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REQUEST FOR PROPOSAL

GRAND ISLAND UTILITIES COMPUTER MAINTENANCE MANAGEMENT SYSTEM

C133620

Proposals due

Thursday, August 8, 2024 @ 4:00 p.m. (local time)
City of Grand Island, City Hall
100 East 1st Street, P.O. Box 1968
Grand Island, NE 68802-1968

Contact Information

City of Grand Island Utilities Department
Lynn Mayhew, Assistant Utilities Director
Platte Generating Station
Grand Island, NE 68801
O: 308-385-5496

Issued: May 15, 2024

**ADVERTISEMENT FOR PROPOSALS
GRAND ISLAND UTILITIES COMPUTER MAINTENANCE MANAGEMENT SYSTEM
FOR
CITY OF GRAND ISLAND, NEBRASKA**

Proposals will be received at the office of the City Clerk, 100 E. First Street, P.O. Box 1968, Grand Island, Nebraska 68802, until Thursday, August 8, 2024 at 4:00 p.m. local time for the above Proposal, FOB the City of Grand Island. Site inspections can be arranged by contacting Lynn Mayhew (308) 385-5494 for an appointment.

Proposals received after the specified time will be returned unopened to sender. Proposals shall include the following on the outside of the envelope: **“Proposal for Grand Island Utilities Computer Maintenance Management System”**. All proposals must be signed and dated in order to be accepted. **Two complete copies with the original** proposal shall be submitted for evaluation purposes if submitting by mail. Proposal package and any Addendas is also available on-line at <http://www.grand-island.com/business/bids-and-request-for-proposals/bid-calendar> under the bid opening date and “Click here for bid document link” through QuestCDN. Submitting through QuestCDN requires one original document of the proposal to be uploaded.

Proposals will be evaluated by the Purchaser based on Contractor’s response to the proposal, experience of the company and project personnel, commercial terms, and pricing to perform the project required. All Proposals shall be valid for at least 30 days after the Proposal deadline for evaluation purposes.

The Purchaser reserves the right to reject any or all proposals, to waive irregularities therein, and to accept whichever proposal that may be in the best interest of the City, at its sole discretion.

Jill Granere, City Clerk

Advertised

INSTRUCTIONS TO BIDDERS - PROPOSAL

1. GENERAL INFORMATION.

The following instructions outline the procedure for preparing and submitting Proposals. Bidders must fulfill all requirements as specified in these Documents.

2. TYPE OF BID.

Bidders shall be required to submit prices for all items listed in the Detailed Specification.

3. PREPARATION/SUBMISSION OF PROPOSALS.

All Proposals must be submitted intact not later than the time prescribed, at the place, and in the manner set forth in the ADVERTISEMENT FOR BIDS. Proposals must be made on the Contractor's official letterhead, and must be signed and dated to be accepted. Each Proposal must be submitted intact with the correct number of copies in a sealed envelope, so marked as to indicate its contents without being opened. Proposals must be delivered in person or addressed and mailed in conformance with the instructions in the ADVERTISEMENT FOR BIDS.

Proposal package and any Addenda is also available on-line at <http://www.grand-island.com/business/bids-and-request-for-proposals/bid-calendar> under the bid opening date and "Click here for bid document link" through QuestCDN. Submitting through QuestCDN requires one original document of the proposal to be uploaded (no zip files). Any Proposal received after the specified date will not be considered. No verbal Proposal will be considered.

The Bidder shall acknowledge receipt of all addenda. Proposals received without acknowledgement or without the Addendum enclosed will be considered informal.

If exceptions and/or clarifications are noted to the proposal, those exceptions must be fully explained on a separate sheet, clearly marked, and included with the Proposal. Any changes that are found made to the original specification, other than Owner generated Addendums, could result in your bid not being considered.

The City reserves the right to reject any or all proposals and to select the proposal, which is deemed to be in the City's best interest, at its sole discretion.

