

**DURHAM COUNTY
NORTH CAROLINA**



**REQUEST FOR PROPOSALS
(RFP NO. 19-028)**

RESEALING OF KENNEL FLOORS AT DURHAM COUNTY ANIMAL SHELTER

**Proposal Due Date:
2:00 P.M.**

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**RESEALING OF KENNEL FLOORS AT DURHAM COUNTY ANIMAL SHELTER
(RFP 19-028)**

BID SCHEDULE
(Note: The below dates are subject to change)

Advertisement Date	
Pre-Proposal Conference	
Last Question Date	
Proposal Due Date	



REQUEST FOR PROPOSALS

RESEALING OF KENNEL FLOORS AT DURHAM COUNTY ANIMAL SHELTER (RFP No. 19-028)

ISSUE DATE: March XXX, 2019

ISSUING DEPARTMENT: **County of Durham Purchasing Division
1st Floor / 200 East Main Street
Durham, NC 27701**

Proposals will be received until **2:00 P.M., on XXXX, 2019**, to provide services for the Resealing of Kennel Floors at Durham County Animal Shelter.

All inquiries concerning the Scope of Services, Proposal Submission Requirements or Procurement Procedures should be directed to:

**Hilda W. Williams, Senior Procurement Specialist, (919) 560-0054
Purchasing Division
Email: purchasinggroup@dconc.gov**

Proposals shall be mailed and/or hand delivered to the Issuing Department shown above, and the envelope shall bear the name and number of this Request for Proposals (RFP). It is the sole responsibility of the Proposer to ensure that his/her Proposal reaches the Purchasing Division by the designated date and hour indicated above.

In compliance with this Request for Proposals and to all the terms and conditions imposed herein, the undersigned offers and agrees to furnish the goods and services described in accordance with the attached signed proposal.

Firm Name: _____

Date: _____

Address: _____

Phone: _____

By: _____

(Name Typed/Printed)

Phone: _____

By: _____

(Signature in Ink)



LEGAL NOTICE

RESEALING OF KENNEL FLOORS AT DURHAM COUNTY ANIMAL SHELTER

REQUEST FOR PROPOSALS (RFP No. 19-028)

The County of Durham will receive proposals for the Resealing of Kennel Floors at Durham County Animal Shelter on **May XXX, 2018** in the Durham County Purchasing Division, 200 East Main Street, 1st Floor, Durham, North Carolina 27701. No proposals will be accepted after the official time and date.

An electronic copy of this Request for Proposals (RFP) can be obtained from Durham County's eBid System located under Bid Opportunities at <http://www.dconc.gov/government/departments-f-z/finance/bid-opportunities>. Proposers can download a copy of the solicitation and all addenda without registering in the system. However, in order to **automatically** receive email notifications of solicitations and addenda issued by the Purchasing Division, Proposers **MUST** register in the eBid system.

Questions concerning administrative matters should be directed to Hilda W. Williams, Senior Procurement Specialist, at (919) 560-0054 or via email at purchasinggroup@dconc.gov.

The County reserves the right to accept or reject, in whole or in part, such proposals as appears in its judgment to be in the best interest of the County.

Publication Date: April 2018

INSTRUCTIONS TO PROPOSERS (RFP 19-028)

