COUNTY OF YUBA
REQUEST FOR PROPOSAL

Ceramic and Mosaic Tile Installation and Repair Services

PROPOSAL CLOSING DATE:

Tuesday, March 4, 2014 at 5:00pm PST

The County of Yuba Buildings & Grounds Division of Administrative Services wishes to obtain professional services from qualified firms to provide on-call and/or job order contracting for Ceramic /Mosaic Tile installation and repair services at any of twelve Yuba County facilities.

It is the County's intention to award this work to the top vendor(s) to provide on demand services. Selection will be based on price and capabilities. Our intention is to select a single vendor however the County reserves the right to select more than one provider depending on areas of uniqueness or specialty.

Please review the document carefully to ensure you are familiar with the County's requirements.

I. SCOPE OF WORK

The Yuba County Administrative Services Department will accept bids from interested and qualified California licensed Ceramic and Mosaic Tile Contractors for on-call installation and repair services, including emergency work and repairs.

A. General Information

1. The successful Ceramic and Mosaic Tile Contractors shall provide all materials, equipment and labor for Ceramic and Mosaic Tile services and repairs as needed in various Yuba County locations. A list of County facilities can be found in (see list in Exhibit E).
    a. Note: There may be occasions when they County will purchase its own materials under a cooperative purchasing agreement, but this will be coordinated with the selected contractor.

2. This service would be under an annual contract and would have the option for two (2) additional one-year renewal terms.

3. Pricing shall include regular, overtime and holiday labor rates and the percentage mark-up on materials for such work. Prevailing Wage laws apply to all work performed under this RFP and resulting agreement.

4. Vendor must possess a valid California C-54 Ceramic and Mosaic Tile Contractor license or equivalent; or an A or B General Contractor's license with a licensed Ceramic and Mosaic Tile professional on staff for the installation, repairing, and related work pertaining to glazed wall, ceramic, mosaic, quarry, paver, faience, glass mosaic and stone tiles; thin tile that resembles full brick, natural or simulated stone slabs for bathtubs, showers and horizontal surfaces inside of buildings, or any tile units set in the traditional or innovative tile methods, excluding hollow or structural partition tile

B. Specific Contractor/Job Requirements

Examples of on-call Ceramic and Mosaic Tile services to be provided by vendor shall include but not be limited to the following. Bidder may choose to bid on all or may choose to omit some from this list, please be specific in your response if you are not bidding on any of the following:

1. Prepares surfaces or substrates as necessary and installation and repair of glazed wall, ceramic, mosaic, quarry, paver, faience, glass mosaic and stone tiles; thin tile that resembles full brick, natural or simulated stone slabs for bathtubs, showers and horizontal surfaces inside of buildings, or any tile units set in the traditional or innovative tile methods, excluding hollow or structural partition tile.

2. Other projects where a qualified licensed ceramic and mosaic tile contractor professional is needed.

3. All work performed shall include any associated adhesive, grouting, mortar, sealing, trim, transition strips, base moulding, and any other associated items necessary to complete the installation and/or repair.

4. All work performed shall include removal and disposal of any existing materials, flooring, VCT, and old adhesive where new materials will be installed.

5. Vendor will be responsible for verifying all measurements, ordering (if applicable), transportation, and delivery of all required materials.

6. In some instances, equipment/appliances may need to be moved around to accommodate the installation.

If you have other capabilities we should know of, please feel free to include them in your response and they will be considered as alternate capabilities; but will have no bearing on the selection. Choosing not to bid on specific tasks above shall not necessarily disqualify any bidder.

II. PROPOSAL DOCUMENT INSTRUCTIONS

As stated above, the County intends to award the work to the top provider(s). Actual work will be coordinated on a job-by-job basis and you may be asked for a quote at the beginning of the job using the pricing included in this proposal. Proposals should include the following:

1. A *Cover Letter / Executive Summary*, including:

   A brief statement as to the proposers understanding of the work to be performed, the commitment to perform the work, and a statement as to why the vendor believes it to be the best qualified to perform the engagement.

   Please also highlight any of the requirements in the Scope of Work you are not able to accommodate.

2. A *Signature* of the person authorized to commit the vendor.

3. *References*

   Please provide references from three clients with whom you have done similar work. Please explain the scope or work performed and any particular success or challenges you faced.

4. *Exhibits*

   Please make sure Exhibits A, B, C, and D (or a reasonable facsimile) are included and complete.

