1.0 INTRODUCTION AND PURPOSE

The purpose of this solicitation is to establish an non-exclusive contract for general labor, electrical, plumbing, and remodeling. These services may include repairs resulting from City operations, emergency response, and general maintenance activities, to ensure timely and consistent restoration of affected property.

2.0 BACKGROUND

The City of Fort Worth Water Department ("City") is seeking proposals from qualified vendors ("Contractor") to establish non-exclusive, on-call contracts for plumbing, electrical, and general labor services. Services shall be performed on an as-needed basis in accordance with the requirements outlined in this Scope of Work.

2.1 The City shall provide scope and location details.

2.2 The City shall issue Purchase Orders prior to work

2.3 Review and approve quotes and completed work

3.0 CONTRACTOR RESPONSIBILITIES - Proposer shall comply with the following standards:

3.1 GENERAL

3.1.1 Contractor shall possess all applicable licenses and certifications as it pertains to the scope of services for this bid.

3.1.2 Contractors shall provide professional quality services, and to obtain all appropriate Building Inspection Permits as applicable to each job assigned.

3.1.3 The Contractor shall remove, and replace, any assigned personnel deemed unacceptable by the City. Replacement personnel shall be assigned immediately after the removal of any personnel

3.1.4 Contractor shall perform services at the following locations.

3.1.4.1 City-owned and operated facilities

3.1.4.2 Residential properties

3.1.4.3 Commercial and industrial locations

3.1.5 Contractor shall include the scope of work description and

itemize estimates of labor and materials.

31.6 Contractors shall include pricing for equipment rental (if applicable).

3.1.7 Written scope confirmations (except in emergencies, where verbal authorization may be issued)

3.1.8 Contractor shall submit before and after pictures completed services

3.2 General Parts Warranty

3.2.1 Use parts which carry the standard warranty of the manufacturer.

3.2.2 Remedy, at their expense, any non-conforming or defective products and any damage to real or personal property owned or not by the City when that damage is the result of a defective product.

3.2.3 The City shall notify the contractor within a responsible period of time, any part that has failed, defective or damaged.

3.2.4 If the contractor fails to remedy any failed, defective or damaged product within a reasonable time after notification, the City shall have the right to replace, repair, or otherwise remedy the product at the expense of the contractor.

3.3 Warranty of Defective Work

3.3.1 Be wholly responsible for and shall promptly correct or restore all defective work and damages to any jobsite caused by its activities.

3.3.2 The warranty with respect to labor on new installations, repairs and replacement of products shall be one (1) year from the date of acceptance by an authorized City employee.

3.3.3 Failure by the Contractor to proceed promptly, after notification from the City, with corrective actions may be cause for cancellation of this Contract with amount(s) necessary to correct defective work and/or damage being withheld from payments due or to become due to the Contractor.

3.3.4 Restoration and correction shall be to the complete satisfaction of the City. This shall apply to any part of a building/home, its appurtenances, the adjacent grounds, or any other tangible damage incurred in the performance of the Contract.

3.5 Supervision and Proper On-Site Conduct

3.5.1 During all periods of contract performance, provide competent supervision of their employees to assure complete and satisfactory fulfillment of the work under the terms of this Contract. An authorized contractor's representative must be present during work activities to receive any special instructions from an authorized City employee.

3.5.2 The City shall have the right to require that the contractor dismiss from the premise any employee(s) of the Contractor whose conduct is improper, inappropriate, or offensive and such employees shall not return to the subject premise without written consent of the City.

3.6 Safety

3.6.1 Be thoroughly familiar with all prevailing safety measures pertinent to its operations. This shall include, but is not limited to:

3.6.1.1 Environmental Health Protection Agency (EPA);

3.6.1.2 Fort Worth City Ordinances;

3.6.1.3 Occupational Safety and Health Agency (OSHA) regulations.

3.6.1.4 Be wholly responsible for instructing its employees in these safety measures and seeing that they are fully complied with in every respect.

3.6.1.5 Keep the premises free at all times from accumulation of waste materials or rubbish, leaving the area as clean and free of spots, stains, etc. as before the work was undertaken.

3.6.1.6 At the completion of the work, remove all waste and

rubbish from and around the work area, as well as, tools, equipment and surplus materials.

