REQUEST FOR BID

Painting for UPD Offices

City of Taylorsville
2600 West Taylorsville Blvd.
Taylorsville, Utah 84129

Bids due August 31, 2012 @ 3:00 p.m.

CITY OF TAYLORSVILLE

2600 West Taylorsville Boulevard
Taylorsville, UT 84129

Request for Bid

Due August 31, 2012 at 3:00 p.m. (MST)

1. **Introduction**. The City of Taylorsville (the "*City*") is requesting bids from qualified commercial painters to furnish and provide all materials, supplies, tools, equipment, labor, supervision, and expertise to properly and professionally paint certain areas in the basement offices at the City of Taylorsville, 2600 West Taylorsville Blvd., Taylorsville, Utah 84129 (UPD in the basement). The Bidder will schedule a time with Brandy at 385-468-9427 to visit the site to take measurements and to propose a work plan for the project.

1.1. Intent. It is the intent of this Request for Bid (this "*Request*") to set forth the minimum acceptable requirements for responses to this request.

2. **Detailed Description of Services**. All interested painting contractors shall visit the site and conduct measurements of the proposed areas prior to submittal of bid. Bidders should visit the site during normal working hours (8-5), check in with Brandy to view the areas in need of painting and conduct measurements of the proposed areas prior to the submittal of bid.

See Attachment A - "Scope of Services" which is provided in this Request for Bid.

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. 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**. Submit bid to Patricia Kimbrough as listed below no later than 3:00 p.m. (MST) on August 31, 2012. Any Response, modification, or amendment received after the due date and time is late. No late Responses will be accepted. Electronic Responses (facsimile, e-mail, or telegraphic) will be accepted. Bids must include a signed certification in the form attached hereto. Bids may be emailed to pkimbrough@taylorsvilleut.gov, or mailed/hand delivered to:

Patricia Kimbrough
CITY OF TAYLORSVILLE
2600 West Taylorsville Boulevard
Taylorsville, UT 84129

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 Bidder has provided similar commercial accounts. The City may contact such persons.

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

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

3.5. Price. Detail the proposed all-inclusive fee for the Services on the bid sheet provided.

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

5. **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 Monday, August 27, 2012 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.* 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. **Contact Person**. For further information or for American with Disabilities (ADA) accommodations, contact Patricia Kimbrough, (801) 963-5400, 2600 West Taylorsville Boulevard, Taylorsville, UT 84129.

ATTACHMENT A - SCOPE OF SERVICES

Furnish and provide all materials, supplies, tools, equipment, labor, supervision, and expertise to properly and professionally paint certain areas in the basement offices of the City of Taylorsville. Prepare surfaces and paint as described in the Proposal for specified areas at the City of Taylorsville UPD offices in the basement.

CONTRACTOR RESPONSIBILITIES

1. Provide for preparation of the walls for painting.
2. Provide for removal and reinstallation of base covering, baseboard or other materials necessary for completion of the project.
3. Provide for all necessary and reasonable precautions for the safety of your employees and subcontractors.
4. Coordinate scheduling with Brandy and the Facilities Manager at the City of Taylorsville.
5. 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.
6. Provide at least 48 hours notice before starting project.

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, prepare and paint certain areas in the City of Taylorsville Offices (UPD in the Basement of City Hall) 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 paint, materials, 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 PAINT

(Type/quality of commercial paint/color)

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CERTIFICATION

The undersigned Bidder 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 Bidder certifies that:

1. The Bid is made in good faith.

2. The Bid is made in conformity with the specifications and qualifications contained in the Request.

Name of Bidder:_____

Name of Authorized Representative: _____

Signature of Authorized Representative: _____

Address: _____

City/State/Zip: _____

Telephone Number: _____

Fax Number: _____

Web Site Address: _____

Email Address: _____

Date Signed: _____