

**COUNTY OF YUBA  
REQUEST FOR PROPOSAL**

***Insulation Encapsulation Services***



**PROPOSAL CLOSING DATE:**

***Tuesday, December 15, 2013  
at 5:00pm PST***

The Facilities Division of Administrative Services for the County of Yuba wishes to obtain professional services from a qualified firm to provide services at our Camp Singer facility in Marysville. It is the County's intention to award this work to provide two phases of plywood encapsulation services. Our expectation would be to execute a professional services agreement with the winning firm(s) upon award and then initiate services shortly thereafter.

Selection will be based on *best value* to the County.

Please review the document carefully to insure 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 firms to encapsulate the existing fiberglass insulation fastened to the walls and ceiling of our Camp Singer gymnasium located at 1023 14th Street, Marysville, CA 95901.

The gym is in a metal frame, metal sided building. It is roughly 110' x 80.' The interior of the metal siding has had plastic faced fiberglass insulation affixed to it on three sides. Over time, and through use, the plastic facing has been damaged by children throwing balls and materials at it thereby tearing and damaging the facing. The intent of this project is to encapsulate this fiberglass insulation by covering it with plywood sheeting.

The specific scope shall include the following:

1. Affix ½ inch minimum thickness fire treated plywood over bays, encapsulating the existing insulation inside, and attached to the metal framing of this steel framed building.
2. Use 12' x 4' plywood on lower bay walls and on the ceiling; applied vertically to cover two insulation rows per sheet. 8' x 4' sheets may be used on single rows, where necessary.
3. Plywood shall be affixed using screws designed to affix wood to metal; for example 1½ inch wood to steel star drive screws.
  - a. Screws shall be applied every 8 inches.
4. Two sheets of plywood per bay, screw anchored on top & bottom; and with sheathing clips joining pieces together in the middle.
5. Fire treated label to be showing on outside of plywood to verify fire rating.
6. Trim or tape existing insulation as required so that insulation is completely encapsulated.
  - a. No insulation is to be added or removed.
7. Cut out any access panels for all electrical, plumbing, fire control and/or splice boxes.
8. The work will be performed in a secure facility. During actual work, all access must be coordinated with County Facilities or the Camp leadership.

## **II. OTHER CONSIDERATIONS**

1. The project will be awarded in two phases; two separate proposals are requested to be provided:
  - a. Proposal 1 shall be for covering the walls of bays in the manner directed above on the North, East, and South walls as described and explained during the site visit.
  - b. Proposal 2 shall be for covering the ceiling as described in the manner directed above and as explained during the site visit.
  - c. If there is a pricing benefit or discount to awarding both scopes of work to one vendor please present that in your pricing proposal too.
2. Please indicate estimated time for completion.
3. Work may be performed during normal business hours.
4. Quote shall be prevailing wage rate and certified payroll must be provided to the Project Manager.
5. Vendor shall provide all equipment, tools and materials.
6. Building permits and associated fees will be waived.
7. Contractor must be registered on the DIR website and be prepared to enter certified payroll information as required.
8. Contractor shall provide 1 year workmanship and materials warranty.
9. Contractor shall meet County's indemnification requirements (see exhibit E).
10. County reserves the right to accept any or all proposals, or reject all proposals.
11. 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 to omit specific tasks above shall not necessarily disqualify any bidder.

The County requests at least two proposals; one to encapsulate the facility walls, and one to encapsulate the ceiling. If there is a pricing benefit or discount to awarding both scopes of work to one vendor please present that in your pricing proposal too.

The County will also entertain an alternate solution proposal, but we request you to still provide a proposal for the stated scope as well.

## **III. SITE VISIT**

There will be a site visit on December 3, 2015 at 9:00 am. Site visit shall begin at the Camp Singer parking lot located behind the 935 14th Street building; adjacent to the large generator. Once everyone signs in, we'll be escorted into the facility.

#### IV. PROPOSAL DOCUMENT INSTRUCTIONS

As stated above, the County intends to award the work to at least the top provider, and reserves the right to award the two phases separately or together. Actual work will be coordinated with the County's Facilities Department and the Camp Singer leadership. Proposals should include the following:

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

A brief statement as to the proposer's 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.

#### V. 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.

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.

**This is a secure facility. Access is tightly controlled, and daily work access will be coordinated between the winning bidder, the County Facilities Division and the leadership of Camp Singer. All workers on site will need to be background checked.**

c. The Contractor must demonstrate that they have the technical expertise, 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 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.

## VI. 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).

### III. PROPOSAL SUBMITTALS

Please include the following with your proposal in this order:

- Proposal to include all items indicated in Section II
- Detailed Cost Estimate
- Attached Exhibits A through D (or a reasonable facsimile of each)

### IV. 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.
- b. **Project Schedule.** Upon receipt of proposals, and suitable review, County expects to select a Contractor. Once selected, Contractor and County will complete contract. Actual work and work schedule will be initiated by work order as need is identified.
- 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 a Statement of Experience and 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 Section V.k (below) and should be submitted in writing prior to Tuesday, December 8<sup>th</sup>, 2015
- 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 ***“Insulation Encapsulation 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, December 15, 2015 at 5:00 pm PST***. 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. **Proposal Becomes Public:** All proposals shall be deemed public documents at the time of contract award to the successful proposer. The RFP is intended to be worded in a manner so as not to elicit proprietary information. If proprietary information is submitted as part of the proposal, such information shall be clearly labeled "Proprietary" and accompanied by a request that the information be returned by the County to the Proposer. If proposals contain proprietary information, then proprietary paragraphs and/or other data should be clearly marked as noted above.

The information on the pages of the proposal identified as proprietary will be used only for the evaluation of the proposal, but proposer understands that disclosure may be required under the California Public Records Act or other federal, state, and local law, as determined by the County.

Note that wholesale use of headers/footers bearing designations such as "confidential", "proprietary", or "trade secret" on all or nearly all of a proposal is not acceptable, and may be deemed by the County as a waiver of any exemption claim. Any proposal that includes a blanket statement or limitation, which would prohibit or limit public inspection may be considered non-responsive and may be rejected. Pricing information is generally not considered proprietary information.

- k. **Contact Information.** Andrea Armstrong, 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 and shared with all participants, applicants and Contractors. Andrea's contact information is: email [aarmstrong@co.yuba.ca.us](mailto: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 themselves 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 him or herself with available information will not relieve them from the responsibility of 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

\_\_\_\_\_  
CSLB 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
Proposal One Encapsulation of Walls	
Proposal Two Encapsulation of Ceiling	
Consolidated proposal to do both	

- **Please define your proposed timeline:**

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