

# REQUEST FOR PROPOSAL

## Carbon County School District #1

Rawlins Middle School

Band Room ADA Ramp

615 Rodeo St,

Rawlins WY 82301

Phone 307-328-9229

**DUE DATE: Monday, March 11, 2024**

Proposals must be submitted no later than 2:00 pm Mountain Time on the due date listed above. Bids will not be accepted by telephone or email. Bids must be delivered to Business Office in a sealed envelope and addressed to the Attention of:

**Title of item you are bidding on**

Proposals received after the proposal deadline, spam, and/or automated responses via email will not be considered valid proposal responses and will be disqualified from consideration.

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# RFP TIMELINE

## Mandatory Site Visit-

Rawlins Middle School Band Room

**Monday, March 4, 2024, 4:00 pm MST**

## Requests for Proposals Due

**Monday, March 11, 2024, 2:00 PM MST**

## Bid Award

**Thursday, March 21, 2024**

## Project Start Date

**On or after Monday, June 3, 2024**

## Project Completion Date

**On or before Thursday, August 8, 2024**

Pricing Requirements

**Offerors are required to identify:**

**All pricing proposals must clearly list the cost of products and services to include the following:**

- 1) Description of Services
- 2) Installation and Configuration
- 3) Shipping and Handling
- 4) Travel and Per Diem

**PROPOSAL SPECIFICATIONS**

It is the intent of this Request for Proposal (RFP) to solicit proposals for the design and construction of an ADA compliant concrete ramp for Carbon County School District #1 all in accordance with the RFP conditions, requirements and/or special provisions.

The scope of the RFP is to design and construct an ADA compliant concrete ramp in the Rawlins Middle School Band room. Bids must include ramp design, removal of existing concrete step area and debris, ramp construction including a specialty concrete floor finish topcoat, removable handrail, carpet installation (matching existing carpet) and repairs as needed to the existing platform to accommodate ramp construction.

Prospective bidders may make inquiries concerning this RFP to obtain clarification of requirements and are strongly encouraged to do so. Questions may be submitted via email to the Maintenance Director at [jhilim@crb1.net](mailto:jhilim@crb1.net). Questions of a procedural nature will be responded to immediately to the asking bidder.

# PROPOSAL REQUIREMENTS

- 1) **Mandatory Site Visit. Monday, March 4<sup>th</sup>, 2024**
  - a) Disqualification-If the bidder does not attend a mandatory site visit, walk through, or other mandatory meeting listed in the site visit section, the offeror may be disqualified by the applicant.
  - b) If Bidder is unable to attend the site visit, one can be scheduled by contacting the Maintenance director by email to [jhilim@crb1.net](mailto:jhilim@crb1.net).
- 2) **Questions.** Questions must be submitted prior to the proposal due date. Questions must be submitted by email to [jhilim@crb1.net](mailto:jhilim@crb1.net), no later than the date and time listed above or the proposals will be disqualified.
- 3) **Responsiveness.** Bidders are expected to examine specifications, schedules and instructions included in this package. Failure to do so will be at the bidder's risk.
- 4) **Late Proposals.** Responses submitted after the due date and time noted in this RFP shall not be considered and will be disqualified. Responses must be delivered in a sealed envelope and addressed as outlined on page 1 of this RFP. Proposals submitted through fax or email will not be accepted.
- 5) **Modification or Withdrawal of Proposal.** Bidders must notify Applicant in writing before bid closing date and time of any modifications to proposal or withdrawal of submitted proposal.
- 6) **Financial Responsibility.** Bidder shall pay all costs related to the preparation and submission of its Proposal.
- 7) **Project Costs.** Pricing proposed by the bidder must include all costs to complete project.
- 8) **Description of Proposal.** Proposals are to be prepared simply, providing a straightforward, concise description of the successful bidder's capabilities to satisfy the requirements of this proposal. One (1) original and one (1) copy of the reply must be provided.
- 9) **Proposal Content.** The District desires all proposals to be identical in format in order to facilitate evaluation and comparison. While the District's format may represent a departure of the bidder's preference, the District is requiring strict adherence to the format. Variations from the format may result in a bidder being declared nonresponsive.
- 10) **Authorized Signatures** – Proposals must be signed by an individual or officer of the firm authorized to legally bind Vendor when submitting the proposal. Unsigned proposals will not be accepted.

# REQUIRED FORMAT

1. Cover Letter
  1. Executive Summary. Provide an executive summary of the Contractor's proposal. The summary should highlight aspects of this proposal which make it superior or unique in addressing the needs of the District.
  2. Project issues and understanding. Provide a statement that succinctly describes your understanding of the issues that the District is attempting to address through this project.
2. Project Deliverables. The contractor will describe major project milestones, major deliverables and provide a schedule showing approximate completion dates, arranged chronologically, for all work to begin after June 3, 2024, and completing before August 8, 2024. If the Contractor feels that the District's intended installation timeline is unrealistic, the contractor should explain why, and submit a revised schedule.
3. Cost. The cost schedule must be complete and concise. The contractor will be responsible for paying all required Federal, State and local taxes or contributions imposed or required under Unemployment Insurance, Social Security, and Income tax laws under Workers' Compensation law with respect to the contract.
4. Must complete Attachment A – Certifications, Experience and References
5. **Bids submitted after the proposal close date/time will be rejected/disqualified.**

ATTACHMENT A

# Certifications, Experience & References

Name of Company: \_\_\_\_\_

Address of principal location: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Responsible contact personnel:

Name \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

How many years has your company been in business in its current capacity? \_\_\_\_\_

How many years has your organization been in business under its present name? \_\_\_\_\_

Under what other or former names has your company operated? \_\_\_\_\_

\_\_\_\_\_

During the last five (5) years, has the Contractor been a party to a lawsuit involving any existing or prior contracts as it relates to services performed or not performed?

Yes:            No:

If the Contractor responds yes to prior question, please provide information concerning the investigation/lawsuit/government action as an attachment to this form.

If the Contractor responded yes to the last question, please provide information pertaining to any monetary damages or exchange of property or services and the state in which the lawsuit was filed.

## **Experience:**

The Contractor shall provide a list of three (3) projects of similar type, size and complexity. State project (customer) name, description of work, dollar value, public entity, yes or no, and date using the format

below. Projects listed must have been performed within the last five (5) years. Please include additional information with the proposal if available.

Project Name	Description of Work	Dollar Value	Public Entity Yes or No	Date

**References:**

The proposal shall provide three (3) references from company owners or management personnel from projects listed above. There must be at least one (1) reference for each project listed.

<b>REFERENCE #1</b>	
Company Name	
Project Name	
Contact Person Name	
Title	
Email	
Phone	

<b>REFERENCE #2</b>	
Company Name	
Project Name	
Contact Person Name	
Title	
Email	
Phone	

<b>REFERENCE #3</b>	
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Company Name	
Project Name	
Contact Person Name	
Title	
Email	
Phone	

**Certifications:**

Employees' certifications pertaining to work are to be included in the submission.

**AUTHORIZED BY:**

Signature \_\_\_\_\_

Date \_\_\_\_\_

Printed Name \_\_\_\_\_