

# **Request for Proposal**

## **Contractor for Repairs to Farm Advisor Building**

### **RFP #20-04 – County Administration**

**The County of Siskiyou, California is requesting proposals from qualified contractors to complete repairs, both superficial and structural, to the Farm Advisor Building located at 1655 S Main St in Yreka. Any questions regarding this request for proposal should be directed to:**

Stephanie Black  
Management Analyst I  
County Administration  
1312 Fairlane Road  
Yreka, CA 96097  
Phone: (530) 842-8003

**RFP Issued: November 19, 2020**

**Proposals Due: December 18, 2020 at 5:00 PM**



## **Preface**

The County of Siskiyou (hereafter referred to as the “County”) is looking for qualified and licensed contracting companies or individuals to make repairs to the County-owned building located at 1655 S Main Street, Yreka CA 96097 (Farm Advisor Building). Proposals must be submitted in accordance with all requirements of this RFP. Any deviations from, clarifications to, or exceptions from the requirements of the RFP must be clearly identified and, if appropriate listed separately as alternatives for considerations.

## **Project Description**

On August 08, 2020 an accident occurred in which a vehicle struck the Farm Advisor Building and awning. The accident caused both superficial damage to the building exterior and possibly structural damage to the masonry block of the building, causing cracks on the building interior. The County is seeking to have these damages repaired, please refer to Attachments A-1 through A-4 for photos of the damages.

## **Scope of Work**

The successful contractor shall agree to contract with the County to provide the following services:

- Repairs to the masonry block;
- removal and replacement of the damaged gutter;
- removal and replacement of the damaged fascia board;
- replacement of the facial (2x8 finger joint pine);
- stucco patch 10 lineal feet by 2 inches and paint to match.

Proposer(s) may also suggest and include other repairs to the building, that are not included in this list.

The contractor shall agree to supply all materials needed for the repairs, the cost of which should be included in the proposal.

## **Submission Requirements**

Formatting the proposal is at the discretion of the proposer. Successful proposals will be well organized, adhering to primary tasks as outlined in the scope of work and will be sufficiently detailed and concise. All proposals should include a cover letter with a signature from an authorized representative of the proposing entity acknowledging understanding of terms and conditions of the RFP and certifying accuracy, and commitments expressed, within the proposal.

The proposal, including scope and budget, must adhere to primary tasks outlined under this RFP. Proposed work shall include all deliverables, including the deliverables as outlined under this RFP and any additional deliverables as deemed necessary by the submitter.

Proposers should clearly detail their qualifications to perform the proposed work, including any required licenses.

Conflict of Interest: Proposer(s) shall disclose to The County any interest, direct or indirect, which could conflict in any manner or degree with the performance of service required. At the County's discretion, a potential conflict of interest, to the extent it is waivable, may be waived or factored into the final award decisions and/or a modified Scope of Work.

## **Selection Process**

The proposals received in response to this RFP will be screened by a selection committee. The evaluation committee will consider only the proposals which have been considered responsive to the proposal. Any proposal which fails to meet the requirements of the proposal will be considered non-responsive and may be rejected. The following criteria will be used in evaluation of the potential contractors.

- Possessing the necessary licenses and insurance, and qualifications.
- Proposed costs, the successful bid will be the lowest responsive, responsible bidder.
- Absence of conflicts of interest.

Only licensed general contractors in good standing with all required insurance and bonding, and registered with the California Department of Industrial Relations to perform work for a government agency, will be considered.

To the extent this RFP relates to a public works project as defined and utilized and in connection with Labor Code Section 1771, and Labor Code Section 1720 et seq., of more than \$1,000, Contractor shall: (1) be required to pay not more than the general prevailing rate of per diem wages for work of a similar character in the locality in which the work is performed, and not less than the general prevailing wage rate of per diem wages for holiday and overtime work fixed as provided in Chapter 1 of Part 7 of Division 1 of the Labor Code; and (2) be registered as a public works contractor with the Department of Industrial Relations ("DIR") at the time of its submission of a proposal for this RFP, or the time of the award of any contract.

The County and/or Staff may meet or interview with any or all of the proposers during the evaluation process. A contract will be negotiated with one or more qualified entity or entities submitting the proposal(s) selected during the evaluation process. Proposals not selected in the evaluation process may be awarded a contract should negotiations with the selected proposer(s) prove unsuccessful. The County reserves the right to reject any

and all proposals and reserves the right to waive any non-substantive defects in the proposals.

