

**REQUEST FOR PROPOSAL**

**COMPUTER MAINTENANCE MANAGEMENT SYSTEM**

**(CMMS) Software and Support**



**DATE:** June 8, 2017

**DUE DATE:** July 11, 2017

**TIME DUE:** 4:00 P.M. Local Time

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## 1. INTRODUCTION

The CITY of Grants Pass is located in The “Sun Belt” of Southern Oregon. The CITY is requesting proposals from qualified and interested Companies who have the resources to provide an appropriate Computerized Maintenance Management System (CMMS) software and support services to the CITY. This RFP provides the background, the CMMS technical specification, scope of services, and schedule for the work. It also contains the selection process that will be used to select the preferred PROPOSER(s) which includes a series of questions and tabulations any and all interested parties must answer to be considered responsive.

The CITY sincerely appreciates the efforts all the firms and their respective staffs put forth in responding to this Request for Proposal (RFP).

### 1.1 SUMMARY OF PERTINENT DETAILS

RFP Number: SE6334

RFP Title: Computer Maintenance Management System (CMMS) Software and Support

The Proposal: The PROPOSER’S proposal shall comprise of seven elements:

1. Software Supply, Installation, and Training
2. Software Maintenance
3. Software Demonstration
4. CMMS Configuration
5. CMMS Implementation, Testing, and Training
6. Costs a) Software supply b) Maintenance, c) Configuration and Implementation
7. Appendix

Combining to form two scope Parts: Elements 1 and 2 will form Part 1 of the scope of work. Elements 4 and 5 form Part 2 of the scope of work and shall be offered as an option.

The Evaluation: Full details of the evaluation are described in the evaluation section of this RFP. Element 1-3 shall be judged in two phases, and shall dictate the PROPOSER(s) potential to contend for elements 4 and 5.

Element 1-2 shall firstly contain a written proposal “The Bid”, judged on offering compliance, completeness, and references; secondly, the three top scoring “Bids” shall perform an onsite demonstration “The Demo”, Element 3, which shall be judged on usability, user satisfaction, and price. One PROPOSER(s) shall be selected from the three Demos to provide the CMMS software, installation and long term maintenance. All proposers will be evaluated to optionally fulfil Elements 4 and 5.

Elements 4 and 5 shall be evaluated on experience, competence, references, and price.

Advertise, Bid Start Date: June 8, 2017  
Question End date: June 29, 2017  
Objection to RFP: June 30, 2017  
Bid Closing Date: July 11, 2017, 4:00 PM Local Time  
Notification to top 3: Mid-August 2017  
Demos: September 2017  
Final Selection: Mid-October 2017  
Council Approval: November 2017  
Notice To Proceed: December 2017  
CMMS installation: February 2018  
Configuration/Implementation: April – July 2018  
Project Closeout: September 2018

Bid Contact: Written contact only to:  
Barry Buchanan, Buchanan and Associates  
[Barry@BuchananAndAssociates.com](mailto:Barry@BuchananAndAssociates.com) or  
PO Box 584  
Salem, OR 97302

Bid Address: PDF Electronic filing only concurrently to:  
[icanady@grantspassoregon.gov](mailto:icanady@grantspassoregon.gov) and  
[Barry@BuchananAndAssociates.com](mailto:Barry@BuchananAndAssociates.com)

Bid Pages: Maximum number of pages, 18, excluding: the cover page, table of content, “supporting documentation”, CITY provided forms, Work Plan, Schedule, and tabs if used. All other pages count including cover letter. A page is considered to be a single side of 8½” x 11” (or metric A4) sheet fully or partially filled. A single side of 11” x 17” (or metric A3) counts as 2 sheets. No preprinted PROPOSER(s) promotional literature to be included. No tabs required.

Bid Verbiage: The CITY of Grants Pass, hereinafter “The CITY”  
Buchanan and Associates, hereinafter “B&A”  
Prospective PROPOSER(s), hereinafter “PROPOSER(s)”

*Maintenance Services* shall mean: subscriptions, support, hosting and other associated professional services.

*Supporting Documentation* is limited to: screenshots, report formats and examples, and technical specifications

## 1.2 BACKGROUND

The CITY is in the process of up grading their Wastewater Treatment Facility, but at this time has no CMMS in place to capture their new and/or existing assets.

The CITY is a local authority servicing a population of about 35,000 – 40,000 people with about 200 FTE. The CITY owns, operates, and maintains:

- Streets, roads, and bridges
- Parks, gardens, and recreational facilities
- Land parcels
- Buildings, offices, and amenities
- Water abstraction, treatment, and distribution systems
- Wastewater collection, treatment, and disposal systems
- Stormwater collection, treatment, and disposal systems

Initially the CITY wishes to have in place a CMMS which will be operational for the commissioning phase of the new Wastewater Treatment Facility in the fall of 2018. Ultimately, at an undetermined time in the future, the CMMS will be utilize to capture all the CITY's assets and provide the basis for an Enterprise Asset Management System (EAMS).

The CITY currently has disparate incomplete Asset Registers held in many different applications, predominantly spreadsheets. Maintenance work is planned and administered by the maintenance supervisors using hand developed schedules and documentation. The CITY wishes to improve on this situation and become more computer centric in its long term planning and short term maintenance activities.

## 2 THE PROJECT

The CITY wishes to purchase a Computer Maintenance Management System (CMMS) to initially track, manage, and maintain its Wastewater Treatment Facility assets. The CMMS must be capable of developing into a CITY wide Enterprise Asset Management System (EAMS) for, but not limited to, the assets listed in Appendix A.

### 2.1 SCOPE OF WORK

The scope of work is divided into two (2) Parts:

Part 1(a). Supply and installation of the CMMS software and Associated Training

Part 1(b). Maintenance of the CMMS software. The initial term of the agreement for maintenance services will be two (2) years with three (3) one (1) year optional extensions

Part 2. Configuration, implementation, testing, and training of the Computerized Maintenance Management System for the Wastewater Treatment Facility.

### 2.2 MINIMUM REQUIREMENTS

The PROPOSER(s) must be able to demonstrate:

1. A recent history (within the past 3 years) of the successful utilization of the PROPOSER(s) CMMS software in 3 utility environments.
2. A positive track record of providing CMMS software maintenance services to 3 utility clients for the past 8 years
3. Three instances where the PROPOSER(s) software has been initially used for CMMS activities by a utility that have over time developed an Enterprise Asset Management System (EAMS) comparable, or larger, in size to that of the CITY of Grants Pass.

### 2.3 TECHNICAL CAPABILITIES

#### 2.3.1 General System Requirements

The Proposed Solution shall include the following:

- Either On-Premise, Cloud, or Hosted solution
- A recommendation for software purchase arrangements
- Unlimited data/storage, reads, and transactions or pricing structure that is outlined in the PROPOSERS cost structure
- Map/GIS enabled to allow location-based tracking of assets and Work Orders
- Asset tree with hierarchy
- Flexible asset scheduling (specific time/date, weekly, monthly, quarterly, etc.) by asset or asset type (batch scheduling).

#### 2.3.2 Additional Desired Functionality

It is highly preferred that the proposed solution also include the following:

- Ability to provide APIs to allow two-way service requests/work orders between the CMMS and ESRI ArcGIS and other CITY computerized tools.
- Single Sign-On (SSO) capability in a Microsoft Active Directory Environment.
- Concurrent or unlimited licenses/subscriptions (NOT named user).

- Mobile applications (for IOS, Android, and Windows tablets) that enable field personnel to enter data real-time and off-line if needed and include mapping/GIS capabilities.
- Ease of Preventive Maintenance (PM) and Work Order (WO) job assignment to field staff.
- Ability to generate PMs and WOs on demand or through scheduling or completed task.
- Materials management and inventory control, including the ability to track the use of parts and material, equipment, and labor by PM, WO, asset, etc.
- Ability to enter and track user-defined/custom data and create alerts based on operational parameters, e.g. temperature and pressure. Advanced search/lookup capabilities by asset type, asset name, ID number, street name, address, serial number, etc.
- Capable of displaying GIS-mapped icons of assets on a live digital map (via mobile tablet and web browser) and ability to display associated asset information, including pending PMs/WOs, by selecting the icon.
- On-premise, Cloud, or hosted library where the CITY can upload and store standard operating procedures (SOPs, asset assembly detail drawing, equipment data sheets, manuals, photos, etc. that can be linked with specific assets or asset types.
- Advanced text-based and graphical reporting capability, including custom reports, scheduled reports, and automatically delivered reports. SQL Server Reporting System (SSRS) integration is preferred.
- Advanced analytic tools, including graphical representations (either through dashboard or reports) of staff assignments, asset WOs, etc.

#### 2.3.3 Technical Support and Maintenance

- PROPOSER(s) shall provide support at a minimum Monday – Friday from 7:00am to 6:00pm Pacific Time, excluding CITY holidays.
- Technical support shall include unlimited incidents.
- Technical support shall be available both by telephone and online.
- Technical support shall be provided within mutually acceptable response times based on issue severity.
- PROPOSER(s) shall develop and deploy patches/bug fixes as required based on a standard maintenance schedule communicated in advance to CITY.
- PROPOSER(s) shall notify the CITY at least three (5) business day in advance of deploying any service impacting modifications (excluding emergency patches/fixes).
- PROPOSER(s) shall notify the CITY at least five (5) business days in advance of its intent to release any major improvements or enhancements to the System and include a description of the intended improvements or enhancements.

#### 2.3.4 Configuration and Implementation

- PROPOSER(s) shall conduct a Project Kick-off Meeting to include:
  - Introduce project team members, including qualifications and project roles and responsibilities.
  - High level overview of the Proposed Solution.
  - Deliver Preliminary Project Implementation Schedule in a critical path format so that the timelines and milestones can be clearly identified and measured.
  - Discuss and define Notice to Proceed Procedures.
  - Define processes for tracking project status.
  - Define change control procedures.



- Define the deliverable review and Final System Acceptance processes.
  - Determine the format and protocol for periodic, ongoing meetings, reports, and communications.
  - Define lines of communication and reporting relationships.
  - Identify high-risk or problem areas and discuss resolution process.
  - Finalize Project Implementation Schedule.
- PROPOSER(s) shall conduct workshops, meetings, and discovery sessions as required to develop a Business Process Map to include, but not limited to:
  - Plan Maintenance (PM)
  - Work Orders (WO) workflow
  - Security access
  - Dashboard layouts
  - Asset tree hierarchies
  - Scheduling
  - Reporting
  - Mapping
- PROPOSER(s) shall deliver Business Process Map documentation to the CITY for approval, including:
  - Detailed plans for the asset hierarchy
  - Data categories by asset type
  - Programmed PM schedules.
- PROPOSER(s) shall upload the CITY's Wastewater Treatment Facility assets and location data into the CMMS from CITY provided Microsoft Excel, ESRI files, and potentially other assorted data bases.
- PROPOSER(s) shall setup, configure, and implement the CMMS in accordance with the CITY approved Business Process Map, including base, mobile, and GIS/map functionalities.
- PROPOSER(s) shall develop at least five automatically generated, and e-mail selected, custom reports, preferably in PDF format, based upon a CITY-defined schedule.
- The PROPOSER(s) shall provide demonstrations of the CMMS to CITY staff when it is believed the System is ready for Go-Live. The CITY will provide System feedback, and when the CITY agrees that the CMMS is ready for Go-Live they will indicate such in writing to the PROPOSER(s).
- PROPOSER(s) shall provide on-site staff for CMMS Go-Live to assist CITY staff and troubleshoot as required.
- The PROPOSER(s) shall demonstrate that the CMMS meets all requirements as stated in this Scope of Services and Requirements and as further defined in the Business Process Map.
- PROPOSER(s) shall prepare a test plan for each set of requirements to demonstrate that they are included and implemented in the CMMS.
- PROPOSER(s) shall provide guidance to the CITY during completion of the test plan to ensure that it is done in accordance with PROPOSER(s) provided training and documentation.
- Following testing, the CITY and PROPOSER(s) shall prepare a punch list of items required to properly complete CMMS configuration and implementation.
- Punch list items shall be completed by the respective party according to a mutually agreed upon schedule.
- Following completion of all punch list items and CITY's validation that the System meets requirements, both parties will execute a Final System Acceptance Certificate to memorialize System acceptance.

- Upon execution of the Final System Acceptance Certificate, the CITY agrees to pay PROPOSER(s) any remaining and approved outstanding invoice and any previously withheld retainage.

### 2.3.5 Training

PROPOSER(s) shall provide training for CITY staff on the CMMS in two part:

- Part I Initial training of the new installed software prior to configuration and implementation.
  - Super Users
    - Available System configuration and customization features, including user defined fields, dashboards, operational alerts, etc.
    - User Administration
    - Field staff setup/entry
    - Asset management (adding new assets, setting up schedules, updating asset information, updating location information, etc.)
    - Asset tree hierarchy management
    - PM and WO entry, generation, scheduling, assignment, etc.
    - Uploading documents, photos, etc. to the cloud-based library and linking to assets or asset types as applicable
    - Map/GIS features
    - Graphical and analytical features
    - Report generation, custom development, and scheduling
    - Mobile applications
    - Note: It is intended that Super Users will assist with System testing.
- Part II Training to implement the configured solution.
  - End Users
    - PMs and WOs
    - Uploading documents, photos, videos, etc. to the cloud-based library and linking to assets or asset types as applicable
    - Map/GIS features
    - Report generation
    - Mobile applications

## 2.4 SUMMARY of TECHNICAL REQUIREMENTS

The following list sets out the technical requirements of the CMMS.

CATEGORY	DESCRIPTION	REQUIREMENT	OPTIONAL
Interaction	Simple, Intuitive, Streamlined	✓	
Integration	Inventory System	✓	
Integration	SharePoint Document Server	✓	
Integration	Historical Maintenance Microsoft Access	✓	
Integration	SCADA	✓	
Integration	POSM (Pipeline Observation System Management) CCTV (close-circuit television)	✓	
Integration	ArcGIS Desktop/Server 10.4 - Utilize existing ArcGIS web services	✓	
Integration	Backflow Program	✓	
Integration	CMMS must provide platform for mobile media or integrate with SP Document Server	✓	
Report	Microsoft SQL Server Reporting Services or Crystal Reports Server, Report Subscription Capability	✓	
Mobile	Mobile Devices (IT Prefers Windows Surface Pro Devices)	✓	
Mobile	Mobile Software Capability, work management (including notes, videos, and photos), asset creation, read, edit, write	✓	
Migration	Historical maintenance data integration	✓	
Migration	Migrate Microsoft Access Maintenance Schedule Data to new system or integrate separately	✓	
Compatibility	Microsoft IIS (internet information service)	✓	
Compatibility	Microsoft SQL Server Standard 2012 R2	✓	
Compatibility	Microsoft SQL Server Integration Services	✓	
Compatibility	Microsoft SQL Server Data Tools Business Intelligence	✓	
Compatibility	Laptops, Windows Surface Pro tablets, iPads, mobile phones	✓	
Compatibility	Microsoft Windows (7,10)	✓	
Compatibility	Virtual Server Hyper V	✓	
Additional	HTML5 (hyper-text markup language 5) is a preference over Java	✓	
Additional	Ability to IM (instant message) to provide group notification inside of software about construction projects, road closures, etc.		✓
Additional	Both Web and Desktop Preference		✓

### 3 INFORMATION FOR PROPOSERS

#### 3.1 HOW TO OBTAIN THIS RFP

This RFP may be downloaded from the CITY of Grants Pass Web Site at <http://www.grantspassoregon.gov/bids.aspx>

#### 3.2 PROPOSER(S) REGISTRATION

PROPOSER(s) must register with The CITY by e-mail at [icanady@grantspassoregon.gov](mailto:icanady@grantspassoregon.gov) PROPOSER(s) that do not register with The CITY will not receive potential addendums or notifications re the RFP. This will lead to a disqualification of the proposal as the PROPOSER(s) will not be able to complete the Receipt of Documentation form. One day after the closure of questions all registered PROPOSER(s) will receive a notice of the number of changes and addendums issued, this notice must be countersigned and attached to the proposal.

The CITY will not be responsible for the completeness, accuracy, or timeliness of the PROPOSER(s) response to the RFP.

#### 3.3 GENERAL INFORMATION

The CITY reserves the right to accept or reject any item or group(s) of items of a response. Additionally, the CITY may, for any reason, decide not to award an agreement as a result of this RFP or to cancel the RFP altogether. The CITY shall not be obligated to respond to any proposal submitted nor be legally bound in any manner by submission of the proposal.

Data in this RFP is for informational purposes only. The CITY shall not be responsible for the completeness or accuracy of said data.

The CITY reserves the right to verify any information provided during the RFP process and may contact references listed or any other persons known to have contracted with the PROPOSER(s).

The CITY may require financial statements as certified by an independent Certified Public Accountant. Do not submit these documents unless requested.

The laws of the State of Oregon shall govern this RFP process and any resulting agreements. Services provided to the CITY shall comply with CITY policies, rules, and regulations which may be in effect during the term of the agreement, as well as all federal, state, and local statutes, ordinances, and regulations. The successful PROPOSER(S) is also required to comply with applicable equal opportunity laws and regulations.

Information obtained by the PROPOSER(s) from any officer, agent, or employee of the CITY shall not affect the risks or obligations assumed by the PROPOSER(s) or relieve the PROPOSER(s) from fulfilling any of the RFP conditions or any subsequent contract conditions.

#### 3.4 PRE-SUBMITTAL MEETING

There will be no formal pre-submittal meeting and/or site visit for this Proposal. However, within the first 4 days of the Bidding process prospective PROPOSER(s) may request a single site visit. The request shall be made in writing through the designated contact person.

Dependent on the number of requests made, the CITY may elect to have those requesting a visit come on the same day at the same time. Any and all visit shall be completed the same day as the open question time stops.

### 3.5 PROCEDURE FOR SUBMITTING QUESTIONS

All questions/inquiries must be in writing made through B&A to [Barry@BuchananAndAssociates.com](mailto:Barry@BuchananAndAssociates.com) or PO Box 584, Salem OR 97302.

All questions shall be responded to in the form of Addendum to the RFP via e-mail.

The CITY shall not be bound by any oral instructions, interpretations, or explanations.

### 3.6 RFP ERRORS

Should discrepancies or omissions be found in this RFP or should there be a need to clarify the RFP, requests for clarification should be submitted in writing to the designated contact named in section 3.5.

If the CITY finds a discrepancy or omission in the RFP it will issue an appropriate Addendum and timing modification.

### 3.7 CONFLICTS OF INTEREST

It will be the PROPOSER(s) responsibility to declare any real or perceived conflicts of interest in responding to this RFP.

It will be The CITY's responsibility to determine if the declared conflict is real and justifies disqualification. The CITY's determination shall be final with the exception of a third parties objection, where upon an Oregon Court of Law may be used to determine the outcome.

### 3.8 GROUNDS FOR DISQUALIFICATIONS

Generally, the grounds for disqualification include:

- Contact regarding this procurement with any CITY official or employee or representative or evaluation team member other than the designated contact person from the time of issuance of this solicitation until the end of the protest period.
- Evidence of collusion, directly or indirectly, among PROPOSER(s) in regard to the amount, terms, or conditions of this proposal.
- Influencing any CITY staff member or evaluation team member throughout the solicitation process, including the development of specifications.
- Evidence of submitting incorrect information in response to a solicitation or misrepresenting or failing to disclose material facts during the evaluation process.
- Evidence or strong suspicion of a PROPOSER(s) trying to game the evaluation system may be grounds for disqualification.

In addition to violations of the Process Integrity Guidelines, the following conduct may also result in disqualification:

- Offering gifts or souvenirs, even of minimal value, to CITY officers or employees or representatives.

- Existence of any lawsuit, unresolved contractual claim, or dispute between PROPOSER(S) and the CITY.
- Evidence of PROPOSER(s) inability to successfully complete the responsibilities and obligations of the proposal.
- PROPOSER(s) default under any CITY agreement resulting in termination of such Agreement.
- Only the format described in this RFP and the attachments included with this RFP will be accepted as compliant for the submitted proposal. Failure to complete and submit all required attachments, incorrect or incomplete proposal documentation may result in disqualification.

Failure to carefully read and understand this RFP may cause the proposal to be out of compliance or be rejected by the CITY or may legally obligate the PROPOSER(s) to more than it intends or realizes, as such please ensure the PROPOSER(s) has read and understood their obligation and requirements.

### 3.9 OBJECTIONS to RFP

Any objections as to the structure, content, or distribution of this RFP must be submitted in writing to the contact listed in section 3.5 of this RFP. Objections must be as specific as possible and must identify the RFP section number and title, as well as a description and rationale for the objection.

All objections, questions, and inquiries must be received by the deadline stated in sections 1.1 and 3.11.

### 3.10 PROPOSAL WITHDRAWAL or MODIFICATIONS

**Withdrawal:** Proposals may be withdrawn upon written request received from PROPOSER(s) prior to the time fixed for opening. Negligence on the part of PROPOSER(s) in preparing the proposal confers no right for the withdrawal of the proposal after it has been opened. The proposal, after opening, will be irrevocable until such time as the Grants Pass CITY Manager or designee:

- Specifically rejects the proposal, or;
- Awards a contract and said contract is properly executed.

**Modifications:** Any PROPOSER(s) may modify its response to this RFP at any time prior to the scheduled closing time for receipt of proposals, provided communication of such is received prior to the closing time. If the modification concerns the price or terms, the amount of change shall be shown in such a manner as to allow The CITY to clearly understand the price or terms. Any ambiguity, should it occur, will be viewed in terms most favorable to The CITY.

### 3.11 TIME LINE

Advertise, Bid Start Date:	June 8, 2017
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Demos:	September 2017

Final Selection:	Mid-October 2017
Council Approval:	November 2017
Notice To Proceed:	December 2017
CMMS installation:	February 2018
Configuration/Implementation:	April – July 2018
Project Closeout:	September 2018

### 3.12 VALIDITY

All proposals shall remain available for The CITY acceptance for a minimum of 180 Days following the RFP closing date.

### 3.13 PUBLIC MATTER OF PROPOSAL MATERIALS

All responses to this RFP are considered public records subject to disclosure to the extent that any particular piece of information contained within the proposal is not exempt under Oregon's Public Records Law.

#### 3.13.1 Disclosure of Records & Confidentiality of Information

The respondent must specifically identify in the proposal documentation what information, if any, is considered exempt and respondent shall assume all responsibilities for such defense. The CITY is not responsible for recognizing or asserting any defense against any disclosure of materials or information within the proposals submitted.

The Respondent must defend any action seeking release of the materials it believes to be trade secret or confidential and indemnify and hold harmless The CITY, its agents and employees, from any judgments or damages awarded against The CITY in favor of the party requesting the materials, and any and all costs connected with that defense. This indemnification survives The CITY's award of a contract. In submitting a response to this RFP, the Respondent agrees that this indemnification survives as long as the trade secret materials are in possession of The CITY.

The CITY will not consider the prices submitted by the respondent to be proprietary or trade secret materials. Responses to this RFP will not be open for public review until The CITY decides to pursue a contract and that contract is awarded.

#### 3.13.2 Public Records

Under Oregon state law, the documents (including but not limited to written, printed, graphic, electronic, photographic or voice mail materials and/or transcriptions, recordings or reproductions thereof) submitted in response to this RFP (the "documents") become a public record upon submission to The CITY, subject to mandatory disclosure upon request by any person, unless the documents are exempted from public disclosure by a specific provision of law. If The CITY receives a request for inspection or copying of any such documents provided by a PROPOSER(s) in response to this RFP, it will promptly notify PROPOSER(s) at the address given in response to this RFP that it has received such a request. Such notice will inform PROPOSER(s) of the date The CITY intends to disclose the documents requested and affording PROPOSER(s) a reasonable opportunity to obtain a court order prohibiting or

conditioning the release of the documents. The CITY assumes no contractual obligation to enforce any exemption.

### 3.14 OWNERSHIP OF DOCUMENTS

Any reports, studies, conclusions, and summaries prepared by PROPOSER(s) shall become the property of the CITY.

### 3.15 SUBMITTAL COST

All costs incurred in the preparation and submission of RFP responses and related documentation, including any PROPOSER(s) presentations to or meetings with The CITY will be borne by the PROPOSER(s).

The CITY shall be held harmless and free from any liability, claims, or expenses whatsoever incurred by, or on behalf of, any person or organization responding to this RFP.

### 3.16 DEFENSE, INDEMNIFICATION, HOLD HARMLESS AND INSURANCE REQUIREMENTS

In addition to other standard contractual terms the CITY will need, the CITY will require the selected PROPOSER(s) to comply with the defense, indemnification, hold harmless and insurance requirements as outlined below:

- PROPOSER(s) shall defend, indemnify and hold the CITY, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the acts, errors or omissions of PROPOSER(s) in performance of this Agreement, except for injuries and damages caused by the sole negligence of the CITY.
- PROPOSER(s) shall procure and maintain, for the duration of this Agreement, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by PROPOSER(s), his agents, representatives, employees or subcontractors. The cost of such insurance shall be paid by PROPOSER(s). Insurance shall meet or exceed the following unless otherwise approved by the CITY.

### 3.17 LIABILITY INSURANCE

PROPOSER(s) will maintain a policy of liability insurance in the form, and from an insurance company, approved by the CITY, which company is admitted or otherwise licensed to do business in the State of Oregon.

- Said insurance shall insure PROPOSER(s) for the benefit of the CITY in not less than the amount of \$1,000,000 single limit liability for each occurrence, and aggregate coverage of not less than \$2,000,000.
- The insurance shall cover any occurrences, resulting from any conduct, act, or failure to act, by PROPOSER(s), or by an employee, representative, or agent of PROPOSER(s), and which occurrence or occurrences result in damages of any kind, including, but not limited to, personal injury or death to any person or persons, damage to any property (personal or real), or damage to any contractual or other commercial right or interest.
- Certificate of Insurance: PROPOSER(s) shall require its insurance carrier to provide to the CITY a certificate of insurance evidencing said coverage. Said policy shall provide that such coverage



cannot be modified, terminated or canceled by the carrier without 6 months written notice sent by certified mail by the insurance carrier to the CITY. It is agreed that no person shall perform any acts on behalf of PROPOSER(s) without having said insurance in full force and effect.

The successful PROPOSER(s) will be required to demonstrate evidence of insurance in accordance with the insurance provisions prior to the contract execution.

### 3.18 EQUAL OPPORTUNITY COMPLIANCE

CITY is an equal opportunity employer and requires all PROPOSER(s) to comply with policies and regulations concerning equal opportunity.

PROPOSER(s), in the performance of this Agreement, agrees not to discriminate in its employment because of an employee's or respondent's race, religion, national origin, ancestry, sex, sexual preference, age, or physical handicap.

### 3.19 OTHER COMPLIANCE REQUIREMENTS

In addition to nondiscrimination and affirmative action compliance requirements previously listed, the PROPOSER(s) awarded a contract shall comply with federal, state and local laws, statutes, and ordinances relative to the execution of the work. This requirement includes, but is not limited to, protection of public and employee safety and health; environmental protection; waste reduction and recycling; the protection of natural resources; permits; fees; taxes; and similar subjects.

## 4 PROPOSAL – PREPARATION AND SUBMITTAL REQUIREMENTS

In order to expedite the evaluation process, each respondent's Proposal should be organized in accordance with this section. Proposals that do not follow the specified format outlined below or fail to provide the required documentation may receive lower scores or, if found to be non-responsive, may be disqualified. In the event of a conflict between any of the proposal documents, resolution thereof shall be in the CITY's sole discretion.

By submitting a proposal, the PROPOSER(s) is accepting the General Instructions and Conditions of this RFP, and the stated insurance coverage and limitations.

The PROPOSER'S proposal shall comprise of seven elements:

1. Software Supply, installation, and Training
2. Software Maintenance
3. Software Demonstration
4. CMMS Configuration
5. CMMS Implementation, Testing, and Training
6. Costs a) Software supply b) Maintenance, c) Configuration and Implementation
7. Appendix

### 4.1 PAGE COUNT

Maximum number of pages, 18, excluding:

- The Cover Page;
- The Table of Content;
- Supporting documentation contained in PROPOSER(s) Appendix A.
- CITY provided forms (attached here to) contained in PROPOSER(s) Appendix B;
- The Work Plan (format attached) contained in PROPOSER(s) Appendix C;
- The Schedule (Gant Chart format) contained in PROPOSER(s) Appendix D; and
- Tabs if used.

All other pages count, including the cover letter.

A page is considered to be a single side of 8½" x 11" (or metric A4) sheet fully or partially filled. A single side of 11" x 17" (or metric A3) counts as 2 sheets. It is up to the PROPOSER(s) discretion on how they will break up the 18 pages, however, the 18 pages must contain the information requested in this RFP.

No PROPOSER(s) sales or preprinted literature to be included. No tabs required.

### 4.2 FORMAT

The proposal shall be presented in an easily readable font not smaller than 11 point. All margins shall be equal to or greater than 1 inch (2.5 cm).

The Table of Content shall follow the Cover Page.

The Cover Letter shall follow the Table of Content.

Pages shall be sequentially numbered:

- The cover and table of content shall be numbered using Lower Case Roman Numerals
- The body of the proposal shall be numbered using Western Arabic numerals
- Appendix shall be clearly alphabetically labeled with subsections of the Appendix clearly indexed at the PROPOSER(s) discretion

#### 4.3 NUMBER OF COPIES ADDRESSED TO

Only one (1) copy of the proposal shall be submitted electronically. However, note the proposal shall be submitted in two pieces at different times.

Both pieces shall be submitted in PDF Electronic format concurrently to:

[jcanady@grantspassoregon.gov](mailto:jcanady@grantspassoregon.gov) and

[Barry@BuchananAndAssociates.com](mailto:Barry@BuchananAndAssociates.com)

The first E-mails shall be clearly titled:

Grants Pass CMMS Technical Proposal from *PROPOSER(s) Company Name*

The second E-mails shall be clearly titled:

Grants Pass CMMS Cost Proposal from *PROPOSER(s) Company Name*

#### 4.4 PROPOSAL CONTENT

The proposal shall contain 7 Elements plus a cover page, table of content, and a cover letter. The Cover Page, Table of Content, and the Cover letter along with Elements 1-5 and Element 7 shall comprise the Technical Proposal and will be submitted first. Element 6, the Cost Proposal shall, within 48 hours of notification, be submitted by the three PROPOSERS the CITY identifies to perform system demonstrations, the Demo.

**NOTE: Only Elements 1-5 and Element 7 are to be submitted in the first instance. Upon notice of the selected proposals for "Demo" shall those three PROPOSERS, within 48 hours of notification, submit Element 6.**

##### 4.4.1 Cover Page

The cover page shall contain:

- The CITY of Grants Pass Name
- The PROPOSER(s) Name
- The Project Title and CITY designated Number
- The Proposal Date

##### 4.4.2 Table of Content

The Table of Content shall clearly identify headings to level 3 and identify the page number upon which that section or sub section starts.

#### 4.4.3 COVER LETTER – INTRODUCTION, PROJECT UNDERSTANDING

The Cover Letter must include the following:

- RFP solicitation number and Project title
- Full legal name of proposing business entity
- Structure or type of business entity
- Summary of PROPOSER(s) expertise
- Name(s) of the person(s) authorized to represent the PROPOSER(S) in any negotiations
- Name(s) of the person(s) authorized to sign any contract that may result
- Contact person's name, mailing or street addresses, phone and fax numbers, and email address
- Statement that no redactions are requested, if applicable. Any exceptions to the requirements or requests for waivers MUST be included in the proposal Cover Letter or they will not be considered.

The cover letter may additionally contain a summary of the:

- Project understanding
- Project Approach

A legal representative of the PROPOSER(S), authorized to bind the firm in contractual matters must be the signatory of the Cover Letter.

#### 4.4.4 Elements 1 & 2 – PROVISION OF SOFTWARE AND ITS MAINTENANCE

Element 1 & 2 shall demonstrate the PROPOSER(s) capability to provide, install, and maintain the requested CMMS software

##### 4.4.4.1 *Software*

The following information about the software must be provided in this section:

- Name
- Version number and build number
- Year introduced
- Number of organizations currently using the software
- Maximum, Mean, Mode, Average, and Minimum number of seats using the software in those organizations
- General software description
- Software primary and secondary use
- Technical specification

These points shall be repeated for each and any additional modules the PROPOSER(s) deems necessary to satisfy the requirements of this RFP.

##### 4.4.4.2 *Key Personnel and Resources*

Describe key personnel who will be assigned to this portion of the project, software sales and maintenance, including any sub-consultant team members, if applicable. If any part of the project will be outsourced or part of a partnership proposal, please identify as such. Describe how the project team will interact, both internally and with the CITY.

A project organization chart may be included, but is not essential.

Provide a hierarchical table of the key project team members, identifying their names, titles, bullet point key relevant experience, and job functions of each team member. The table should clearly demonstrate the PROPOSER(s) qualifications to perform the Scope of Services and Requirements described in this portion of the project.

Curriculum vitae/resumes for key team members may be included, but are not essential.

Identify any additional resources you anticipate using to complete the project

#### *4.4.4.3 Project Approach*

Describe the software sale, purchase, installation, and long term software maintenance approach(s) the PROPOSER(s) offers for this project.

Provide a detailed description of the methods of payment options (not disclosing the cost) for the provision of the software and the software maintenance.

Assuming the PROPOSER(s) has several approach options, please provide a list and detailed descriptions of each option.

Provide a table listing the options and their pros and cons. The table should enable easy visual evaluation of the described approach options.

#### *4.4.4.4 Additional information*

PROPOSER(s) should include a direct and thorough response to each of the requirements detailed in Scope of Services and Requirements. Where appropriate and available, provide supporting documentation such as screenshots, reports, and specifications (place in PROPOSER(s) Appendix A).

Provide a detailed description of your Disaster Recovery Plan, including your emergency response to outages, vulnerability attacks, and data breaches.

Provide a copy of your Software Subscription/Licensing Agreement (if required) and any additional agreements, e.g. Hosting, Maintenance, and Technical Support Agreements, your company requires to implement your Proposed Solution.

Describe any third party software, alliances, relationships, or dependencies that would be necessary to implement your Proposed System. Include any third-party agreements necessary to implement your Proposed Solution. Also describe any third party software products that are currently able to interface with your Proposed Solution, but are not required for basic implementation.

Provide your Service Level Targets, including expected and guaranteed uptimes, response and resolution times, uptime guarantee, and penalties (e.g. service credits, liquidated damages, etc.) for failure to meet Service Level Targets and minimum uptime. Provide your standard Technical Support hours of operation (including time zone), available support methods (online, email, phone, etc.), and a description and examples of included services.

Provide a description of your Software maintenance process for patches and upgrades, including your standard maintenance windows (days and times) and how customer coordination is handled (communication methods, timing, etc.)

Product customization and Integration with other applications identified in this RFI along with those that may be purchased resulting from this RFI are important. Can you customize products for CITY? If "Yes", explain.

Can the CITY customize products without the help of vendor? If "Yes", please describe which items can versus cannot.

Describe how the product has been integrated with other applications at other client's sites

**Product Updates:** Describe the frequency and timing of product updates and releases.

Describe your commitment to forward or backward compatibility with new version of the software package.

**Product Warranties:** What are the most favorable commercial warranties you give to any customer for the same or substantially similar products and services?

#### 4.4.4.5 Software Training

Provide an outline of the training recommended for your Proposed System, including estimated number of hours by type of user (end user, administrator, etc., if applicable) and facility requirements.

Describe the training that will be provided with the provision of the software. Detail the type, duration, and location of the anticipated training. Detail the means and methods by which the CITY may judge the success of the training, and the provisions the PROPOSER(s) shall provide if the training does not meet expectations.

Also, describe any training aids and training documentation to be used and/or provided.

Describe the resources required by the CITY to support the training.

#### 4.4.5 Element 3 DEMONSTRATION

Provide a detailed description of the means and methods that will be used by the PROPOSER(S) to enable a sophisticated demonstration of the CMMS software.

The demonstration shall be performed over a four day period where the PROPOSER(S) shall:

Day 1. Set up the demonstration and provide an initial 3 x 1.5 hour training and understanding sessions for a potential total maximum of 60 staff.

Day 2. Provide three two hour demonstrations. The first two demonstration shall be basic in nature and facilitate a general understanding to 20-40 staff members. The third demonstration shall be more in-depth and shall be presented to the potential long term user's 10-15 staff members.

Day 3. The system shall be left up and running for staff to use and "play with" under the PROPOSER(s) observation and guidance

Day 4. Over a 6 hour day the PROPOSER(s) shall take questions from staff that may come and go and demonstrate the answer to the questions using the installed demonstration software.

#### *4.4.5.1 Key Personnel and Resources*

Describe the Key personnel who will be assigned to this portion of the proposal. Describe their experience in performing such demonstration.

Describe the additional resource the PROPOSER(S) shall provide for the demonstration.

Describe the additional resources the CITY will be required to provide to enable the demonstration to take place.

#### *4.4.6 Element 4 & 5 – SOFTWARE CONFIGURATION AND IMPLEMENTATION*

Elements 4 & 5 shall demonstrate the PROPOSER(s) capability to provide configuration and implementation services to the CITY associated with the software purchased.

##### *4.4.6.1 Expertise/Technical Capabilities*

Describe the PROPOSER(s) experience/expertise in defining CMMS configuration requirements

Describe the PROPOSER(s) experience/Expertise in CMMS configuration work

Describe the PROPOSER(s) experience/expertise in the implementation of Computerized Maintenance Systems.

##### *4.4.6.2 Key Personnel and Resources*

Describe key personnel who will be assigned to this portion of the project, configuration and implementation of the CMMS, including any sub-consultant team members, if applicable. If any part of the project will be outsourced or part of a partnership proposal, please identify as such. Describe how the project team will interact, both internally and with the CITY.

A project organization chart may be included, but is not essential.

Provide a hierarchical table of the key project team members, identifying their names, titles, bullet point key relevant experience, and job functions of each team member. The table should clearly demonstrate the PROPOSER(s) qualifications to perform the Scope of Services and Requirements described in this portion of the project.

Curriculum vitae/resumes for key team members may be included, but are not essential.

Identify any additional resources you anticipate using to complete the project

##### *4.4.6.3 Project Approach*

Provide an introduction and overview of the PROPOSER(s) project approach, including the project management methodology that will be employed to ensure that project tasks and deliverables are completed on time and within budget.

Describe how the PROPOSER(s) will coach and mentor the CITY's staff in best appropriate practices that will be implemented into the CMMS.

Describe the PROPOSER(s) methodologies of capturing and developing the CITY's operations and maintenance work practices, processes, and procedures that will be configured and ultimately be implemented in the CMMS.

Describe how the PROPOSER(s) will train CITY staff in the use and development of the CMMS.

Using the Table format set out in Appendix 2, Attachment D, not in the page count, submit a comprehensive work plan that clearly breaks the project into specific tasks, milestones, and deliverables necessary to complete the Scope of Services and Requirements for this RFP. (One table shall be use for each task/milestone a collective of tables shall make up the configuration/implementation elements of this project). The Work Plan should clearly identify resource requirements and tasks assigned to PROPOSER(s), subcontractor(s), and the CITY.

As an attachment, not in the page count, provide a preliminary project implementation schedule appropriate to complete the Scope of Services and Requirements for this project. The project schedule should include estimated task durations and, for purposes of the proposal, can assume a July 1, 2017 start date. The project implementation schedule should be provided in a Project Gantt chart and include the major tasks, deliverables, and milestones for this project.

The CITY will ensure that CITY staff are available to meet realistic timelines, but the PROPOSER(s) should ensure that the timelines include realistic estimates for CITY staff review and acceptance.

Describe your proposed method for communicating issues and/or questions during project implementation and your process for ensuring that the implemented solution meets the CITY's requirements.

#### *4.4.6.4 Configuration/Implementation Training*

Describe the training that will be provided with the configuration/implementation work. Detail the type, duration, and location of the anticipated training. Detail the means and methods by which the CITY may judge the success of the training, and the provisions the PROPOSER(s) shall provide if the training does not meet expectations.

Describe the resources required by the CITY to support the training.

#### *4.4.7 Element 6 – COST PROPOSAL*

Cost Proposals shall be submitted on Attachment B, Cost Proposal Form.

A Cost Proposal shall only be submitted by the three PROPOSER(S) selected to perform a Demonstration. All PROPOSERS will be notified of who the selected parties are. The Selected parties will provide their cost proposal to the CITY of Grants Pass within 48 hours of notification or will be deemed non-responsive and consequently disqualified.

#### *4.4.8 Request for Minority Business Preference*

The CITY's minority business preference is applicable to this RFP. If the PROPOSER(S) has an office in Oregon and is currently registered as a minority business, they may qualify for this preference. To request consideration, the PROPOSER(S) must complete Form H found in Appendix 2 of this RFP and submit it with their proposal. If this form is not included with the PROPOSER(s) proposal, consideration for a minority business preference shall not be granted. This preference may not be requested at a later date.

#### *4.4.9 CUSTOMER REFERENCES*

Using the Customer Reference form found in Appendix 2 Attachment E Submit:



- At least three (3) recent (within the past 3 years) Customer References for Customers the PROPOSER(S) supplied CMMS software to.
- At least three (3), different, recent (within the past 5 years) Customer References for Customers the PROPOSER(S) provided CMMS software maintenance services to.
- At least three (3) recent (within the past 5 years) Customer References for Customers the PROPOSER(S) supplied CMMS configuration services to.
- At least three (3) recent (within the past 5 years) Customer References for Customers the PROPOSER(S) provided CMMS Implementation services to.

#### 4.4.10 INSURANCE REQUIREMENTS

The PROPOSER(s) shall acknowledge the requirements for insurance and agree to provide the required coverage to the CITY at the time of signing the contract. The insurance acknowledgement form may be found in Appendix 2 Attachment C.

#### 4.4.11 CONTRACT EXCEPTIONS

The selected PROPOSER(s) will be required to enter into an agreement with the CITY containing the CITY's sample Professional Services Agreement as set forth in Appendix C. If the PROPOSER(s) has any exceptions to the standard terms and conditions or the insurance requirements, the PROPOSER(s) must note them on the appropriate form. If there are no exceptions, submit the Attachment I stating "No Exceptions." Please note that excessive exceptions to the CITY's standard terms and conditions may result in the disqualification of your Proposal without further review.

