

**ADVERTISEMENT
FOR THE USE AND BENEFIT OF
NESHOPA COUNTY, MISSISSIPPI**

The NESHOPA COUNTY BOARD OF SUPERVISORS will receive competitive sealed bids and proposals in the Office of the Chancery Clerk, for the Board of Supervisors of Neshoba County, Mississippi, at the Neshoba County Courthouse, 401 Beacon Street, Suite 107, Philadelphia, Mississippi 39350 or electronic bids and proposals submitted at www.neshobacounty.net until 12:00 PM on the 27th day of November 2019 for the purposes of acquiring the following equipment, services and contracts: Water Treatment Equipment and Services for the Neshoba County Courthouse.

Detailed specifications for the above described equipment and bid submittal forms may be obtained from the Neshoba County Board of Supervisors office at the Neshoba County Courthouse, 401 Beacon Street, Suite 201, Philadelphia, Mississippi 39350, by calling 601-656-6281 or on Neshoba County's website at www.neshobacounty.net. Neshoba County, Mississippi will determine if compliance with the specifications exist before accepting any bid.

INSTRUCTIONS TO BIDDERS:

All responses to the solicitation for said system shall be returned, with detailed proposals included therewith, including the fixed price amount to be bid, via sealed envelope clearing marked with "Proposal for Water Treatment Equipment and Services" to the address provided above or in a PDF document format, and submitted electronically, at www.neshobacounty.net under the correct bid solicitation, by 12:00 PM, local time, on Wednesday, November 27th, 2019.

It shall be incumbent upon each bidder to understand the specifications as listed herein and to obtain clarification when necessary. It is not the intent of these specifications to limit the bidding to any particular make or manufacturer of equipment or provider of services, but rather to select such equipment and services to provide for specific needs and specific tasks. Any reference to name-brand materials or equipment is intended to establish the minimum necessary standards only and bids submitted on materials, equipment and services equal thereto, at the sole discretion and determination of Neshoba County, shall be considered.

Published by Order of the Board of Supervisors of Neshoba County, Mississippi on the 21st day of October 2019.

/s/ GUY NOWELL

GUY NOWELL, CLERK
BOARD OF SUPERVISORS
NESHOPA COUNTY, MISSISSIPPI

Publication dates: October 30th and November 6th, 2019

Request for Proposals (RFP)

Water Treatment Equipment and Services for the
Neshoba County Courthouse

Neshoba County Board of Supervisors
Neshoba County, Mississippi

October 21, 2019

Proposals Due
November 27, 2019 at 12:00 PM local time

BACKGROUND INFORMATION

Neshoba County, Mississippi, acting by and through the Neshoba County Board of Supervisors, is seeking proposals from qualified vendors to replace the existing water treatment system and provide water treatment services for the Neshoba County Courthouse's recirculation closed loop water cooling system.

The Neshoba County Courthouse has two cooling towers and two chillers for climate control in the facility along with three boilers.

RFP OVERVIEW

Neshoba County is requesting proposals for a "full service" vendor to provide the services outlined herein. Full service, in this context, means that the single source service-oriented vendor who will provide all installation of equipment, all handling of chemicals, testing, dosage adjustment, pump and controller maintenance / replacement, and professional services as required, to ensure and maintain optimal quality water.

Vendors shall furnish and install a complete and operational water treatment system as described herein. This shall include all necessary items to complete the installation and normally included in similar work whether specifically mentioned in this RFP or not.

By submission of a proposal in response to this solicitation the vendor shall certify that the chemicals/products recommended for the water treatment programs will not endanger the health or safety of the persons handling the materials or damage real or personal property when used in accordance with established written procedures provided by the vendor.

Before submitting a proposal, the offering vendor shall make a careful examination of the Neshoba County Courthouse HVAC. The offering vendor shall determine in advance the method of installing the water treatment equipment or apparatus, the means necessary to install said equipment and shall be thoroughly familiar with and assess all conditions of the site.