1. In order for a proposal to be considered, it must be based on terms, conditions and scope of services contained herein and must be a complete response to this RFP. **One (1) hard copy Original, One (1) hard "copy" of the Original, and a soft copy of your Proposal on a flash drive shall be submitted to the Issuing Department. The original Proposal should be marked "Original". The copies must consist of all documents that are included in the "Original" Proposal.** No other distribution of the Proposal shall be made by the Proposer. Proposals shall be limited to 10 double-sided pages or less and must be signed by an authorized representative. The letter of introduction, section dividers, detailed Résumés, forms, and dividers are not included in this page limit. Each Proposal should be bound in a single volume with all relevant documentation. The County may elect to require oral presentations after receipt of the proposals.
2. **COMMUNICATION WITH PROPOSERS:** All communications between the Purchasing Division and prospective Proposers shall be in writing. E-mailed questions will be accepted and can be sent to purchasinggroup@dconc.gov. Any inquiries, requests for interpretation, technical questions, clarification, or additional information shall be directed to Hilda W. Williams, Senior Procurement Specialist, at the email address above. All questions concerning this RFP shall reference the RFP number, section number and paragraph. Questions and responses affecting the Scope of Services will be provided to all Proposers by issuance of an Addendum. **All questions shall be received by the Purchasing Division no later than 3:00 P.M., on May 2, 2018. NO EXCEPTIONS.**
3. **SITE VISIT:** There will be a mandatory Site Visit immediately following the Pre-Proposal Conference.
4. **PROPOSAL DUE DATE:** **Proposals will be received until 2:00 P.M., on March 21, 2018.** Proposals must be mailed, or hand delivered to: Durham County Purchasing Division, Attn: Hilda W. Williams, Senior Procurement Specialist, 200 East Main Street, 1st Floor, Durham, NC 27701. Proposals shall be duly marked and/or identified with Proposer name, address and RFP number.
5. **LATE PROPOSALS:** Proposals received after the date and time specified will not be considered for award and will be returned to the Proposer unopened.
6. **VENDOR APPLICATION:** All Proposers shall complete and submit the Vendor Application along with the W-9 Form. This information will be used to create or update the County's electronic vendor database upon award of contract.
7. Proposers are required to make a good faith effort to include Minority and Women Business Enterprises (M/WBEs) as part of their management team. Describe the program (plan) that your company has developed to encourage participation by M/WBEs to meet or exceed the goals set by the County of Durham's M/WBE Program Ordinance. Include a copy of that plan in your response. Provide documentation of M/WBE participation that you have achieved over the past two years on both public and private construction projects. Outline specific efforts that your Company takes to notify M/WBE firms of opportunities for participation. Indicate the M/WBE participation goal that you expect to achieve on this project.

Durham County hereby establishes the following goals for the expenditure of funds with M/WBE firms. Questions concerning M/WBE should be directed to Rick Greene, Assistant Procurement Manager, at (919) 560-0059.

Categories	Construction	Architect/ Engineer	Services	Goods	MWBE Availability % (Median Availability)
Black American	14.6	9.8	10.9	2.8	10.4%
Asian American	1.3	3.0	1.1	.43	1.3%
Hispanic American	4.2	1.8	1.1	.43	1.5%
American Indian	.65	.75	1.0	.5	.70%
White Female	13.8	11.0	9.5	7.1	10.3%
Overall MWBE Participation Goal =					25.0%

An M/WBE is a business that is at least 51% owned and controlled by minority group members or women. An M/WBE is bona fide only if the minority group or female ownership interests are real and continuing and not created solely to meet the M/WBE requirement. In addition, the M/WBE shall itself perform satisfactory work or service or provide supplies under the contract and not act as a conduit. The contractual relationship shall be bona fide owned and controlled as: (1) a sole proprietorship legitimately owned by an individual who is a minority group member or female; (2) a partnership or joint venture controlled by minorities and/or females; (3) a corporation or other entities controlled by minorities or females, and in which at least 51% of the voting interests and 51% of the beneficial ownership interests are legitimately held by minorities and/or females. These persons shall control the management and operations of the business on a day-to-day basis:

A person who is a citizen or lawful permanent resident of the United States and who is:

a "Black American"; a person having origins in any of the black racial groups of Africa;

an "Hispanic American"; a person of Spanish culture with origins in Mexico, Central or South America, or the Caribbean, regardless of race; a "Native American Indian tribe"; a federally recognized Indian tribe means an Indian tribe, or band, nation, rancheria, pueblo, colony, or other organized group or community, including any Alaska native village, which is recognized by the Secretary of the Interior on October 1, 1985 as having special rights and is recognized as eligible for service provided by the United States to Indians because of their status as Indians, a tribe that has a pending application for Federal recognition on October 1, 1985.

8. **DISCREPANCIES AND OMISSIONS:** Should a Proposer find discrepancies in, or omissions from the documents, or should be in doubt as to their meaning, he/she should at once notify the County, and a written Addendum shall be issued. The County will not be responsible for any oral instructions. Acknowledgment of any Addendum received shall be noted on the Addendum Acknowledgement Form included in the Proposal. In closing of a contract, any Addendum issued shall become a part thereof.
9. **SECURITY OF NON-PUBLIC RECORDS:** Pursuant to N.C.G.S. § 132-1.7, entitled, "Sensitive Public Security Information", public records, as defined in G.S. 132-1, shall not include information containing specific details of public security plans and arrangements or the detailed plans and drawings of public buildings and infrastructure facilities. Therefore, all information provided, received, gathered or obtained by BIDDER containing specific details of public security plans and arrangements or the detailed plans and drawings of public buildings and infrastructure facilities shall be held confidential and shall be used by the BIDDER only for the purpose of responding to this bid. All plans and drawings shall be returned to the County. Any breach of this paragraph by the BIDDER may result in BIDDER being barred from being awarded any contracts with the COUNTY.

