



## REQUEST FOR PROPOSALS REPAIR, REPLACEMENT AND SERVICING OF CITY FIRE HYDRANTS

RFP 2023-04

Issued October 30, 2023. Deadline for Submission November 27, 2023.

### **Introduction and Background:**

The city has deferred necessary repairs and replacement of faulty fire hydrants for a number of years. As a result, we need to repair or replace up to 21 fire hydrants around the city. More specifically:

We have 5 hydrants leaking either from the stem or the base. Until each hydrant is taken apart, we will not know whether it will need replaced or will be able to be rebuilt.

We have 7 with the caps frozen and were unable to test. These may need replaced or re-sleaved and at minimum broken free and lubricated.

We have 7 that are 2 port hydrants, and these will definitely need to be replaced.

We have 2 that will not open and will need serviced and at worst replaced.

In summary there are 21 hydrants that will need repaired or replaced. 12 of the 21 should be replaced as soon as possible to meet current output standards or to make safe operations. Every hydrant will need serviced and lubed.

Vendors are required to submit written proposals that present the vendor's qualifications and understanding of the work to be performed. The vendor's proposal should be prepared simply and economically and should provide all the information it considers pertinent to its qualifications for the specifications listed herein. Emphasis should be placed on completeness of services offered and clarity of content.

The proposal must be submitted no later than 1:00PM on Monday, November 27, 2023, directly to the Crescent City City Hall at the following address:

City of Crescent City  
Attn: City Manager - Request for Proposal for Cleaning Services  
3 N. Summit Street  
Crescent City, FL 32112

**Proposal Content** – A completed proposal must contain the following:

- **Proposal & Signature Page** – The proposal must be complete and signed by an individual authorized to bind the vendor. All proposals submitted without a signature may be deemed nonresponsive.
- **Qualifications and Experience** – The proposal must include qualifications of the person(s) who will be performing the work and their relevant experience.
- **Cost Breakdown** - Since the scope of the work will be determined as the work progresses, a breakdown of charges for repairs, replacement parts, and maintenance (service and lube) of fire hydrants shall be included.
- **References** – Proposals shall include a list of three (3) references including name, address, phone number and contact person. The City reserves the right to contact references other than, and/or in addition to, those furnished by a vendor.

**Proposal Period** – Proposal prices are to be firm for ninety (90) days.

**Proposal Award** – It is the intent of the city to accept the lowest responsible proposal, provided it has been submitted in accordance with the proposal documents. If a proposal is selected it will be the most advantageous regarding price, quality of service, the Vendors qualifications and capabilities to provide the specified service, and other factors which the City of Crescent City may consider. The City reserves the right to accept or reject any or all proposals and to waive irregularities therein. Proposal will be approved publicly at the December 14, 2023, Crescent City Commission meeting.

**Basis of Payment** – Payment will be made to the contractor within 30 days upon receiving the contractor's invoice. The invoice shall state the date the service was performed and amount for each service and parts provided.

**Proposal to Include:**

Two (2) bound copies and one electronic copy on a drive with the following sections:

1. Cover Letter with signature of individual authorized to bind the company
2. Qualifications and experience
4. Cost breakdown
5. References

**Insurance:**

Include a description of professional liability insurance including policy provider and limits.

**PROPOSALS ARE DUE BY MONDAY, NOVEMBER 27, 2023 BY 1 PM, EST.**

Any or all proposals may be rejected or accepted for any reason deemed appropriate by the City.