

RFP 12-16: UPS and DC Power Systems Scheduled Maintenance and Services  
Pre-Proposal Conference Minutes  
Tuesday, June 21, 2016  
HSD Roll Call Room

Conference began at 1002 hours.

In attendance:

George Striker – General Manager, HCSO Communications Maintenance Section

Johnny Page – Project Manager, HCSO Communications Maintenance Section

Jennifer Miller – Manager, HCSO Maintenance Support Section

Jay Nizborski – JanTech Services, Inc.

Mike Rail – Diversified Power Solutions

Nick Pusta - Diversified Power Solutions

Mike Elder - Diversified Power Solutions

Christian Davis – Critical Power USA

Joe loco – Communications International

Jeanna Fuehrer - Communications International

David Cleveland – Fakouri Electric

Introduction of HCSO personnel were made. The RFP document was generally reviewed by Mr. Page, specifically noting deadlines, opening procedures and location, signatures required, the exceptions page and response format.

Questions posed by JanTech Services were clarified as below:

1. Inspections are to be done on an annual basis.
2. Inspections are requested to be done during normal business hours.
3. Pricing for replacement UPS equipment should be inclusive of charges such as rigging and installation.
4. Quotes requested for parts and/or repairs outside of normal preventive maintenance and inspection will be requested on an as-needed basis and will be considered valid for thirty (30) days.

Questions posed by Critical Power USA were clarified as below:

1. It is the preference of the HCSO that companies have five (5) years of work experience in Hillsborough County.
2. Company financial statements are not required to be a part of the Proposal Response. If questions arise during the evaluation process, in regards to ability to perform, they may be requested.
3. We are requiring technicians be certified to work on Toshiba systems. Replacement parts and equipment are to be Toshiba as indicated.
4. At the proposal opening, proposer names will be read aloud and recorded. If proposers are present and request the information, line item pricing will be read. Evaluation will not be done at the opening but will be done by the Evaluation Committee at a later time. Final tabulation sheets will be provided to all proposers.

5. Best and Final Offers may be requested to determine a final awardee if deemed necessary by the Evaluation Committee. This is rarely done in a Proposal, because the award is based not solely on price, but it is possible.
6. Regarding hourly rates for the different personnel types, they will be considered as part of the price for the purpose of evaluating proposals. The primary focus will be on the inspection costs. The Evaluation Committee will be provided with a pre-determined scoring matrix based on proposal requirements in order to award points.
7. Regarding perceived anomalies on the attachments (regarding serial/model numbers) for some of the UPS systems, the awarded vendor will be responsible for gathering and updating information as necessary and should notify the HCSO immediately of the discrepancy and whether it impacts the inspection criteria/procedure.

Additional questions posed by JanTech Services were clarified as below:

1. On page thirty (30), under table C-2, the "regular service hours" line is asking for the proposer to give their normal business hours of operation.
2. There is no line item or area to indicate a company's minimum charge. If this applies, please indicate in either the exceptions area or in the additional information area at the bottom of page thirty (30).

Additional questions posed by Critical Power USA were clarified as below:

1. If there is a system failure, hours required for a technician to come out and diagnose the issue are billable.
2. We are aware that the DC systems are dated, but they are still functioning. As with everything, there is a certain life span and we do expect to have to consider replacements at some point. For the purposes of this proposal, however, we are focused on normal inspections and set service rates.

At the conclusion, proposers were offered the opportunity to tour the sites covered in the scope of the RFP. There were no persons indicating an interest at this time, but the offer stands for the remainder of the week. If anyone is interested, all parties will be contacted to determine whether they would like to attend. There will be only one visit scheduled so that all interested parties will be present and receive identical information.

Conference concluded at 1032 hours.