



Request for Proposal – 24RFP46

HVAC Air Filter Maintenance Services for
Williamson County, Texas

WILLIAMSON COUNTY – FACILITIES MANAGEMENT DEPARTMENT

3101 SE Inner Loop
Georgetown, TX 78626

Attachment A –
Scope of Work
for
HVAC Air Filter Maintenance Services

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Attachment A	HVAC Air Filter Maintenance Services – Scope of Work
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STATEMENT OF WORK**1) PURPOSE:**

Williamson County is requesting responses for air filter maintenance services at Williamson County owned locations, including buildings, detention and correctional facilities located in Williamson County, Texas. Contractor shall provide materials and labor in accordance with the attached Attachment B – Filter Change Services. There are two groupings of buildings in this solicitation, and Williamson County Facilities Management anticipates awarding a contract for each of the two groupings included in the Attachment C – Price Sheet. A single vendor may be awarded.

2) SCOPE OF WORK:

This scope of work establishes the minimum requirements for providing air filter maintenance services to Williamson County. The Contractor shall fully and timely provide all deliverables described herein in strict accordance with the terms, covenants, and conditions of the Contract and all applicable Federal, State, and local applicable laws, standards, rules, and regulations. Contractor shall provide all labor, materials, equipment, storage, and mobilization to complete the services for Williamson County.

- a) Premises may be added or removed during the term of the Contract utilizing the same terms and conditions stated herein. Statistics on building locations, annual quantities, schedule, filter sizes, equipment, and frequency of change are detailed in Attachment B – Filter Change Service. Services shall meet acceptable performance and quality standards as set forth in the Contract. **Williamson County reserves the option of purchasing either filters, labor or both from the Contractor.**
- b) Prior to a filter change, Contractor may be required to contact the Williamson County Contract Administrator or designee to have equipment taken out of service by shutting down, or being turned off, at the equipment disconnect. Once a change is complete, the equipment shall be put back into service by Contractor or by Williamson County Facilities Management technician, if applicable. Contractor's supervisor shall be trained and instructed on proper equipment shut down procedures by the Contract Administrator or designee as defined in Section 11 of this Contract. Williamson County will entertain recommendations or suggestions from the Contractor regarding changes to the frequency of filters being changed as it relates to the cleanliness of filters.
- c) All work shall be completed under Williamson County Facilities Management escort unless pre-approved by the Contract Administrator or designee on an individually approved basis. Service tickets shall be emailed to Contract Administrator or designee at completion of service.
- d) Filters shall be wired-backed pleated filters with rating of Merv 8 or better.

3) GENERAL INFORMATION:

- a) This method allows qualified respondents to submit a written proposal addressing pricing, qualifications, capacity to service Williamson County facilities, availability, approach, experience, and additional factors that will be used to ensure successful accomplishment of the requirements set forth herein. Williamson County will review, compare, and evaluate responses based on the criteria and weights identified in this RFP.
- b) It is Williamson County's intent to establish qualified contractor(s) to provide air filter changing services at various premises within Williamson County. Williamson County intends to use the established contract, while reserving the right to obtain service from other sources, if applicable, or perform the service in-house.

4) CONTRACT TERM:

- a) Initial Contract Term: Services shall be for a period beginning on Date of Award and shall expire on or before September 30, 2026.
- b) Renewal Options: If applicable, at the end of the Initial Contract Term, the Commissioners Court reserves the right to extend the Initial Contract Term, by mutual agreement of both parties, as it deems to be in the best interest of the County. The extension may be negotiated if renewal indications are provided within the County's timeframe which reflect renewal terms for the forthcoming policy year that are deemed by the County to be competitive with current market conditions. However, the County may terminate the contract at any time if funds are restricted, withdrawn, not approved, or if service is unsatisfactory. Any extension will be in twelve (12) month increments for up to an additional forty-eight (48) months, with the terms and conditions remaining the same. The total period of the contract, including all extensions will not exceed a maximum combined period of seventy-two

(72) months. The extension of the contract is contingent on the appropriation of necessary funds by the Commissioners Court for the fiscal year in question. Upon the failure of the Commissions Court to so appropriate in any year, the Respondent may elect to terminate the contract, with no additional liability to the County. The County and the Respondent agree that termination shall be the Respondent's sole remedy under this circumstance.

- c) Quantities: Unless this RFP states otherwise, the resulting contract award does not guarantee volume or a commitment of funds.

5) INQUIRIES:

- a) The sole point of contact for inquiries concerning this solicitation is:
- i) Williamson County Purchasing Specialist
 - ii) Desk Phone Number: 512-943-1492
 - iii) Email Address: Purchasing.Projects@wilco.org
 - iv) Subject: RFP – HVAC Air Filter Maintenance Services
- b) All communications relating to this solicitation shall be directed to the County contact person named above. All other communications between a respondent and the County agency staff concerning this solicitation are prohibited. In no instance is a respondent to discuss cost information contained in a response with the County point of contact or any other staff prior to response evaluation. Failure to comply with these requirements may result in response disqualification.
- c) It is the responsibility of all interested parties to periodically check Bonfire for updated to the solicitation prior to submitting a proposal. Respondent's failure to periodically check Bonfire will in no way release the respondent from any obligations detailed in the solicitation. Any additional costs incurred to meet the requirements of the solicitation are the sole responsibility of each respondent.
- d) Expect as otherwise provided in this Section, upon issuance of this RFP, other employees and representatives of the County will not answer questions or otherwise discuss the contents of the RFP with any potential Respondent or its representatives. Failure to observe this restriction may result in disqualification of any subsequent response. This restriction does not preclude discussion unrelated to the RFP.

6) SCHEDULE OF EVENTS:

- a) The County reserves the right to alter the dates in the Schedule of Events set forth below upon written notification to prospective Respondents through a posting of an addendum in Bonfire. Refer to Attachment K – Schedule of Events.

7) TECHNICAL CONTACT:

- a) Senior Director of Facilities or Designee, Williamson County, 3101 SE Inner Loop, Georgetown, TX 78626 shall serve as the County's Technical Contact with designated responsibility to ensure compliance with the requirements of the Contract and any ensuing agreement, such as but not limited to, acceptance, inspection, and delivery, together with the Purchasing Department. The Technical Contact, together with the Purchasing Department, will serve as liaison between Williamson County Commissioners Court and the Successful Respondent.

8) PRE-PROPOSAL CONFERENCE:

- a) **Pre-Proposal conference** is scheduled for:
- i) Date: Wednesday, April 3, 2024
 - ii) Time: 9:00 am
 - iii) Address:
 - a. Georgetown Annex
 - b. Room: Purchasing Training Room – P104
 - c. 100 Wilco Way
 - d. Georgetown, TX 78633
- b) Attendance at the one (1) scheduled pre-proposal conference is **NOT** mandatory. Respondents are highly encouraged to attend as important information regarding proposal requirements and details of the projects may be discussed in detail. Please do not be late to the pre-proposal conference.

9) ESCORTED WILLIAMSON COUNTY FACILITY ACCESS:

- a) Access to the following Williamson County facilities after award of contract requires escort. Contractor personnel may be required to provide complete identification for all contractor service representatives at the following restricted and escorted facilities prior to or at time of service being performed under this contract. Facilities under this requirement include, but are not limited to:
 - i) Detention Center, Jail, Treatment and ESOC Premises:
 - a. Juvenile Justice Center
 - b. Sheriff Office and Jail
 - c. Central Texas Treatment Center
 - d. Emergency Service Operation Center
 - e. Sheriff Office Training Center
 - f. CJIS Areas
- b) Submitted identification, that will become a permanent part of the file records, shall include but not limited to:
 - i) A photocopy of valid Government Issued Identification
 - ii) Company Identification
- c) Upon entering and leaving any County premises, Contractor's service representative may be required to sign in and out at receptionist desk or with the Authorized personnel.
- d) Contractor's service representative shall log all service work and upon completion of all the work that was performed, Contractor's service representative must certify that the work was completed by obtaining the signature of the Authorized personnel.
- e) Contractor should be aware that special rules and regulations may apply to work performed at the County escorted premises and should attempt to become familiar with all applicable procedures.

10) FINGERPRINT AND BACKGROUND CHECK:

- a) It is the policy of Williamson County that all Contractor employees and subcontractors that will complete any work on-site at a Williamson County property shall be subject to a criminal background check. Any expense associated with such criminal background check shall be borne by the Contractor. Contractor's employees and subcontractors who work on Williamson County contracts are required to submit a criminal history background check. A criminal history background check shall be completed before any Contractor's employee or subcontractor performs services at the site. Criminal background checks must be performed by the Texas Department of Public Safety (DPS) and must be on the forms provided by Williamson County.
- b) Contractor shall conduct Criminal Justice Information Services (CJIS) background checks on all the Contractor's staff and subcontractors scheduled to work on services under this contract prior to services beginning. All staff entering into all Williamson County Buildings under the awarded contract must be fingerprinted through FAST Services.
- c) If a contracted staff cleared fingerprint is currently on file from prior contracts with Williamson County, a new print is not necessary; however, names of individuals must be submitted in order to contact Texas Department of Public Safety ("DPS") to confirm an individual's cleared fingerprint existence. In the event there is no FAST location in their area there is an Option B which allows the contractor to be printed on a "hard card" and the card is mailed to the designated recipient (additional info available on website for this option – See Fast pass form).
- d) Williamson County will provide CJIS training program to the awarded contractor and the awarded contractor must provide this training to their employees. Williamson County requires the CJIS Security Awareness Certification Statement to be completed, signed and delivered to the Contract Administrator or designee for each and all technicians before beginning work under this awarded contract. This form will be provided to the awarded contractor.
- e) The required employee criminal background checks, employee history, and all documentation of each individual's right to work in the United States must be provided prior to beginning work.
 - i) Williamson County Facilities Management
 - ii) Attn: Division Director – Contracts

- (a) 3101 SE Inner Loop
- (b) Georgetown, Texas 78626

- iii) In addition, the awarded contractor shall continue to submit background checks for any new employees prior to such new employee entering any Williamson County facility. Replacement personnel shall have completed background checks conducted and approved by contract administrator before access to the facility is authorized.

11) COUNTY DESIGNATED REPRESENTATIVE RESPONSIBILITY:

- a) The County shall provide a "Designated Representative" for the Contract who will serve as the point of contact between the County and the Contractor.
- b) Schedule reasonable arrangements to make the County facilities available to the Contractor for the performance of service under this contract.
 - i) Arrangements include providing a county employee to escort Contractor personnel performing the scheduled services to restricted or locked area on County premises.
- c) Respond to Contractor's request to alter service dates and time within 72 business hours from receipt of request.
 - i) Any and all questions that may arise as to the quality and acceptability of work performed, and as to the manner of performance and rate of progress of the work.
 - ii) Determine the amount of work performed and materials furnished which are to be paid under this Contract. Failure of the County Designated Representative during the progress of the Contract, to:
 - a. Discover, discuss and/or reject unacceptable work;
 - b. Discover and discuss work not in accordance with the contract;
 - c. Failure to exercise any remedies in connection therewith, shall not be deemed an acceptance thereof, nor a waiver, of the County's right to full performance of the contract.
- d) The County will not furnish materials, labor, or equipment unless otherwise provided in the Scope of Work.

12) PROGRAM EVALUATION:

- i) The County designed representative will continually evaluate the progress of this contract in terms of effectiveness and safety and will require such changes, as are necessary.
- ii) Contractor shall take prompt action to correct all identified deficiencies.

13) SCOPE OF WORK CHANGES:

- i) The County Designated Representative shall make changes within the scope of this contract at any point in time.
- ii) Any change must be implemented within thirty (30) business days from the date of receipt by the Contractor of the notification. Any change in pricing, rather increase or decrease, must be provided in writing to the County Designated Representative and must receive approval in writing before Contractor makes pricing change(s).
- iii) The County Designated Representative will attempt to provide awarded Contractor with at least 30 days' notice of new address in the event of office relocation or closure of premises. The effective date of any addition or deletion will be no later than five (5) business days after receipt of Williamson's County's written notification of said addition or deletions.
- iv) The County Designated Representative reserves the right, in its sole discretion, to add or delete service locations during the period covered by any resulting contract(s).

14) SCHEDULES:

- a) The schedules for all approved work shall be approved by the County Designated Representative. All schedules must be submitted and approved fifteen (15) days prior, if applicable, and may only be altered at the discretion of the Designated Representative.
- b) All maintenance services and installation shall be conducted during established business hours, evening hours, on approved weekends or approved Williamson County holidays.
- c) Visual inspections, troubleshooting, maintenance repair, or installation that will not interfere with day-to-day business operations in the facilities may be conducted during normal business hours.

d) **SERVICE HOURS:**

- i) All services performed under this Contract shall be performed between the hours of 6:00 pm and 6:00 am unless other arrangements are made in advance with the Designated Representative. No premium charges will be paid for any off-hours work.

- e) **WILLIAMSON COUNTY HOLIDAYS:** Holidays observed by Williamson County are listed at <https://www.wilcotx.gov/903/County-Holidays> or by obtaining a list from the Designated Representative. The County does not specifically require the Contractor to work on these holidays but does require the Contractor to fulfill the requirements of the contract. If this requires the Contractor to work on holidays observed by The County or the Contractor, then Contractor shall fulfill obligations at no additional expense to The County.

- f) **CALLBACK:** For the purposes of evaluating performance under this Contract, a "Callback" is defined as a failure due to the technicians' inability, negligence, or lack of knowledge to correct a problem. All Callbacks shall be responded to in thirty (30) minutes.

15) NOTICE OF DEFECTS:

- a) Contractor shall promptly notify the Designated Representative of any defective work for which the Contractor has actual knowledge. Prompt notice of all defective work of which Designated Representative has actual knowledge shall be given to the Contractor. Payment may be withheld by the Designated Representative for identified defective work until such time as the Designated Representative has determined the defective work has been corrected.

16) SECURITY AND IDENTIFICATION:

- a) Contractor shall abide by all procedures and rules as conveyed by the County Designated Representative regarding security requirements of the property where work is to be performed. Contractor employees must wear either uniforms or appropriate clothing always identifying them as employees of the Contractor when working at any County property. Shorts, muscle shirts, and/or sandals shall not be worn at any time while conducting work under this contract. Contractor personnel must have a County supplied identification badge visible when working in any County property, if applicable.

17) CONTRACTOR ACCESS:

- a) Access routes, entrance gates or doors, parking and storage areas, and other necessary Contractor access, along with any imposed time limitations shall be designated by Designated Representative. Contractor shall conduct operations in strict observation of the access routes and other areas established. Under no circumstances shall any of Contractor's employee, vehicles, or equipment enter or move upon any area not authorized by the County's Designated Representative for access by Contractor.
- b) Contractor shall be held to have examined all properties at which the work will take place and to be familiar with the conditions under which the work will be accomplished. Contractor shall inspect existing conditions prior to commencing work, including elements subject to damage or movement during the performance of services under this contract.

18) UNIFORMS AND PROTECTIVE CLOTHING:

- a) All Contractor personnel working in or around Williamson County facilities designated under this contract shall wear distinctive uniform clothing. The Contractor shall determine and provide additional personal protective equipment required for the performance of work.
- b) Protective clothing, equipment and devices shall, at a minimum, conform to Occupational Safety and Health Administration (OSHA) standards for the products being used.
- c) Contractor personnel shall wear clean and presentable clothing; no shorts or open toed shoes are acceptable.
 - i) Contractor personnel shall always display their name and Contractor identification information while performing services under this contract.

19) TRANSPORTATION:

- a) Vehicles used by the Contractor shall be identified in accordance with state and local regulations and shall be operated in a safe manner on the County facilities or grounds.
- b) Contractor vehicles must meet Texas Department of Transportation requirements.
- c) Contractor shall provide and maintain proper vehicle insurance coverage as required by the County.

20) TRAVEL TIME:

- a) Travel and/or mileage rates are not reimbursable under this Contract. Contractor shall ensure that the authorized County representative logs the start and completion time on the service tickets for the services rendered.

21) FREIGHT AND SHIPPING COSTS:

- a) Freight and shipping costs are not allowable expenses under this Contract. Expedited shipping charges, with prior approval from the County Designated Representative, may be allowed.

22) PROPERTY DAMAGE:

- a) Contractor shall be responsible for restoring damage to any County facility or grounds because of Contractor operations. Contractor shall be responsible for damage to private property and injury to any person because of Contractor operations.
- b) Contractor shall notify the Designated Representative immediately of damage to any County facilities or grounds or private property, and/or injury to any person because of Contractor operations.

23) PRICE STABILIZATION AND INCREASE:

- a) Price offered shall remain firm for the period of the contract. The prices offered shall also remain firm for the option years should the County choose to exercise the option to renew, except for changes that are industry wide and beyond the control of the Contractor. If such changes do occur, it will be the responsibility of the contractor to provide documentation to the County substantiating the changes to the bid price. Any price changes shall be approved by the County.
 - i) Contractor may propose an annual percentage increase thereafter to take effect October 1st of each subsequent year.
 - ii) Increase may not exceed five (5) percent over a single fiscal year.

24) BILLING:

- a) Invoices must adequately describe the goods or services provided to County and include all required backup (i.e., reimbursable expenses, timesheets, receipts detailing expenses incurred etc.) that is in a form acceptable to the County Auditor. Invoices that do not adequately describe the goods or services provided to County or contain backup that is not satisfactory to the County Auditor will be returned to vendor for revisions and the provision above relating to invoice errors resolved in favor of County shall control as to the required actions of vendor and when such invoice must be paid by County.
- b) Contractor shall submit monthly itemized invoices, including all required reports and supporting documents detailed in this contract, to the Designated Representative for service rendered.
- c) Invoices shall contain the following information prior to the Designated Representative submitting for payment processing:
 - i) Name and address of Contractor;
 - ii) Contractor's Texas Identification Number;
 - iii) Contractor's invoice remittance address;
 - iv) Itemized and detailed description of services provided; and
 - v) Total price for each product and/or service provided.

- d) Contractor agrees to conduct all its services under this Contract by and through appropriate communications with Designated Representative. Contractor understands and agrees that services performed, or materials provided without the prior written direction of Designated Representative is work outside the scope of this Contract and shall be performed exclusively at Contractor's risk and own expense.
- e) Multiple County Departments are financially responsible for processing payment. Contractor will be notified upon commencement of contract which departments are responsible for select locations and shall be provided with a contact name and contact information for billing identification.
- f) Williamson County fiscal year is October 1st – September 30th. Invoices for services rendered must be paid in the appropriate fiscal year.

25) OTHER REQUIREMENTS:

- a) Tobacco Free - Contractor personnel and subcontractors are prohibited from using tobacco products including electronic nicotine delivery systems "ENDS" while on Williamson County premises performing services under this contract.
- b) Intoxication and Drug Free - Contractor personnel and subcontractors are prohibited from the use of or possession of any kind of illegal drugs or performing any services under this contract while intoxicated.
- c) Contractor personnel or subcontractors found intoxicated, using or in possession of any kind of illegal drug while on Williamson County premises or performing services under this contract may result in contract termination.
- d) Training of Williamson County Personnel - Contractor shall provide training to County designated personnel to ensure understanding.