3.6.1.7 Be responsible for the disposing/hauling of all trash, demolition debris, unused materials, etc., in accordance with all Local, State and/or Federal guidelines.

3.6.2 Background Check

3.6.2.1 Background checks must be done at the contractor's expense and verification of a clear background must be given to the contract administrator before the contractor's employee(s) are allowed to work in a building which falls under this requirement.

3.4 Cleanup and Site Conditions

3.4.1 The Contractor shall maintain clean and safe work areas.
3.4.2 The Contractor shall remove all debris upon completion.
3.4.3 Contractor shall provide proof of material cost when applicable.

3.5 Materials and Equipment

3.5.1 All materials shall be new, unused, and complaint with applicable standards.
3.5.2 The City may supply materials at its discretion.
3.5.3 The Contractor shall remove all debris upon completion and restore the site to pre-work condition or better.

3.6 Hazardous Materials

3.6.1 The Contractor shall comply with all regulations regarding hazardous materials
3.6.2 The Contractor shall immediately notify the City if hazardous conditions are encountered
3.6.3 The Contractor shall provide disposal documentation upon request.

4.0 PLUMBING SERVICES

4.1 The Contractor shall provide all labor, materials, equipment, and supervision necessary to perform plumbing services, including but not limited to:

4.1.1 Repair of water, sewer, and gas lines.
4.1.2 Leak detection and repair (including slab and wall leaks).
4.1.3 Installation and replacement of plumbing fixtures.
4.1.4 General maintenance of domestic and sanitary systems.
4.1.5 Contractor shall possess all applicable licenses and certifications as it pertains to the scope of services for this bid.
4.1.6 Contractor shall provide proof that he/she maintains minimum of 2 employees to satisfactory perform scheduled and emergency services 24 hours per day, 365 days per year.
4.1.7 Provide 24-hour service availability and respond to emergency calls within one (1) hour of notification.
4.1.8 Provide onsite within 2 hours after responding to emergency service requests.
4.1.9 Coordinate with City crews during urgent repairs
4.1.10 Take before and after photos in digital format at the jobsite before commencing the work and after work has been completed.

4.2 **Compliance Requirements**

4.2.1 Contractor shall comply with all applicable federal, state, local laws, ordinances, rules and regulations pertaining to the performance of work specified herein even if they come into effect after the start of the contract.
4.2.2 All mandates requiring the City to comply with new guidelines will also require the City contractors to comply.
4.2.3 Procure all permits, licenses and certificates, or federal, state, local laws, ordinances, rule and regulations

5.0 ELECTRICAL SERVICES

5.1 The Contractor shall provide all labor, materials, equipment, and supervision necessary to perform electrical services.

5.2 The Contractor shall have the ability to perform the following deliverables**:**

5.2.1 Installation, repairs, and maintenance of electrical systems.

5.2.2 Lighting, controls, motors, and related systems.
5.2.3 Performing work in hazardous or confined environments.
5.2.4 Verify field conditions
5.2.5 Coordinate with other trades (e.g., HVAC)
5.2.6 Ensure proper placement of equipment and systems

5.3. Compliance Requirements

5.3.1 All electrical work shall comply with National Electrical Code (NEC / NFPA 70)
5.3.2 All electrical work shall comply with applicable industry standards (ASTM, IEEE, UL, etc.) Compliance Requirements
5.3.3 Contractor shall comply with all applicable federal, state, local laws, ordinances, rules and regulations pertaining to the performance of work specified herein even if they come into effect after the start of the contract.
5.3.4 All mandates requiring the City to comply with new guidelines will also require the City contractor's to comply.
5.3.5 Procure all permits, licenses and certificates, or federal, state, local laws, ordinances, rule and regulations

6.0 REMODELING SERVICES

6.1 The Contractor shall provide minor repair and remodeling services, including but not limited to:

6.1.1 Carpentry, drywall, and framing
6.1.2 Concrete, paving, and masonry
6.1.3 Painting and surface preparation

6.2 Work Hours

6.2.1 Perform service requests during the following hours:

6.2.1.1 Standard Hours shall be Monday through Friday 8:00 AM – 5:00 PM
6.2.1.2 Non-standard hours: Require prior written approval

6.3 Emergency / Expedited Work

6.3.1 Contractor shall respond to emergency calls within one (1) hour of notification.

6.3.2 Contractor shall provide onsite within four (4) hours after responding to emergency service requests.

4.0 METHOD OF AWARD - Proposals will be evaluated based on "best value" to the City. Proposals that receive less than 50% of the total available points, excluding price points, will not be considered for award.