10. **E-VERIFY:** As a condition of payment for services rendered under this agreement, CONTRACTOR shall comply with the requirements of Article 2 of Chapter 64 of the General Statutes. Further, if CONTRACTOR provides the services to the County utilizing a subcontractor, CONTRACTOR shall require the subcontractor to comply with the requirements of Article 2 of Chapter 64 of the General Statutes as well. CONTRACTOR shall verify, by affidavit, compliance of the terms of this section upon request by the COUNTY.

11. **DRUG FREE WORKPLACE:** The Contractor acknowledges and certifies that it understands that the following acts by the Contractor, its employees and/or agents performing services on County property is prohibited.

- The unlawful manufacture, distribution, dispensing, possession or use of alcohol or other drugs, and;
- Any impairment or incapacitation from the use of alcohol or other drugs (except the use of drugs for legitimate medical purposes).

The Contractor further acknowledges and certifies that it understands that a violation of these prohibitions constitutes a breach of contract and may result in default action being taken by the County of Durham in addition to any criminal penalties that may result from such conduct.

END OF INSTRUCTIONS TO PROPOSERS

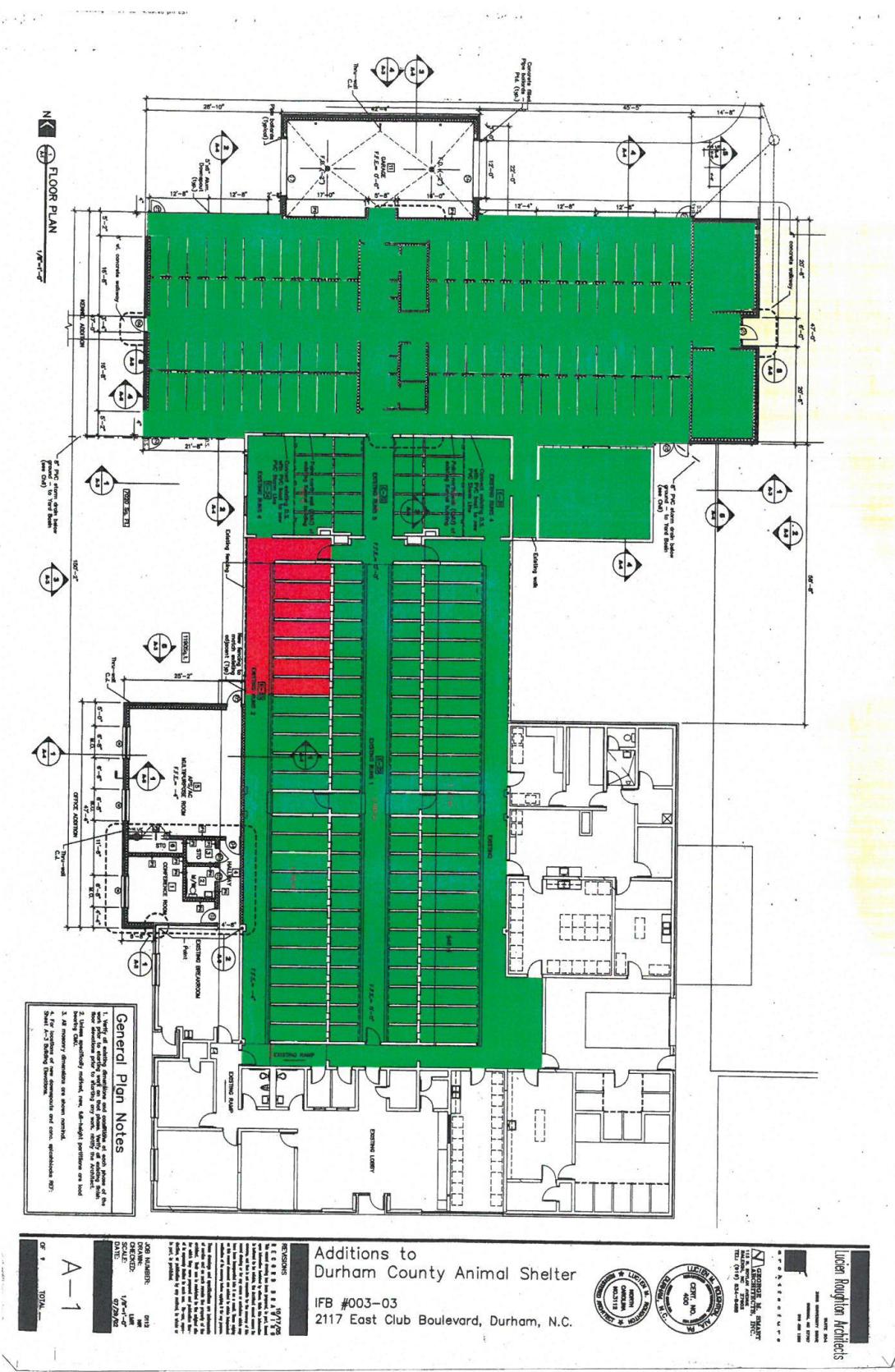
RESEALING OF KENNEL FLOORS AT DURHAM COUNTY ANIMAL SHELTER

SCOPE OF SERVICES (RFP 19-028)