This overview provides the general description for the water treatment system for the Neshoba County Courthouse being solicited. It is the responsibility of the proposing vendor to ensure that all components necessary for this complete system are included in their proposal for a turnkey project.

It is expected that the solution proposed will be a modern water treatment system solution supplied by a single vendor, implemented by a local solution provider with factory trained local staff capable of providing quick response to the ongoing support needs of Neshoba County, both routine and emergency. Neshoba County requires the offering vendor to provide onsite training of the solution provided to administrative and/or technical staff who will be monitoring the day-to-day operations of the Neshoba County Courthouse HVAC to ensure maintenance and upkeep of the system acquired.

It is expected that the system proposed will be fully functional and available for productive use by Neshoba County within 90 calendar days of the date of issuance of the purchase order to the selected vendor.

The successful bidder for this project will be selected as soon as possible by the County upon receipt and analysis of the proposals presented. Upon notification of award the successful bidder will immediately order the required hardware and materials upon receipt of the purchase order. All systems will be installed and tested to be operational no later than the dates previously specified.

SCOPE OF SERVICES

In general, this solicitation is for water treatment equipment and services to ensure the integrity and optimal performance of the Neshoba County Courthouse chilled water loop which includes two chillers and two cooling towers. The following are included, but not limited to, the scope of services for this project:

- Water Treatment Equipment
 - To include the controllers, necessary probes, chemical feed pumps, connectivity, mounting hardware, corrosion coupon equipment, and other necessary equipment to ensure a functional water treatment program.
- Operational, Monitoring and Reporting Software
 - Will include all required operational software and web-based hosted water management software, which will provide monitoring, alerting, management use reporting/trends and service histories.
- Implementation Services
 - Will include all required implementation services including equipment installation and software training for administrative and technical staff.

- Ancillary Costs
 - (If Any) Will include all shipping and handling costs associated with acquisition of the water treatment system and other costs not previously specified that must be included.
- Maintenance and Support Costs
 - Will include an annual cost for a minimum three (3) year period to supply and provide all necessary chemicals, service and support for said water treatment system provided. The annual cost shall be broken down into twelve monthly payments and paid by the County monthly. An additional two (2) year option for continued service, support and chemicals shall also be provided as an option for the County to consider for a total of five (5) years service and support for the turnkey system. The costs for maintenance and support through year five (5) will be used in conjunction with the proposed equipment cost to determine total life-cycle costs.

General Specifications

- Overall Requirements
 - This solicitation is for a complete water treatment system and services for the Neshoba County Courthouse's closed loop chilled water system.
 - All equipment must be new, newly manufactured, not reconditioned or refurbished in any way.
- Goals of the Water Treatment Program
 - Detect what is occurring in the existing system and gain control of the system.
 - Minimize corrosion, fouling and biological growth, thereby optimizing water and energy use and minimizing maintenance and equipment replacement.
 - Monitor program results and make appropriate recommendations.
 - Utilize a state of the art water treatment program at a competitive price.
- Standard Monthly Services
 - Perform any needed maintenance and/or calibration of controller units.
 - Visually inspect systems and report condition of equipment (if necessary).
 - Monitor, report and reorder chemicals as necessary.
 - Provide performance reports with trends using data collected in real-time from the system controllers.

