



MONITEAU COUNTY EMERGENCY DISPATCH

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RFP No. 2019-02: REQUEST FOR PROPOSAL TO PROVIDE CONSTRUCTION MANAGEMENT AND GENERAL CONTRACTOR SERVICES FOR BUILDING IMPROVEMENTS AT MCED HEADQUARTERS

Dear Vendor,

You are invited to submit a proposal to provide construction management and general contracting services for our dispatch center building in accordance with the requirements set forth in the attached request for proposal (RFP).

Moniteau County Dispatch is a small Public Safety Access Point located in California Missouri. Our building was built in 1994, currently we are looking to replace 5 large window openings with insulated wall. Our intention is to make the building more economical and to provide additional protection from weather elements.

If you are interested in submitting a bid for this project, please return an original copy of your proposal in accordance to the attached RFP to our office no later than August 22nd, 2019 on which date the bids will opened.

The provider whose proposal is the best solution for our project will be selected after the closing date in a timely manner and we will notify all vendors, whether they are disqualified, rejected or unsuccessful in the selection process. Any questions need to be received by email to Kevin Wieberg at kwieberg@moniteau911.com. I will be the single point of contact for all inquiries and correspondences.

I thank you for your time, effort and interest.

Respectfully,

Kevin Wieberg

Director | Moniteau County Emergency Dispatch

REQUEST FOR PROPOSAL



**MONITEAU COUNTY EMERGENCY DISPATCH
CALIFORNIA, MISSOURI**

**RFP No. 2019-02: REQUEST FOR PROPOSAL TO PROVIDE CONSTRUCTION
MANAGEMENT AND GENERAL CONTRACTOR SERVICES FOR BUILDING
IMPROVEMENTS AT MCED HEADQUARTERS**

RELEASE DATE: JULY 22, 2019
DUE DATE: 6:00 PM AUGUST 22, 2019

BID No. 2019-02: BUILDING IMPROVEMENTS

1. NOTICE

1.1 Notice. This document constitutes a request for proposals for the establishment of a contract to provide building improvements to the Moniteau County Emergency Dispatch (MCED). Qualified organizations are invited to prepare a response to the specifications outlined in this document. Any information submitted in conjunction with this request will become public record, open for public inspection under State law. MCED will not pay for any information requested herein, nor is it liable for any costs incurred by the vendor in preparing a response.

1.2 Instructions to Respondents. Proposals shall be submitted in a sealed envelope identified by bid number and bid title; shall be complete and signed by an official authorized to obligate the agency or company submitting the proposal. Changes, additions, or limiting provisions made on the invitation will render the offer informal and may cause its rejection. All submissions must be received by the date and time indicated; no late proposals will be accepted. It is the responsibility of the offeror to ensure that proposals are delivered on time to the correct recipient.

MCED will enter into a single agreement with the successful contractor. Submissions will be received at the MCED office, 604 N Oak St, California, MO 65018 until **6:00 p.m. on Thursday, August 22nd, 2019**, at which time they will be publicly opened and taken under advisement. All proposals must be clearly marked on the outermost envelope as follows:

BID NO. 2019-02
BUILDING IMPROVEMENTS

1.3 Rejection/Disqualification. The right is reserved to accept or reject any and all proposals for any reason, in part or in whole, to waive technicalities, and to accept the offer that MCED considers the most advantageous to the organization. Failure to comply with all provisions of this solicitation may result in disqualification.

2. QUESTIONS, REQUESTS FOR CLARIFICATION OR INTERPRETATIONS

2.1 *Restrictive Language.* It shall be the respondent's responsibility to ask questions, request changes or clarification, or otherwise advise MCED if any language, specifications or requirements of this solicitation appear to be ambiguous, contradictory, and/or arbitrary, or appear to inadvertently restrict or limit responses to a single source. Any and all communication from respondents regarding specifications, requirements, competitive bid process, etc., must be directed to the MCED Executive Director.