5.0 EVALUATION FACTORS

To be considered, the Proposer must submit a complete Proposal by the stated deadline and in accordance with all Proposal requirements. All required documentation must be included for evaluation.

Proposals that meet these requirements will be evaluated based on the criteria listed below.

5.1 Cost – up to 30 points available

5.1.1 Documents used to evaluate this will include: Bid Table

5.2 Small Business Participation up to 20 points available

5.2.1 Documents used to evaluate this will include RFP-06 Small Business Utilization Form

5.3 Ability to Meet the City's needs– up to 20 points available

5.3.1 Documents used to evaluate this will include: RFP-04.

5.4 Qualifications and Experience– up to 10 points available

5.4.1 Documents used to evaluate this will include RFP-04.

5.5 Ability to provide the required equipment and parts up to 20 points available

5.5.1 Documents used to evaluate this will include: Bid Table

6.0 PRICING STRUCTURE

6.1 Provide a written firm-fixed price quote, based on the labor rates

listed on the Bid Solicitation. The firm fixed price quotation shall include:

6.1.1 Description of the work to be performed.

6.1.2 Itemized estimate of the parts and materials, including manufacturer's list price discount.

6.1.3 Timeline including proposed start and finish dates.

6.2 Understand that the submission of a firm fixed price quotation is evidence that the Contractor has familiarized himself/herself with the nature and extent of the work and any local conditions that may, in any manner, affect the scope of the work to be done, and the equipment, materials, labor, etc. required. No variation in price or conditions shall be permitted based on the claim of ignorance, negligence, or false representation.

6.3 Contractor shall understand that if alternative products are available to meet the sustainability goals of the City, these shall be submitted with the Contractor's quote as an additional or alternative firm fixed price quotation.

6.4 The Contractor shall immediately notify the Department Project Manager or designee in writing (by email) if additions, deletions, and/or revisions to a job assignment are needed.

6.5 Within one (1) business day of notification, the Contractor shall submit a written Project Quotation Change Request to the Department Project Manager or designee. The City reserves the right to reject any changes to the project firm fixed price quotation requested by the Contractor. Under no circumstances shall Contractor proceed with changes to the project firm fixed price quotation without approval from the Department Project Manager or designee. The Project Quotation Change Request shall include the following:

6.5.1 A description of the change or addition in the work and the reason for the change/addition, explaining the benefits of the change/addition.

6.5.2 The adjustment in the project time, if applicable.

6.6 If the City requests to change a fixed-price quote due to a change in

the scope of work that would increase the number of labor hours required or the amount of materials required, the Contractor shall amend the original amount and, upon approval and acceptance by the Department Project Manager, of the amended fixed-price quote, shall be reimbursed for the changes**.**

6.7 Unit prices will include all costs associated with the specified work, including, but not limited to: transportation and travel charges, loading charges, fuel charges, certification fees, shop fees, miscellaneous fees, environmental/hazardous disposal fees, and unspecified costs. **NO ADDITIONAL CHARGES WILL BE ACCEPTED OR PAID BY.**

7.0 CONTRACT AWARD PROCESS

7.1 The Purchasing Division will facilitate and manage the evaluation process.

7.2 An Evaluation Panel consisting of representatives from various City departments and City consultants may be appointed to review and evaluate RFP responses in accordance with this RFP. City reserves the right at its sole discretion to include additional representatives at any point during the evaluation.

7.3 The Evaluation Committee will evaluate responses and may select Proposer for onsite interviews, presentations or demonstrations.

7.4 At its sole discretion, the City may request Best and Final Offers (BAFO) from proposers whose proposals are deemed most advantageous. Contract negotiations will be based on the BAFO submissions.

7.5 The City reserves the right to negotiate all elements that comprise the successful Proposer's response to ensure that the best possible consideration be afforded to all concerned.