- Provide Service Reports with field test results, system conditions and corrective actions taken or needed.
- Perform testing to ensure systems are within desired parameters.
- Corrosion Studies
 - Corrosion studies will permit an evaluation of system performance. A corrosion coupon system will be installed to provide for said studies.
- Automatic Feed and Control Equipment
 - All chilled water loop feed and control equipment will be supplied, installed, maintained and calibrated by the offering vendor. The vendor will provide pricing for said equipment and may offer a monthly lease purchase price for said equipment also.
 - The vendor will be responsible for piping and connection to the existing closed water loop system. The existing water treatment system will be removed permitting access to the system at that location. The system(s) / equipment to be installed will have a shut-off installed if one does not exist at attachment locations.
 - All existing chemical feed piping will be utilized / replaced / repaired / unclogged by the vendor as necessary without additional cost. The offering vendor shall examine existing feed and control equipment prior to submitting a proposal.
 - A cooling loop chemical feed and automation system that feeds and controls the corrosion/scale inhibitor based on direct reading of the actual levels present in the cooling water shall be implemented. It shall have the capability to feed and control biocides automatically. Automatic blowdown of the cooling tower water is also necessary of the same unit.
 - A wireless remote data acquisition package that will monitor the chemical levels and conditions of the closed loop cooling water and provide data on a real-time basis is required. The system furnished shall provide alarms for multiple notifications, including the vendor as well as County staff. The system furnished will provide internet access via webpage and app (at a minimum iOS).
 - The vendor must ensure that a sufficient stock of chemicals is always available for use.
- Reporting
 - A post-visit report should be discussed with management personnel at the conclusion of each visit. The report should contain the test data, a discussion of the conditions at the time and recommendations to improve the program.

- The progress of the water treatment program will be reviewed monthly. This report will contain water and chemical use by the system. In addition, there will be a formal review quarterly and yearly.
 - An electronic recordkeeping system to track the progress of the water treatment program must be maintained. This electronic system is preferable and may be in conjunction with the "Administrative Notebook" requirements established under Vendor Requirements.
- Vendor Requirements
 - Service and Response Time – The offering vendor shall have staff representatives that reside within four (4) hours driving distance of the Neshoba County Courthouse. A representative must visit the Neshoba County Courthouse a minimum of once every thirty (30) days. The representative must be available for calls on specific problems or issues should they occur. The offering vendor shall make a representative available on a twenty-four (24) hour basis and under emergency circumstances, be able to arrive on site within four (4) hours of notification.
 - Penalties – If the vendor fails to fulfill the contract terms in any month, up to one-half (1/2) of the prorated monthly charge will be deducted and forfeited from the next vendor payment. The vendor shall be considered in violation if there is a failure to take corrective action in a timely manner after discovery. Repeated failure will result in default and forfeiture of the contract.
 - Program Administration – With organization being the key to a well-run water treatment program the offering vendor upon being selected and post implementation shall provide an "Administrative Notebook." The notebook may be paper or electronic in nature but must provide quick access to all technical and safety information regarding the water treatment solution implemented. At the minimum the notebook must contain a water treatment program outline, control test procedures, log sheets, product bulletins, MSDS, feed and control equipment specifications and/or manuals, and service reports.
 - Drum / Pail Handling and Disposal – It will be the responsibility of the awarded vendor to handle and dispose of the chemical drums / pails utilized for the water treatment program.
 - Troubleshooting Capabilities – The offering vendor must have laboratory facilities available and capable of performing various analytical work to facilitate the monitoring, control and troubleshooting of the water treatment system implemented for the Neshoba County Courthouse. All laboratory services shall be provided by the vendor or in the alternative

the use of an independent laboratory is allowed if said independent laboratory specializes in water analytics. Laboratory services available shall include: corrosion coupon analysis, water analysis, deposit analysis, microbiological analysis and metallurgical analysis.

- Microbiological Testing – Neshoba County is concerned with bacteria control in the cooling towers and wishes to ensure good microbiological control without overfeeding biocide. The vendor must have the capability to quantitatively determine organism levels of a water sample. This test will be used to ensure that a clean system is achieved.
- Any specialized equipment required by the offering vendor to perform the services under this solicitation shall be provided at no additional cost to Neshoba County.
- The awarded vendor shall not shut down any equipment unless permission is first obtained from the County Administrator or their designee. The awarded vendor will comply with all mandated lockout/tag out procedures.
- The awarded vendor is responsible for properly disposing of any materials removed or replaced. Any areas disturbed should be restored to their original condition. Neshoba County reserves the right to make all final decisions to determine whether to proceed with repair or replacement of any equipment. Neshoba County reserves the right to retain any parts or equipment which are replaced and no equipment or parts may be removed from the facility without written authorization.