III. ADDITIONAL REQUIREMENTS

a. **Subcontractors and Key Personnel**. No portion of work shall be subcontracted to a third party vendor, and no change in key personnel shall be made, without prior written consent from County. Failure to comply with this term may result in cancellation of contract and elimination of any obligation from County. It is the County's desire to have an ongoing support relationship with the provider to include an assigned contractor(s). Consistency of service is a critical need.

b. **Background Checks**. The County requires background checks of any personnel with unrestricted access to county physical sites. Vendor should be prepared to have employees background checked at their own expense, upon request by County. This would typically include fingerprinting and subsequent checks of Department of Justice and Federal Bureau of Investigation records. The cost of this type of background check differs depending on where the check is initiated, but is typically less than $100 per person.

c. The Contractor must demonstrate that they have the technical expertise, equipment, facilities, capabilities and financial resources necessary to perform the work in a satisfactory manner.

d. Part of the selection process may include a credit check and financial evaluation of the business/independent contractor.

e. Selection will be made by a County Evaluation Team. Members of the Evaluation Team are not to be contacted by the Contractor.

f. All work performed shall be to the acceptance of the County or its authorized representative.

g. Contractor shall furnish to the County, *upon award of contract,* certificate of insurance naming the County as an additional insured party in amounts requested by County and maintain such insurance during term of contract.

III. EVALUATION CRITERIA

The County reserves the right to cancel this Request for Proposal for any reason without any liability to any Contractor or to waive irregularities at its discretion. This solicitation does not constitute a contract offer of employment, or offer of purchase. The County makes no representation that any contract will be awarded to any respondent to this solicitation. The County also reserves the right to reject any and all proposals at its sole discretion.

The contract, if awarded, will be awarded to a Contractor whose proposal is considered the *best value* to the County. Best value will be determined based on price, responsiveness, capability and responsibility. The following factors will be taken into account to determine price, responsiveness, capability and responsibility:

1. Demonstrated ability of the firm to provide support, training, and reporting.
2. Contractor's understanding of the needs and objectives of the County.
3. The qualifications of the vendor and our perception of the ability of the vendor to meet the terms of the RFP which may include:
    a. Reference, credit and other pertinent checks,
    b. Qualifications of the professional personnel who would be assigned to the project measured by experience and education.
4. Financial terms of proposal.
5. Fiscal soundness of firm.
6. Completeness and professionalism of submission.
7. Submissions which are deemed incomplete may be eliminated as not being responsive.
8. Responsiveness means a Contractor who has submitted a proposal that conforms to the solicitation documents in all material aspects.
9. A 'Responsible Contractor' shall mean a Contractor who has the capability, in all respects, to fully perform the contract requirements and the moral and business integrity and reliability that will assure good faith performance. Qualifications, interview, experience, and financial stability may all be taken into consideration.
10. An evaluation of technical skills, project management skills, and the skills of the resources to be assigned to the County.
11. The proper licensing.

Thus the result will not be determined based solely on price. Although price is a key factor, the County will consider awarding the contract(s) to the Contractor that meets the best interest of the County as interpreted by the County.

The County reserves the right to modify the scope of required services based on pricing of proposals, available budget, and priority of requested services. The final determination will be incorporated in the final agreement for services (contract).

IV. PROPOSAL SUBMITTALS

Please include the following with your proposal in this order:

- Proposal to include all items indicated in Section II
- Attached completed Exhibits A through D as stated in Section II (or a reasonable facsimile)

V. TERMS AND CONDITIONS

Proposals are subject to the following terms and conditions:

a. **Contract Term.** The term of the agreement resulting from this solicitation will be for the period of one (1) year with the option for two (2) – one year extensions at the discretion of the County.

b. **Project Schedule.** Upon receipt of proposals, and suitable review, County expects to select a Contractor. Once selected, Contractor and County will complete contract and agree upon start date and work schedule.

c. **Contract Form.** The County would expect to enter into a Professional Services Agreement (contract) with the awardee. The final contract(s) will incorporate the appropriate terms and conditions from this solicitation.

d. **References.** Proposal must include three references including contact information from projects similar to ours which we may contact as references.

e. **Questions.** All questions should be submitted to the contact in item V.j. (below) and should be submitted in writing prior to Friday, February 28, 2014.

f. **Amendments and Addenda.** For the most up to date information, visit: http://www.co.yuba.ca.us/departments/admin%20services/purchasing%20solicitaions.aspx

g. **Submittal Instructions.** Before submitting a proposal, Contractor shall fully inform themselves as to all conditions and limitations and shall include in the proposal a sum to cover the cost of all items. TWO proposals must be submitted in a sealed envelope, clearly marked ***"Ceramic and Mosaic Tile Services"*** to:

   Yuba County Department of Administrative Services
   Attn: Purchasing and Contracts
   Suite 119
   915 Eighth Street
   Marysville, California 95901

   No responsibility will attach to a County employee for the premature opening of a proposal not properly addressed and identified. Proposals will not be publicly opened and read. Proposals will be privately reviewed and evaluated by a County Evaluation Team.

h. **Proposal Due Date.** In order to be considered, proposals must be received at the above address no later than ***Tuesday, March 4, 2014 at 5:00 pm PDT***. A proposal may be

withdrawn by written request received from the County prior to the time set for the closing date. Please provide two hard copies of your proposal.

i. **Proposal Validity.** Proposals must be valid for a period of not less than ninety days (90) after the solicitation closing date.

