

# CITY OF TAYLORSVILLE



## REQUEST FOR PROPOSAL

Request for Proposal for New Commercial Carpet/Removal of Old Carpet for the City of Taylorsville Senior Center Located at 4743 South Plymouth View Drive (1625 West).

City of Taylorsville  
2600 West Taylorsville Blvd.  
Taylorsville, Utah 84118

**Proposals Due February 18, 2011 @ 3:00 p.m.**

CITY OF TAYLORSVILLE  
2600 West Taylorsville Boulevard  
Taylorsville, UT 84118

## Request for Proposals

**Due February 18, 2011 at 3:00 p.m. (MST)**

1. **Introduction.** The City of Taylorsville (the “City”) is requesting proposals (“*Proposal(s)*” or “*Response(s)*”) from qualified proposers (“*Proposers*”) to furnish and provide all materials, supplies, tools, equipment, labor, supervision, and expertise to properly and professionally perform the removal and disposal of the existing carpet, prepare the existing floor and install new **COMMERCIAL GRADE CARPET**, (*commercial carpet or commercial carpet squares*) similar in color and quality as the existing carpet, at the City of Taylorsville Senior Center located at 4743 South Plymouth View Drive (1625 West). The proposer will schedule a time with the City of Taylorsville for the schedule on installation and completion of the project.

1.1. **Intent.** It is the intent of this Request for Proposals (this “*Request*”) to set forth the minimum acceptable requirements for Responses to this Request.

2. **Detailed Description of Services.** All interested contractors shall visit the site and conduct measurements of the proposed areas prior to submittal of bid. Proposer should visit the site during normal working hours (8-5), check in with the Director (Heath Bateman) to view the areas of installation and conduct measurements of the proposed areas prior to the submittal of proposal.

See Attachment A - “Scope of Services” which is provided in this Request for Proposal.

2.1. **Purchase Order.** Selected Contractor must agree to use the standard Purchase Order form for the City of Taylorsville.

2.2. **Single Point of Responsibility.** The City expects to have a single point of contact, a single point of authority and single contacting entity for this project.

2.3. **Evaluation and Award.** Proposals/Bids shall be evaluated and awarded by the City as soon as practicable. Award of Bid to the lowest responsive bidder will be based on quality, references, price, proposed approach and experience.

3. **Proposal Requirements.** Three (3) copies of Responses are required to be submitted to Patricia Kimbrough as listed below no later than 3:00 p.m. (MST) on February 18, 2011. Any Response, modification, or amendment received after the due date and time is late. No late Responses will be accepted. No electronic Responses (facsimile, e-mail, or telegraphic) will be accepted. Proposals must include a signed certification in the form attached hereto and include the following elements:

3.1. Introductory Letter. Include an introductory letter expressing an interest in providing the Services. The introductory letter should be addressed to:

Patricia Kimbrough  
CITY OF TAYLORSVILLE  
2600 West Taylorsville Boulevard  
Taylorsville, UT 84118

Include an e-mail address for the primary contact of the Consultant.

3.2. References. Include names, addresses and contact persons of at least three (3) similar clients with whom the Proposers has provided similar commercial accounts. The City may contact such persons.

3.3. Proposed Approach. Describe, in sufficient detail, how the Proposers plan to provide the Services, including supporting the needs of the City.

3.4. Qualifications. Describe in sufficient detail the Proposers' experience and expertise to provide the Services.

3.5. Price. Detail the proposed all-inclusive fee for the Services, including a detailed bid sheet.

4. **Identification of Anticipated Potential Problems**. Proposals should identify and describe any potential problems with respect to the Services.

5. **Evaluation Criteria and Scoring Process**. All Proposals received will be reviewed by a Review Panel (defined below). Each evaluation criterion has been given a percentage based on its relative value as a whole. The criteria and each associated percentage is as follows:

<u>Evaluation Criteria</u>	<u>Weight</u>
Quality of Carpet	40%
Experience/References	10%
Proposed Approach	10%
Price	<u>40%</u>
TOTAL	100%

6. **Selection**. Discussions may be conducted with Proposers determined by the City to be reasonably susceptible of being selected for award. In addition, one or more Proposers may be invited to interview. Provided, however, the Proposals may be accepted without discussion or interview. The above criteria will be used in the interview evaluation, if any. A selection committee or individual(s) may be appointed by the City (referred to hereinafter as "*Review Panel*"). If a Review Panel is created, the Review Panel reserves the right to modify the interview criteria during the course of this process. If a Review Panel is created and if such modification occurs, each Proposer being interviewed will be notified at least twenty-four (24)

hours prior to the interview of the revised criteria. Based on the results of discussions, if any, interviews, if any, and Proposal scoring, the Proposers will be rated by the Review Panel, if any, and such recommendations will be forwarded to the Mayor. The Mayor will make the final selection.