26) PROPOSAL REQUIREMENTS:

- a) **SUBMISSION REQUIREMENTS:**
 - i) Electronic Submission: Williamson County is using the electronic procurement system Bonfire. Proposals shall be uploaded per the instructions in Attachment F – RFP Submission Instructions and Guidelines prior to 2:00 pm (Central Time) on the date specified in the Schedule of Events. To ensure that all documents are submitted prior to deadline, allow enough time to upload the documents into the portal. We recommend beginning the upload process at minimum one (1) day prior to deadline date. Facsimile proposals may be acceptable responses to this RFP if date and time stamped as received at the below location on the date and time listed in the Schedule of Events.
 - ii) **COST:** Respondents to this RFP are responsible for all costs of proposal preparation and delivery and any cost associated with interview.
- b) **SUBMISSION REQUIREMENTS:**
 - i) Submittals shall be uploaded via Bonfire in Attachment F – RFP Submission Instruction and Guidelines prior to 2:00 pm Central Time (CT) on the date specified in the Schedule of Events. There is a 500 MB limited on individual file size.
 - ii) All proposals shall be fully uploaded and submitted on or before 2:00 pm CT on the date specified in Attachment H - Schedule of Events. Williamson County reserves the right to accept late submittals.
 - iii) Telephone, facsimile, and email proposals are not accepted.
 - iv) Any issues with uploading shall be addressed with Bonfire Technician Support. Contact the Purchaser listed in this solicitation (section 5) if there are issues with the site prior to the deadline for alternative arrangements, if needed.
- c) **PROPOSAL OPENING:**
 - i) Only the names of the Respondents shall be made available after the opening date and time.
 - ii) All submitted Proposals become the property of Williamson County after the RFP submittal deadline/opening date.

- iii) Proposal submitted shall constitute an offer for a period of ninety (90) days or until award is made by Williamson County, whichever occurs earlier.

27) EVALUATION CRITERIA:

- a) Williamson County shall award to the Respondent(s) whose proposal is considered to provide the best value. Williamson County reserves the right to make multiple awards or no award under this RFP.
- b) When considering best value and award, Williamson County reserves the right to set a minimum requirement regarding the weighted criteria listed in Subsection 29 below.
- c) Williamson County also reserves the right to solicit any services that would normally be performed using this contract if it deems that by doing so would be in the best interest of Williamson County.
- d) An evaluation committee will be established to evaluate the submitted proposals. The committee will include employees of Williamson County and may include other persons invited by Williamson County to participate. By submitted a proposal in response to this RFP, the Respondent accepts the solicitation and evaluation process and acknowledges and accepts that scoring of the proposals may involve some subjective judgements by the evaluation committee. The Evaluation Committee will evaluate and score each proposal based upon the following criteria:

Criteria	Weight
Company Information	5 points
Relevant Experience and Qualifications	30 points
Proposed Methodology	20 points
Quality & Safety Program	5 points
Compensation and Fees	40 points
Total	100 points
References	Pass / Fail
Bid Bond	Pass / Fail

- e) The Evaluation Committee will determine if Best and Final Offer (BAFO) are necessary. Award of the contract may be made without BAFOs. A request for a BAFO is at the sole discretion of Williamson County and will be extended in writing.
- f) In evaluating proposal to determine the best value for Williamson County, Williamson County may consider information related to past contractor performance of a Respondent including, but not limited to, Williamson County Vendor Performance Tracking System. Prior work performance with Williamson County, depending on the problem(s) encountered, may be grounds for disqualification. In addition, Respondents involved in litigation with Williamson County may be disqualified.
- g) Based on ranking determined by the scores, Williamson County may conduct interviews and/or oral presentations with those respondents determined to be the most qualified. Such interviews are intended to:
 - i) Confirm the information contained in the proposal;
 - ii) Evaluate Respondent's methodology and work plan for the contract; and
 - iii) Evaluate the structure of contract team including qualifications of individual team members and other subcontractors. Scoring of interview may replace part or all of the scoring of the proposal.
 - iv) Based on these and other factors which may apply, Williamson County may enter into the contact with the Respondent(s) that is determined to be most appropriate for the services to be provided, but if an agreement cannot be reached, may proceed with the next ranked Respondent, and so on.
 - v) Williamson County reserves the right to award or not award the contract if no responses are deemed acceptable and may re-solicit as determined necessary in the best interest of Williamson County.