j. **Contact Information.** Andrea Armstrong, Contracts and Purchasing Administrator for Administrative Services, is the designated contact person for questions related to this Request for Proposal. All questions must be received in writing via email, fax, or USPS mail service. Responses will be returned in writing and only the answers in writing will constitute an amendment as the correct, accurate and binding response from the County. All questions and responses will be posted online and shared with all participants, applicants and Contractors. Andrea's contact information is: email aarmstrong@co.yuba.ca.us , fax 530-749-7884. Andrea's contact phone number is 530-749-7880. **Questions posed to any other member of County Staff may result in disqualification.**

EXHIBIT A – BIDDERS STATEMENT

By submitting a bid, the bidder acknowledges that he/she has acquainted himself with the terms, scope, and requirements of the project based on the information contained in this RFP and any addendums. Any failure by the bidder to acquaint himself with available information will not relieve him from the responsibility for estimating properly the difficulty or cost of successfully performing the work. The County is not responsible for any conclusions or interpretations made by the bidder on the basis of the information made available by the County.

The following addendums have been acknowledged and are included in our proposal. RFPs that do not acknowledge addendums may be rejected.

Addendum#	Initials

_____
COMPLETE LEGAL NAME OF COMPANY

_____ _____
BUSINESS ADDRESS PHONE NUMBER

_____
PRINTED NAME OF AUTHORIZED AGENT (TITLE)

_____ _____
SIGNATURE OF AUTHORIZED AGENT DATE

_____
FEDERAL IDENTIFICATION NUMBER

_____
DUNS NUMBER

THIS FORM TO BE COMPLETED BY CONTRACTOR AND INCLUDED IN THE BID.

EXHIBIT B – LIST OF SUBCONTRACTORS

Mark one of the boxes below:

☐ BIDDER does not propose to subcontract the work.

☐ BIDDER proposes to subcontract certain portions of the work to the individuals / firms listed below:

NAME:	TYPE OF WORK:
ADDRESS:	
	LICENSE #:
PHONE:	

NAME:	TYPE OF WORK:
ADDRESS:	
	LICENSE #:
PHONE:	

NAME:	TYPE OF WORK:
ADDRESS:	
	LICENSE #:
PHONE:	

NAME:	TYPE OF WORK:
ADDRESS:	
	LICENSE #:
PHONE:	

NAME:	TYPE OF WORK:
ADDRESS:	
	LICENSE #:
PHONE:	

NAME:	TYPE OF WORK:
ADDRESS:	
	LICENSE #:
PHONE:	

Name of Individual / Firm Submitting Bid: _____

Signature of Bidder: _____

THIS FORM MUST BE COMPLETED BY THE CONTRACTOR AND INCLUDED IN THE BID.

EXHIBIT C – LIST OF REFERENCES

The following are the names, addresses, and telephone numbers of three (3) references for which BIDDER has performed similar work within the past three years. Public Agencies are preferred.

1. _____
   Name and Address of Owner

   _____
   Name and Telephone Number of Person Familiar with Project

   _____ _____ _____
   Contract Amount Type of Work Date Completed

2. _____
   Name and Address of Owner

   _____
   Name and Telephone Number of Person Familiar with Project

   _____ _____ _____
   Contract Amount Type of Work Date Completed

3. _____
   Name and Address of Owner

   _____
   Name and Telephone Number of Person Familiar with Project

   _____ _____ _____
   Contract Amount Type of Work Date Completed

THIS FORM TO BE COMPLETED BY CONTRACTOR AND INCLUDED IN THE BID.

EXHIBIT D – PRICE PROPOSAL

Rate	Pricing
Regular hourly rate	
Overtime hourly rate	
Holiday hourly rate	
Emergency hourly rate (short notice, after hours call)	
Mark-up on materials (explain below[1])	

1. The County will typically have the contractor acquire the job materials. We ask that you define your mark-up on acquiring materials.

2. Please define your guaranteed response time(s) for repairs.

3. Please list any exceptions or assumptions in your pricing in the space below:

THIS FORM TO BE COMPLETED BY CONTRACTOR AND INCLUDED IN THE BID.

EXHIBIT E – COUNTY LOCATIONS

Government Center	915 8th St, Marysville	84,362 SF - single story
County Courthouse	215 5th St., Marysville	185,815 SF - three stories
Health & Human Services	5730 Packard Avenue, Olivehurst	103,548 SF – single story
North Annex facility	935 14th St., Marysville	17,000 SF - single story
Juvenile Hall	1014 14th St., Marysville	48,158 SF – single story
Dan Avenue complex	4240 Dan Ave., Olivehurst	19.771 SF – single story
Yuba County Airport	Skyway Drive, Olivehurst	1,600 office / 47,443 hangars
Yuba County Corp yard	Skyway Drive, Olivehurst	5,000 SF – single story
Yuba County Library	303 Second St, Marysville	22,717 SF – single story
Animal Care Services	5245 Feather River Blvd., Olivehurst	7,250 SF – Bldg and kennels
Day Reporting Center	8 7th St., Marysville	3,360 SF – modular construction
Sheriff Department*	720 Yuba St., Marysville	56,443 SF – two stories

*under construction – est. complete mid-2015