

## I. INVITATION TO BID

The Board of Public Utilities of the City of Springfield, Missouri, (City Utilities) invites you to submit a proposal for the work described below. Contract Documents are available online as instructed in *Section B* of this document. Questions should be directed to:

Ryan Lee, CPPB		Purchasing Department
Buyer II		City Utilities of Springfield, Missouri
[P] (417) 831-8652	- OR -	[P] (417) 831-8363
[F] (417) 831-8377		[F] (417) 831-8377
[E] ryan.lee@cityutilities.net		[E] purchasing@cityutilities.net

### A. RFP REGISTRATION

City Utilities requests that firms interested in this RFP contact the Buyer listed in the previous section and register as a bidder. City Utilities will keep contact information in a log and notify those that have registered when addenda are issued. Bidders are advised that addenda containing additional information and instruction pertaining to this RFP may be issued at any time. It is the bidder's responsibility to verify, prior to the stated proposal opening date/time, as to whether addenda have been issued.

### B. SUPPLEMENTAL PROCUREMENT DOCUMENTS

Procurement Documents for RFP 0000055773, complete with detailed specifications, drawings and bid form, can be viewed and downloaded by navigating to the following Website and searching by bidding event number or name:

<https://www.cityutilities.net/bids>

or go to

www.cityutilities.net and follow these links:

- For Business (top of page)
- Purchasing
- Bidding Opportunities
- Current Bidding Events & Awards Results
- All CU Bidding Opportunities
- 0000055773

You will have access to open, print and/or save pdf file(s).

### C. SUMMARY SCOPE OF WORK

The Work consists of construction of a High Service Pump Station on the roof of the existing Clearwell at Blackman Water Treatment Plant. Work includes construction of an approximately 4,800 SF masonry building, electrical power and controls, piping, sitework, paving, installation of eight vertical turbine pump and other appurtenant features.

#### D. PRE-PROPOSAL CONFERENCE

A pre-proposal conference will be held at 9:30 AM (CST) on May 31, 2018, at Blackman Water Treatment Plant, 2601 S. Blackman Road, Springfield, MO 65809. Contact the following CU representative to RSVP:

- Ryan Lee, CPPB  
[P] (417) 831-8652  
[E] ryan.lee@cityutilities.net

Participation in this Pre-Proposal Conference is not mandatory, but it is highly recommended.

#### E. PROPOSAL OPENING

All proposals must be in the hands of the Purchasing Agent of City Utilities, per one of the approved submittal methods provided in RFP Section I-F (*Proposal Submittal Methods*), by the Proposal Opening date and time, which is June 21, 2018, at 2:00 PM (CST). Any proposal received after such date and time will be rejected.

Proposals will not be publicly opened or read since the selection process will be determined based upon competitive negotiated procurement procedures for proposals as described in this RFP.

All proposals shall be irrevocable for ninety (90) days after the time for opening of proposals.

#### F. PROPOSAL SUBMITTAL METHODS

FAX AND EMAIL RESPONSES ARE NOT ACCEPTABLE. All proposals must be received by CU Purchasing by the opening date and time stated in this document. The method of submittal is at the sole discretion and risk of the Contractor. Preparation for any submittal method should be taken well enough in advance of the posted opening date and time to allow for unexpected issues. City Utilities is not responsible for submittal failures of any kind- electronic or otherwise. Contractors utilizing CU's Electronic Bid Attachment Tool (EBAT) should verify that any attachment meets the posted electronic file type and size requirements. Contractors mailing proposals or having proposals delivered should allow sufficient time to insure receipt by the due date and time specified. Mail, express mail and delivered responses must be sealed in an opaque envelope or package and should include one set of original documents plus two (2) copies (marked appropriately as "Original" and "Copy").

**\*\*\*\* Proposals in response to this RFP may be submitted by any of the methods listed below \*\*\*\***

##### **1. Electronic Bid Attachment Tool (EBAT)**

Open to all bidders – NO REGISTRATION OR LOGIN REQUIRED. Proposals submitted via EBAT must be an approved electronic file type (PDF, DOC, XLS, TIF or ZIP) and have a total attachment size that does not exceed 50-MB.

[www.cityutilities.net/EBAT](http://www.cityutilities.net/EBAT)

OR GO TO [www.cityutilities.net](http://www.cityutilities.net) and click on the following links:

- For Business (at top of page)
- Purchasing
- Bidding Opportunities
- Electronic Bid Attachment Tool (EBAT)

**2. Mail / Express Mail / Hand Deliver**

Proposals submitted via mail/express mail or hand delivered shall be sealed in an opaque envelope or package that is clearly marked on the outside with the RFP number and opening date/time. Proposals are to be addressed to:

City Utilities of Springfield, Missouri  
Purchasing Manager  
301 East Central (65802)  
P.O. Box 551  
Springfield, MO 65801-0551

**3. PeopleSoft Registered On-Line Bidding System (Legacy system – enrollment closed)**

G. SCHEDULE OF EVENTS

Event	Date
1. RFP Distribution	5/14/2018
2. Proposal Due Date	6/21/2018
3. Target Date for Review of Proposals	6/25/2018
4. Anticipated decision and selection of Vendor	6/28/2018
5. Anticipated commencement date of work	7/23/2018

\*\*\* END OF SECTION \*\*\*