

State of Nevada  
Department of Agriculture

**Request for Proposal: 1801**  
for  
**Reno Warehouse Freezers #2, #3**

**Release Date: December 29, 2017**

**Proposal Submission Deadline:**

Deadline for Submission and Opening Date and Time: February 2, 2018 @ 2:00 PM

*Refer to Section 8, RFP Timeline for the complete RFP schedule*

For additional information, please contact:  
State of Nevada, Department of Agriculture  
Attn: Marjorie Ellis, Administration  
405 South 21<sup>st</sup> Street  
Sparks, NV 89431  
Phone: 775-353-3629  
Email address: mellis@agri.nv.gov

Refer to Section 9 for instructions on submitting proposals

**VENDOR INFORMATION SHEET FOR RFP 1801**

**Vendor Must:**

A) Provide all requested information in the space provided next to each numbered question. The information provided in Sections V1 through V6 will be used for development of the contract;

B) Type or print responses; and

V1	Company Name	
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V2	Street Address	
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V3	City, State, ZIP	
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V4	Telephone Number	
	Area Code:	Number:

V5	Facsimile Number	
	Area Code:	Number:

V6	Toll Free Number	
	Area Code:	Number:

V7	<i>Contact Person for Questions / Contract Negotiations,</i>
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	<i>including address if different than above</i>	
	Name:	
	Title:	
	Address:	
	Email Address:	

V8	Telephone Number for Contact Person		
	Area Code:	Number:	Extension:

V9	Facsimile Number for Contact Person		
	Area Code:	Number:	Extension:

V10	<i>Name of Individual Authorized to Bind the Organization</i>	
	Name:	Title:

V11	Signature ( <i>Individual must be legally authorized to bind the vendor per NRS 333.337</i> )	
	Signature:	Date:

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**1. OVERVIEW OF PROJECT**

The Department of Agriculture is seeking proposals from qualified vendors to repair #2 and #3 freezers in our Reno Warehouse.

**2. ACRONYMS / DEFINITIONS**

For the purposes of this RFP, the following acronyms/definitions will be used:

<b>Acronym</b>	<b>Description</b>
<i><b>Awarded Vendor</b></i>	The organization/individual that is awarded and has an approved contract with the State of Nevada for the services identified in this RFP.
<i><b>BOE</b></i>	State of Nevada Board of Examiners
<i><b>Contract Approval Date</b></i>	The date the State of Nevada Board of Examiners officially approves and accepts all contract language, terms and conditions as negotiated between the State and the successful vendor.
<i><b>Contract Award Date</b></i>	The date when vendors are notified that a contract has been successfully negotiated, executed and is awaiting approval of the Board of Examiners.
<i><b>Contractor</b></i>	The company or organization that has an approved contract with the State of Nevada for services identified in this RFP. The contractor has full responsibility for coordinating and controlling all aspects of the contract, including support to be provided by any subcontractor(s). The contractor will be the sole point of contact with the State relative to contract performance.
<i><b>Division</b></i>	Department of Agriculture, Food and Nutrition

<b>Acronym</b>	<b>Description</b>
<i><b>Evaluation Committee</b></i>	An independent committee comprised of a majority of State officers or employees established to evaluate and score proposals submitted in response to the RFP pursuant to NRS §333.335.
<i><b>LOI</b></i>	Letter of Intent - notification of the State’s intent to award a contract to a vendor, pending successful negotiations; all information remains confidential until the issuance of the formal notice of award.
<i><b>NAC</b></i>	Nevada Administrative Code –All applicable NAC documentation may be reviewed via the internet at: <a href="http://www.leg.state.nv.us">www.leg.state.nv.us</a> .
<i><b>NOA</b></i>	Notice of Award – formal notification of the State’s decision to award a contract, pending Board of Examiners’ approval of said contract, any non-confidential information becomes available upon written request.
<i><b>NRS</b></i>	Nevada Revised Statutes – All applicable NRS documentation may be reviewed via the internet at: <a href="http://www.leg.state.nv.us">www.leg.state.nv.us</a> .
<i><b>RFP</b></i>	Request for Proposal; a written statement which sets forth the requirements and specifications of a contract to be awarded by competitive selection NRS §333.020(7).
<i><b>State</b></i>	The State of Nevada and any agency identified herein.
<i><b>Vendor</b></i>	Organization/individual submitting a proposal in response to this RFP.

