

**City of Shakopee**  
**Request for Proposals**  
**Plumbing Repair/Services Contract**

The City of Shakopee is soliciting proposals from licensed plumbers that are experienced in repair and service for commercial and industrial facilities.

If you have questions, you may email Terry Link at [tlink@shakopeemn.gov](mailto:tlink@shakopeemn.gov). The full request for proposal is available at <https://www.shakopeemn.gov/government/advanced-components/list-details-views/rfp-posts-list>.

To submit a proposal, the submission may be emailed to Terry Link at [tlink@shakopeemn.gov](mailto:tlink@shakopeemn.gov) or delivered to Shakopee City Hall, 485 Gorman Street, Shakopee, MN 55379. Proposals will be accepted until December 31, 2019.

The City of Shakopee reserves the right to reject any or all proposals, to waive technical specifications or deficiencies, and to accept any proposal that it may deem to be in the best interest of the City.

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The Licensed Plumber, hereinafter referred to as “Contractor,” will be required to perform services specified herein. The Contractor will be expected to enter into a service contract with the City of Shakopee, hereinafter referred to as “Owner,” consistent with the terms of this RFP and Contractor’s submitted proposal.

During the course of a year, the City of Shakopee requires plumbing repair and services for its municipal facilities including, but not limited to, City Hall, Police Department, Community Center, Public Works complex, Parks shelters and grounds, Library, and Fire Stations 1 and 2. Some work is of a scheduled nature and other work is of an emergency nature. Service shall be provided by the Contractor on an as needed basis. By seeking proposals from contractors, the City does not represent that it will utilize the successful bidder’s services any guaranteed number of times over the course of the year.

As part of the service contract, Contractor will be required to submit proof of insurance including at least \$1,000,000/occurrence and \$2,000,000/annual aggregate contractor general liability coverage.

The Contractor agrees to be the City’s Plumbing Contractor for maintenance work including, but not limited to, routine industrial and commercial plumbing work to be performed at municipal facilities.

The Contractor understands that any job, including material and labor, exceeding five thousand dollars (\$5,000) shall be subject to the City’s Purchasing Policy requirements. The City reserves the right to place out for bid or solicit quotes from other vendors for any job that is estimated to go over this amount.

The Contractor must comply with all local and State laws, rules, and regulations for a plumber; possess a valid State of Minnesota Master Plumber’s License; and provide their state contractor licensing information.

The City of Shakopee prefers that the Contractor be “on call” on a 24-hour basis for any emergency that may occur, including holidays. Response time to emergencies and routine requests is expected to be timely, and proposals will be reviewed based in part on the Contractor’s ability to provide such “on call” service and by written commitment to respond timely to both scheduled and emergency situations.

It shall be the responsibility of the Contractor to supply all necessary tools and equipment to perform the work as requested to the extent that supplies, materials and parts are required to perform the work. The Contractor shall be responsible for obtaining such supplies, materials and parts if not provided by the City of Shakopee. Such supplies, materials and parts shall be of good quality and the cost of such shall be billed as reflected in the bid document.

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The Contractor shall invoice the City within 30 days of a completed service call at the rates agreed to in the contract. The City shall make payment within 30 days of receipt of invoice.

The City of Shakopee shall retain the right to terminate the contract with seven (7) days notice should the Contractor fail to perform work in a professional manner or perform the work within the demands and time constraints established by the City of Shakopee. Failure to maintain a Master Plumber's License, State Contractor's License, and/or insurance coverage is grounds for immediate termination of the Contract. The City reserves the right to utilize another plumber if Contractor fails to respond timely to an emergency.

The contract could be terminated upon mutual agreement between the Owner and the Contractor, provided that at least 30 days notice is given by either party prior to termination.

Contractor will be required to indemnify the City against all suits, claims, judgments, awards, loss, cost or expense (including attorney's fees without limitation) arising in any way out of the Contractor's performance or non-performance of its obligations under the Service Contract. Contractor will defend all such actions with counsel satisfactory to Owner at its own expense, including attorney's fees, and will satisfy any judgment rendered against Owner in such action.

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**Submittal Requirements**

Proposals shall include the following:

1. Completed statement of qualifications, included in this document.
2. Completed reference form, included in this document.
3. Completed proposal form, included in this document.
4. Copy of plumber's licenses for all plumbers who may be assigned work under the contract.
5. Copy of State Contractor's license.

Contractor may submit such additional information as it deems necessary or helpful to the City's evaluation process.

**Evaluation Criteria**

Proposals will be evaluated using the following criteria:

1. Qualifications of bidding contractor's plumbers.
2. Contractor's ability to commit to and perform timely service.
3. Rates
4. Ability to perform 24-hour "on call" emergency service.

By submitting a proposal, the contractor authorizes the City to undertake such investigation as may be necessary to verify the Contractor's qualifications and reputation, including compliance with current city ordinances. The Contractor may be requested to execute a release(s) in favor of third parties who have information relative to the Contractor's qualifications and reputation. Refusal to execute a release may result in disqualification.

The City may, at its discretion, select a Contractor outright or select a finalist(s) for interviews.

**Length of Service Contract**

The service contract will remain in effect until one year from the date of award. Upon mutual agreement of both parties, the service contract may be renewed in one year increments.

**Selection**

Upon selection, the contractor will receive a service contract and will be expected to execute the contract within ten business days. A completed W-9 shall accompany the executed contract.

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**STATEMENT OF QUALIFICATIONS**

All questions must be answered and the data given must be clear and comprehensive. Add separate sheets or attachments, as necessary. This section must be submitted with Proposal.

1. Name of Contractor: \_\_\_\_\_
2. Name of Business (if different from #1): \_\_\_\_\_
3. Business Address: \_\_\_\_\_
4. Business Phone: \_\_\_\_\_ Website: \_\_\_\_\_
5. Primary Contact Name: \_\_\_\_\_
6. Primary Contact Phone: \_\_\_\_\_ Email: \_\_\_\_\_
7. Number of Years the Contractor has been in operation: \_\_\_\_\_
8. In the last five years has the contractor ever been terminated from a contract or project? If so, please attach additional pages to explain the situation. \_\_\_\_\_
9. In the last five years has the contractor ever been party to litigation related to the contractor's work? If so, please attach additional pages to explain the situation. \_\_\_\_\_
10. State the number of licensed plumbers employed available to work under this contract: \_\_\_\_\_ and the number of helpers available to work under this contract: \_\_\_\_\_
11. Identify the key personnel that will be typically be assigned to perform work under this contract, and the number of years of experience as a licensed plumber: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**REFERENCES**

Please include three references for commercial/industrial work performed.

Contact Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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Contact Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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Contact Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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**PROPOSAL FORM**

**Electrical Repair/Service Contract Rates**

1. Licensed Plumber – Hourly Cost                    \$\_\_\_\_\_ per hour
2. Apprentice/Helper – Hourly Cost                \$\_\_\_\_\_ per hour
3. Travel Time/Expense                                \$\_\_\_\_\_ per hour
4. Other (describe if any)
  
5. Materials Cost                                        \_\_\_\_\_% mark-up (% over cost)

**Availability**

1. Can the contractor provide 24-hour on call emergency coverage? Yes or No (Circle one)
2. What is the contractor's expected response time for an emergency call? \_\_\_\_\_
3. What is the contractor's expected response time for non-emergency requests? \_\_\_\_\_  
\_\_\_\_\_

**Acknowledgement**

Authorized Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Business Name: \_\_\_\_\_

Date: \_\_\_\_\_