## General Information

Proposals must be submitted by way of mail or hand delivery and additionally through electronic means, as is further described below.

- **Hand Delivery:** Hard copy proposals submitted by hand delivery must be received at the Siskiyou County Administration Office, 1312 Fairlane Road, Yreka, California 96097 on or before **5:00 PM, December 18, 2020** (ATTN: Stephanie Black, Management Analyst I).
- **Mailing:** Hard copy proposals by way of mail must be mailed to 1312 Fairlane Road, Yreka California 96097 and postmarked by **5:00 PM, December 18, 2020**.
- **Electronic Copy Submittal (Required):** In addition, proposers must submit an electronic copy of the proposal either through email, disc, or thumb drive. Electronic copies shall be sent to Stephanie Black, Management Analyst I, at [sblack@co.siskiyou.ca.us](mailto:sblack@co.siskiyou.ca.us) and must be received or postmarked by 5:00 PM, December 18, 2020.

Responding parties will provide three (3) hard copies by hand delivery or mail and one electronic copy, either on a compact disc or thumb drive or by emailing [sblack@co.siskiyou.ca.us](mailto:sblack@co.siskiyou.ca.us)

Respondents to this solicitation are asked to direct all inquiries related to the project(s) to Ms. Black at the email above or at 530-842-8003.

The county will provide the following to assist the selected entity(s):

- Designate a person to act as the county's point of contact with respect to the work performed under the contract.
- Information, as legally allowed and reasonably attainable, in possession of the County, that relates to the requirements of the project(s) or which is relevant for the project(s).
- Facilitate coordination with other entities, local agencies, organizations and individuals if necessary
- Advice on the project scope of work.
- Review and validation of project deliverables.

**Proposers should thoroughly review the County's Attachments to this RFP to gain a clear understanding of the work entailed.**

A proposal, which is in any way incomplete, irregular or conditional, at the County's discretion, will be rejected.

To the extent this RFP relates to a public works project as defined and utilized and in connection with Labor Code Section 1771, and Labor Code Section 1720 et seq., of more than \$1,000, Contractor shall: (1) be required to pay not more than the general prevailing rate of per diem wages for work of a similar character in the locality in which the work is performed, and not less than the general prevailing wage rate of per diem wages for holiday and overtime work fixed as provided in Chapter 1 of Part 7 of Division 1 of the Labor Code; and (2) be registered as a public works contractor with the Department of Industrial Relations (“DIR”) at the time of its submission of a proposal for this RFP, or the time of the award of any contract.

By submitting a proposal, proponents agree that any significant inaccuracy in information given by the contractor to the County will constitute good and sufficient cause for rejection of the proposal.

The contractor is expected to establish and maintain a close relationship with the County and its staff. All costs associated with preparation of the response to this RFP shall be borne by the Contractor.

All proposals submitted in response to this request become the property of the County and public record, and as such may be subject to public review.

The County reserves the right to request additional information or clarification. The County reserves the right to negotiate a final agreement and price with the successful bidder(s) providing the best overall value to the County.

## **RFP Deadlines:**

- Issue RFP – November 24, 2020
- Proposals Due – December 18, 2020
- Review of Proposals – December 21, 2020
- Notification to proposers and preliminarily selected contractor – December 23, 2020
- Present recommended contractor and proposed contract agreement to Siskiyou County Board of Supervisors – January 5, 2021
- Executed Agreement – January 5, 2021

## **Additional Information**

This RFP does not commit the County to award a contract, to pay any costs incurred in the preparation of a proposal for this request, or to procure a contract for services. The County reserves the right to accept or reject any or all proposals received as a result of this request, to make a partial award, and/or to waive any irregularity in the proposals, to negotiate with any qualified entity or to modify or cancel in part or in its entirety the RFP if it is in the best interests of the County to do so.

The prospective contractor is advised that should this RFP result in recommendation for award of a contract(s), the contract(s) will not be in force until it is approved by the Siskiyou County Board of Supervisors. All products used or developed in the execution of any contract resulting from this RFP will become public domain.

Contract award as a result of this RFP will be made without discrimination on any basis prohibited under state or federal law.

## **List of Attachments**

Attachment A-1 Interior damage

Attachment A-2 Exterior damage to the cinderblock

Attachment A-3 Exterior damage to stucco

Attachment A-4 Exterior damage to gutter and beam

Attachment B – Public Works Standard Contract