

# Boyd County Fiscal Court

## REQUEST FOR PROPOSAL (RFP)

Flooring Leveling. Floor Installation

### DETENTION CENTER KITCHEN FLOOR

Boyd County Fiscal Court

2800 Louisa St

Catlettsburg, Kentucky 41129

Phone: (606) 739-4134 | Fax: (606) 739-5446

**Prepared By: Justin Pruitt**

**Date: July 6, 2022**

REQUEST FOR PROPOSAL  
DETENTION CENTER KITCHEN FLOOR  
Catlettsburg - Kentucky

**PROPOSAL SUBMISSION DEADLINE:** July 27, 2022, Close of business 4:00pm

**BIDDERS' MEETING:** July 18, 2022

**QUESTION SUBMISSION DEADLINE:** July 18, 2022

Questions can be submitted prior to the Bidders' Meeting on July 18, 2022; however, no answers will be provided and/or circulated prior to that date.

Questions may be submitted in written form to:

**Contact Name:** Gus Guzman  
**Contact Address:** 28th Street  
Catlettsburg, Kentucky 41129  
**Telephone Number:** (606) 739-4224  
**Email Address:** Gguzman@boycountyky.gov

**INTRODUCTION**

Boyd County Fiscal Court invites and welcomes proposals for their Detention Center Kitchen Floor project. Based on your previous work experience, your firm has been selected to receive this RFP and is invited to submit a proposal. Please take the time to carefully read and become familiar with the proposal requirements. All proposals submitted for consideration must be received by the time specified above under the "PROPOSAL SUBMISSION DEADLINE."

*BIDDERS SHOULD NOTE THAT ANY AND ALL WORK INTENDED TO BE SUBCONTRACTED AS PART OF THE BID SUBMITTAL MUST BE ACCOMPANIED BY BACKGROUND MATERIALS AND REFERENCES FOR PROPOSED SUBCONTRACTOR(S) – NO EXCEPTIONS.*

**PROJECT AND LOCATION**

The project associated with this RFP is or shall be located at 209 28th St, Catlettsburg, Kentucky 41129.

**PROJECT MANAGER CONTACT INFORMATION**

The following individual(s) are the assigned contacts for the following:

For questions or information regarding , contact:

**Name:** Gus Guzman  
**Title:** Major  
**Phone:** (606) 922-8130  
**Fax:** (606) 989-2102  
**Email:** Gguzman@boycountyky.gov

For questions or information regarding , contact:

**Name:** Bill Hensley  
**Title:** Jailer  
**Phone:** (606) 739-4224  
**Fax:** (606) 989-2102  
**Email:** Bhensley@boycountyky.gov

**PROJECT OBJECTIVE**

The objective and ultimate goal for this project is to replace flooring in kitchen at detention center.

## **PROJECT SCOPE AND SPECIFICATIONS**

The Project Scope and Specification are:

Need to insure structural integrity of kitchen floor. Will require floor to be leveled. Need to replace flooring with a waterproof non grout flooring. The kitchen square footage is 640 feet.

## **SCHEDULED TIMELINE**

The following timeline has been established to ensure that our project objective is achieved; however, the following project timeline shall be subject to change when deemed necessary by management.

### **MILESTONE**

Start of Project:

### **DATE**

August 3, 2022

## **PROPOSAL BIDDING REQUIREMENTS**

### **PROJECT PROPOSAL EXPECTATIONS**

Boyd County Fiscal Court shall award the contract to the proposal that best accommodates the various project requirements. Boyd County Fiscal Court reserves the right to: (i) award any contract prior to the proposal deadline or prior to the receipt of all proposals, (ii) award the contract to more than one Bidder, and (iii) refuse any proposal or contract.

### **DEADLINE TO SUBMIT PROPOSAL**

All proposals must be received by Boyd County Fiscal Court no later than Close of business 4:00pm on July 27, 2022 for consideration in the project proposal selection process.

### **PROPOSAL SELECTION CRITERIA**

Only those proposals received by the stated deadline will be considered. All proposals, submitted by the deadline, will be reviewed and evaluated based upon information provided in the submitted proposal. In addition, consideration will be given to cost and performance projections. Furthermore, the following criteria will be given considerable weight in the proposal selection process:

1. Proposals received by the stipulated deadline must be in the correct format.
2. Bidder's alleged performance effectiveness of their proposal's solution.
3. Bidder's performance history and alleged ability to timely deliver proposed services.
4. Bidder's ability to provide and deliver qualified personnel having the knowledge and skills required to effectively and efficiently execute proposed services.
5. Overall cost effectiveness of the proposal.

Boyd County Fiscal Court reserves the right to cancel, suspend, and/or discontinue any proposal at any time, without obligation or notice to the proposing bidder.

### **PROPOSAL SUBMISSION FORMAT**

The following is a list of information that the Bidder should include in their proposal submission:

#### **Summary of Bidder Background**

1. Bidder's Name(s)
2. Bidder's Address
3. Bidder's Contact Information (and preferred method of communication)
4. Legal Formation of Bidder (e.g. sole proprietor, partnership, corporation)
5. Date Bidder's Company was Formed
6. Description of Bidder's company in terms of size, range and types of services offered and clientele.
7. Bidder's principal officers (e.g. President, Chairman, Vice President(s), Secretary, Chief Operating Officer, Chief Financial Officer, General Managers) and length of time each officer has performed in his/her field of expertise.
8. Bidder's Federal Employee Identification Number (FEIN)
9. Evidence of legal authority to conduct business in Kentucky (e.g. business license number).
10. Evidence of established track record for providing services and/or deliverables that are the subject of this proposal.
11. Organization chart showing key personnel that would provide services to Boyd County Fiscal Court

## **Financial Information**

- State whether the Bidder or its parent company (if any) has ever filed for bankruptcy or any form of reorganization under the bankruptcy code.
- State whether the Bidder or its parent company (if any) has ever received any sanctions or is currently under investigation by any regulatory or governmental body.

**Proposed Outcome**

- Summary of timeline and work to be completed.

**Cost Proposal Summary and Breakdown**

- A detailed list of any and all expected costs or expenses related to the proposed project.
- Summary and explanation of any other contributing expenses to the total cost.
- Brief summary of the total cost of the proposal.

**Insurance**

- Details of any liability or other insurance provided with regard to the staff or project.