

COUNTY OF YUBA  
REQUEST FOR PROPOSAL

***Packard Facility Restroom  
Countertop Replacement***



PROPOSAL DUE DATE:

***Friday, October 29, 2010  
at 5:00 pm***

The County of Yuba wishes to attain a licensed contractor to remove and install new countertops at our Packard Facility restrooms.

## **I. SCOPE OF WORK**

Services to be provided to the County include:

1. Remove and dispose of existing Formica countertops in two Health Department employee restrooms
2. Replace with new Corian countertops
3. Proposal should be submitted with four color options
  - Corian color Burled Beach
  - Corian color Rosemary PC
  - Corian color Sandalwood PC
  - Corian color Thyme PC
4. To be included with the countertop installation is a coved backsplash and bull nose counter edge
5. Installation should ensure a 1/8 inch fall from back to front
6. Contractor is to remove and replace faucets, sinks, and counter mount soap dispensers

## **II. STATEMENT OF QUALIFICATIONS**

All submissions should include the following information:

- A company profile outlining its history, experience, size, and affiliations.
- An outline of a minimum of three current customers/clients with similar projects in scope and size, including their contact information
- The names and qualifications of key personnel to be assigned to this project
- Proof of a State of California contractor's license as applicable to this project
- Proof of continuous Workers Compensation coverage (either copy of previous Insurance Accords or a letter from your provider stating the number of years of continuous coverage will suffice).

### III. ADDITIONAL REQUIREMENTS.

- a.) All work schedules of the Contractor shall conform to all applicable County ordinances. The work schedule will be determined by the Facilities Manager.
- b.) The Contractor shall ensure that the prevailing wage requirement is applied to anyone performing work on this project. Contractor shall comply with the provisions of Section 1775 and 1813 of the Labor Code of the State of California and price their proposal response accordingly. Further information concerning Prevailing Wage rates can be found at: <http://www.dir.ca.gov/dlsr/DPreWageDetermination.htm>.
- c.) The Contractor shall provide sufficient personnel to perform all work in accordance with the specifications. All contract employees are to adhere to basic public works standards for working attire including proper clothing, shoes and other equipment required by State Safety Regulations.
- d.) The Contractor must demonstrate they have the technical expertise, experience, facilities, capabilities, and financial resources necessary to perform the work in a satisfactory manner.
- e.) Part of the selection process will include a credit check and financial evaluation of the business.
- f.) 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 proposers.
- g.) All work performed shall be in compliance with appropriate OSHA standards, as well as all Federal, State, County, and local ordinances and regulations. Contractor must obtain all licenses and permits required and Contractor shall bear the cost for meeting this standard for all employees.
- h.) All work performed and completed under the resulting agreement is subject to the acceptance of the County or its authorized representative.
- i.) Contractor should be able to provide proof that they have had a continuous a contractor's license for a minimum of five years, without any delinquencies.

- j.) Contractor should be able to provide proof of continuous General Liability, Auto and Workers Compensation Insurance coverage for the last five years.
- k.) Contractors 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.

#### **IV. 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 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 proposals at its sole discretion.

The contract(s), if awarded, will be awarded to the Contractor whose proposal 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 Contractor who has submitted a proposal that conforms to the solicitation documents in all material aspects.
- c.) 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.

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 Contractor that meets the best interest of the County as interpreted by the County.

The County reserves the right to remove services at any particular facility. The final determination of location, dates, times, and services provided will be incorporated into the final agreement for services (contract).

## V. PRE-PROPOSAL SITE VISIT

A mandatory pre-proposal site visit will take place on Monday, October 25, 2010 beginning at 10:00am:

Date & Time: Monday, October 25, 2010 10:00am  
Location: Meet at the flagpole at the Packard Facility  
5730 Packard Avenue  
Marysville, CA 95901

Prospective Contractors must send an email RSVP to the contact person listed by 2:00pm PST on Thursday, October 21, 2010.

## VI. PROPOSAL SUBMITTALS

Please include the following with your proposal in this order:

- Statement of Qualifications
- Scope of Work
- Detailed Cost Estimate
- Attached Proposal Form
- Workers Compensation History
- Key Employee Information

## VII. 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 annual, with two one year extensions at the County's option. The contract is expected to start in November 2010.
- 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. County desires for work to begin in mid November 2010.
- c.) **Contract Form.** The final contract(s) will incorporate the appropriate terms and conditions from this solicitation.
- d.) **References.** To receive consideration, proposals must clearly and specifically address how the requirements for each item will be met. 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.) **Submittal Instructions:** Before submitting a proposal, Contractors 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. Copies of TWO proposals must be submitted clearly marked **“Packard Restroom Countertop Replacement”** 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. Proposals will not be publicly opened and read. Proposals will be privately reviewed and evaluated by a County Evaluation Team.