This Scope of Services will become an integral part of the contract between the County of Durham and the Contractor. The Contractor hereby agrees to provide services and/or materials to the County pursuant to the provisions set forth below.

- 1.0 **PURPOSE:** The purpose and intent of this Request for Proposals (RFP) is to solicit proposals from qualified firms to provide services to strip, prep, and reseal all kennel floors in the Durham County Animal Shelter facility at 2117 East Club Blvd., Durham, NC 27705.
- 2.0 **INVOICE PAYMENT:** Invoices submitted will be paid net 30 days. Invoices shall be forwarded to the County's Designated Representative for review and payment approval.
- 3.0 **TERMS OF CONTRACT:** The term of the contract will be **90 days** once contractor has been given Notice to Proceed (NTP).
- 4.0 **CANCELLATION OF CONTRACT:** The County of Durham reserves the right to cancel and terminate any resulting contract(s), in part or in whole, without penalty, upon 30 days written notice to the Contractor. Any contract cancellation shall not relieve the Contractor(s) of the obligation to deliver and/or perform services on all outstanding orders issued prior to the effective date of cancellation.
- 5.0 **COUNTY DESIGNATED REPRESENTATIVES:** Shawn Swiatocha, Asst. Director of Operations; (919) 560-0443; Charles King, Project Facilitator, (919) 560-7196.
- 6.0 **BACKGROUND:** The epoxy coated floors are worn down and in need of resealing. A small portion has already been done in conjunction with a separate foundation repair project. It is the intent to reseal the remaining kennel floor area in the facility to match what has been previously done. (Approx. 12,000 square feet)
- 7.0 **WORK REQUIREMENTS:** All existing epoxy coated floors are to be stripped, cleaned, properly prepped and resealed with an epoxy coating to match existing new coating (color, thickness, and texture) in kennels 18-24. See attached reference drawing (A-1) indicating areas in which work is to be performed. The coating will turn up 6" onto the base of the kennel walls and provide a finished transition. Contractors will need to field verify conditions in order to price work accordingly. The work will have to be done in phases and coordinated with the onsite shelter Director, for scheduling of sections and timing. The phasing/sequencing is to be coordinated in a pre-construction meeting, upon contract award.
- 8.0 **WARRANTY:** A 1-year warranty is required on labor and materials.
- 9.0 **SCHEDULES/TIMELINES:** Work is to begin no later than 15 days upon Notice to Proceed to awarded bidder. Work days and hours will be Mon-Fri 8 A.M.- 5 P.M. Earlier/later hours as well as weekend work can be scheduled in advance.

AREA OF PROPOSED WORK



QUALIFICATIONS AND SUBMISSION REQUIREMENTS (RFP 19-028)

The Proposal must include all of the information set forth in this Section and other Sections of this RFP and should be organized and tabbed appropriately. Unnecessary elaborate brochures or other materials beyond those sufficient to present a complete and effective response to this solution are not desired and may be construed as an indication of the Proposer's lack of cost consciousness. Therefore, elaborate artwork, expensive paper and bindings, etc., are strongly discouraged.

One (1) Original hard copy, One (1) hard copy of the Original, and a soft copy of your proposal on a flash shall be submitted to the Issuing Department.

Tab 1 – Signed Forms

This Tab should include the following forms and information:

- a. **Signed Proposal Signature Sheet, Page 3**
- b. **Proposal Form**
- c. **Addendum Acknowledgement Form**
- d. **Non-Collusion Affidavit**
- e. **Affidavit of Compliance (E-Verify)**
- f. **Vendor Application/W-9 Form**
- g. **M/WBE Forms:**

Affidavits A and C are required to be submitted with your proposal if your company has M/WBE participation.

Affidavit B is required if your company has no opportunity to sub-contract and will complete all work with their own work force. No other Affidavits must be returned.

NOTE: Appendix E is not to be returned with your Proposal. However, this form must be submitted with each pay request for documentation of contract payment to M/WBEs.

