

**JACKSON COUNTY
REQUEST FOR PROPOSALS
GENERATOR MAINTENANCE SERVICES
RFP 2021-11**

The Jackson County Board of County Commissioners is seeking a qualified company/firm to perform professional maintenance, inspection, and testing services for County owned and maintained generators. The services would be performed on a routine and as needed basis for 11 generators of varying location, make, and model. It is the intent of the County to select and negotiate one contract, to be renewed annually, with a firm that meets the requirements outlined in the RFP.

***Submittals must include the following:**

1. Submittal Cover Sheet
2. Firm qualifications and capabilities
3. Qualifications, resumes, certifications, and licenses of proposed professional personnel
4. Client references for similar projects
5. Experience on similar projects
6. Evidence of registration and statement of professional liability insurance and license(s)
7. Proposed Fee Schedule
8. Signed copies as required of Affidavits and Acknowledgements

Proposers shall be ranked per the following selection criteria:

- Company/Firm Qualifications and Capabilities
- Experience with Similar Generator Maintenance Service Projects
- Client References for Similar Generator Maintenance Service Projects
- Proposed Fee Schedule to Complete Services

Upon selection of a qualified company/firm by the Jackson County Board of County Commissioners, the firm shall meet with the owner, tour the proposed sites, and assist in evaluating the various generator sizes, functions, and budget. After final review, the company/firm shall conduct a final cost breakdown and enter into a contract with Jackson County Board of County Commissioners.

Proposals must be submitted by 2:00 P.M. (local time) on Thursday, February 11, 2021 at Jackson County Board of County Commissioners, 2864 Madison Street, Marianna, Florida 32448. Proposals will be opened immediately following the deadline at the same location.

Questions to this RFP may be directed to Hunter Potts, Purchasing Agent Jackson County BOCC via e-mail pottsh@jacksoncountyfl.gov. All questions must be submitted by February 11, 2021 by 2:00PM CST. Please monitor the County website at www.jacksoncountyfl.gov for any addendums.

Specifications and General Conditions may be obtained from our web page at <https://jacksoncountyfl.gov/services/purchasing/> under **RFP 2021-11** or by contacting Hunter Potts, Purchasing Agent between the hours of 8:00 am CST and 4:00 pm CST Monday through Friday at 2864 Madison Street, Marianna, Florida, voice phone 850-482-9633, Fax 850-482-9643, or email pottsh@jacksoncountyfl.gov.

Clayton O. Rooks, III
CLERK OF CIRCUIT COURT

Board of County Commissioners
By: James Peacock
BOARD CHAIRMAN