Overall Solution Requirements

In responding to this RFP the solution provider shall include all hardware, software, installation and configuration services and expenses, ongoing maintenance and support including testing services, and any other costs broken out separately with submission of the bid. While all of the equipment components are to be included in the total price for the system, annual support and maintenance shall not be included in the total system price but shall be included for consideration as an annual maintenance contract.

Annual Maintenance and Support shall include the following:

- On-call Emergency Response
- On-Site Hardware Response
- Certified Technician Support
- Troubleshooting and Repair
- Software and Firmware Upgrades
- Connectivity, Testing and Reporting Services

The annual maintenance and support shall be specified as a yearly lump sum cost for the three (3) year post installation period with two (2) additional years of maintenance and support for consideration. Maintenance and support shall be paid monthly.

Due to the state of the existing system the awarded vendor will need to gain control of the cooling loop system. Post-installation of the selected equipment and corrosion coupon monitoring system it is anticipated that the vendor will need to make multiple visits to the site to gain control of the system and adjust settings. All costs will be included in the cost for the installation and/or service and maintenance pricing to gain control of the system.

Neshoba County also plans to clean both cooling towers before implementation of the new water treatment system. The offering vendor may provide a separate quote for the cleaning of both cooling towers to be included with the bid proposal but separate from the equipment, service and maintenance work solicited herein.

The offering vendor shall provide a service plan and support strategy that includes a schedule of services to be conducted monthly. In addition, the vendor shall provide a transition plan that specifies what will happen from award of the contract in weeks.

Neshoba County has attempted to provide information that may be of benefit in formulating this proposed solution, but it is the responsibility of the vendor to ensure their proposal is accurate, complete and capable of providing a complete and functional turnkey water treatment system for the Neshoba County Courthouse.

Bidder shall warrant all equipment to be free from defects in material and workmanship, and to operate in accordance with these specifications for a period of not less than one (1) year from date of installation.

Products manufactured and assembled in the United States shall receive preferential consideration.

Questions or requests for information (RFI) in regard to this RFP should be directed to County Administrator Jeff Mayo at 601-656-6281 or jmayo@neshobacounty.net. All formal RFI inquiries should be written (electronically or mechanically) and responses will be provided in same manner.

Response Format

The format of the response to this solicitation is left to the proposing vendor but said response shall include all necessary information to ensure that Neshoba County is able

to make an informed decision in regard to the solution proposed. The Neshoba County Bid Form (Pages 12 and 13) for this project must be included with the response and shall be used for determining the costs and additional information for said project.

It should be noted that Neshoba County is subject to Mississippi Open Records Law. As a result, Neshoba County can give no assurance to any bidder that information marked as proprietary can be protected as such. As a matter of law, submitted proposals will become a part of public record.

Proposal Submission

Neshoba County requires the proposal to be submitted as described in the Instructions to Bidders Section on Page 1 of this solicitation

Proposal Timeframe

Solicitation for bids will begin on October 22, 2019 and conclude with receipt of proposals by 12:00 noon, local time, on November 27, 2019. Upon submission and opening, bids and proposals may not be withdrawn for a period of 60 days from the date of bid and the Neshoba County Board of Supervisors will make the final determination in acceptance or rejection of any bid.

Proposal Evaluation Criteria

The following is the criteria which will be utilized to weigh the lowest responsive and responsible bidder:

1. Vendor Qualifications
2. Quality and Completeness of Proposal Submitted
3. Compliance with Implementation and Training Requirements
4. Warranty, Support Services and Maintenance Requirements
5. Compliance with System Requirements
6. Pricing of Components

Neshoba County reserves the right to disqualify any non-compliant vendors and solutions and reserves the right to reject any and all proposals submitted.