Tab 2 – Executive Summary

This Tab should provide a brief summary of the Proposer's understanding of the Scope of Services presented in this RFP and emphasize any unique aspects or strengths of the Proposal.

Tab 3 – Corporate Overview

This Tab should present an overview of the Proposer's organization and should include the firm's name, address, phone and fax numbers, firm history, email address and phone number of the firm's representative for the Proposal.

Tab 4 – Approach

This Tab should present the Proposer's approach to providing the services specified in this RFP. This Tab should describe the services to be provided, who will provide the services, how the services will be provided, etc. This Tab should include a description of activities, such as the project methodology and timeline for project completion, etc. This tab should also include any technical specifications of the epoxy coating product in which the contractor is intending to use. The Proposer should also include in this Section its plan for managing the work requirements. Most of the proposed responses to the requirements found in Work Requirements, should be included under this Tab.

Tab 5 – Organization and Staffing

This Tab should present the Proposer's proposed organization structure and staffing chart showing specific job classifications, number of employees and full-time equivalent employees by position and reporting relationships. Résumés for all managerial and key personnel should be provided in sufficient detail to be able to determine the nature and depth of each individual's relevant experience. This Tab should also identify any of the required services that the Proposer intends to subcontract, if any, providing for each (i) the reasons for subcontracting, (ii) the proposed subcontractor's responsibilities, and (iii) information identifying proposed subcontractor's name, location, relevant personnel and experience. The Proposer's proposed M/WBE utilization and explanation of their involvement on this project must also be included under this Tab.

Tab 6 – Qualifications and Experience

In this Tab, the Proposer should describe its track record in performing services comparable to those specified in this RFP and other information relevant to making a determination as to the ability of the Proposer to perform these services. This tab should also include a list of all similar work performed by your firm over the past five (5) years. This list should include the name of each client, a client contact and telephone number, the size and Scope of Work provided, effective dates of the contract(s) with this client, and the annual contract amount.

Tab 7 – Conflict of Interest

In this Tab the Proposer should describe any involvement that your firm, its employees, or its owner(s) have that may constitute a conflict of interest.

Tab 8 – Warranty

This tab should include the warranty on labor and materials.

Tab 8 – Site Visit

This tab should include a statement indicating the Contractor visited the site and has a full understanding of site conditions in relation to the Scope of Work described in this solicitation.

EVALUATION AND AWARD CRITERIA (RFP 19-028)

Based on the evaluation criteria outlined below, all Proposals will be evaluated and scored by the Evaluation Committee designated by the County of Durham. Written or oral discussions may be requested to resolve issues relating to individual proposals.

1. Evaluation Criteria

Proposals will be evaluated using the following criteria:

- a) Experience in providing this type of service for this size contract.
- b) Public Sector Experience
- c) Demonstrated ability to meet commitments requested in the RFP
- d) Qualifications of staff to be assigned to this project
- e) Specific plans and methodology for providing the proposed services
- f) References from at least three (3) similar clients
- g) Price
- h) Compliance with Durham County M/WBE requirements

2. Award of Contract

The County reserves the right to award to a single Contractor deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request for Proposals. Price shall be considered, but shall not be the sole determining factor. Once the proposals are ranked and the most qualified firm(s) are determined, the County may conduct further negotiations, and/or request presentations from firm(s) to further assist in the clarification of information and selection process.

The County reserves the right to accept or reject, in whole or in part, such proposals as appears in its judgment to be in the best interest of the County.

EQUAL EMPLOYMENT OPPORTUNITY

During the performance of this contract, the contractor agrees as follows:

- A. The contractor will not discriminate against any employee or applicant for employment because of race, handicap, age, color, religion, sex, or national origin. The contractor will take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to race, handicap, age, color, religion, sex or national origin. Such action shall include but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or recruiting advertising, layoff or termination rates of pay or other forms of compensation, and selection for training including apprenticeship. The contractor agrees to post in conspicuous places available to employees and applicants for employment notices setting forth the provisions of the nondiscrimination clause.
- B. The contractor will in all solicitations or advertisements for employees placed by or on behalf of the contractor state that all qualified applicants will receive consideration for employment without regard to race, handicap, age, color, religion, sex, or national origin.
- C. The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding a notice to be provided advising the labor union or workers' representative of the contractor's commitments under the Equal Employment Opportunity section of this contract and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- D. In the event of the contractor's noncompliance with nondiscrimination clauses of this contract or with any such rules, regulations or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further County contracts.
- E. The contractor will include the provisions of this section in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Board of County Commissioners of the County of Durham, North Carolina so that such provisions will be binding such Subcontractor or Proposer.