7.6 The City reserves the right to shortlist firms based upon scores/ratings received during the evaluation process.

7.7 The City will notify all proposers in writing of the outcome once an award determination has been made.

8.0 PROPOSAL FORMAT AND ATTACHMENTS

To facilitate and expedite the evaluation process, Proposals should adequately address all evaluation factors and include the following list of required items that will be used as part of the evaluation. A Proposal may be deemed to be non-responsive and may be disqualified, at the City's discretion, if the Proposal fails to comply with the following instructions.

8.1 **Proposal Format Requirements**

8.1.1 Proposal format shall be in font no smaller than 12 point, 8.5-inch by 11-inch paper size, with one inch margins and single-spaced for the entire submitted proposal.

8.1.2 All proposal sections shall be divided by submission titles. All pages within these sections shall be uniquely numbered for purposes of easy reference.

8.2 **Response forms**

8.2.1 Completed and signed RFP-04 Authorized Signature and Questionnaire.

8.2.2 Completed and signed RFP-05 Forms.

8.2.3 Completed and signed RFP-06 Small Business.

8.2.4 Completed and signed RFP-07 Deviations.

8.2.5 Completed and signed RFP-08 Discount Calculator.

8.2.6 Completed Bid Table BT-16JT

8.2.7 Completed Bid Table BT-67EZ

8.3 Technical Response

8.3.1 Submit proof of experience with the RFP.

8.3.2 List of Exceptions/Substitutions/Clarifications/Additions

8.3.2.1 Although the Scope of Services included Project Requirements of the solicitation represents the City's anticipated needs, there may be instances in which it is in the City's best interest to permit

exceptions to requirements and accept proposed alternatives.

8.3.2.2 If no exceptions are taken, please include a single document stating "No Exceptions taken" in the Required section.

8.3.2.3 It is extremely important for the Proposer to make clear where exceptions, clarifications substitutions and/or additions to the Scope of Services, Draft Vendor Service Agreement and General Terms and Conditions are taken and how substitutions shall be provided. The City does not recognize strikeouts, deletions, or changes to Solicitation documents. Therefore, exceptions, conditions, clarifications and/or substitutions to the provisions of the City's requirements must be clearly identified along with the proposed addition or modification. If the Proposer does not make it clear that an addition, exception or clarification is taken, the City shall assume the Proposer is responding to and shall meet the City's stated requirements.

8.3.2.4 Identify each exception, clarification, substitution and/or addition by specifically referencing the page number, section number, subsection number, item number or letter, and, if necessary, paragraph, or line number.

8.3.2.5 Identify each item clearly as an addition, exception, clarification or substitution. It is not necessary to include the entire text of a particular section or subsection. However, for ease of reference, Proposers may use portions of the solicitation's text, if helpful in explanation.

8.3.2.6 For substitutions/clarifications, provide an explanation of the difference between what the solicitation requests and what is proposed. The City is open to other means of accomplishing the

requested Work. Proposers must explain why they believe their method of accomplishing the Work is equal to or better than that specified by the City.

8.3.2.7 For any addition(s) proposed or exception(s) taken, provide a rationale in as much detail as possible.

8.3.2.8 Begin responses to the major sections of the solicitation on a new page.

8.3.2.9 The City shall consider the number and substance of alterations to the City's stated requirements as a factor in determining the most advantageous response.

8.3.3 Pricing

8.3.3.1 Proposal pricing shall be assembled and presented in accordance with the format and instructions of this solicitation.

9.0 SMALL BUSINESS PROGRAM – The City of Fort Worth has established a **30% Small Business (SB) participation goal** for this solicitation. This goal reflects the City's determination that certified Small Business Firms are available to provide the goods and/or services required under this bid. Accordingly, at least 30% of the total awarded contract value must be subcontracted or spent with a certified Small Business Firm. All provisions and requirements outlined in City Ordinance No. 27832-08-2025 apply to this solicitation. Bidders are required to submit the following documentation with their proposal:

a. Small Business Utilization form V1 (RFP-06), detailing how the Small Business goal will be achieved.

b. Current Small Business Certification issued by a certifying entity approved by the City Manager.