technical questions related to your submission, please contact Bonfire at Support@GoBonfire.com.
- **BID/QUOTE WITHDRAWAL:** Bidders/Proposers may withdraw their bid/quote submittals through the City's Procurement Portal up to the time prior to the time and date set for the bid/proposal deadline. Bid/Quote submittals, once opened, become the property of the City and will not be returned to the Bidders/Proposers.
- **LOCAL PREFERENCE IN SELECTION AND AWARD:** Consistent with City of Palm Coast Ordinance 2007-17, the City may give a preference to local businesses in awarding contracts. In evaluating the bids, the amount of the local bidder's bid shall not exceed 5% of the total bid price of other non-local bidders if the cost differential does not exceed \$10,000 for procurement activities in amounts over \$30,000. A business located within the City limits shall receive the bid preference set forth in the Ordinance; however, if no bidder is located within the City limits, the bid preference may be given to a business located within Flagler County.
- **INSURANCE:** Misrepresentation of any material fact, whether intentional or not, regarding the Bidder's/Proposer's insurance coverage, policies or capabilities may be grounds for rejection of the bid/response and rescission of any ensuing contract. Copy of the insurance certificate shall be furnished to the City prior to final execution of the contract.

GENERAL CONDITIONS

- **LICENSES:** Bidders/Proposers, both corporate and individual, must be fully licensed and certified in the State of Florida at the time of submittal of the bid/quote for the type of goods/services to be provided. Should the Bidder/Proposer not be fully licensed and certified, their bid/quote submittal shall be rejected. If applicable, any permits, licenses, or fees required shall be the responsibility of the Bidder/Proposer. No separate or additional payment will be made for these costs. Adherence to all applicable code regulations, Federal, State, City, City, etc., are the responsibility of the Bidder/Proposer.
- **PUBLIC RECORDS:** All bid/quote submittals become "public records" and shall be subject to public disclosure consistent with Chapter 119, Florida Statutes. Bidders/Proposers must invoke the exemptions to disclosure provided by law in the response to the bid/quote documents, and must identify the data or other materials to be protected, and must state the reasons why such exclusion from public disclosure is necessary.
- **BIDS/QUOTES TO REMAIN FIRM:** All Bids/Quotes shall remain firm for a minimum of one-hundred and twenty (120) days after the day of the opening to allow for the evaluation, selection process and proper execution of the Agreement.
- **ADDITIONAL TERMS AND CONDITIONS:** Unless expressly accepted by the City, **only the terms and conditions in the attached draft Master Services Agreement shall apply.** No additional terms and conditions included with the bid/quote submittal shall be considered. Any and all such additional terms and conditions shall have no force and effect, and are inapplicable to this bid/quote if submitted either purposely through intent or design, or inadvertently appearing separately in transmittal letters, specifications, literature, price lists or warranties.
- **CONTRACT ADMINISTRATOR:** Under this contract, the City of Palm Coast may appoint a contract administrator with designated responsibility to ensure compliance with contract requirements, such as, but not limited to, acceptance, inspection and delivery. The contract administrator will serve as liaison between the City Central Services Division (which has the overall administrative responsibilities) and the successful bidder.
- **PURCHASING PROCEDURES:** The Central Services Division Procedures apply in its entirety with respect to this bid/quote.

GENERAL CONDITIONS

- **AFFIRMATION:** By submission of a bid/quote submittal, Bidder/Proposer affirms that their bid/quote submittal is made without prior understanding, agreement or connection with any corporation, firm, or person submitting a bid/quote for the same materials, supplies, equipment or services, and is in all respects fair and without collusion or fraud. Bidder/Proposer agrees to abide by all conditions of this bid/quote documents and the resulting contract.

- **VENDOR REGISTRATION**
All bidders or proposers whose quotes are selected for purchase orders, or work orders must register as a vendor with the City of Palm Coast. Vendors can register online at: <https://www.palmcoastgov.com/vendor-registration>.

INSTRUCTIONS TO BIDDERS/PROPOSERS

Instructions to Bidders/Proposers

SUBMISSION INSTRUCTIONS FOR SUPPLIERS

Please follow these instructions to submit via our Public Portal.

1. Prepare your submission materials:

Requested Information

Name	Type	# Files	Requirement
Hourly Rate	Key in Hourly rate \$\$\$	N/A	Required
Mobilization Charges	Key in Mobilization charges \$\$\$	N/A	Required
Miscellaneous Charges	Key in any Miscellaneous charges \$\$\$	N/A	Required

Requested Data:

Please note that text fields have a limit of 2000 characters. We recommend you prepare your responses in advance to ensure they fit within the length restrictions. Learn more about Requested Data at the Bonfire Help Center.

2. <https://palmcoastgov.bonfirehub.com/opportunities/4271>

The Q&A period for this opportunity starts Sep 18, 2017 8:00 AM EDT. The Q&A period for this opportunity ends Oct 02, 2017 2:00 PM EDT. You will not be able to send messages after this time.

INSTRUCTIONS TO BIDDERS/PROPOSERS

Your submission must be uploaded, submitted, and finalized prior to the Closing Time of Oct 04, 2017 2:00 PM EDT. We strongly recommend that you give yourself sufficient time and at least ONE (1) day before Closing Time to begin the uploading process and to finalize your submission.

Important Notes:

Each item of Requested Information will only be visible after the Closing Time.

Uploading large documents may take significant time, depending on the size of the file(s) and your Internet connection speed.

You will receive an email confirmation receipt with a unique confirmation number once you finalize your submission.

Minimum system requirements: Internet Explorer 8/9/10+, Google Chrome, or Mozilla Firefox. Javascript must be enabled. Browser cookies must be enabled.

Need Help?

Palm Coast uses a Bonfire portal for accepting and evaluating quotes digitally. Please contact Bonfire at Support@GoBonfire.com for technical questions related to your submission. You can also visit their help forum at <https://bonfirehub.zendesk.com/hc>