



REQUEST FOR PROPOSALS (RFP)

CONTRACTOR SERVICES

Request for written proposals for the following service at the Iron County Justice Center 82 N 100 E, Cedar City, Utah

- **General Building Contractor**

Bids Due: by 4:00 pm On August 20, 2020

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 Iron County Justice Center was remodel in 2007 for the Iron County Justice Court and County offices.

Site Inspection and questions

To set up a site inspection Contact Nathan Dennett with Iron County Maintenance 435-865-5350 between 8:00 am and 4:00 pm

PROJECT DESCRIPTION

General Contractor to oversee an office remodel including the flowing services:

1. Demolition
 - a. Remove walls, ceiling, electrical and data as need for new office layout
2. Framing
 - a. Metal stud walls per plan for new office layout
 - b. Metal door frame to match existing doors frames and wood door to match exiting cherry wood doors
3. Electrical
 - a. Install 120-volt outlets per plan
 - b. Move and add lights for new layout

- c. Move and add data per plan
 - d. Add Occupancy Sensor in new offices
- 4. Drywall
 - a. Install and repair drywall as needed-match existing finish
- 5. Painting
 - a. Use existing colors
 - b. One accent wall
- 6. Drop ceiling
 - a. Install and repair drop ceiling as needed
 - i. County will supply ceiling tiles
- 7. Finish carpentry
 - a. Add Cherry wood door with stainless-steel hardware
- 8. Flooring
 - a. Repair flooring as needed
 - b. Carpet and base molding provided by county installed by contractor

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
- The building will be occupied during construction. It is the contractor's responsibility to coordinate work
- Contractor is responsible to transport and dispose of all construction debris to an approved disposal site, other than the county dumpsters
- Meet and work with maintenance 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

Project must be completed by October 28, 2020

Successful bidder must be able to complete the work in the times that have been set. Protect materials from inclement weather. Disruption of offices must be kept to a minimum. Work area will be blocked off to prevent harm to employees and patrons of the building. 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 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

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| • Release of RFP | July 31, 2020 |
| • Deadline for submission of questions | August 14, 2020 |
| • Deadline for all submissions in response to RFP | August 20, 2020 |
| • Review of Bids | August 21, 2020 |
| • Notification to selected Contractor | August 24, 2020 |

SUBMITTAL INFORMATION

Any questions pertaining to the RFP should be directed to Nathan Dennett, Iron County building maintenance (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 August 20, 2020**, and shall be submitted to:

Mail or Deliver

Nathan Dennett
Iron County Building Maintenance
82 North 100 East, Suite 102,
Cedar City, Utah 84720

Email

ndennett@ironcounty.net

Contact phone number (435) 865-5350

Review of Bids

Iron County Building and Zoning Department 82 North 100 East,
Suite 102, Cedar City Utah 84720 at 8:00 AM. August 20, 2020

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, in consideration of pricing, materials, experience 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