

REQUEST FOR PROPOSALS

State Revolving Fund Administration Services to include Payroll Review and Employee Interview Services in accordance with the Federal Davis Bacon Wage and Wage Regulations

RFP #1 – SRF Administration Services

DUE:

12:00 PM (noon) Eastern Standard Time

Friday, June 22, 2018

City of Perry
224 S Jefferson St
Perry, FL 32347

Fair Housing/Handicap Access/Equal Opportunity Employer

1. Request for Proposals

The City of Perry requests proposals from interested firms and individuals to provide State Revolving Fund Administration Services to include Payroll Review and Employee Interview Services in accordance with the Federal Davis Bacon Wage and Hour Regulations. The project involves wastewater treatment plant and water well improvements.

2. Submittals

Proposals shall be limited to a total of 30 pages, sectional dividers and front and back covers will not be counted toward the total. Proposals which exceed this length will be considered non-responsive and will not be evaluated.

3. Company Information

Please provide the name of your company, along with the name, address, and telephone number of the company's contact person.

4. Submission Requirements

Submit one original and five (5) copies of your proposal, no later than 12:00 p.m. (noon) on **Friday, June 22, 2018** labeled "Response to City of Perry RFP #1 – SRF Administration Proposal" on the outside of the envelope. Sealed proposals shall be mailed to the following address (electronic submissions not accepted):

224 S. Jefferson St, Perry, FL 32347

5. Statement of Public Entity Crimes

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, sub-contractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Florida Statute Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

6. Evaluative Criteria

Proposals will be evaluated by the City using the following criteria:

PROPOSAL RANKING SHEET
City of Perry

Name of Person Ranking Firms:	
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Firm A:	
Firm B:	
Firm C:	
Firm D:	
Firm E:	
Firm F:	

EVALUATION FACTORS	POSSIBLE POINTS	A	B	C	D	E	F
Successful Florida Grant/Loan Administration Experience If excellent, award.....50 points If above average, award.....30 points If average, award.....20 points If below average, award.....5 points	50						
Qualifications of the Project Administrator, including a description of Program Administration Experience If Manager has 20 or more years of experience25 pts If Manager has 15-19 years of experience.....20 pts If Manager has under 15 yrs of experience..... 10 pts	25						
Davis-Bacon Experience with Public Facility Projects If excellent, award.....20 points If above average, award.....15 points If average, award.....5 points If below average, award.....1 point	20						
PRICE Highest Price.....1 point Next Highest Price.....2 points Middle Price.....3 points Low Price.....4 points Lowest Price.....5 points	5						
TOTAL	100						

Signature and date