# Request for proposal

Proposals for **HVAC Services, Specification Number RH20-1815** (“Project”) will be received by Platte River Power Authority, hereinafter called Platte River, electronically at [ContractAdmin@prpa.org](mailto:ContractAdmin@prpa.org), **until 3:00 p.m., MST, September 24, 2020 (Proposal Submission Deadline**).

Proposals are requested for a three (3) year term to begin January 1, 2021 through December 31, 2023.

Platte River has the need for HVAC mechanical system and scheduled maintenance services at its Rawhide Energy Station located at 2700 East County Road 82, Wellington, Colorado 80549. Platte River is requesting to have one full-time technician on-site with a back-up technician available to perform repair and maintenance on all of its Rawhide facilities.

Proposals will be considered only from those Bidders who have submitted their qualifications, in accordance with Platte River prequalification form requirements, and have been approved on the basis of their submitted qualifications prior to issuance of the Bid Specifications and Documents. Prequalification forms are available from Platte River and can be obtained from Platte River's website at <https://www.prpa.org/financial-information/contract-administration/>. **Completed Prequalification forms** must be received by Platte River electronically at [ContractAdmin@prpa.org](mailto:ContractAdmin@prpa.org), no later than **11:00 a.m., MST, Thursday, July 23, 2020.**

The **Bid Specification and Documents will be ready on or about Monday, August 10, 2020**. Platte River will disseminate these materials to pre-qualified Bidders. It is the responsibility of each pre-qualified Bidder to ensure that they have received the Bid materials. In order to be considered as a potential provider for these Services, a pre-qualified Bidder must submit one (1) electronic copy of its Proposal to [ContractAdmin@prpa.org](mailto:ContractAdmin@prpa.org). It is the Bidder’s responsibility to ensure that its electronic Proposal is received.

In order to have its Proposal considered, pre-qualified **Bidders may be required to participate in a pre-bid meeting currently scheduled to be held at the Rawhide Energy Station located at 2700 East County Road 82, Wellington, Colorado 80549 at 10:00 a.m., Wednesday, August 19, 2020**. The pre-bid meeting is designed to improve the pre-qualified Bidder’s understanding of the Project scope and answer questions relating to the Project. The date and format of this meeting is subject to change by Platte River. Bidders participating in a pre-bid meeting shall comply with Platte River’s COVID-19 safety protocols.

All Bidders are encouraged to submit questions relating to the project by **3:00 p.m. Thursday, September 3, 2020**, to [ContractAdmin@prpa.org](mailto:ContractAdmin@prpa.org). Responses to questions received will be sent electronically to all Bidders on or before the end of business on **Thursday, September 10, 2020**.

The Proposal and Agreement shall be conditioned upon compliance with all provisions of the Proposal documents. No Proposal may be altered, withdrawn or resubmitted within ninety (90) working days after the date set for the opening of Proposals.

Platte River reserves the right, in its sole judgement, to accept the Proposal(s) that is the lowest, most responsive, and responsible; to reject any and all Proposals, and to accept or reject any irregularities and informalities in any Proposal(s) that is submitted. Proposals received after the Proposal Submission Deadline will be returned unread.

|  |  |
| --- | --- |
| Summary | Date and Time |
| Prequalification forms due | Thursday, July 23, 2020 by 11:00 a.m. |
| Bid Specifications and Documents sent to pre-qualified Bidders | Monday, August 10, 2020 |
| Pre-bid meeting | Wednesday, August 19, 2020 -10:00 a.m. |
| Deadline for Questions to Platte River | Thursday, September 3, 2020 – 3:00 p.m. |
| Response to Questions sent to participating, pre-qualified Bidders | Thursday, September 10, 2020 EOB |
| Proposals Submission Deadline | Thursday, September 24, 2020 – 3:00 p.m. |

For additional information, please contact Skip Akers, Fuel Handling and Facilities Manager, at [akersr@prpa.org](mailto:akersr@prpa.org) or (970) 229-1706.

PLATTE RIVER POWER AUTHORITY

Contract Administration