**2.1 STATE OBSERVED HOLIDAYS**

The State observes the holidays noted in the following table. When January 1<sup>st</sup>, July 4<sup>th</sup>, November 11<sup>th</sup> or December 25<sup>th</sup> falls on Saturday, the preceding Friday is observed as the legal holiday. If these days fall on Sunday, the following Monday is the observed holiday.

<b>Holiday</b>	<b>Day Observed</b>
New Year’s Day	January 1
Martin Luther King Jr.’s Birthday	Third Monday in January
Presidents' Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Nevada Day	Last Friday in October
Veterans' Day	November 11
Thanksgiving Day	Fourth Thursday in November
Family Day	Friday following the Fourth Thursday in November
Christmas Day	December 25

**3. SCOPE OF WORK**

Nevada Department of Agriculture operates the State’s warehousing system for multiple USDA food programs.

Installing components to repair #2 and #3 freezers with approximate area of 100’ x 38’ x 12’ located at 2250 Barnett Way Reno, NV 89512.

All work must be completed between the hours of 6:00 am – 5:00 pm, Monday through Thursday. Project completion date of June 15, 2018 is required.

### **Evaluation**

Vendors walk through to view existing freezer location and components is scheduled for January 9<sup>th</sup>, 2018 @ 10:00 am.

Vendors will evaluate existing refrigeration units #2, and #3 and determine which components need to be purchased and which components can be retro fitted for reconditioned freezer units.

### **Procurement**

Vendor will place order for new parts, hardware and supplies.

Vendor will obtain any permits needed for project.

### **Installation**

Vendor will install new components and complete installation of reconditioned items.

Vendor will evacuate system then charge with refrigerant.

Vendor will startup freezer units and adjust for proper operation and temperature.

## **4. COMPANY BUSINESS REFERENCES**

- 4.1.1 Vendors should provide a minimum of three (3) business references from similar projects performed for private, state and/or large local government clients within the last three (3) years.
- 4.1.2 Vendors must provide the following information for every business reference provided by the vendor and/or subcontractor:

The “Company Name” must be the name of the proposing vendor or the vendor’s proposed subcontractor.



<b>Reference #:</b>			
<b>Company Name:</b>			
<i>Identify role company will have for this RFP project</i>			
<i>(Check appropriate role below):</i>			
	<i><b>VENDOR</b></i>		<i><b>SUBCONTRACTOR</b></i>
Project Name:			
<b>Primary Contact Information</b>			
Name:			
Street Address:			
City, State, Zip			
Phone, including area code:			
Facsimile, including area code:			
Email address:			
<b>Alternate Contact Information</b>			
Name:			
Street Address:			
City, State, Zip			
Phone, including area code:			
Facsimile, including area code:			
Email address:			
<b>Project Information</b>			
Brief description of the project/contract and description of services performed, including technical environment (i.e., software applications, data			

communications, etc.) if applicable:	
Original Project/Contract Start Date:	
Original Project/Contract End Date:	
Original Project/Contract Value:	
Final Project/Contract Date:	
Was project/contract completed in time originally allotted, and if not, why not?	
Was project/contract completed within or under the original budget/ cost proposal, and if not, why not?	

**5. COST**

Vendors must provide detailed fixed prices for all costs associated with the responsibilities and related services. Clearly specify the nature of all expenses anticipated (refer to *Attachment A, Cost Schedule*).

**6. FINANCIAL**

**6.1 PAYMENT**

- 6.1.1 Upon review and acceptance by the State, payments for invoices are normally made within 30 - 45 days of receipt, providing all required information, documents and/or attachments have been received.
- 6.1.2 Pursuant to NRS 227.185 and NRS 333.450, the State shall pay claims for supplies, materials, equipment and services purchased under the provisions of this RFP electronically, unless determined by the State Controller that the electronic payment would cause the payee to suffer undue hardship or extreme inconvenience.

## **6.2 BILLING**

- 6.2.1 The State does not issue payment prior to receipt of goods or services.
- 6.2.2 The vendor must bill the State as outlined in the approved contract and/or payment schedule.

## **7. WRITTEN QUESTIONS AND ANSWERS**

### **7.1 FIRST SET OF QUESTIONS AND ANSWERS**

- 7.1.1 In lieu of a pre-proposal conference, the Department of Agriculture, Food and Nutrition will accept questions and/or comments in writing, received either by email or facsimile regarding this RFP.
- 7.1.2 Questions must reference the identifying RFP number and be addressed to the State of Nevada, Department of Agriculture, Food and Nutrition, Attn: Celeste Arnold, emailed to [carnold@agri.nv.gov](mailto:carnold@agri.nv.gov) or faxed to 775-353-3749 Attn: Celeste Arnold.
- 7.1.3 The deadline for submitting questions is as specified in ***Section 8, RFP Timeline***.
- 7.1.4 Vendors must provide their company name, address, phone number, email address, fax number, and contact person when submitting questions.
- 7.1.5 All questions and/or comments will be addressed in writing and responses emailed or faxed to prospective vendors on or about the date specified in ***Section 8, RFP Timeline***.

## **8. RFP TIMELINE**

The following represents the proposed timeline for this project. All times stated are Pacific Time (PT). These dates represent a tentative schedule of events. The State reserves the

right to modify these dates at any time. The State also reserves the right to forego vendor presentations and select vendor(s) based on the written proposals submitted.

<b>Task</b>	<b>Date/Time</b>
Release RFP to public-send email listing	12/29/17
Schedule walk through at warehouse	01/09/2018 @ 10:00 AM
Deadline for submitting first set of questions	1/17/18 @ 5:00 PM
Questions/Answers emailed and or posted to website: <a href="http://agri.nv.gov/">http://agri.nv.gov/</a>	01/22/18 – 1/26/18
Deadline for submission and opening of proposals	2/02/2018 @ 2:00 PM
Evaluation period (approximate time frame)	02/05/2018 - 02/09/2018
Selection of vendor-NOA	On or about 02/09/2018
Anticipated BOE approval	04/10/2018
Contract start date (contingent upon BOE approval)	04/10/2018

## 9. PROPOSAL AND SUBMISSION INFORMATION

### 9.1 PROPOSAL FORMATTING AND LENGTH INSTRUCTIONS

- Proposal Font: Times New Roman
- Proposal Font Size: 12 point
- Proposal Spacing: Single-spaced
- Proposal Printing: Single-sided
- Binding: Bind Clips only. Proposal cannot be stapled, in three ring binders, or otherwise bound.

Vendors that fail to follow all of the formatting requirements listed above shall not be considered for this proposal.

### 9.2 NUMBER OF COPIES OF PROPOSAL

Submit three (3) copies of the full Proposal including a copy of your Nevada Business License and Attachment A: Cost Schedule and Attachment B: Cost Proposal Certification of Compliance.

**9.3 MAILING PROPOSAL INSTRUCTIONS**

Mail Proposal, including all required documents, to:

Nevada Department of Agriculture  
 Attn: Marjorie Ellis, Administration  
 405 South 21<sup>st</sup> Street  
 Sparks, NV 89431

**9.4 PROPOSALS DELIVERED IN PERSON INSTRUCTIONS**

Deliver Proposals to front desk. Make sure Proposals, including all required documents, are delivered in an envelope or box between 8 AM and 5 PM to:

Nevada Department of Agriculture  
 Attn: Marjorie Ellis, Administration  
 405 South 21<sup>st</sup> Street  
 Sparks, NV 89431

**9.5 PROPOSAL DEADLINE**

All proposals must be received by: February 2<sup>nd</sup>, 2018 no later than 2:00 pm.

**9.6 VENDOR INFORMATION**

Vendor must provide a company profile in the table format below.

<b>Question</b>	<b>Response</b>
Company Name:	
Ownership (sole proprietor, partnership, etc.):	
State of incorporation:	
Date of incorporation:	
No. of Years in Business:	
List of Top Officers:	
Location of the Company Headquarters:	
Location(s) from which employees will be assigned for this project:	
Staff assigned to this project:	

### **9.7 NEVADA STATE BUSINESS LICENSE**

Pursuant to NRS 353.007, the selected vendor, prior to entering into a contract with the State of Nevada, must be appropriately licensed by the State of Nevada, Secretary of State's Office pursuant to NRS chapter 76. Information regarding the Nevada Business License can be located at <http://sos.state.nv.us>.

### **9.8 INSURANCE REQUIREMENTS**

The successful vendor will be required to meet the following minimum insurance requirements:

#### **Commercial General Liability – Occurrence Form**

Policy shall include bodily injury, property damage and broad form contractual liability coverage.

- General Aggregate \$2,000,000
  - Products – Completed Operations Aggregate \$1,000,000
  - Personal and Advertising Injury \$1,000,000
  - Each Occurrence \$1,000,000
- a. The policy shall be endorsed to include the following additional insured language: "The State of Nevada shall be named as an additional insured with respect to liability arising out of the activities performed by, or on behalf of the Contractor".

#### **Automobile Liability**

Bodily Injury and Property Damage for any owned, hired, and non-owned vehicles used in the performance of this Contract.

- Combined Single Limit (CSL) \$1,000,000
- a. The policy shall be endorsed to include the following additional insured language: "The State of Nevada shall be named as an additional insured with respect to liability arising out of the activities performed by, or on behalf of the Contractor, including automobiles owned, leased, hired or borrowed by the Contractor".

#### **Worker's Compensation and Employers' Liability**

Workers' Compensation

Statutory

Employers' Liability

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Each Accident	\$100,000
Disease – Each Employee	\$100,000
Disease – Policy Limit	\$500,000

- a. Policy shall contain a waiver of subrogation against the State of Nevada.
- b. This requirement shall not apply when a contractor or subcontractor is exempt under N.R.S., **AND** when such contractor or subcontractor executes the appropriate sole proprietor waiver form.

## **10. COST SCHEDULE**

Vendors must provide detailed fixed prices for all costs associated with the responsibilities and related services. Clearly specify the nature of all expenses anticipated (refer to Attachment A: Cost Schedule.)

## **11. PROPOSAL EVALUATION AND AWARD PROCESS**

Proposals shall be consistently evaluated and scored in accordance with NRS 333.335.

A Notification of Intent to Award shall be issued in accordance with NAC 333.170. Any award is contingent upon the successful negotiation of final contract terms and upon approval of the Board of Examiners, when required. Negotiations shall be confidential and not subject to disclosure to competing vendors unless and until an agreement is reached. If contract negotiations cannot be concluded successfully, the State upon written notice to all vendors may negotiate a contract with the next highest scoring vendor or withdraw the RFP.

**12. SUBMISSION CHECKLIST**

This checklist is provided for vendor’s convenience only and identifies documents that must be submitted with each package in order to be considered responsive. Any proposals received without these requisite documents may be deemed non-responsive and not considered for contract award.

<b>Vendor Submission Requirements</b>		<b>Completed</b>
1	<b>Vendor Information Sheet</b>	
2	<b>Vendor Company Profile</b>	
3	<b>Business References (3)</b>	
4	<b>Cost Schedule</b>	
5	<b>Cost Proposal Certification of Compliance</b>	
6	<b>Nevada Business License</b>	

This concludes the RFP requirements and instructions. All proposals and required attachments must be submitted by mail or in-person by 2:00 p.m. on February 2, 2018.

As a reminder the Department is under no obligation to review applications that do not comply with the requirements outlined in this RFP.



ATTACHMENT A –COST SCHEDULE

Project Description	Cost
Disconnect, remove and dispose of existing refrigeration system including the heat reclamation coil inside the warehouse.	
Freezer #2, #2 will need to be repaired with equivalent or better systems which are capable of maintaining below zero temperatures. These are walk-in freezers measuring a total of: 100' x 38' x 12' with (2) sliding doors. New components must be manufactured in the USA.	
Rooftop condensing units must sit entirely on curb. Modify as necessary.	
If code allows, use existing wiring including the defrost system and evaporator fans. Install new electrical disconnect switches on condensing units. Provide all electrical hook up needs.	
Utilize existing copper piping (line sets) if it meets specifications.	
Tie into existing evaporator coil drain lines.	
Complete all permitting processes that are needed to remain in code.	
Leak test the system.	
Evacuate new system then charge with EPA approved refrigerant.	
Startup freezer units and adjust for proper operation.	
Provide five year compressor warranty.	
Labor	

Total Project Costs     \$  
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 \_\_\_\_\_



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ATTACHMENT B-COST PROPOSAL CERTIFICATION OF COMPLIANCE

I have read, understand and agree to comply with **all** the terms and conditions specified in this Request for Proposal.

YES \_\_\_\_\_ I agree to comply with the terms and conditions specified in this RFP.

NO \_\_\_\_\_ I do not agree to comply with the terms and conditions specified in this RFP.

If the exception and/or assumption require a change in the terms in any section of the RFP, the contract, or any incorporated documents, vendors **must** provide the specific language that is being proposed in the tables below. If vendors do not specify in detail any exceptions and/or assumptions at time of proposal submission, the State will not consider any additional exceptions and/or assumptions during negotiations.

**Note: Only cost exceptions and/or assumptions should be identified on this attachment. Do not restate the technical exceptions and/or assumptions on this attachment.**

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Company Name

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Signature

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Print Name

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Date