All Proposals shall be valid for at least thirty (30) working days after the Proposal deadline for evaluation purposes.

4. BASIS OF AWARD.

The award will be made by the OWNER on the basis of the Bid from the lowest responsive, responsible Bidder which, in the OWNER's sole and absolute judgment will best serve the interest of the OWNER.

All Proposals will be considered on the following basis:

1. Proposal Responsiveness (x 2)
2. Company Experience (x 2)
3. Personnel Experience (x 1)
4. Commercial Terms (x 1)
5. Engineering Fees (x 1)

The OWNER reserves the right to reject all Proposals, or any Proposal not in conformance with the intent of the Proposal Documents, and to waive any informalities and irregularities in said Proposals.

5. TIME OF COMPLETION.

The time of completion of the Work to be performed under this Contract is the essence of the Contract. Proposals should submit a timeline for completion of the Work unless otherwise stated in the Detailed Specification.

6. GRATUITIES AND KICKBACKS.

City Code states that it is unethical for any person to offer, give, or agree to give any City employee or former City employee, or for any City employee or former City employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, or preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, pertaining to any program requirement or a contract or subcontract, or to any solicitation or proposal therefor. It shall be unethical for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order.

7. FISCAL YEAR.

The City of Grand Island, Nebraska operates on a fiscal year beginning October 1st and ending on the following September 30th. It is understood and agreed that any portion of this agreement which will be performed in a future fiscal year is contingent upon the City Council adopting budget statements and appropriations sufficient to fund such performance.



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REQUEST FOR PROPOSALS

GENERAL SPECIFICATIONS

The Proposal shall be in accordance with the following and with the attached DETAILED SPECIFICATIONS.

All prices are to be F.O.B. Grand Island, Nebraska. **All prices shall be firm, and shall include all sales and use taxes as lawfully assessed under laws and regulations of the State of Nebraska.**

Proposals shall include the following on the **outside** of the mailing envelope: "**Proposal for Computer Maintenance Management System**". All proposals must be signed and dated to be accepted. All proposals submitted by mail must include **two (2) complete copies**. The specification is also available at <http://www.grand-island.com/business/bids-and-request-for-proposals/bid-calendar> under the specified opening date and "Click here for bid document link" through QuestCDN. If submitting through QuestCDN, **one** original document of the proposal and supporting materials is required to be uploaded. All proposals shall be submitted for evaluation purposes no later than Thursday, August 8, 2024 at 4:00 p.m. to the following:

Mailing Address: Jill Granere, City Clerk
City Hall
P. O. Box 1968
Grand Island, NE 68802-1968

Street Address: Jill Granere, City Clerk
City Hall
100 E. First Street
Grand Island, NE 68801

Any Proposal received after the specified date will not be considered. No verbal Proposal will be considered.

Proposals will be evaluated by the Purchaser based on Contractor's response to the proposal, experience of the company and project personnel, commercial terms, and pricing to perform the project required.

The successful contractor will be required to comply with fair labor standards as required by Nebraska R.R.S.73-102 and comply with Nebraska R.R.S. 48-657 pertaining to contributions to the Unemployment Compensation Fund of the State of Nebraska. Contractor shall maintain a drug free workplace policy. Every public contractor and his, her or its subcontractors who are awarded a contract by the City for the physical performance of services within the State of Nebraska shall register with and use a federal immigration verification system to determine the work eligibility status of new employees physically performing services within the State of Nebraska.

The invoice for Contractor's services will be paid after approval at the next regularly scheduled City Council meeting and occurring after departmental approval of invoice; the City Council typically meets the second and

fourth Tuesday of each month. Invoices must be received well in advance of City Council date to allow evaluation and processing time.

The City reserves the right to reject any or all proposals and to select the proposal, which is deemed to be in the City's best interest, at its sole discretion.

All Proposals shall be valid for at least thirty (30) working days after the Proposal deadline for evaluation purposes.