2.2 *Contact Information.*

Kevin Wieberg
PO Box 87 California, MO 65018
Ph: (573) 796-8416
Email: kwieberg@moniteau911.com

2.3 *Submission of Questions.* All questions about the meaning or intent of these documents shall be submitted in writing. Every attempt shall be made to ensure that the respondent receives an adequate and prompt response. However, in order to maintain a fair and equitable bid process, all respondents will be advised, via the issuance of addendum to all parties recorded by the Executive Director as having received the documents, of any relevant or pertinent information related to the procurement. Therefore, respondents are advised that all questions must be received at least five (5) business days prior to the due date of the bid. Respondents are cautioned that the only official position of MCED is that which is issued by MCED in the specifications or amendment thereto. No other means of communication, whether written or oral, shall be construed as a formal or official response or statement.

3. OBJECTIVES / SPECIFICATIONS

Respondents are asked to propose what they consider to be the best, most-cost efficient solution for MCED while accomplishing the following:

- The project is located at 604 N Oak St, California, MO 65018, and consists of the following:
- Removal and disposal of 5 upper windows in Dispatch and Office area of building.
- Stud and insulate all upper window openings in conjunction with standard exterior wall building construction standards.
- INTERIOR: Cover all repaired areas with drywall, car siding or comparable product to maintain professional appearance.
 - Interior covering shall be finished to drywall, surfacing or mudding, taping and painting if applicable to esthetically match the current interior.
- EXTERIOR: cover with material suitable to withstand appropriate weather conditions and maintain professional appearance of like surface and material to the existing exterior.
- Any current electrical work or wiring present must be accommodated through the replacement project to be operational upon completion.
- The vendor shall be responsible for ordering, delivery and proper installation of materials for project.
- The vendor shall take precautions as to not damage equipment or property within the specified project area.
- The vendor shall specify the exact timing of progress that would have the possibility of displacing operations from inside the work area. This would include loud interrupting noises, fumes, excessive dust etc.
- The vendor shall be responsible for ensuring remodeled area is weatherproofed to be without drafts or leaks.
- The vendor shall be responsible for removal and disposal of excess material and cleanup of worksite upon completion leaving the premises in turnkey completed condition.
- Services that have been omitted from this RFP, which are clearly necessary for the completion of all work, shall be considered a requirement although not directly specified or called for in the proposal.

4. DELIVERABLES

- 4.1 The vendor shall agree and understand that any product delivered to MCED that is different than what was submitted with the vendor's accepted proposal or that was proposed without meeting the requirements outlined in this document may be rejected. The vendor shall provide all deliverables to the satisfaction of MCED. Payment may be withheld until such time.
- 4.2 *Lead Times.* Lead times shall be stated in definite terms as they may be taken into consideration in making the award. MCED reserves the right to cancel all or any part of an order if delivery is not made as guaranteed. In case of any delay, it is the responsibility of the vendor to notify MCED.
- 4.3 *Disqualification from Future Bids.* Failure to deliver as guaranteed disqualifies bidder from future bids.

5. BID AWARD

- 5.1 Submitted proposals will be reviewed by the MCED Executive Director and the Board of Directors. Vendors who are deemed fully qualified and best suited among those submitting proposals may be requested to participate in further discussions regarding their proposals. Discussion may cover cost, method, and other relevant factors.
- 5.2 The contract shall be awarded to the lowest responsible respondent whose offer best responds to the quality, capacity, and service requirements of MCED. The selection process may include a request for additional information and/or an oral presentation to support the written proposal.
- 5.3 Negotiations may be conducted with responsible respondents who submit proposals determined to be reasonably susceptible of being selected for award. All respondents will be accorded fair and equal treatment with respect to any opportunity for negotiation and revision of proposals. Revisions to proposals may be permitted after submission and before award for the purpose of obtaining best and final offers.
- 5.4 Final vendor approval will be granted by the MCED Board of Directors. After the evaluation of the proposals and the selection of the successful vendor, all vendors will be notified in writing of the award. The successful vendor shall commence work only after the transmittal of a fully executed contract and after receiving written notification to proceed from MCED.