28) PUBLIC INFORMATION: Williamson County will not consider any proposal that bears a copyright. Williamson County will strictly adhere to the requirements of Chapter 552 of the TGC (the "Texas Public Information Act") regarding the disclosure of public information. As a result, by participating in this solicitation process Respondent acknowledges that all information, documentation, and other materials submitted in response to this solicitation may be subject to public disclosure under the Texas Public Information Act. Williamson County does not have authority to agree that any information submitted will not be subject to disclosure. Disclosure is governed by the Texas Public Information Act. Respondents are advised to consult with their legal counsel concerning disclosure issues resulting from this process

and to take precautions to safeguard trade secrets and proprietary or otherwise confidential information. Williamson County assumes no obligation or responsibility relating to the disclosure or nondisclosure of information submitted by Respondent. If it is necessary for Respondent to include trade secrets or proprietary or otherwise confidential information in its submission, Respondent shall clearly mark in bold red letters the term "CONFIDENTIAL" using at minimum 14-point font, on the specified part or page of the submission which Respondent believes to be confidential. Respondents should also include in the filename the word "CONFIDENTIAL". All submittals and parts of submittals that are not marked confidential will be automatically considered to be public information. If Williamson County receives a public information request seeking information marked by Respondent as confidential, Respondent will receive notice of the request as required by the Texas Public Information Act. If Williamson County receives a public information request for submittals and parts of submittals that are not marked confidential, the information will be disclosed to the public as required by the Texas Public Information Act. Note that pricing is not considered confidential under the Texas Public Information Act. Do not mark your entry submission as "Confidential".

- a) **CONTENTS:** Listed below is a summary of all information to be included in a proposal submitted in response to this RFP. Proposals submitted without all the required information may be rejected. Proposals that fail to include the following information including the required documents shall be disqualified. Evaluation of the proposal will be based on the following criteria. Specific weighting shall be used.
- b) Williamson County reserves the right, in its sole judgment and discretion, to waive minor technicalities and errors in the best interest of Williamson County.
- c) **COMPANY INFORMATION: <5 pts>**
 - i) Including, but not limited to the following: (1) company description;
 - a. Ownership information;
 - b. Physical and mailing address;
 - c. Other company locations/offices;
 - d. Primary contact;
 - e. Office and mobile telephone number and email of company's primary contact;
 - f. Provide details of all litigation history, including but not limited to administrative claims and proceedings and arbitration within the past five (5) years.
 - g. Respondents involved in litigation, depending upon the circumstances of the litigation, may be disqualified at the sole discretion of Williamson County.
 - h. Provide details of all litigation history, including but not limited to:
 - i. Administrative claims and proceedings; and arbitration within the past five (5) years.
- d) **RELEVANT EXPERIENCE AND QUALIFICATIONS: <30 pts>**
 - g) Complete and submit Attachment D – Contractor's Qualifications Form.
 - ii) Submit a free-form narrative that describes, in detail, any qualifications not stated on Attachment D – Contractor's Qualifications Form that is relevant to the scope of this solicitation.
 - iii) The following minimum requirements are required of Respondents:
 - a) Prior Williamson County premises experience;
 - b) Out of state Respondent's doing business in the State of Texas shall have a Certificate of Authority to do business in Texas, a copy of which shall be submitted with the proposal;
 - c) Demonstration that the Respondent has successfully been in business, or the principals shall have had ownership/executive management in a previous company with comparable type experience, for the services solicited in this RFP;
 - d) Demonstration of a Respondent's relevant experience for the type of work solicited in the solicitation. Respondent should document relevant experience to include:
 - 1. Verifiable experience of five (5) year's performing air filter removal and installation in commercial office buildings.
 - 2. Certified filter technician(s) to adequately meet all of Williamson County's schedules concerning the replacement of air filters as outlined in this solicitation.
 - ii. Contractor technicians shall maintain current certification from the National Air Filter Association.
 - 1. Names of top management and key employees and each person's duties, including the background and experience of these employees; and

2. An organizational chart which shows roles and responsibilities of key individuals assigned to provide services under the Contract.

