

CITY OF RUFUS: REQUEST FOR QUOTES (RFQ)- Cement Sealing, Flooring & Kick Board Installment, Leveling, and Repair Services

PURPOSE OF RFQ:

The City of Rufus, Oregon, invites qualified and experienced contractors to provide quotes for cement sealing, kick board installment, leveling, and repair work in the Rufus Community Center. The work involves approximately 3500 square feet of space within multiple rooms..

SCHEDULE OF EVENTS:

- Quote Submission Deadline: Quotes must be received by 5:00 pm Thursday, October 5, 2023
- Selection Process: Evaluation and selection of the contractor completed by the city council
- Board Approval and Contract Signing: Wednesday, October 11, 2023.

SCOPE OF SERVICES:

The selected contractor will be responsible for providing the following services as part of the contract:

- Cement sealing to ensure a durable and smooth surface
- Kick board installment for enhanced safety and aesthetics
- Leveling and repair work to rectify any unevenness or damage to the floor

MINIMUM QUALIFICATIONS OF OFFERORS:

Interested respondents should provide, at a minimum, the following information:

- Detailed description of the proposed approach and work product on similar projects, including potential dates for onsite work
- Proposal on how City personnel can assist during the assessment, with an indication of the approximate time requirement

CONTACT FOR RFQ:

For a copy of the RFQ or any inquiries, please contact:

Brittany Dark, Recorder
Phone: (541) 739-2321
Email: Rufuscityhall@gmail.com

BACKGROUND INFORMATION:

The City of Rufus is a municipal corporation in Sherman County, Oregon, providing various municipal services including water, parks and street maintenance, street lighting, planning and development, and general administration.

The Rufus Community Center, comprising approximately 3500 square feet, requires cement sealing, kick board installment, leveling, and repair work.

SECTION I – SCOPE OF SERVICES:

The scope of work for this project includes the following activities:

- Complete an assessment of the current condition of the community center floor, including any visible damage or unevenness
- Propose appropriate solutions for cement sealing, kick board installment, leveling, and repair work
- Provide an estimated timeline for completion of the work
- Ensure that all work is done in compliance with industry standards and safety regulations

SECTION II – QUOTE REQUIREMENTS:

Interested contractors are requested to provide the following information:

1. Detailed breakdown of the proposed services, including the estimated number of hours required for each task
2. Itemized fixed-fee schedule, including out-of-pocket expenses, for the services
3. Billing rates for all applicable classifications of professional personnel, as additional billable services may be required by the City
4. Indication of any additional hours and costs that may be required for satisfactory completion of the project
5. List of key staff who will be involved in the project, including their specific responsibilities
6. Details of relevant past projects, including a brief description, completion dates, costs, and client references
7. List of equipment and resources owned by the contractor that can be utilized for this project

SECTION III – EVALUATION OF QUOTES:

Quotes will be evaluated based on the following criteria:

- Compliance with submission requirements
- Overall cost and proposed services
- Contractor's experience, qualifications, and prior experience with similar projects
- Ability to meet project requirements and provide necessary materials
- Contractor's readiness to serve

SECTION IV – QUOTE SUBMISSION:

Interested contractors should submit six copies of their quote in a sealed envelope no later than the specified deadline. Late submissions will not be considered.

Please deliver the quotes to the following address:

Rufus City Hall
304 W. 2nd Street
PO Box 27
Rufus, OR 97050

SECTION V – ORAL STATEMENTS:

All official communication regarding this RFQ should be in writing. The City of Rufus will not be held responsible for any oral statements made by its employees or agents.

SECTION VI - CONTRACT PAYMENT:

Upon satisfactory completion of the project, the contractor will be paid according to the agreed contract unit prices. Invoices, reports, and all necessary documentation should be submitted to the City's representative for review and approval. Approved invoices will be paid within thirty (30) days.

SECTION VII - SPECIFICATIONS NOT CONTRACTUAL:

This RFQ does not create a contractual relationship between the proposer and the City. The City of Rufus is not financially responsible for costs incurred by any proposer during the RFQ process.

We look forward to receiving your quotes and working with a qualified contractor on this project.