7. **General Information.** The City reserves the right to reject any and all Responses. The City reserves the right to amend, modify or waive any requirement set forth in this Request. Response to this Request is at the Proposers' sole risk and expense. Except for information provided by the contact person described below, the City has not authorized anyone to make any representations regarding the subject matter of this Request. All requests for clarification or additional information regarding this Request must be submitted in writing to the contact person described below no later than February 11, 2011 at 3:00 p.m. The contact person will endeavor to respond to such request for clarification or additional information and if the contact person deems, in his sole and absolute discretion, that such response is of general applicability, his response, if any, will be posted on the City's website at [www.taylorsvilleut.gov](http://www.taylorsvilleut.gov). Entities responding to this Request are encouraged to review the City's website frequently. The City anticipates selecting one or more of the responding Proposers, but there is no guaranty that any responding Proposer will be selected. Responses will be placed in public domain and become public record subject to examination and review by any interested parties in accordance with the Government Record Access Management Act (UTAH CODE ANN. § 63-2-101, *et seq.*). All materials submitted in response to this Request will become the property of the City and will be managed in accordance with the Government Record Access Management Act.

8. **Terms of Contract.** The successful Proposer will be required to enter into a written agreement with the City to provide the Services. The City attorney's office working with the selected Proposer will negotiate the final terms of the agreement. All provisions of the agreement will be in compliance with applicable laws, rules and regulations. If the selected Proposer and the City's attorney's office are unable to negotiate an acceptable agreement, then another Proposer will be selected by the Mayor and negotiations will continue until an acceptable agreement is reached and a contract is completed with a Proposer to provide the Services.

9. **Contact Person.** For further information or for American with Disabilities (ADA) accommodations, contact John Inch Morgan, City Administrator (801) 963-5400, 2600 West Taylorsville Boulevard, Taylorsville, UT 84118.

## **ATTACHMENT A - SCOPE OF SERVICES**

Furnish and provide all materials, supplies, tools, equipment, labor, supervision, and expertise to properly and professionally perform the removal and disposal of the existing carpet. Prepare the existing floor and install new commercial carpet (or commercial carpet squares) as described in the Proposal for specified areas at the City of Taylorsville Senior Center.

### **CONTRACTOR RESPONSIBILITIES**

1. Provide for removal of existing carpet and other coverings as appropriate for the project.
2. Provide for disposal of existing carpet.
3. Provide for preparation of the floor areas after removal of existing carpet, including cleaning smoothing or any other necessary preparation work.
4. Provide for professional measuring, placement, adhesion and detail installation of the new carpet.
5. Provide total installation for floor covering that meets or exceeds the established standards for such installation.
6. Provide for removal and replacement of furniture as necessary for the project.
7. Provide for removal and reinstallation of base covering, baseboard or other materials necessary for completion of the project.
8. Provide for all necessary and reasonable precautions for the safety of your employees and subcontractors as well as Senior Center personnel, visitors, and traffic associated with the operation of the Senior Center.
9. Coordinate the installation schedule with the Senior Center Director and the Facilities Manager at the City of Taylorsville.
10. Provide for minimum storage of materials on site during the project for timely delivery of materials necessary for the project, provide at least 24 hours of delivery of materials necessary for the project.
11. Provide at least 48 hours notice installation activities.
12. Provide representative sample(s) of carpet (if different) from material specifications with submission of bid.

### **CITY RESPONSIBILITIES**

1. Provide access to the facility and work areas as necessary for the project.
2. Disconnect all computers and other hardware.
3. Provide payment for the installation of the project upon receipt of invoice and acceptance of the project work.

**The City of Taylorsville is not responsible for Contractor's equipment failure, breakdown, downtime, or other delays.**

**BID/PROPOSAL FORM**

The undersigned proposes to furnish Commercial Carpet Installation Services for the City of Taylorsville Senior Center stated herein for the price listed below:

\*Material Cost per square foot \$ \_\_\_\_\_

Labor Cost for Project \$ \_\_\_\_\_

**PROJECT TOTAL** \$ \_\_\_\_\_

\*Material Costs – material costs shall include all materials, adhesives, and freight necessary for completion of the project.

Visited site to view/measure project \_\_\_\_\_yes \_\_\_\_\_no

Submitted proposed schedule with bid \_\_\_\_\_yes \_\_\_\_\_no

Submitted references with bid \_\_\_\_\_yes \_\_\_\_\_no

**DESCRIPTION OF COMMERCIAL CARPET**  
(Type/quality of commercial carpet/color)

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**CERTIFICATION**

The undersigned Proposer certifies that it has not:

1. Provided an illegal gift or payoff to a City officer or employee or former City officer or employee or his or her relative or business entity;
2. Retained any person to solicit or secure this contract upon an agreement or understanding for commission, percentage, brokerage, or contingent fee, other than bona fide employees or bona fide commercial selling agencies for the purpose of securing business; or
3. Knowingly influenced and hereby promised that it will not knowingly influence and City officer or an employee or former City officer or employee to break any applicable ethical standard or rules.

The undersigned Proposer certifies that:

1. The Proposal is made in good faith.
2. The Proposal is made in conformity with the specifications and qualifications contained in the Request.

Name of Proposer: \_\_\_\_\_

Name of Authorized Representative: \_\_\_\_\_

Signature of Authorized Representative: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

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

Web Site Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date Signed: \_\_\_\_\_