All Proposals must be signed and dated to be accepted. If exceptions and/or clarifications are noted to the bid, those exceptions must be fully explained on a separate sheet, clearly marked, and included with the Proposal. Any changes that are found made to the original specifications, other than Owner generated Addendums, would result in your bid not being considered. Please contact Lynn Mayhew at 308-385-5494, for questions concerning this specification.

GRAND ISLAND UTILITIES COMPUTER MAINTENANCE MANAGEMENT SYSTEM
DETAILED SPECIFICATIONS

SCOPE. The Grand Island Utilities Department is soliciting proposals for a CMMS Computer Maintenance Management System.

DESCRIPTION. Grand Island Utilities owns and maintains our Electric and City Water Systems. The Electric Department includes two generating Stations, Line department for Transmission and Distribution overhead lines, and Underground line department, Dispatch and substation department, and Engineering Department. The City Water has distribution and water pumping stations. Each department maintains their assets with planned and corrective maintenance work orders. Inventory is pulled from department warehouses and time and materials are applied to work orders to create overall cost for the assets. Purchase Orders are routed for approvals and applied to warehouse inventories or directly to work orders on special purchases. The current system is Mainsaver M20.008.012 and any new system must import all historic data to maintain asset history.

PROJECT REQUIREMENTS. The CMMS shall include:

Preventative Maintenance Tracking and Scheduling

Assets are assigned preventative maintenance task, by calendar, or equipment run hours, the system must be able to track these and auto generate task automatically.

Corrective Maintenance Tracking and Scheduling

Personnel must be able to enter a corrective maintenance work order have approvals by supervisor allowing them to schedule and assign the correct work group.

Asset inventory

An inventory of assets must be maintained and cost tracked per asset with material used for corrective and preventive maintenance and all labor hours used for those maintenance task.

Parts Inventory

A warehouse of parts are to be maintained for each department, to include the ability to auto generate purchase orders when quantities are a minimums.

Timekeeping

Labor hours are to be tracked and assigned to work orders.

Purchase Orders

Must have a purchase order system to assign purchased parts to work orders and a hierarchy approval system.

Invoice and Payment

Must be able to receive purchased parts from order system, and approve payments with supervisor authorization review.

Separate Departments/ or Plants

There are currently five departments that have their own personnel, purchase order hierarchies, and warehouse. Departments must be able to share labor and parts inventory.

PROPOSAL EVALUATION. The proposals will be evaluated on the following criteria. Also indicated are the weighting factors which will be used in tabulating the evaluation scores.

1. Proposal Responsiveness (x 2)
2. Company Experience (x 2)
3. Personnel Experience (x 1)
4. Commercial Terms (x 1)
5. Engineering Fees (x 1)

SITE INSPECTION. Site inspections can be arranged by contacting Lynn Mayhew, 308-385-5494, for an appointment.

PROPOSAL QUALIFICATIONS. The software provider shall be a in the business of CMMS software. The software company shall have programmers capable of customizing software, a staff available to provide troubleshooting assistance within the USA, and provide training per user level.

PROPOSAL INFORMATION. The Proposal shall provide the fees to install, customize, and maintain the databases. Proposals must include all cost to transition to a new CMMS, and any monthly, annual fees, and/or cost for customizations to meet current CMMS. The monthly/annual fees should be based on a 10 year contract/agreement.

INSURANCE REQUIREMENTS. The Contractor shall comply with the attached "Insurance Requirements".

GENERAL INFORMATION: The following instructions outline the procedure for preparing and submitting Proposals. All providers must fulfill all requirements as specified in these documents.

All Proposals must be submitted intact with the correct number of copies no later than the time prescribed, at the place, and in the manner set forth in the ADVERTISEMENT FOR BIDS. Each Proposal must be submitted intact in a sealed envelope, so marked as to indicate its contents without being opened, and delivered in person or addressed and mailed in conformance with the instructions in the Advertisement for Bids.