29) PRINCIPAL SUBCONTRACTORS: Subcontractors with whom the Respondent intends to utilize in performing five (5) percent or more of the Contract. Principal Subcontractors should be listed separately on separate document provided by respondent.

30) PROPOSED METHODOLOGY: <20 pts>

- i) A detailed plan outlining the methodology intended to be employed by the Respondent that demonstrates the processes of implementation regarding the requirements of the Contract. This shall include, but not be limited to:
 - i. Explain processes and techniques used to understand the services to be provided under this solicitation.
 - b. Explain how the contract will be monitored and schedules maintained.
 - c. Explain how various response times outlined in the requirements will be met.
 - d. If any items are not completed during a visit due to a lack of materials, explain how staff would be scheduled to complete the work the same week it started.
 - e. Explain how staffing sizing and staffing roles will fulfill the requirements.
 - f. If awarded a Contract, explain how the existing workload will fit in proportion to the services outlined in the contract.
 - g. Explain experience working within commercial occupied buildings.
 - h. Explain approach in coordinating with other Contractors hired by Williamson County.

b) QUALITY & SAFETY PROGRAM: <5 pts>

- i) Quality Assurance: Respondent shall provide the name and job title(s) of the person(s) in the organization who oversees the quality assurance program. Respondent shall describe its quality assurance program, quality requirements and means of measurement to ensure high quality and responsive services.
- ii) Quality Control: Provide process flow charts on how quality is measured, maintained, and achieved. Respondent shall describe company's policy regarding establishing quality control processes in-place controls like ISP 9000 for adherence to budget, quality, safety, and schedule.
 1. Provide workers' compensation experience modification rate (EMR) for the previous five (5) years. This shall be included in the proposal on the insurance broker's letterhead.
 2. Provide a description of the company's safety program to indicate the name(s) and job title(s) of the person(s) who manages the program. Williamson County reserves the right to require a copy of the safety manual, which, if contracted, will become a contract document.

c) COMPENSATION AND FEES: <40 pts>

- a. Complete and submit Attachment C – Price Sheet.
- b. Respondents may not add qualifications, conditions, exceptions, variations, or additional items to the proposal, or otherwise modify the pricing structure of the solicitation in any manner. Any such modification(s) will not be considered and may be a cause for rejection of the proposal, at the full or sole discretion of Williamson County.

d) REFERENCES: <P/F>

- i) Complete and submit Attachment E – Past Projects with Corresponding References
- ii) Include a minimum of three (3) references from clients for whom similar services were performed or products were provided. Include project description, contact names, position, and company name, telephone number, and email address for each reference listed.

e) BID BOND: <P/F>

- i) Proposal shall be accompanied by a bid security in the form of an original, embossed bid bond, drawn to the order of Williamson County, in the sum of not less than five percent (5%) of the total amount of the proposal. No other form of security will be accepted. Photocopies of a bid security are acceptable. Failure to provide an acceptable bid bond may result in disqualification of proposal.

- ii) Should the contractor fail, neglect, or refuse to begin performance of the contract after receiving the award, said security will be forfeited to Williamson County. Performance shall be considered begun upon acknowledgement of the contract award and the furnishing of all required surety bonds and insurance coverage.
- iii) If Williamson County has not made an award within ninety (90) calendar days after responses are opened, Respondents may withdraw their responses without prejudice; however, Respondents have the option to extend the time in which their bids will be honored after this ninety (90) day period.

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