

**Weston County
Board of County Commissioners**

**REQUEST FOR PROPOSALS
FOR DESIGN PERMITTING & CONSTRUCTION FOR THE
WESTON COUNTY LAW ENFORCEMENT RAMP
WITH OTHER INGRESS/EGRESS OPTIONS**

June 7, 2021

| Request for Proposal Timeline | |
|-------------------------------|---|
| 06/10/2021 | Publication of Request for Proposal (RFP) printed in The Weston County Gazette |
| 06/10/2021 | RFP and instructions available online at www.westongov.com |
| 06/24/2021 | <p>Bidders conference at Law Enforcement Ramp to answer concerns regarding specifications, requirements, terms and questions of RFP. Attendance is mandatory for submitting a bid.</p> <p>Conference will be held at:</p> <p style="text-align: center;">Weston County Law Enforcement Center 25 N. Sumner Newcastle, Wyoming 82701 10:00 AM – 11:00 AM</p> |
| 07/01/2021 | <p>Questions are due in writing by 4:00 PM to clerk@westongov.com</p> <p>Subject: Law Enforcement Ramp - RFP</p> |
| 07/08/2021 | Responses to questions will be emailed to all interested parties. |
| 07/30/2021 | <p>Bid due by 2:00 PM – Submit (2) original bids (do not bind) and PDF file of bid on a USB flash drive. Bid documents must be submitted in separate sealed envelope or box addresses to :</p> <p style="text-align: center;">Weston County Clerk 1 West Main Newcastle, WY 82701</p> <p>Clearly mark each envelope or box:</p> <ol style="list-style-type: none"> 1. Organization Name, Address, “Law Enforcement Ramp – RFP” Organization Name and Address and Cost Sheets for Law Enforcement Ramp – RFP <p style="text-align: center;">No Exceptions to This Deadline</p> |
| 08/03/2021 | <p>Notification of Decision</p> <p>Desired date for notification of award to bidder(s) however, Weston County Board of Commissioners has the discretion to extend this date without notice. WCBOCC reserves the right to accept or reject any or all bids. WCBOCC anticipates submitting a Notice of Award to the selected bidder(s) by email or address provided in the RFP responses. The contract(s) will be awarded to the lowest responsible and responsive bidder(s) meeting all requirements. The lowest responsible and responsive bidders shall mean the bidder that best meet the requirements set forth in this solicitation and provide the best overall value. The contract(s) resulting from this RFP shall be in effect when all necessary contract documentation is fully executed by WCBOCC and awarded vendor(s).</p> |

The responsibility for submitting a bid to WCBOCC on or before the stated time and date will be solely and strictly the responsibility of the bidder. WCBOCC will in no way be responsible for delays caused by the United States Mail delivery or caused by any other occurrence. In case of delays as a result of weather emergencies, or natural or man-made disaster, bids may be accepted the next available business day.

OVERVIEW

The Weston County Board of County Commissioners (WCBOCC) is seeking request for bids from qualified contractors to remove the existing ADA ramp and stairs, install a new ADA ramp or other ingress/egress option, including but not limited to an elevator, if allowed. This is a sensitive site and will involve coordination with Property Management and the program at this location.

PROPOSED SCOPE OF SERVICE

The Weston County Board of County Commissioners seeks bidders to provide proposals on the work of removing and disposing of existing concrete stairs and ramp and designing, permitting and installing an ADA accessible method of ingress/egress. Repair building and ground to match existing finishes and prior conditions. We ask that the contractor install a new ADA ramp with proposals for other ingress/egress options. Contractor is responsible for all measurements, product calculations, and compliance with all laws, regulations and building codes. Contractor will be responsible for coordination with County Sheriff to ensure building remains operational during construction.

The scope of service should include cost breakdowns for:

1. Evaluating the most cost effective method of achieving an ADA compliant method of ingress and egress that meets all codes and regulations and repairing the building finishes back to match existing.
2. All design work/engineering needed to get the project through permitting.
3. The total cost, if known, or anticipated costs, of permitting, removal and disposal of existing structure, installation of new egress structure, repair of building finishes. If a total cost is not known, please provide your General Contractor fee, markup % for all material and subcontractors, as well as hourly rates for all crew and equipment that are anticipated to be used in the construction of this project.