6. GENERAL TERMS AND CONDITIONS

- 6.1 *Product Specifications.* Whenever products or materials of any particular manufacturer are referenced in the specifications, such product or material is intended to be descriptive of type or quality and not restrictive to those mentioned. Alternates to what has been specified may be proposed and bid, but the bid submission must clearly indicate such and include specifications and/or descriptive literature documenting the manufacturer, stock number, and other pertinent details necessary to establish equivalency. MCED shall be the sole judge of equivalency.
- 6.2 *Like or Similar Products.* MCED reserves the right, at its sole discretion, to obtain “like or similar” products as specified herein from other manufacturers when use of such products is deemed in the best interest of MCED.
- 6.3 *Clarification/Negotiations.* Terms, conditions, prices and methodology or other features of the offeror’s bid may be supplemented, clarified, or changed as a result of the negotiation process. The requirements of the specifications shall not be negotiable and shall remain unchanged unless that change is in the best interest of MCED and in which case shall apply to all bids subject to negotiation.
- 6.4 *Default or Misrepresentation.* In case of default or misrepresentation by the vendor awarded the bid, MCED will procure the articles or services from other sources and hold the vendor responsible for any excess cost occasioned thereby including but not limited to attorney fees and litigation costs.
- 6.5 *Insurance.* All insurance requirements shall apply to the Vendor and any subcontractor or supplier that will be providing work or services under the final agreement. The Vendor shall require any subcontractor, supplier, or other person providing services or materials under the agreement to obtain prior to, and maintain the same scope, limits, and terms of coverage running in favor of the MCED, as required of the Contractor. It shall be the responsibility of the Vendor to assure that each subcontractor or supplier complies with the insurance requirements. All insurance coverage shall be required to continue in full force and effect throughout the construction period and thereafter when the Vendor may be correcting and/or removing defective work and during any warranty period, contract extension, or other modification of any provision of the construction contract or the obligations of the Vendor, subcontractors or suppliers or other person providing services or materials. The Vendor will be required to provide: General Liability & Automobile: \$1,000,000 per occurrence and \$2,000,000 aggregate; Professional Liability: \$1,000,000; Workers’ Compensation: As required under the workers’ compensation laws of the State of Missouri. This section shall not be deemed to limit any insurance provisions of the final construction contract. Vendor and any subcontractor thereto, shall provide evidence of sufficient workers comp and bonding insurance so as to protect and indemnify MCED from any and all instances of injury and damage on/to the premises.
- 6.6 *Licensure.* The Vendor shall comply with and require all subcontractors to comply with the license laws as required by all applicable governmental agencies including the City of California, County of Moniteau and State of Missouri.

7. INVOICING AND PAYMENT REQUIREMENTS

- 7.1 *Payment as Bid.* Unless specifically detailed herein otherwise, all payments shall be made to Vendor upon completion of the Agreement in full. The parties hereto may agree that Vendor is paid in accordance with the submitted pricing pages of this document, upon acceptance of deliverables by MCED. Other than payment specified above, no other payments or reimbursements shall be made to the vendor for any reason whatsoever.
- 7.2 *Tax Exemption.* Federal Excise Tax or Missouri Sales and Use Taxes should not be included in bid prices, as the MCED is exempt from them by law. Federal tax exemption certificate will be furnished upon request.

8. SUBMISSION INFORMATION

- 8.1 *Bid Modification/Withdrawal.* The respondent may withdraw, modify, or correct its bid after it has been submitted to MCED provided such request is submitted in writing and received prior to the time specified for opening bids. Such a request received as specified will be attached to the bid and the bid will be considered to have been modified accordingly. No bid may be modified after the time specified for opening of bids.
- 8.2 *System Proposal and Explanation.* The Vendor should provide information and detail on the proposed equipment, and material; its capabilities and advantages and provide itemized pricing for all the components, integrations, fees, accessories, parts and supplies required of the system and its installation with a defined TOTAL COST.
- 8.3 *Time.* The Vendor will include in the bid, the schedule for completing the work, including any items required by MCED or any consultant. A competition date prior to that shown in the RFP schedule is requested, but not mandatory. All plans, schedules, and the cost proposals are required to reflect the project construction time. Non-compliance with the schedule will not result in automatic disqualification; it will be evaluated by the selection committee in determining the final selection.