

REQUEST FOR PROPOSAL (RFP)

On-Call General Plumbing Services

I. INTRODUCTION

Girard College seeks proposals from qualified plumbing contractors to provide on-call general plumbing services. The successful contractor(s) will be responsible for installing, maintaining, and repairing plumbing equipment and fixtures, as well as responding to emergency situations. The contractor must be equipped to handle a wide range of plumbing services as specified in the scope of work.

The successful contractor(s) will supply all labor, equipment, and materials necessary to complete the required services unless stated otherwise.

II. SCOPE OF WORK

The contractor will be responsible for providing general plumbing services, which include, but are not limited to, the following:

- Install, maintain, and repair plumbing equipment and fixtures, including hot and cold water lines, hot water heaters, tanks, constant pressure systems, showers, toilets, urinals, and sinks.
 - Open and clear clogged drains up to 4 inches, clear frozen water lines during winter months, and repair water mains.
 - Break up and dig pavements, streets, walls, or ceilings to access and repair hot and cold water lines including soil, vent and rain leaders.
 - Install, maintain, and repair drinking fountains, backflow preventers, yard drains, roof drains, rain conductors, and sump pumps.
 - Repair or replace valves, flush lines to toilets, leaking pipes, hot and cold water spigots, and broken pipes.
 - Adhere to established safety procedures and all applicable plumbing codes, including the City of Philadelphia plumbing code.
 - Estimate, order, and transport necessary materials to complete work as requested.
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III. CONTRACT TERM

The initial contract term will be for 1 year with the option to renew additional years based on satisfactory performance and mutual agreement.

IV. PROPOSAL REQUIREMENTS

Contractors submitting proposals must provide the following information:

1. **Company Information:**
 - Name, address, years in business, and relevant experience.
2. **Qualifications:**
 - Licenses, certifications, insurance and specific experience in general plumbing services.
3. **Pricing:**
 - Proposals must include a detailed cost structure for general plumbing services, outlining hourly rates for various work shifts, emergency response, and other relevant details.

Cost Rate Structure

Please provide rates for the following:

1. **Regular Business Hours:**
 - 8:00 AM – 5:00 PM, Monday through Friday
2. **After-Hours:**
 - 5:00 PM – 8:00 AM, Monday through Friday
3. **Second and Third Shift Rates:**
 - Specify hourly rates for work performed during second and third shifts.
4. **Weekend Rates:**
 - Specify hourly rates for work performed on weekends (Saturday and Sunday).
5. **Emergency Response Rates:**
 - If different from regular or after-hours rates, provide rates for emergency response services within 2 hours of the request.
6. **Materials and Equipment Costs:**
 - Provide details on material markups, equipment rental fees, and any additional costs associated with the work.
7. **References:**
 - A minimum of 2 references for similar service contracts within the past 2 years.
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8. Safety Record:

- Details of your company's safety program, any relevant safety certifications, and any OSHA violations within the past 2 years.
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V. EVALUATION CRITERIA

Proposals will be evaluated based on the following criteria:

1. Contractor's experience and qualifications in general plumbing services.
 2. Competitive pricing and cost structure, including regular, after-hours, weekend, and emergency response rates.
 3. Quality and completeness of the proposal.
 4. Contractor's ability to meet response time requirements.
 5. Contractor's safety record and adherence to safety protocols.
 6. Supplier Diversity and Inclusion Program
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VI. SITE VISIT & ADDITIONAL INFORMATION

For contractors wishing to conduct a site visit or obtain additional information regarding the scope of work, please contact:

Rich Pavoni
Director of Campus Facilities
rpavoni@girardcollege.edu

Contractors are encouraged to schedule a site visit prior to submitting their proposal to gain a comprehensive understanding of the work required.

Proposals must be submitted within 5 days of site visit.

Organization's Name _____

Contact _____

Address _____

Email Address for Electronic Submissions _____

VIII. QUESTIONS

Any questions regarding this RFP should be directed to:

Rich Pavoni

Director of Campus Facilities

O: 215-787-2612

C: 267-439-3644

Preferred Method: rpavoni@girardcollege.edu

Girard College

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