GRATUITIES AND KICKBACKS. City Code states that it is unethical for any person to offer, give, or agree to give any City employee or former City employee, or for any City employee or former City employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, or preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, pertaining to any program requirement or a contract or subcontract, or to any solicitation or proposal therefor. It shall be unethical for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order.

FISCAL YEAR. The City of Grand Island, Nebraska operates on a fiscal year beginning October 1st and ending on the following September 30th. It is understood and agreed that any portion of this agreement which will be performed in a future fiscal year is contingent upon the City Council adopting budget statements and appropriations sufficient to fund such performance.

PAYMENT. Payment for the CMMS shall be made for the initial implementation, and then an annual payment occurring on November 1 each year for the annual period from October 1st to September 30th of each year.

PRICING. The Provider shall provide in the Proposal the cost to implement and set, include training, and the annual maintenance fees, including cost for upgrades, and how customizations are priced.

MINIMUM INSURANCE REQUIREMENTS
CITY OF GRAND ISLAND, NEBRASKA

The successful bidder shall obtain insurance from companies authorized to do business in Nebraska of such types and in such amounts as may be necessary to protect the Bidder and the interests of the City against hazards or risks of loss as hereinafter specified. This insurance shall cover all aspects of the Bidder's operations and completed operations. Failure to maintain adequate coverage shall not relieve Bidder of any contractual responsibility or obligation. Minimum insurance coverage shall be the amounts stated herein or the amounts required by applicable law, whichever are greater.

1. WORKERS COMPENSATION AND EMPLOYER'S LIABILITY

This insurance shall protect the Bidder against all claims under applicable State workers compensation laws. This insurance shall provide coverage in every state in which work for this project might be conducted. The liability limits shall not be less than the following:

Workers Compensation	Statutory Limits
Employers Liability	\$100,000 each accident
	\$100,000 each employee
	\$500,000 policy limit

2. BUSINESS AUTOMOBILE LIABILITY

This insurance shall be written in comprehensive form and shall protect the Bidder, Bidder's employees, or subcontractors from claims due to the ownership, maintenance, or use of a motor vehicle. The liability limits shall not be less than the following:

Bodily Injury & Property Damage	\$ 500,000 Combined Single Limit
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3. COMPREHENSIVE GENERAL LIABILITY

The comprehensive general liability coverage shall contain no exclusion relative to explosion, collapse, or underground property. The liability limits shall not be less than the following:

Bodily Injury & Property Damage	\$ 500,000 each occurrence
	\$1,000,000 aggregate

4. UMBRELLA LIABILITY INSURANCE

This insurance shall protect the Bidder against claims in excess of the limits provided under employer's liability, comprehensive automobile liability, and commercial general liability policies. The umbrella policy shall follow the form of the primary insurance, including the application of the primary limits. The liability limits shall not be less than the following:

Bodily Injury & Property Damage	\$1,000,000 each occurrence
	\$1,000,000 general aggregate

5. ADDITIONAL REQUIREMENTS

The City may require insurance covering a Bidder or subcontractor more or less than the standard requirements set forth herein depending upon the character and extent of the work to be performed by such Bidder or subcontractor.

Insurance as herein required shall be maintained in force until the City releases the Bidder of all obligations under the Contract.

The Bidder shall provide and carry any additional insurance as may be required by special provisions of these specifications.

6. CERTIFICATE OF INSURANCE

Satisfactory certificates of insurance shall be filed with the City prior to starting any work on this Contract. **The certificates shall show the City as an additional insured on all coverage except Workers Compensation. The certificate shall state that thirty (30) days written notice shall be given to the City before any policy is cancelled (strike the "endeavor to" wording often shown on certificate forms). If the Bidder cannot have the "endeavor to" language stricken, the Bidder may elect to provide a new certificate of insurance every thirty (30) days during the contract. Bidder shall immediately notify the City if there is any reduction of coverage because of revised limits or claims paid which affect the aggregate of any policy.**