#### 4.4.12 ATTACHMENTS

In Appendix B the CITY has provided several standardized forms which each PROPOSER(s) shall complete and submit as attachments to their proposals. The forms are:

Attachment	Title
A	Addendums
B	Notice of Conflict of Interest
C	Statement of intent to Carry Insurance
D	Proposed Work Plan (Work Breakdown Structure)
E	PROPOSERS Business Description
F	Redaction Request
G	Project Team Member
H	Request for Minority Status
I	Customer Reference Details
J	RFP Exception
K	Cost Proposal - Schedule of Cost
L	Professional Service Agreement Exception

Note: A sample copy of the Professional Services Agreement is attached to this RFP in Appendix C

## 5 EVALUATION

The CITY's decision to award a contract will be based upon many factors including, but not limited to, ability to provide for The CITY's various business operational requirements, potential to add modules in the future, financial and operational status of PROPOSER(s), PROPOSER(s) references, PROPOSER(s) track record for on-going maintenance and support, and overall costs to the CITY. No single factor will determine the final decision to award. The CITY is not required to accept the lowest priced proposal.

Responses will be evaluated to determine the most advantageous proposal to the CITY.

Should the CITY, in its sole discretion, determine that a secondary award is required, award will be to the second highest ranked PROPOSER.

### 5.1 REJECTION OF PROPOSALS – WAIVER OF INFORMALITIES OR IRREGULARITIES

The CITY reserves the right to reject any or all proposals, to waive any minor informalities or irregularities contained in any proposal, and to accept any proposal deemed to be in the best interest of The CITY.

### 5.2 REVIEW TEAM – SELECTION COMMITTEE

The initial selection committee to identify the three PROPOSERS that will be invited to provide the cost proposal and system demonstration shall be made up as follows:

- Two senior managers from the CITY of Grants Pass
- Three Middle Managers from the CITY of Grants Pass who will ultimately be responsible for the use of the CMMS
- Two Staff members from the CITY of Grants Pass who will ultimately use the CMMS on a daily basis
- One GIS team member
- One Information Technology team member
- One External guest operative
- Two invited consultant system experts (one from Buchanan and Associates)

The selection committee to select the PROPOSER(S) who will supply and maintain the CMMS software shall be made up as follows.

- The Initial selection committee; and
- All staff who come to the demonstration. Each attending staff member shall be given a score card to rank the demonstration. The aggregated scores make up the demonstration portion of the final score.

The selection committee for the Configuration and Implementation work shall be the initial selection committee.

### 5.3 PROCESS

Proposals will be evaluated in four parts:

Part 1 Initial selection, a maximum of 8 proposals shall be evaluated in detail. If there are more than 8 proposals received by the CITY the CITY shall undertake a preliminary elevation to determine those 8

proposals that will undergo the detailed evaluation. A small select review team made up of three of the selection committee shall review the documents:

- Responsiveness
- Company Profile (Attachment E.); and
- Experience/References

Part 2 Technical compliance and PROPOSER(s) qualification for the supply and maintenance of the CMMS software. This will select three possible suppliers.

Part 3 Price and Demonstration. This will select the final supplier of the software and maintenance services.

Part 4 Technical competence of a PROPOSER(s) to provide configuration and implementation services. This will provide ranking for the optional provision of configuration and implementation services.

**Consideration of the price:** The base price for the software will not be taken into consideration in this evaluation. However the technical support/maintenance of the software and the price for the configuration and implementation will be.

The technical support/maintenance price as provided in the Cost Proposal for the full 5 years will be used. The lowest and the highest price will be discarded (this is not to say those PROPOSERS will be eliminated). The average of the remaining prices will be calculated. All prices will then be ranked in distance from the average value and assigned relative scores from 25-0 points, 25 points for the closest to the average and 0 points for the price the furthest from the average.

The same process will be used for the price associated with the configuration and implementation work.

**Consideration of Local Minority Business:** The PROPOSER either has status, or they don't. 5 points will be awarded for those with minority/disability status. 0 points will be awarded to those without.

**Establishing a Reference Score:** The CITY reserves the right to contact each and every PROPOSERS reference and engage those folks in the evaluation process. Where in references will be asked to give the CITY a score of 0-100 on the element of evaluation associated with their experience. The average score shall be the percentage used to allocate points.

**Consideration of all other elements:** Each scorer will provide a 0-100% score for each element. All scores will be summed and averaged. The average percentage shall be multiplied by the points allocated and the score determined.

Overall highest score wins.

#### 5.4 SCORING CRITERIA

Initial selection of the top 8 proposals

<b>DESCRIPTION</b>	<b>SCORE</b>
Proposal Responsiveness	Pass/Fail
Company Profile (Attachment E.)	50
References	50
<b>TOTAL SCORE</b>	<b>100</b>

## Software Supply & Maintenance

### Selection of top three (3)

<b>DESCRIPTION</b>	<b>SCORE</b>
Proposal Responsiveness	Pass/Fail
Software Technical Capabilities	25
Team Experience and Capabilities	15
Business Profile and Status	10
References	15
Project Approach	15
Training Proposal	15
Local Minority Business	5
<b>TOTAL SCORE</b>	<b>100</b>

### Selection of a recommended supplier from the three previously selected

<b>DESCRIPTION</b>	<b>SCORE</b>
Previous Selection	50
Price	25
Demonstration	25
<b>TOTAL SCORE</b>	<b>100</b>

### Evaluation for Optional Configuration and Implementation (All Proposers)

<b>DESCRIPTION</b>	<b>SCORE</b>
Technical Capability	15
Experience and Expertise	15
Approach	15
References	15
Training Proposal	15
Price	25
<b>TOTAL SCORE</b>	<b>100</b>

## 5.5 BEST AND FINAL OFFER (BAFO)

A Best and Final Offer (BAFO) may be held with one or more finalist(s) if additional information or clarification is necessary in order to make a final decision. The BAFO may allow finalist(s) to revise their original Technical and/or Cost Proposals based on information provided by the CITY.

If required the CITY will send out the request for a BAFO with instructions addressing the areas to be covered and the date and time in which the BAFO is to be submitted. After receipt of the BAFO, scores may be adjusted based on the new information received in the BAFO.

If the CITY requests a BAFO it will only do so once.

PROPOSER(S) are cautioned that the issuance of a BAFO is optional and at the sole discretion of the CITY. Therefore, PROPOSER(s) should not assume that there will be an additional opportunity to amend their Technical or Cost Proposals after the original submission. PROPOSER(s) may not request an opportunity to submit a BAFO.

## 5.6 PROTEST

Notice of the final ranking will be provided to all PROPOSERS and posted on the CITY's website.

An aggrieved PROPOSER may Protest their final ranking within a seven-day period after the notice is posted on the CITY's website. An aggrieved PROPOSER is a proposer who is adversely affected and has a right to Protest the RFP selection. In order to be adversely affected, the aggrieved PROPOSER must claim itself as highest ranked PROPOSER because all other highest ranked PROPOSERS failed to meet named requirements of the RFP.

If an aggrieved PROPOSER(s) wants to dispute the award recommendation, the Protest must be submitted in writing to the CITY's Public Works Director detailing the grounds, factual basis, and providing all supporting information.

Protests will not be considered for disputes of proposal requirements and specifications, which must be addressed in accordance with the Objections Section above.

Protests received after the seven-day period will not be considered. Failure to submit a timely written Protest to the contact listed below will bar consideration of the Protest.

The address for submitting protests is:  
CITY of Grants Pass  
Public Works Director  
101 NW A Street,  
Grants Pass, OR 97526

## 6 CONTRACT AWARD AND EXECUTION

CITY reserves the right to make an award without further discussion of the proposal submitted. Therefore, the proposal should be initially submitted on the most favorable terms PROPOSER(s) can offer. It is understood that the proposal will become a part of the official file on this matter without obligation to CITY.

The general conditions and specifications of the RFP and as proposed by CITY and the successful PROPOSER(s) response, as amended by agreements between CITY and PROPOSER(s), will become part of the contract documents. Additionally, CITY will verify PROPOSER(S) representations that appear in the proposal. Failure of PROPOSER(s) products to meet the mandatory specifications may result in elimination of PROPOSER(s) from consideration or in contract cancellation or termination.

PROPOSER(s) selected as the apparent successful PROPOSER(s) will be expected to enter into a contract with CITY.

If the selected PROPOSER(s) fails to sign the contract within five (5) business days of delivery of the final contract, CITY may elect to cancel the award and award the contract to the next-highest-ranked PROPOSER(s).

A Sample *Professional Services Agreement* is appended to this RFP in Appendix C. Proposers should review the agreement and comment on Form L any exceptions or modification they might wish to include in a final agreement. Significant request for change may result in disqualification of the PROSPER(s) proposal. PROPOSER(s) should note "No Exceptions" if that is the case on Form L and enter it into the proposal in the attachments.

No cost chargeable to the proposed contract may be incurred before receipt of a fully executed contract.

## APPENDIX A – CITY ASSETS OVERVIEW

- Streets, roads, and bridges
- Parks, gardens, and recreational facilities
- Buildings, offices, and amenities
- Water abstraction, treatment, and distribution systems
- Wastewater collection, treatment, and disposal systems
- Stormwater collection, treatment, and disposal systems

## STREETS, ROADS, AND BRIDGES

ITEM	ASSET CATEGORY	DESCRIPTION	UNITS	QUANTITY
1	State Highway	<ul style="list-style-type: none"> <li>- No access to property</li> <li>- &gt;&gt;6000 ADT</li> <li>- High speed</li> <li>- ROW 60-230 ft.</li> <li>- 2-6 travel lanes</li> </ul>	Miles	33
2	Arterial Streets	<ul style="list-style-type: none"> <li>- Minimal access to property</li> <li>- &gt;6000 ADT</li> <li>- 40-45 mph</li> <li>- ROW 60-100 ft.</li> <li>- 2-4 travel lanes</li> </ul>	Miles	12
3	Collector Streets	<ul style="list-style-type: none"> <li>- Moderate access to property</li> <li>- 3000-6000 ADT</li> <li>- 25-40 mph</li> <li>- ROW 50-80 ft.</li> <li>- 2 travel lanes</li> </ul>	Miles	21
4	Local Collector Streets	<ul style="list-style-type: none"> <li>- High access to property</li> <li>- 1000-3000 ADT</li> <li>- 25-30 mph</li> <li>- ROW 50-60 ft.</li> <li>- 2 travel lanes</li> </ul>	Miles	11
5	Local Access Streets	<ul style="list-style-type: none"> <li>- Primary access to property</li> <li>- &lt;1000 ADT</li> <li>- 25 mph</li> <li>- ROW 40-60 ft.</li> <li>- 2 travel lanes</li> </ul>	Miles	88
6	Bike Lanes	Unpaved	Miles	
7	Bike Paths	Paved	Miles	
8	Sidewalk/Walk ways	Paved	Miles	
9	Sidewalk/Walk Ways	Unpaved	Miles	
10	Curb		Miles	
11	Street Marking	Striping	Miles	
12	Street Marking	Notifications/Signage	Sets	
13	Channel		Miles	
14	Mud Tanks		Number	
15	Safety Barriers	Guard Rail	Linear Feet	
16	Safety Barriers	Bollards	Number	
17	Traffic Signals		Sets	
18	Traffic Signs		Number	
19	Bridges	On State Highway	Number	
20	Bridges	On Arterial Streets	Number	
21	Bridges	On Collector Streets	Number	
22	Bridges	On Local Collector Streets	Number	
23	Bridges	On Local Access Streets	Number	
24	Bridges	Pedestrian only	Number	