WCBOCC reserves the right to award one or multiple bidders based upon the proposal (s) that is deemed most favorable to WCBOCC. WCBOCC has the discretion to negotiate the scope as necessary prior to execution of the contract with the selected bidder(s). No services shall commence until all necessary contract documentation is fully executed by WCBOCC and awarded vendor(s). WCBOCC will work with selected bidder(s) to adjust cost(s) based on any revisions to the scope of service. Bidder(s) shall provide special service requests to WCBOCC as needed but not limited to the scope herein.

REQUIREMENTS

The following are minimum qualifications and licensing requirements that the bidder must meet to be eligible to submit a bid. Bidders must demonstrate compliance to minimum qualifications. WCB OCC reserves the right, but is not obligated, to obtain clarification from the bidder if compliance to the minimum qualifications is not clear in the bid. Those that are not clearly responsive to these minimum qualifications shall be rejected by the WCB OCC without further consideration.

Bidder must have a minimum of 5 years' experience in similar construction with a minimum of 3 or more contracts of comparable property size and scope as detailed in herein.

TERMS OF SERVICE

WCB OCC may cancel the RFP or reject all bids at any time prior to award, if WCB OCC determines its best interest will be served by such action. Written notice of the cancellation will be made to bidders. A bidder's failure satisfactorily furnish required contract documents within WCB OCC's Procurement Office request time may result in the bidder forfeiting its award. WCB OCC reserves the right to select the next lowest responsive and responsible bidder of this RFP.

PREPARATION AND SUBMISSION INSTRUCTIONS

Bidder must review the specifications of this RFP and prepare and submit all bidding documents in the order listed below.

- Complete all bidding documents; do not leave any questions or requests as blank (unanswered); include "N/A" for any areas not applicable.
- All documents requiring signature must be signed in ink.
- Do not alter any RFP forms. Additional forms requested may be submitted per the company's format.
- Questions and responses and/or addendums must be signed by the bidder and submitted with bidding documents.
- Bidding documents and bid cost must be submitted in separate envelope or box clearly marked With

1. Organization Name and Address and Law Enforcement Ramp - RFP

Submit all required bidding documents in the following order:

1. Cover Form
2. Proposed Scope of Services, and Anticipated Costs
3. Certifications (if applicable)
4. Certificate of Liability Insurance
5. Certificate of Residency
6. W-9 Form
7. Questions & Responses and/or Addendums (if applicable)

Bids may be rejected if required documentation in specified order as indicated is not submitted.

Bids may be withdrawn in writing by mail or email to WCB OCC prior to date and time of RFP opening.

Withdrawn bids may be resubmitted until the date and time of bid opening.

- Email Request: shall have letter attached on company letterhead with the bidder contact's signature and submitted five (5) business day before the date of RFP opening to clerk@westongov.com

- Mail Request: shall be in writing on company letterhead and postmarked five (5) business days before the date of RFP opening to:

Weston County Clerk

Law Enforcement Ramp - RFP

1 West Main

Newcastle, WY 82701

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Cover Form

Request for Bid: Law Enforcement Ramp

Date Released: 06/10/2021

Completion and submission of the cover form of the Request for Bid and information below indicates the intention of the bidder to comply with specifications and requirements.

This form serves as the cover page for bid documents and bid cost submissions. Bids will be rejected without Cover Form.

Addendum Received: _____ out of _____

Company / Entity Information

Company or Entity Name: _____

Address: _____

Telephone: _____

Email: _____

Taxpayer Identification #: _____

Bidder Contact

Signature: _____

Printed Name: _____

Title: _____

Date: _____

Reference Form

Request for Bid: Law Enforcement Ramp

Date Released: 06/10/2021

Bidder Company Name:

Bidder Contact:

Telephone Number:

List three (3) similar construction projects within the past five (5) years.

Business Reference 1

Company or Entity: _____

Contact Name & Telephone #: _____

Brief Description of Work: _____

Amount of Contract: _____

Contract Start / End Date: _____

Business Reference 2

Company or Entity: _____

Contact Name & Telephone #: _____

Brief Description of Work: _____

Amount of Contract: _____

Contract Start / End Date: _____

Business Reference 3

Company or Entity: _____

Contact Name & Telephone #: _____

Brief Description of Work: _____

Amount of Contract: _____

Contract Start / End Date: _____

Non-Collusion Form & Tax Compliance Form

Certificate of Non-Collusion

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

Signature of Individual submitting bid or proposal.

Printed Name Individual submitting bid or proposal.

Company or Entity Name

Tax Compliance Certification

I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the State of Wyoming relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Signature of Individual submitting bid or proposal.

Printed Name Individual submitting bid or proposal.

Company or Entity Name