



Request For Proposals to Install, Maintain and Service Public Hydration Stations In The City of Ketchum Idaho

October 28, 2015

Contact: Suzanne Frick, City Administrator

**P.O. Box 2315
480 East Avenue North
Ketchum, Idaho 83340**

**Telephone: (208) 726-5086
sfrick@ketchumidaho.org**

STATEMENT OF PURPOSE

The City of Ketchum is seeking proposals to install, maintain and service public hydration stations at the following locations: Town Square, Forest Service Park, Atkinson Park and City Hall. Other locations will be considered if mutually acceptable to the vendor and city. The final award will not be based solely on price, but a combination of factors. The purpose of this effort is to reduce single-use water bottles in city parks and facilities by providing free, convenient and accessible water bottle refilling stations for use by the public.

SUBMITTAL DEADLINE

To be considered, please provide an electronic submittal to sfrick@ketchumidaho.org by December 4, 2015 at 5:00 p.m. MST.

SCOPE OF WORK AND QUALIFICATIONS

The following includes a general description of the work but the actual work is not limited to this description:

1. Experience—Demonstrated experience installing hydration stations for public use.
2. References—At least 3 projects currently in operation.
3. Vendor--Vendor must be properly licensed in the State of Idaho to install, maintain and service the stations. Vendor must also comply with all State and local building and plumbing codes associated with the project.
4. Hydration Station—The station should function year round and include a dog water component.

5. Accessibility—All stations must comply with Americans with Disability Act (ADA) standards.
6. Workers Compensation--Vendor must provide proof of Workers Compensation and Liability Insurance.
7. Insurance--Vendor must have insurance in the amount of \$1,000,000 annual aggregate and \$1,000,000 per occurrence. Contractor must have liability insurance with the City of Ketchum named as an additional insured. Alternative coverage may be considered if requested.

SUBMITTAL REQUIREMENTS

Submittals must provide the following information:

1. Name and address of vendor.
2. Identification of years of experience and other relevant installations of hydration stations.
3. At least three references from entities that have vendor provided stations.
4. Evidence of licenses and required insurance.
5. Identify phasing and overall installation schedule including time frame for equipment manufacturing, ordering or purchase, including permitting and completion.
6. Identify proposed hydration station including size, capacity, features, signage and any utility connections necessary for installation.
7. Disclose any support or cost to be absorbed by the City of Ketchum for purchase, installation or on-going operation of the hydration stations.

SELECTION CRITERIA

The City of Ketchum will review the proposals. The City of Ketchum is not bound by the lowest cost proposal, but may accept the proposal that is considered to be the best for Ketchum. The City of Ketchum reserves the right to reject all proposals and is not obligated to award a contract.

The City of Ketchum will negotiate terms for a contract to complete the project with the top ranked Vendor. The following criteria will be used to evaluate the proposals:

1. Qualifications of the Vendor.
2. Quality of performance on previous projects.
3. Quality of product proposed to be installed.
4. Work plan and timeline to complete the project.
5. Completeness of submission.
6. Price in comparison to quality and quantity of services performed.
7. Experience doing related projects.

INQUIRIES

Inquiries can be directed to Suzanne Frick, City Administrator. Phone (208) 727-5086 or sfrick@ketchumidaho.org.