Upon receipt of proposals presented by the due date and time, the County Administrator will open and evaluate said proposals in preparation for a recommendation to the Board of Supervisors. It is anticipated that the total cost of the contract to be awarded hereunder is less than \$50,000.00. If proposals exceed this

amount, bids will be rejected and the solicitation made for a reverse-auction bid for acquisition as required.

Project Award

It is the intent of Neshoba County to award this project to a single qualified vendor who can provide all of the required capabilities. Neshoba County reserves the right to waive informalities and irregularities, reject any and all bids and make no award in response to this RFP in the best interest of the County.

If an award is made as a result of this RFP, it shall be awarded to the respondent whose proposal is most advantageous to Neshoba County with price and other factors considered.

In the event that an award results from this RFP, then the winning bidder agrees that Neshoba County will be held harmless for any lawsuits resulting from work performed by the winning bidder or acts of the winning bidder's employees. This shall include any resulting issues with patent infringements.

Payment Terms

Each proposal shall include a statement of the standard payment terms for a project of this type. Neshoba County reserves the right to negotiate payment terms upon contract award but does not issue payment until all equipment and systems are installed, received and functioning correctly. As previously mentioned, though the service and maintenance portion of the contract is annual lump sum, said costs will be paid monthly.

NESHOBA COUNTY BOARD OF SUPERVISORS
Turnkey Water Treatment System for the Neshoba County Courthouse
OFFICIAL BID FORM

FOR SUBMISSION OF BID / PROPOSAL

For: Neshoba County Board of Supervisors, 401 Beacon Street, Suite 201, Philadelphia, Mississippi

We are pleased to submit the following bid for:

with all items and equipment to provide a Turnkey Water Treatment System solution for the Neshoba County Courthouse for the price specified below:

Price Complete, As Specified: _____ (**← Purchase of Equipment**)

Delivery and Installation Time: _____ (Calendar Days)

Bid is: _____ as per specifications, taking no exceptions

_____ taking only those specification exceptions listed by letter attached and referenced to page numbers specified (no alternate bids are accepted)

Support and Maintenance Cost (Year 1): _____ per year or _____ per month

Support and Maintenance Cost (Year 2): _____ per year or _____ per month

Support and Maintenance Cost (Year 3): _____ per year or _____ per month

Support and Maintenance Cost (Year 4): _____ per year or _____ per month

Support and Maintenance Cost (Year 5): _____ per year or _____ per month

As required in the specifications the vendor must provide all costs broken out separately with this official bid form in the proposal presented. This includes equipment and services.

The Proposer certifies, to the best of its knowledge and belief, that:

- (i) The Proposer and/or any of its Principals or Owners:
 - (A) (check one) **are ()** or **are not ()** presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any governmental agency.
 - (B) (check one) **have ()** or **have not ()**, within a three year period preceding this offer, been convicted of or had a civil judgement rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (federal, state or local) contract or subcontract; violation of federal or state antitrust statutes, rules or regulations relating to the submission of offers; or commission of embezzlement, theft,

forgery, bribery, falsification or destruction of records, making false statements, tax evasion; or receiving stolen property; and,

(C) (check one) **are ()** or **are not ()** presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any other of the offenses enumerated in paragraph (i)(B) of this provision.

(ii) The proposer (check one) **has ()** or **has not ()**, within a three year period preceding this offer, had one or more contracts terminated for default by any governmental agency.

"Principals," for the purposes of this proposal, means officers, directors, owners, partners and persons having primary or substantial management or supervisory responsibilities within a business entity.

(iii) There is no elected official or employee of Neshoba County who has, or would have, or whose relative has, or would have, a substantial interest in any contract resulting from this proposal.

Selling Company Name: _____

FEIN: _____

Manufacturer of Solution: _____

Address: _____

Signature: _____ Title: _____