25	Bridges	Bike only	Number	
26	Bridges	Pedestrian & Bike	Number	
27	Bus Shelters		Number	
28	Street Furniture		Pieces	
29	Street Art		Pieces	
30	County Streets		Miles	27
31	Private Streets		Miles	12

## PARKS, GARDENS, AND RECREATIONAL FACILITIES

ITEM	ASSET CATEGORY	DESCRIPTION	UNITS	QUANTITY
1	Min Parks	3.8 Acres	Number	3
2	Neighborhood Parks	41.7 Acres	Number	6
3	Community Parks	31.7 Acres	Number	1
4	Regional Parks	58.2 Acres	Number	1
5	Special Use Areas	30.4 Acres	Number	5
6	Green Spaces	29 Acres	Number	8
7	Park Reserves	312.5 Acres	Number	8
8	Base/Softball Fields		Number	12
9	Soccer Fields		Number	5
10	Multi Use Fields		Number	5
11	Basketball Courts		Number	10
12	Skate Parks		Number	1
13	Tennis Courts		Number	14
14	Volleyball Courts		Number	3
15	Boat Ramps		Number	2
16	Disc Golf Course		Number	1
17	Off-Leash Dog areas		Number	-
18	Fishing Ponds		Number	1
19	Picnic Shelters		Number	15
20	Horseshoe Courts		Number	15
21	Playgrounds		Number	11
22	Swimming Pools		Number	1
23	Trails		Number	10
24	Water Play Areas		Number	1
25	Furniture		Pieces	
26	Signage		sets	
27	Security	Fences	Linear Feet	
28	Security	Surveillance	Sets	
29	Plantings	Trees	Number	
30	Plantings	Shrubs	Number	
31	Plantings	Flowers	Number	
32	Irrigation Systems		Number	
33	Irrigation Systems		Nozzles #	
34	Toilet Blocks		Number	
	Changing Facilities		Number	

## BUILDINGS, OFFICES, AND AMENITIES

ITEM	ASSET CATEGORY	DESCRIPTION	UNITS	QUANTITY
1	Offices	Public Work		
2		Administration		
3	Library			
4				
5	Maintained Structure	Occupied buildings 57,000 SF	Buildings	14
6				
7	Farm Land	Property Management	Acres	250
8	Farm Structures	Property Management	Structures	6
9				
10				
11	Vacant Lands	Property Management	Acres	94.51
12				
13	Vacant Structures	Property Management 5,100 SF	Structures	4
14				
15	Parking Lots	Property Management	Parking Lots	11
16				
17	Improvement Assets	Property Management (pond, arbor, etc.)	Structure	8
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				
31				

## WATER ABSTRACTION, TREATMENT, AND DISTRIBUTION SYSTEMS

ITEM	ASSET CATEGORY	DESCRIPTION	UNITS	QUANTITY
1	Water Main	<6" diameter	Linear Feet	256,000
2	Water Main	6-12" diameter	Linear Feet	641,000
3	Water Main	12-18" diameter	Linear Feet	64,000
4	Water Main	18-24" diameter	Linear Feet	24,000
5	Water Main	>24" diameter	Linear Feet	5,000
6	Valves	Pressure Reducing Valves	Number	5
7	Valves	Gate Isolation Valves	Number	
8	Valves	Butterfly Isolation Valves	Number	
9	Valves	Ball Isolation Valves	Number	
10	Valves	Globe Isolation Valves	Number	
11	Valves	Plug Isolation Valves	Number	
12	Valves	Flow Control Valves	Number	
13	Fire Hydrants	Type 1	Number	
14	Fire Hydrants	Type 2	Number	
15	Fire Hydrants	Type 3	Number	
16	Connections & meters	Residential	Number	
17	Connections & meters	Fire	Number	
18	Connections & meters	Commercial	Number	
19	Connections & meters	Industrial	Number	
20	Connections & meters	Institutional	Number	
21	Connections & meters	Governmental	Number	
22				
23	Pump Stations	High Service	GPM	20,100
24	Pump Stations	Lawnridge	GPM	4,400
25	Pump Stations	Madrone	GPM	2,690
26	Pump Stations	Harbeck	GPM	1,368
27	Pump Stations	Hilltop	GPM	2,480
28	Pump Stations	New Hope	GPM	3,156
29	Pump Stations	Meadow wood No.1	GPM	1,700
30	Pump Stations	Meadow Wood No.2	GPM	1,053
31	Pump Stations	Champion	GPM	4,700
32	Pump Stations	Starlite	GPM	1,698
33	Pump Stations	Laurel Ridge	GPM	1,816
34	Pump Stations	William's Crossing	GPM	140
35	Pump Stations	Panoramic Loop	GPM	2,220
36	Pump Stations	Hefley	GPM	1,758
37	Pump Stations	North Valley	GPM	1070
38	Reservoirs	Woodson Dr.	MG	5
39	Reservoirs	Ridge Rd.	MG	0.75
40	Reservoirs	Sherman Lane.	MG	3.5
41	Reservoirs	Crown Street	MG	3.5
42	Reservoirs	Heiglen Loop Rd.	MG	2
43	Reservoirs	Denton Trail	MG	4.5

45	Reservoirs	Sunset Lane	MG	0.8
46	Reservoirs	Highland Avenue	MG	1.3
47	Water Rights	Priority Date 1888	CFS	12.5
48	Water Rights	Priority Date 1960	CFS	25
49	Water Rights	Priority Date 1965	CFS	25
50	Water Rights	Priority Date 1983	CFS	25
51	Sampling Stations		Number	
52	Raw water Intake		MGD	
53	Water Treatment	Polymer	Systems	1
54		Coagulant	Systems	2
55		Disinfection	Systems	2
56		Chemical Mixing System	MGD	
57		2 Horizontal Sedimentation Basins	MGD	
58		Up-flow Clarifier	MGD	
59		Filter Train 1 (3 Filters)	MGD	
60		Filter Train 2 ( 2 filters)	MGD	
61		Filter Train 3 (3 Filters)	MGD	
62		Clear Well		
63	Sludge Handling	Horizontal Sedimentation Basins	System	
64		Up-flow Clarifier		
65		Filters 1-8		
66		Equalization Tank		
67		Transfer Pump set		
68		Geo-bag concentrators		
69	Pipework	Inlet		
70		Clarifiers		
71		Filters		
72		Clear-well		
73		Backwash		
74		Sludge Handling		
75	Security	Fencing		
76		Surveillance		
77	SCADA			
78	Roadways	Parking		
79		Roads		
80	Buildings	Control/Office		
81		Clear-well		
82		Chemical Building		
83				
84				
85	Emergency Power	Diesel Motor, Generator, Switch Gear, Housing	MW	

## WASTEWATER COLLECTION, TREATMENT, AND DISPOSAL SYSTEMS

ITEM	ASSET CATEGORY	DESCRIPTION	UNITS	QUANTITY
1	Gravity sewers	<6" diameter	Linear Feet	44,000
2	Gravity sewers	6-12" diameter	Linear Feet	804,000
3	Gravity sewers	12-18" diameter	Linear Feet	40,000
4	Gravity sewers	18-24" diameter	Linear Feet	21,000
5	Gravity sewers	24-30" diameter	Linear Feet	13,000
6	Gravity sewers	>30" diameter	Linear Feet	1,000
7	Diversion Structure		Number	6
8	Syphons		Number	
9	Pump Stations	Webster No.1 Lift Station	GPM	100
10	Pump Stations	Webster No.2 Lift Station	GPM	100
11	Pump Stations	Bridge Street Pump Station	GPM	650
12	Pump Stations	Redwood Pump Station	GPM	335
13	Pump Stations	Danielle Pump Station	GPM	2,920
14	Force Mains	4" Diameter	Linear Feet	1,900
15	Force Mains	8" Diameter	Linear Feet	2,550
16	Force Mains	6" Diameter	Linear Feet	10,300
17	Force Mains	12" Diameter	Linear Feet	36,000
18	Force Mains	14" Diameter	Linear Feet	1,000
19	Pigging Stations		Number	1
20	Treatment	Bioxide Storage/Chemical Injection	Number	1
21	Man Holes	<4 ft. Deep	Number	
22	Man Holes	4-6 ft. deep	Number	
23	Man Holes	6-8 ft. deep	Number	
24	Man Holes	8-10 ft. deep	Number	
25	Man Holes	>10 ft. deep	Number	
26	Clean Outs		Number	
27	Connections		Number	
28	Emergency Overflow		Number	
29	River Outfall		MGD	76
30	WWTF	Inlet Sewage Pump Station	MGD	44
31	WWTF	Influent Screening	MGD	18.5
32	WWTF	1° Sedimentation Tanks	MGD	20.9
33	WWTF	Aeration Tanks	MGD	19.7
34	WWTF	2° Clarifiers	MGD	22.4
35	WWTF	UV Disinfection System	MGD	47
36	Sludge treatment	Gravity Thickeners	PPD	17,900
37	Sludge treatment	Gravity Belt Thickener	MGD	0.325
38	Sludge treatment	Anaerobic Digestion	PPD	8,900
39	Sludge treatment	Belt Filter Press	PPD	9,900
40	SCADA System		Systems	
41	Security	Fencing	Linear Feet	
42		Surveillance	Sets	
43	Roadways	Paved	Square Feet	

44	Roadways	Unpaved	Square Feet	
45	Buildings	Office/Laboratory	Square Feet	
46		Workshop	Square Feet	
47		Store shed	Square Feet	
48		Disinfection House	Square Feet	
49			Square Feet	
50			Square Feet	
51			Square Feet	
52		Vehicle Garage	Square Feet	
53	Emergency Power	Diesel Motor, Generator, Switch Gear, Housing	MW	

## STORMWATER COLLECTION, TREATMENT, AND DISPOSAL SYSTEMS

ITEM	ASSET CATEGORY	DESCRIPTION	UNITS	QUANTITY
1	CITY Catchment area		Acers	27,000
2	CITY UGB		Acers	10,000
3	CITY Limits		Acers	
4	Drainage Basins		Number	6
5	Drainage ways		Number	
6	Canals		Linear Feet	
7	Creeks		Number	
8	Streams		Number	
9	Syphons		Number	
10	Culvert	Circular	Number	
11	Culvert	Box	Number	
12	Culvert	Arch	Number	
13	Road Side Ditches		Linear Feet	
14	Conduit	<18" inch Diameter	Linear Feet	
15	Conduit	18"-36" inch diameter	Linear Feet	
16	Conduit	36"-54" inch diameter	Linear Feet	
17	Conduit	>54" inch diameter	Linear Feet	
18	Stormwater Pipes	<18" inch Diameter	Linear Feet	
19	Stormwater Pipes	18"-36" inch diameter	Linear Feet	
20	Stormwater Pipes	36"-54" inch diameter	Linear Feet	
21	Stormwater Pipes	>54" inch diameter	Linear Feet	
22	Soak-ways		Number	
23	Infiltration Ponds		Number	
24	Treatment Swales		Number	
25	Security	Fencing	Linear Feet	
26	Security	Surveillance	Sets	
27	Dams			
28	Weirs			
29	Fish Ladders			
30	Fish Barriers			
31				



## APPENDIX B CITY STANDARDIZED PROPOSAL FORMS:

**RFP #: SE6334**

**COMPUTERIZED MAINTENANCE MANAGEMENT SYSTEM (CMMS)  
SOFTWARE AND SUPPORT**

**ATTACHMENT A. ADDENDUM**

Addendum #	Date Issued	Description
0	April 20, 2017	Original RFP

**We acknowledge receipt of the above list RFP and its subsequence addendums.**

**PROPOSER'S COMPANY NAME:** \_\_\_\_\_

**SIGNATORY NAME (PRINTED):** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**RFP #: SE6334**

**COMPUTERIZED MAINTENANCE MANAGEMENT SYSTEM (CMMS)  
SOFTWARE AND SUPPORT**

**ATTACHMENT B. NOTICE OF CONFLICTS OF INTEREST**

A conflict of interest is a situation in which there is or appears to be a clash between the PROPOSER and their interest, duties, actions, and activities with regard to the CITY.

To the extent reasonably possible PROPOSER should ensure that the Company and its Employees are not involved in any activities that may compromise or conflict with their potential to Contract with CITY in the provision of the Computerized Maintenance Management System (CMMS) and associated services.

The Proposer shall list below any perceived or real conflicts of interest that they are aware of and may be mitigated to enable a mutually agreed contract be formed between the parties.

If no such conflicts exist, so state.

Issue #	Involved Personnel	Description

**I the under signed declare the statement contained within the above box to be true and actuate**

**PROPOSER'S COMPANY NAME:** \_\_\_\_\_

**SIGNATORY NAME (PRINTED):** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**RFP #: SE6334**

**COMPUTERIZED MAINTENANCE MANAGEMENT SYSTEM (CMMS)  
SOFTWARE AND SUPPORT**

**ATTACHMENT C. STATEMENT OF INTENT TO CARRY INSURANCE**

**Company Name:** (NAME)  
**Address:** (ADDRESS)  
**Type of Business:** (TYPE)  
**Company Existence:** Company formed (DATE).  
**Principle Contact:** (NAME)  
**Telephone Number:** (NUMBER)  
**E-mail:** (E-MAIL ADDRESS)  
**Insurance:** (INSURED NAME)  
(INSURANCE COMPANY NAME):  
**Insurance Company Rating:** (LIST COMPANIES AND RATING)  
  
**Insurance Coverage:** Commercial General Liability coverage (DEFINE COVERAGE)  
Hired Auto/Non owned vehicles (DEFINE COVERAGE)  
Professional Liability/EO (DEFINE COVERAGE)  
Workers compensation (DEFINE COVERAGE),  
**Insurance Deductibles:** Commercial General Liability Coverage (DEFINE COVERAGE)  
Professional Liability/EO (DEFINE COVERAGE)  
**Insurance Certificates:** (COMPANY NAME) includes proof of insurance by the inclusion of the attached insurance certificates. Certificates of Insurance in the name of IRCDUS shall be provided upon request and/or prior to contract signing.

**PROPOSER'S COMPANY NAME:** \_\_\_\_\_

**SIGNATORY NAME (PRINTED):** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**RFP #: SE6334**

**COMPUTERIZED MAINTENANCE MANAGEMENT SYSTEM (CMMS)  
SOFTWARE AND SUPPORT**

**ATTACHMENT D. PROPOSER'S WORK PLAN (SCOPE OF WORK)**

Task # & Title		Objective/Discussion
Activities	Approximate Duration	Description
Deliverables		Assumptions
•		•
PROPOSER'S Personnel		CITY Requirements
•		•

**RFP #: SE6334**

**COMPUTERIZED MAINTENANCE MANAGEMENT SYSTEM (CMMS)  
SOFTWARE AND SUPPORT**

**ATTACHMENT E. PROPOSER'S BUSINESS DESCRIPTION**

**Company Name:** (NAME)

**Address:** (ADDRESS)

**Type of Business:** (TYPE)

**Company Existence:** Company formed (DATE).

**Number of Staff:** (NUMBER)

**Distribution of Staff:** (COUNTRIES, STATES, CITIES)

**Head Office Location:** (ADDRESS)

**Closest Office to Grants Pass:** (ADDRESS)

**Office Function:** (DESCRIPTION)

**Number of Staff:** (NUMBER)

**Main Contact:** (NAME, NUMBER, E-MAIL)

**Financial Status:**

**Gross Revenue last FYR:** (VALUE)

**Sales last FYR:** (ANNUAL GROSS SALES)

**Dunn and Bradstreet rating:** (RATING or others if available - list)

**Latest Financial Statement:** (DATE)

**Line(s) of Credit:** (WITH WHO & VALUE - list)

**Company Profitable past 3 yrs.** (Y/N)

**WEBSITE:** (URL)

**Is the Company publicly or privately held?** (Y/N)

**Name of Parent Company:** (NAME)

**Total Number of Clients** (NUMBER)

**Number of Public Sector Clients:** (NUMBER)

**Is there Legal action against the Company?** (Y/N)

**Is the Company pursuing Legal Action?** (Y/N)

**Business Hours:** (Open/Close hours)

**Company Overview:**

**Organization and Staff Description:**

**Sales and Technical Support:**

**Business Practices:**

**Performance Metrics:**

**Performance and Management Reporting:**

**Internal Training and Mentoring Programs:**

**Diversity**

**Community Initiatives:**

**Service Expectation:**

**What is the Companies response time to a non-emergency enquiry?**

**Work Hours (Time)**

**Outside normal work Hours (Time)**

**What is the Companies response time to an emergency enquiry?**

**Work Hours (Time)**

**Outside normal work Hours (Time)**

**How will the Company ensure the CITY has the most up to date contact information?**

**Quality Control: (Please describe the Companies QC Policies, Practices, Processes, and Procedures (P4s)?**

**PROPOSER'S COMPANY NAME:** \_\_\_\_\_

**SIGNATORY NAME (PRINTED):** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_



**RFP #: SE6334**

**COMPUTERIZED MAINTENANCE MANAGEMENT SYSTEM (CMMS)  
SOFTWARE AND SUPPORT**

**ATTACHMENT F. REDACTION REQUEST**

**PROPOSER:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**E-Mail ADDRESS:** \_\_\_\_\_

**TELEPHONE #:** \_\_\_\_\_

**INDICATE THE INFORMATION TO BE REDACTED BY REFERENCE IN THE  
FOLLOWING TABLE:**

Page #:	Section #:	Para. #:	Line #s	Comments

**SIGNATORY NAME (PRINTED):** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**RFP #: SE6334**

**COMPUTERIZED MAINTENANCE MANAGEMENT SYSTEM (CMMS)  
SOFTWARE AND SUPPORT**

**ATTACHMENT G. PROPOSERS PROJECT TEAM MEMBERS**

TEAM MEMBERS			
Name Head Shot	Role Availability Location	Qualifications	Strengths Expertise
	•	•	•
	•	•	•
	•	•	•
	•	•	•
	•	•	•

**One line per team member, unrestricted bullet points per line.**

**RFP #: SE6334**

**COMPUTERIZED MAINTENANCE MANAGEMENT SYSTEM (CMMS)  
SOFTWARE AND SUPPORT**

**ATTACHMENT H. REQUEST FOR MINORITY STATUS**

**PROPOSER:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**E-Mail ADDRESS:** \_\_\_\_\_

**TELEPHONE #:** \_\_\_\_\_

**MINORITY STATUS:** \_\_\_\_\_

**OREGON MINORITY STATUS REFERENCE #:** \_\_\_\_\_

**(STATE NAME) MINORITY STATUS REFERENCE #:** \_\_\_\_\_

**FEDERAL MINORITY STATUS REFERENCE #:** \_\_\_\_\_

**I declare that the information listed above is a true and honest account of the  
PROPOSER'S Minority status.**

**SIGNATORY NAME (PRINTED):** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**RFP #: SE6334**

**COMPUTERIZED MAINTENANCE MANAGEMENT SYSTEM (CMMS)  
SOFTWARE AND SUPPORT**

**ATTACHMENT I. CUSTOMER REFERENCE DETAILS**

REFERENCE DESCRIPTION:				
REF #:	CLIENT NAME PROJECT TITLE BRIEF PROJECT DESCRIPTION	PERIOD: - Start - Finish (Month/Year)	PROJECT Value (\$K.)	CONTACT: Name E-Mail ADDRESS TELEPHONE #:
	-	-		-

- One table per reference type
- One line per reference
- Minimum of 3 references per table

**RFP #: SE6334**

**COMPUTERIZED MAINTENANCE MANAGEMENT SYSTEM (CMMS)  
SOFTWARE AND SUPPORT**

**ATTACHMENT J. RFP EXCEPTIONS**

**PROPOSER:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**E-Mail ADDRESS:** \_\_\_\_\_

**TELEPHONE #:** \_\_\_\_\_

**INDICATE THE EXCEPTIONS REQUESTED IN THE FOLLOWING TABLE:**

Page #:	Section #:	Para. #:	Line #s	Exception Commentary

**SIGNATORY NAME (PRINTED):** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

RFP #: SE6334

## COMPUTERIZED MAINTENANCE MANAGEMENT SYSTEM (CMMS) SOFTWARE AND SUPPORT

### ATTACHMENT K. COST PROPOSAL – SCHEDULE

TABLE OF COST FOR GRANTS PASS COMPUTRIZED MAINTENANCE MANAGEMENT SYSTEM (CMMS)						
<b>A SOFTWARE SUPPLY &amp; MAINTENANCE</b>						
Item	Description	Units	Quantity	Rate	Total	Sub Totals
<b>1</b>	<b>Software-Base &amp; Modules Supply &amp; Installation</b>					
1.1					-	
1.2					-	
1.3	Expenses				-	
					[(Weekly, Monthly, Yearly, 5 Year Total (Identify which time interval)) Cost	
					1	\$ -
					SUB TOTAL (For 5 Year) (Enter # of Intervals to Make 5 Years)	
<b>2</b>	<b>Software Training</b>					
2.1					-	
2.2					-	
2.3	Expenses				-	
					SUB TOTAL (Lumps Sum)	
						\$ -
<b>3</b>	<b>Software Maintenance</b>					
3.1					-	
3.2					-	
3.3	Expenses				-	
					[(Weekly, Monthly, Yearly, 5 Year Total (Identify which time interval)) Cost	
					1	\$ -
					SUB TOTAL (For 5 Year) (Enter # of Intervals to Make 5 Years)	
						\$ -
					5 YEAR TOTAL	
						\$ -
		Sales Tax	%	1	8.1	-
					TOTAL PART A COST	
						\$ -
<b>B CMMS CONFIGURATION &amp; IMPLEMENTAION (OPTIONAL)</b>						
Item	Description	Units	Quantity	Rate	Total	Sub Totals
<b>4</b>	<b>Configuration/Process-Business Mapping</b>					
4.1					-	
4.2					-	
4.3	Expenses				-	
					SUB TOTAL (Lumps Sum)	
						\$ -
<b>5</b>	<b>Implementation Training</b>					
5.1					-	
5.2					-	
5.3	Expenses				-	
					SUB TOTAL (Lumps Sum)	
						\$ -
<b>6</b>	<b>Implementaion/Testing/Operations Transfer</b>					
6.1					-	
6.2					-	
6.3	Expenses				-	
					SUB TOTAL (Lumps Sum)	
						\$ -
					TOTAL	
						\$ -
		Sales Tax	%	1	8.1	-
					TOTAL PART B COST	
						\$ -
<b>Note:</b> Add Rows as necessary Add expense as a sepatate row under each item, limited to: Travel, Milage, Accomodation, and Meals Other expenses (e.g. Consumables, Equipment Rental, Administartion) shall be built into the rates.						

This cost template is also supplied in open excel format for PROPOSER'S use and modification.

The Sales tax line is a place holder for vendors that may need to add sale tax from their states point of view. There is Zero (0) sales tax to be added for the State of Oregon.

**RFP #: SE6334**

**COMPUTERIZED MAINTENANCE MANAGEMENT SYSTEM (CMMS)  
SOFTWARE AND SUPPORT**

**ATTACHMENT L. PROFESSIONAL SERVICES AGREEMENT EXCEPTIONS**

**PROPOSER:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**E-Mail ADDRESS:** \_\_\_\_\_

**TELEPHONE #:** \_\_\_\_\_

**INDICATE THE EXCEPTIONS REQUESTED IN THE FOLLOWING TABLE:**

Page #:	Section #:	Para. #:	Line #s	Exception Commentary

**SIGNATORY NAME (PRINTED):** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## APPENDIX C SAMPLE PROFESSIONAL SERVICES AGREEMENT



## PROFESSIONAL SERVICES AGREEMENT

---



**PARTIES:** The CITY OF GRANTS PASS, hereinafter referred to as CITY, and XXXXXs, hereinafter referred to as Contractor.

**RE:** XXXXX; CITY of Grants Pass, OR

Based on the terms and conditions contained herein, the Parties agree as follows:

1. **LABOR AND MATERIALS:** Contractor shall provide all labor, materials of whatever kind and character for completion of the Project. Because this is a professional services contract, CITY is relying on the expertise and reputation of the Contractor. Therefore, no part of this Project may be contracted out to other persons or firms without the express written consent of the CITY, except as previously stated in the Contractor's proposal.
2. **SCOPE OF WORK:** Provide services as described in Exhibit A; "XXXXX".
3. **PROJECT COST:** The CITY shall pay Contractor as set forth in Exhibit A Section XX; "XXXX".
4. **ADDITIONAL WORK:** All additional work shall be approved by the CITY of Grants Pass prior to commencement of said work.
5. **ORAL MODIFICATIONS AND WAIVERS:** The CITY's rights and benefits under this Agreement and any parts thereof may not be orally modified or waived.
6. **WRITTEN MODIFICATIONS AND WAIVERS:** The rights and benefits of the CITY, under this Agreement, may be modified or waived so long as said modification or waiver is in writing and signed by the CITY Manager or the Public Works Department Director.
7. **PAYMENTS:** Contractor may submit progress billings as set forth in Exhibit A Section N; "Payment". The CITY shall make payment to the Contractor within 30 days of written acceptance by the CITY.
8. **WORKMANSHIP:** Contractor's performance under this Agreement shall be done in a professional manner that meets or exceeds industry and professional standards of performance.
9. **WORKERS COMPENSATION COVERAGE:** Contractor and all employers working under this Agreement are subject employers under the Oregon Worker's

Compensation Law and shall comply with ORS 656.017, which requires them to provide workers' compensation coverage for all their subject workers. Contractor shall provide proof of coverage at the time of the execution of this agreement and continuing proof of coverage during the period of this Agreement.

10. **LIABILITY INSURANCE:** Contractor shall maintain a policy of liability insurance in the form, and from an insurance company, approved by the CITY, which company is admitted or otherwise licensed to do business in the State of Oregon. Said insurance shall insure Contractor for the benefit of the CITY of Grants Pass in not less than the amount of \$1,000,000 single limit liability for each occurrence, and aggregate coverage of not less than \$2,000,000. The insurance shall cover any occurrences, resulting from any conduct, act, or failure to act, by Contractor, or by an employee, representative, or agent of Contractor, and which occurrence or occurrences result in damages of any kind, including, but not limited to, personal injury or death to any person or persons, damage to any property (personal or real), or damage to any contractual or other commercial right or interest. Contractor shall require its insurance carrier to provide to the CITY a certificate of insurance evidencing said coverage. Said policy shall provide that such coverage cannot be modified, terminated or canceled by the carrier without 30 days written notice sent by certified mail by the insurance carrier to the CITY. It is agreed that no person shall perform any acts on behalf of Contractor without having said insurance in full force and effect.
11. **COMPLIANCE WITH ALL LAWS:** Contractor shall:
- A. Make payment promptly, as due, to all persons supplying to such Contractor labor or material for the prosecution of the work provided for in this contract.
  - B. Pay all contributions or amounts due the Industrial Accident Fund from Contractor or a subcontractor incurred in the performance of the contract.
  - C. Not permit any lien or claim to be filed or prosecuted against the state, county, school district, municipality, municipal corporation or subdivision thereof, on account of any labor or material.
  - D. Pay to the Department of Revenue all sums withheld from employees pursuant to ORS 316.167.
  - E. Promptly, as due, make payment to any person, co-partnership, association or corporation, furnishing medical, surgical and hospital care or other needed care and attention, incident to sickness or injury, to the employees of Contractor, of all sums which Contractor agrees to pay for such services and all moneys and sums which Contractor collected or deducted from the wages of employees pursuant to any law, contract or agreement for the purpose of providing or paying for such service.
  - F. Comply with all laws and administrative rules of the United States, the State of Oregon (including specifically ORS Chapter 279), and the CITY.

- G. Not fail, neglect or refuse to make prompt payment of any claim for labor or services furnished to Contractor or a subcontractor by any person in connection with this contract as such claim becomes due. If failure, neglect, or refusal occur, the proper officer or officers representing the CITY may pay such claim to the person furnishing the labor or services and charge the amount of the payment against funds due or to become due Contractor by reason of this agreement. The payment of a claim in the manner authorized in this section shall not relieve the Contractor or Contractor's surety from obligation with respect to any unpaid claims.
  - H. Not employ any person for more than eight hours in any one day, or 40 hours in any one week, except in case of necessity, emergency, or where the public policy absolutely requires it, and in such cases the laborer shall be paid at least time and a half pay for all overtime in excess of eight hours a day and for work performed on Saturday and on any legal holiday specified in ORS 279C.540.
- 12. **ATTORNEY FEES:** If suit or action is brought by either Party to enforce any right created by this Agreement, the prevailing Party shall be entitled to recover in any trial court, and appellate courts, reasonable attorney fees, including costs and disbursements therein.
  - 13. **SEVERABILITY:** In the event any court of competent jurisdiction shall hold any provision of this Agreement invalid or unenforceable, such holding shall not invalidate or render unenforceable any other provision hereof.
  - 14. **NO REMEDY EXCLUSIVE:** The remedies specified in this Agreement are cumulative to one another and to other remedies in law and equity, and no remedy is exclusive. No delay or omission to exercise any right or power accruing upon any default shall impair any such right or power or shall be construed to be a waiver thereof, but any such right or power may be exercised from time to time and as often as may be deemed expedient. To exercise any remedy specified in this agreement it shall not be necessary to give any notice, other than such notice as set forth herein.
  - 15. **HOLD HARMLESS:** Contractor shall indemnify, defend, and hold harmless the CITY, its officers, agents, and employees, from and against all claims, losses, damages, and liabilities that may arise from the performance or the failure to perform services under this agreement.
  - 16. **ENTIRE AGREEMENT:** This document represents the entire agreement between the Parties. Prior conversations or writings between the Parties which are not specifically incorporated by reference into this Agreement may not be used by the Parties or by a Court of law to interpret the terms and conditions stated herein. Except as specifically set forth herein, prior courses of dealing and performance between the Parties, and trade usage and practices which may or may not be acceptable in the industry, also may not be used by the Parties or by a Court of

law to interpret the terms and conditions stated herein. (Madison Indus. Inc. v. Eastman Kodak Co., 243 N.J. Super. 578,581 A.2nd 85 (1990).

**IN WITNESS WHEREOF**, the Parties have hereto, on the dates indicated, set their hands by and through their duly authorized agents.

**CONTRACTOR:**

**By:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Signature**

\_\_\_\_\_

**Date**

**CITY OF GRANTS PASS:**

**By:** \_\_\_\_\_

**Aaron K. Cubic, City Manager**

\_\_\_\_\_

**Date**

\_\_\_\_\_

**Jason M. Canady, Public Works Director**

\_\_\_\_\_

**Date**

\_\_\_\_\_

**Karen Frerk, City Recorder**

\_\_\_\_\_

**Date**

**Approved**

**As To Form:** \_\_\_\_\_

**Mark Bartholomew, City Attorney**

\_\_\_\_\_

**Date**