

Boyd County Fiscal Court

REQUEST FOR PROPOSAL (RFP)
Electrical, Framing, HVAC, Concrete,

BOYD COUNTY CONVENTION CENTER KITCHEN RENOVATION

Boyd County Fiscal Court
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Catlettsburg, Kentucky 41129
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Prepared By: Justin Pruitt

Date: July 14, 2023

REQUEST FOR PROPOSAL
BOYD COUNTY CONVENTION CENTER KITCHEN RENOVATION
Catlettsburg - Kentucky

PROPOSAL SUBMISSION DEADLINE: August 4, 2023, 4:00pm close of business

BIDDERS' MEETING: July 25, 2023

QUESTION SUBMISSION DEADLINE: July 31, 2023

Questions can be submitted prior to the Bidders' Meeting on July 25, 2023; however, no answers will be provided and/or circulated prior to that date.

Questions may be submitted in written form to:

Contact Name: Justin Pruitt
Contact Address: 2800 Louisa Street
Catlettsburg, Kentucky 41129
Telephone Number: 6065852014
Email Address: Jpruitt@boycountyky.gov

INTRODUCTION

Boyd County Fiscal Court invites and welcomes proposals for their Boyd County Convention Center Kitchen Renovation 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 15605 State Route 180, Catlettsburg, Kentucky 41129.

PROJECT MANAGER CONTACT INFORMATION

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

For questions or information regarding Project permitting and managing , contact:

Name: David Nunley
Title: Facilities
Phone: (606) 615-0226
Fax: (606) 739-5446
Email: Dnunley@boycountyky.gov

For questions or information regarding Scheduling work, contact:

Name: Angella Lee
Title: Venue Manager
Phone: (606) 585-8772
Fax: (606) 739-5446
Email: Communitycenter@boycountyky.gov

For questions or information regarding RFP questions, contact:

Name: Justin Pruitt

Title: County Administrator
Phone: (606) 585-2014
Fax: (606) 739-5446
Email: Jpruitt@boyardcountyky.gov

PROJECT OBJECTIVE

The objective and ultimate goal for this project is upgrading the kitchen area, adding space to the sides of the kitchen portion. moving entrance doors to front of building. adding roof canopy around the front of the building. .

PROJECT SCOPE AND SPECIFICATIONS

The Project Scope and Specification are:

Blueprints will be attached. scheduling of work will be done with owner to accommodate active rentals going on at the center.

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	DATE
Bidders Meeting 2:00pm:	July 25, 2023
Projected awarded by fiscal court	August 8, 2023
start of project	August 14, 2023

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 4:00pm close of business on August 4, 2023 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.

Equipment or Service

- List any or equipment or services required of a subcontractor, along with a brief explanation.
- List any accommodation, services, or space required from Boyd County Fiscal Court, along with a brief explanation.

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.