

Purpose

The purpose of this LOI is to retain one or more organizations that would provide retail options to program PARTICIPANTS (Qualifying City Water Utility customers) for complete high efficiency toilet ("HET") assemblies with the U.S. Environmental Protection Agency's ("EPA") WaterSense® label. The program is comprised of two components; residential participants must redeem vouchers toward the purchase of HET's with a rating of 1.28gpf or less, and commercial participants must redeem vouchers toward the purchase of an HET rated at 1.6gpf (Dual flush toilets are only acceptable if the higher flush rating meets the 1.28gpf requirement for Residential or 1.6gpf requirement for Commercial). Assemblies must minimally include a tank and bowl. A list of accepted WaterSense® labeled toilets is available from the EPA website: https://www3.epa.gov/watersense/product_search.html?Category=2

- Under this program, the City of WPB shall issue an estimated 500 vouchers to program PARTICIPANTS that may be redeemed for up to \$125.00 credit toward the purchase of a new HET and necessary installation supplies/materials. This voucher is limited to supply/material purchases only and may not be applied to any installation or labor charges. Purchases may include accessories required for installation (i.e. wax ring). PARTNERS must provide at least one HET assembly option (including all necessary installation hardware) that is available onsite and can be completely paid for by the voucher value (\$125) (this would include a residential and commercial option). Purchases with the voucher will pay tax up to the remainder of the \$125 voucher value. Product costs or Sales tax beyond the \$125 voucher must be collected from the customer.

The HET voucher program will run from October 1, 2018 through September 30, 2019 or earlier if all vouchers have been redeemed. In order to receive payment for redeemed vouchers Program PARTNERS will be required to collect and verify ownership of vouchers and provide to the City of WPB a record of PARTICIPANTS (vouchers), equipment supplied, and those equipment costs on a monthly basis. The City of WPB will provide payments on a monthly or quarterly basis to program PARTNERS for each of the vouchers that were properly documented, redeemed, and returned to the City of WPB. In the cases where a credit will be applied to the City's account, proper documentation must be made to link the credit to the original purchase invoice. In addition, the applied credit to the account must match or correspond to the voucher number for tracking purpose.

For tracking, information that is required will be Name, and address of participant, date of purchase, number of toilets, listing of residential or commercial (1.28 gpf or commercial 1.6 gpf), amount of rebate redeemed, and copy of receipt.

Letter of Interest

The Letter of Interest should be no more than ten pages and should include the following information:

1. Legal name of entity; Address and telephone number of principal office. Please state your fax number, your email address, and your web site (if applicable).
2. Number of years in operation and size of staff. Provide a brief history of your organization.
3. Interest: Provide a brief statement outlining the organization's interest in entering into an Agreement with the City to provide retail support for a HET WaterSense® Voucher program.

4. Experience: Provide a description of your organization's capacity for each of the following:
- a. Describe price range and variety of WaterSense® labeled toilets available from your organization (i.e. model numbers & price of approved toilets).
 - b. Describe the organization's business hours and times of availability for program participants.
 - c. Describe the documentation/ tracking/ reporting process to be used for the program (i.e. how will credits be applied to invoices).
 - d. Describe the qualifications of key staff persons who will be responsible for administering and implementing the services.
 - e. Describe your experience in working with local governments.
 - f. Describe your experience in previous collaborative efforts and the role it played.
 - g. Describe a brief overview of all community based programs currently provided.

Submittal of Documents

Interested parties shall submit **one (1) original, five (5) copies, and one (1) electronic version** of each LOI to the Procurement Department at the time and date specified. At the designated time and place, the City Procurement Official or designee will acknowledge the Letters of Interest for the record. The City reserves the right to waive any irregularities in the Letter of Interest. The City will not be responsible for the payment of any expenses incurred as a result of responding to the Request for Letters of Interest.

These documents constitute the complete set of specification requirements and forms. It is the responsibility of the proposers to ensure that all pages are included. Therefore, all proposers are advised to closely examine this package.

All Letters of Interest must be typed or written in ink and must be signed in ink by an officer having authority to bind the company. Failure to sign shall be cause for rejection.

Time is of the essence and any LOI received after **3:00 P.M. on January 10, 2019**, whether by mail or otherwise, will be returned unopened. The time of receipt shall be determined by the time clock located in the office of the Procurement Official. Proposals shall be placed in a sealed envelope, marked in the lower left-hand corner with the LOI number, title, and date and deadline hour. The envelope must be stamped by the Procurement Office personnel with the date and time received. The City will in no way be responsible for delays caused by any other occurrence. Offers by telephone, telegram, facsimile, or email shall not be accepted.

The City may issue written addenda to all recipients to clarify, comment, correct or as otherwise required to facilitate the selection process. Should any questions require revisions to the specifications as originally published such revision will be by formal written addendum only.

For information concerning this LOI, please contact:

Nate Rubel, Procurement Supervisor
City of West Palm Beach
City Hall, Procurement Department, 3rd floor
401 Clematis Street
West Palm Beach, FL 33401
Office (561) 822-2100 ▪ Direct (561) 822-2109 ▪ Email: nrubel@wpb.org

Lobbying Prohibited

As to any matter relating to this LOI, any Respondent, team member, or anyone representing a Respondent are advised that they are prohibited from contacting or lobbying the Mayor, any City Commissioner, City staff, Selection Committee, City representative or City's Contractor, or any other person working on behalf of the City on any matter related to or involved with this LOI. For purposes of clarification, a team's representatives shall include, but not be limited to, the Respondent's employees, partners, attorneys, officers, directors, contractors, lobbyists, or any actual or potential subcontractor or contractor of the Respondent and the Respondent's team. All oral or written inquiries are to be directed to the Procurement Official. Any violation of this condition will **be grounds for disqualification**. Contact with the Procurement Department shall be for clarification purposes only.

The “No-Lobbying” condition is in effect from the date of publication of this Request for Letters of Interest and shall remain in effect until the City executes a contract, or otherwise takes action which ends the solicitation process for the project or study.

Selection of Letter of Interest

As per the Procurement Ordinance No. 3776-04, sec. 66-71, (a) the selection of a respondent with whom to contract for a procurement solicitation shall be based on the “best value” to the city. The Procurement Official, after considering the recommendation of the selection committee, if applicable, shall select the bid, proposal, or response that will provide the best value to the city; and (b) Best value means the overall value to the city, in the city's sole discretion.

End of LOI