

**COUNTY OF YUBA  
REQUEST FOR QUOTATION**

***Yuba County Courthouse  
Carpet Removal and Installation***



**PROPOSAL DUE DATE:**

***Wednesday, June 9, 2010  
By 5:00 PM***

The County of Yuba is seeking quotes for replacement and installation of carpet and cove base including all labor, materials, and equipment at the Yuba County Courthouse located at 215 5<sup>th</sup> Street, Marysville, CA 95901. The area to be replaced is on the second floor of the facility, totaling approximately 9,600 square feet and includes 4 courtrooms, 5 judges' chambers, 2 jury rooms, and 3 office spaces. Vendor shall be responsible for verifying square footage.

## **I. SCOPE OF WORK**

**Your Quote should include the following:**

1. The carpet shall be:  
Queen Commercial Carpet  
All Access J0120  
20503 Gateway  
Glue Down
2. The cove base shall be:  
Burke Base  
#150 Nougat
3. Removal, hauling, and disposal of existing carpeting
4. Vacuum area before installation of new carpeting
5. Installation of new carpet by the direct glue down method using environmentally safe adhesive
6. Manufacturer's warranty and Installation warranty

**Vendors shall include separate detailed estimates along with the attached Quote Sheet for the indicated areas:**

**Quote 1:** Courtroom 1, Department 1 chambers, office space next to department 1 chambers, Jury room 1 and adjoining hallway. Approximately 3,150 SF.

**Quote 2:** Courtroom 2, Department 2 chambers, Law Library, Court Clerk/Reception area. Approximately 3,125 SF.

**Quote 3:** Courtroom 3, Jury rooms 2 and 3, Hallway in front of courtrooms 3 and 4, Court Reporter break room. Approximately 4,000 SF.

**Quote 4:** Courtroom 4, Department 4 chambers and attached conference room. Approximately 1,850 SF.

**Quote 5:** Courtroom 5, Department 5 chambers. Approximately 1,600 SF.

**Each Quote should have two price Options – Option#1 & #2:**

**Option #1** shall include moving, disassembling, and then replacing and reassembling all furniture in all spaces, including anchor mounted theater seats in all courtrooms.

**Option #2** shall include all spaces being emptied and reassembled by County prior to and after installation of carpet.

**II. VENDOR REQUIREMENTS**

- a. Quotes will be accepted from licensed and experienced vendors who have an adequate number of trained personnel with minimum 3 years experience.
- b. Vendor shall be required to submit Certificate of Insurance in amounts specified by County. Insurance requirements shall be fulfilled before the Agreement is executed and any work is performed.
- c. All services and materials utilized on this project must comply with Cal/OSHA requirements. Vendor is required to ensure that all employees and/or subcontractors are fully knowledgeable of all applicable local, state, federal, environmental, and OSHA safety rules and regulations.
- d. Vendor shall identify all hazardous materials as required under the California Code of Regulations and the State Health Safety Code. Vendor shall provide Material Safety Data Sheets (MSDS) for all products that may contain hazardous materials to Administrative Services before installation of carpet.
- e. All work must be performed after hours, on mutually agreed upon times, limited to weekends, evenings, holidays, or court furlough days (3<sup>rd</sup> Wednesday of each month).
- f. Carpet must be removed, installed, and made ready for use within 15 days after receipt of the signed contract(s).

**III. ADDITIONAL REQUIREMENTS**

- a. Selection will be made by a County Evaluation Team. The Evaluation Team may deem it necessary to schedule presentations and/or interview applicants and key personnel. The County retains the right to interview applicants as part of the selection process. Members of the Evaluation Team are not to be contacted by the respondents. All questions should be directed to Andrea Armstrong at [aarmstrong@co.yuba.ca.us](mailto:aarmstrong@co.yuba.ca.us).

- b. All work performed and completed under the resulting agreement is subject to the acceptance of the County or its authorized representative.
- c. Vendors 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.
- d. The courthouse is a secure facility and requires every person entering the facility to have a security clearance and background check. Upon award, such security and background check shall be conducted at the vendor's expense and shall be coordinated by vendor and the Yuba County Probation Department located at 215 5<sup>th</sup> Street, Marysville, CA 95901.

#### **IV. EVALUATION CRITERIA**

The County reserves the right to cancel this Request for Quotation for any reason without any liability to any Vendor or to waive irregularities at its discretion. This solicitation does not constitute a contract, offer of employment, or offer of purchase. The County may select any Option or combination of Options outlined in the scope of work at its own discretion. 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 quotes at its sole discretion.