- f.) **Proposal Due Date.** In order to be considered, proposals must be received at the above address no later than **Friday, October 29, 2010 at 5:00pm**. A proposal may be withdrawn by written request received from the County prior to the time set for the closing date.
- g.) **Proposal Validity.** Proposals must be valid for a period of not less than ninety days after the solicitation closing date.
- h.) **Addendums.** Contractors are responsible for ensuring that their proposal includes any changes or additions made by Addendum. These Addenda, if applicable, will be posted online at: <http://www.co.yuba.ca.us/departments/admin%20services/purchasing%20solicitaions.aspx>

**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 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.

All questions received in writing must be received by October 27, 2010 and will be responded to in the manner in which received.

**COUNTY OF YUBA  
PRICE PROPOSAL FORM  
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(This form should be included with your Proposal along with a Detailed Cost Estimate)

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

**PACKARD RESTROOM COUNTERTOP REPLACEMENT**

RFP NAME: \_\_\_\_\_

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

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

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

\_\_\_\_\_

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

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

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

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

CONTRACTORS LICENSE NUMBER: \_\_\_\_\_

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

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

COLOR OPTION 1:           \$ \_\_\_\_\_ Burled Beach

COLOR OPTION 2:           \$ \_\_\_\_\_ Rosemary PC

COLOR OPTION 3:           \$ \_\_\_\_\_ Sandalwood PC

COLOR OPTION 4:           \$ \_\_\_\_\_ Thyme PC

PLEASE LIST 3 REFERENCES WITH LOCATION AND TELEPHONE NUMBER:

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

## **Insurance Requirements for Contractors/Consultants**

Contractor shall produce and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the Contractor, his agents, representatives, employees or subcontractors. If Contractor fails to maintain the Insurance provided herein, County may secure such insurance and deduct the cost thereof from any funds owing to Contractor.

### ***Minimum Scope of Insurance***

Coverage shall be at least as broad as:

1. Insurance Services Office Commercial General Liability coverage (occurrence Form CG 00 01).
2. Insurance Services Office Form Number CA 00 01 covering Automobile Liability, code 1 (any auto).
3. Worker's Compensation insurance as required by the State of California and Employer's Liability Insurance.

### ***Minimum Limits of Insurance***

Contractor shall maintain limits no less than:

- |  |   |  |
|--|---|--|
| 1. General Liability: (including operations, products and completed operations.) | <b>\$1,000,000</b>                      | per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit. |
| 2. Automobile Liability:   | <b>\$1,000,000</b>                      | per accident for bodily injury and property damage.  |
| 3. Workers' Compensation:  | As required by the State of California. |  |
| 4. Employer's Liability:   | <b>\$1,000,000</b>                      | each accident, <b>\$1,000,000</b> policy limit bodily injury by disease, <b>\$1,000,000</b> each employee bodily injury by disease.  |



If the contractor maintains higher limits than the minimums shown above, the County shall be entitled to coverage for the higher limits maintained by the contractors.

***Deductibles and Self-Insured Retentions***

Any deductibles or self-insured retentions must be declared to and approved by the County. At the option of the County, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the County, its officers, officials, employees and volunteers; or the Contractor shall provide a financial guarantee satisfactory to the County guaranteeing payment of losses and related investigations, claim administration, and defense expenses.

***Other Insurance Provisions***

The general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:

1. The County, its officers, officials, employees, and volunteers are to be covered as insured's with respect to liability arising out of automobile's owned, leased, hired or borrowed by or on behalf of the contractor; and with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts or equipment furnished in connection with such work or operations. General Liability coverage shall be provided in the form of an Additional Insured endorsement (CG 20 10 11 85 or equivalent) to the contractor's insurance policy, or as a separate owner's policy.
2. For any claims related to this project, the Contractor's insurance coverage shall be primary insurance as respects the County, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the County, its officers, officials, employees, or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.
3. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be canceled by either party, except after thirty (30) day's prior written notice has been provided to the County.

***Waiver of Subrogation***

Contractor hereby agrees to waive subrogation which any insurer of contractor may acquire from contractor by virtue of the payment of any loss. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation.

The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the County for all worked performed by the contractor, its employees, agents and subcontractors.

***Acceptability of Insurers***

Insurance is to be placed with insurers with a current A.M. Best's rating if no less than A:VII unless otherwise acceptable to the County.

***Verification of Coverage***

Contractor shall furnish the County with original certificates and endorsements effecting coverage required by this clause. The endorsements should be forms provided by the County or on other than the County's forms, provided those endorsements or policies conform to the requirements. All certificates and endorsements are to be received and approved by the County before work commences. However, failure to do so shall not operate as a waiver of these insurance requirements. The County reserves the right to require complete, certified copies of all required insurance policies, including endorsements effecting the coverage required by these specifications at any time.

***Subcontractors***

Contractor shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein.