



REQUEST FOR PROPOSALS (RFP)

CONTRACTOR SERVICES

Request for written proposals for the following service on the Iron County Visitor Center building located at 581 N Main Street Cedar City UT

- **Clean, Sand, Prep and Recoat Hardwood Floors**

Bids Due: by 4:00 pm On February 8, 2019

CONSTRUCTION DOCUMENTS

Construction Documents are available in the Iron County Building and Zoning Department located at 82 North 100 East Suite 102 Cedar City Utah

BACKGROUND

The Visitor Center was built in 1998 to be the jewel of the County and a place for Visitor to learn about Iron County. With the traffic that the building sees it is time to replace the floor coverings.

Site Inspection and questions

To set up a site inspection Contact Lester Ross Iron County Maintenance Administrator 435-865-5350 between 8:00 am and 4:00 pm

PROJECT DESCRIPTION

1. Clean Sand Prep and Recoat Hardwood Floor
 - a. Work will need to be done between February 15th and 19th
 - b. It will be the contractors responsibility arrange the moving and protecting office furniture, bookcases, store displays, equipment, and returning them back to where they were moved from.
 - c. Clean, Sand to remove old finish and fill holes and cracks as needed Prep and re-coat the existing hardwood floors with two coats of Hillyard Trophy Gymphane finish or equivalent. If alternative finish product is used, contractor is to provide

- verification that it is equal to or better than Hillyard Trophy Gymphane prior to placement
- d. Clean and restore any damage to furniture, walls, other floors, etc.

SCOPE OF WORK

The scope of work will include, but not be limited to, the following functions:

- Contractor Responsible for all measurements to determine materials
- Some of the office space will be occupied during construction it will be contractor responsibility to coordinate work in occupied offices
- Contractor is responsible to transport and disposal of all construction debris to an approved disposal site other than the county dumpsters
- Meet and work with County staff, and end users to determine and meet the objectives of the project
- Any changes to project or products being used from bid documents will need to be approved in writing with the Iron County Maintenance Administrator

Length of project and project schedule

Successful bidder must be able to complete the work in the times that have been set. Protect building and its contents from effects of inclement weather. Disruption of offices will be kept to a minimum. Work area will be blocked off to prevent harm to employees and patrons of the buildings. There shall be nothing implied in the project that indicates future work for the awarded contractor beyond the scope of this single project.

Information Required in the Proposal

- Name, telephone number and physical address of contractor.
- Provide a copy of the company's Utah State Contractors license number.
- Provide a copy of the company's or individual's business license.
- Provide proof of liability insurance two million (2,000,000) min.
- Provide evidence of worker's compensation
- Provide a cost breakdown of labor and materials, and the brand of materials used
- Provide an estimated time of completion for the project
- Provide any information you feel is unique to your company in conducting this type of work in regards to value pricing, etc.
- Successful bidder must be an equal opportunity employer that does not discriminate against any individual due to race, color, religion, gender, age or national origin in regards to employment, compensation, promotion and discipline.
- Provide an explanation of warranties for materials and labor

Discussions may be conducted with responsible contractors who submit a proposal determined by the Iron County Maintenance Administrator to be reasonably susceptible of being selected for award for the purpose of assuring a full understanding of and responsiveness to solicitation requirements.

Contractors shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals, and revisions may be permitted after submission and prior to the closing date and time that bids will be accepted.

In conducting discussions, there shall be no disclosure of any information derived from a proposal submitted by competing contractors.

RFP RESPONSE SCHEDULE

- Release of RFP January 25, 2019
- Deadline for submission of questions February 8, 2019
- Deadline for all submissions in response to RFP February 8, 2019
- Review of Bids February 11, 2019
- Notification to selected firm February 11, 2019

SUBMITTAL INFORMATION

Any questions pertaining to the RFP should be directed to Lester Ross Iron County Maintenance Administrator (contact information below). All Bid materials shall be in an 8.5 x 11 format. All information requested in the RFP must be addressed in the proposal. Proposals are due by **4:00 pm on February 8, 2019**, and shall be submitted to:

Lester Ross
Iron County Maintenance Administrator
82 North 100 East, Suite 102,
Cedar City, Utah 84720

Contact phone numbers are (435) 865-5350.

Review of Bids

Iron County Building and Zoning Department 82 North 100 East,
Suite 102, Cedar City Utah 84720 at 8:30 am. On February
11,2017

Reserved Rights

Award of contract shall be made to the submitter whose bid is determined to be the most responsible and advantageous to the County, considering pricing, materials, and the evaluation factors set forth in the request for bid. The request for bid is not to be considered a commitment of any kind, for payment or costs incurred in the submission of a bid or for any cost incurred prior to the execution of a formal contract with Iron County.

Iron County reserves the right to accept or reject any or all bids or proposals.