The contract(s), if awarded, will be awarded to the Vendor whose Quote is considered the best value to the County. Best value will be determined based on price, responsiveness, and responsibility:

- a. The lowest price is determined by the total cost to the County.
- b. Responsiveness means a Vendor who has submitted a Quote that conforms to the solicitation documents in all material aspects.
- c. A responsible Vendor shall mean a Vendor 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, financial history and experience may all be taken into consideration.
- d. Quotes submitted shall be best and final offer. No modifications of quoted price will be accepted after solicitation closing date.

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

## V. SITE VIST

A site visit will be held on Thursday, June 3, 2010, beginning at 9:00am.

Time: Thursday, June 3, 2010 9:00am  
Place: Meet at the Yuba County Courthouse Lobby  
215 5<sup>th</sup> Street  
Marysville, CA 95901

The site visit is **Mandatory**. Vendors should be prepared to verify the area square footage.

## VI. PROPOSAL SUBMITTALS

Please include the following with your proposal in this order:

- Quote Sheets
- Statement of Experience and Qualifications
- Scope of Work
- Detailed Cost Estimate
- Workers Compensation History
- Key Employee Information

## VII. TERMS AND CONDITIONS

Quotes are subject to the following terms and conditions:

- a. **Contract Term:** Carpet must be removed, installed, and made ready for use within 15 days after receipt of the signed contract(s). This would take place late June to the early part of July.
- b. **Contract Form:** The final contract(s) will incorporate the appropriate terms and conditions from this solicitation.
- c. **Submittal Instructions:** Before submitting a quote, vendor shall fully inform themselves as to all conditions and limitations and shall include in the Quote a sum to cover the cost of all items. Two copies of your quotation must be submitted in a sealed envelope, clearly marked ***“Yuba County Courthouse Carpet Removal and Installation”*** to:

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

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

- d. **Proposal Due Date:** In order to be considered, quotes must be received at the above address not later than **Wednesday, June 9, 2010 at 5:00pm**. A quote may be withdrawn by written request received from the County prior to the time set for the closing date.
- e. **Proposal Validity:** Quotes must be valid for a period of not less than ninety (90) days after the solicitation closing date.
- f. **Contact Information:** Andrea Armstrong, Contracts and Purchasing Administrator, is the designated contact person for questions related to this Request for Proposal.
- g. **Questions:** All questions must be received in writing by **Friday, June 4, 2010**. Please submit questions in writing to the address listed above, or by e-mail to: [aarmstrong@co.yuba.ca.us](mailto:aarmstrong@co.yuba.ca.us). 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 vendors.

**COUNTY OF YUBA  
QUOTE SHEET**

(Please include this 2 page Quote sheet along with a Detailed Cost Estimate.)

The undersigned has carefully checked all figures in his/her quote and understands the County of Yuba will not be responsible for any errors or omissions in preparing this quotation. The quote shall remain valid for any and all services provided for a period of sixty days.

RFQ NAME: COURTHOUSE CARPET REMOVAL & INSTALLATION

FIRM NAME: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

ADDRESS OF FIRM: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

FEDERAL TAX ID NUMBER: \_\_\_\_\_

DUNS NUMBER: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_

COMMENTS \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

PLEASE LIST 3 REFERENCES WITH LOCATION AND TELEPHONE NUMBER:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**COUNTY OF YUBA  
QUOTE SHEET**

<b>QUOTE/LOCATION</b>	<b>PRICE FOR OPTION #1</b>	<b>PRICE FOR OPTION #2</b>
<p><b>Quote 1:</b> Courtroom 1, Department 1 chambers, office space next to department 1 chambers, Jury room 1 and adjoining hallway. Approximately 3,150 SF.</p>	<p>\$</p> <p>Actual Sq Ft.</p>	<p>\$</p> <p>Actual Sq Ft.</p>
<p><b>Quote 2:</b> Courtroom 2, Department 2 chambers, Law Library, Court Clerk/Reception area. Approximately 3,125 SF.</p>	<p>\$</p> <p>Actual Sq Ft.</p>	<p>\$</p> <p>Actual Sq Ft.</p>
<p><b>Quote 3:</b> Courtroom 3, Jury rooms 2 and 3, Hallway in front of courtrooms 3 and 4, Court Reporter break room. Approximately 4,000 SF.</p>	<p>\$</p> <p>Actual Sq Ft.</p>	<p>\$</p> <p>Actual Sq Ft.</p>
<p><b>Quote 4:</b> Courtroom 4, Department 4 chambers and attached conference room. Approximately 1,850 SF.</p>	<p>\$</p> <p>Actual Sq Ft.</p>	<p>\$</p> <p>Actual Sq Ft.</p>
<p><b>Quote 5:</b> Courtroom 5, Department 5 chambers. Approximately 1,600 SF.</p>	<p>\$</p> <p>Actual Sq Ft.</p>	<p>\$</p> <p>Actual Sq Ft.</p>