



## **Request for Proposal**

### **PROJECT:**

Tooele County Administration Building Store Front  
Window/Door Replacement

### **PREPARED FOR:**

Tooele County  
47 South Main Street  
Tooele, UT 84074

**July 2022**

## **INTRODUCTION:**

Tooele County (“County”) is seeking proposals to install new exterior doors and storefront glass in the entry/exit areas of the Tooele County Administration Building located at 47 South Main Street in Tooele, Utah. This Request for Proposal (“RFP”) is not to be construed as an offer, contract, or commitment of any kind; nor does it commit Tooele County to pay any costs incurred by the bidder in the preparation of its bid.

## **SCOPE OF WORK:**

The County is looking to have new doors and store front windows installed in the four (4) separate entry areas of the County Building. There are a total of thirteen (13) glass doors. The glass to be replaced is the storefront glass surrounding the doors in the entry/exit areas of the building.

This project must be completed by Friday, October 14, 2022. Proposers must schedule a site visits prior to submitting a proposal. Please contact Jason Sparks (435.843.4001 or) to set up a site visit between Monday, July 11, 2022 and Thursday, July 21, 2022. Jason will be available Monday through Thursday, between the hours of 8am and 4pm.

The proposer must submit a proposal for each entry/exit separately with the cost of proposed doors, storefront windows and frames separately. All proposals must meet minimum commercial grade standards and building codes.

### **I. Mandatory Requirements**

Each proposal must include –

Company name, website (if applicable), and name, email and phone number of project manager.

Statement of qualifications that includes professional credentials, experience, and overall qualifications in providing the Project Scope stated in this Request for Proposal (“RFP”).

Three (3) examples of projects which demonstrate qualifications for providing the Project Scope stated in this RFP.

A list of any subconsultants or subcontractors proposed to be included in work outlined in the Project Scope. Provide a description of their previous work history.

Any current and applicable certifications of the staff to be assigned to this project.

### **II. Schedule**

Please include a schedule for this project indicating the deadline of Friday, October 14, 2022, will be met.

### III. Timeline for RFP Process (times are MDT)

<b>Event / Action</b>	<b>Date</b>
Advertise RFP	Monday, July 11, 2022
Questions and Site Visit Deadline	Thursday, July 27, 2022 @ 4PM
County's Response to Questions	Thursday, July 28, 2022 @ 4PM
Deadline for Submission of Proposals	Thursday, August 4, 2022 @ 4PM

#### **PROPOSAL CONTENTS:**

Proposals submitted for this project shall address all requested information. Firms are encouraged to keep the proposals brief and to the point, while still sufficiently detailed to allow for a fair evaluation. Proposals must include the following:

#### **A) Door and Window Frame Specifications and Details**

Include the details and specifications of the proposed options.

#### **B) Project Cost (Separately)**

Pursuant to Utah Code Annotated (UCA) § 63G-6a-707(7), the cost proposal will be evaluated independently from the technical proposal; and as such, **must** be submitted separately from the technical proposal. Offerors must not include costs or pricing data in their responses to the Mandatory Minimum Requirements and the Technical Response.

Proposer must include on a separate document a complete budget. If a proposer fails to include a complete budget, then its proposal will be considered non-responsive, and the proposal will be rejected.

#### **C) Signature**

The proposal shall be signed by a representative authorized to bind the team and shall expressly state the proposal is valid until the County Council awards the contract. By signing the cover letter and submitting a proposal, the proposer covenants that the proposer is fully qualified to provide the required services, and that the submitted information is true and accurate and may be relied upon in evaluating the proposal.

#### **D) Non-Collusion Affidavit (Attachment A)**

The attached Non-Collusion Affidavit must be completed and returned with proposal.

#### **PROPOSAL SUBMISSION:**

Three, individually sealed, copies of the proposal must be received by the due date for submittal: of Thursday, August 2, 2022, by 4PM.

Submittals must be addressed and sent to

**Tooele County Administration Building  
c/o Aspen Wimmer  
47 South Main Street  
Tooele, UT 84074**

Proposal shall be submitted in a sealed envelope. The outside lower right-hand corner of the envelope shall be marked:

**Sealed Proposal of (Firm Name)  
Tooele County Admin. Doors / Window Project  
Tooele County Administration Building**

Questions must be submitted via email to Aspen Wimmer at [aspen.wimmer@tooeleco.org](mailto:aspen.wimmer@tooeleco.org) or through the Utah State Purchasing U3P Website, and are due no later than Thursday, July 21, 2022 at 4PM.

Submissions, modifications or corrections received after the closing time on August 4, 2022 will be considered late and will not be opened.

If only one submission is received, County will evaluate proposal response to make sure the offer meets the minimum mandatory requirements and the technical RFP requirements stated in the RFP, and will determine if the cost proposal is fair and reasonable to award. Or, if time permits, resolicit submissions for the purpose of obtaining additional submissions.

Tooele County shall not be obligated to respond to any proposal submitted, nor shall it be legally bound in any manner whatsoever by the receipt of a proposal.

Tooele County reserves the right to extend or cancel all scheduled proposal due dates. Notice of such extensions or cancellations shall be sent via addendum to this RFP.

#### **PROPOSAL REVIEWAL:**

Proposals shall be considered by Tooele County Staff as follows.

<b>Technical Criteria:</b>	<b>Possible Points:</b>
Completion of RFP Requirements	<i>Pass/Fail</i>
Experience	10
Product Quality & Aesthetics	20
Scheduling & Completion Date	30
Pricing	40
<b>Total:</b>	<b>100</b>

Completion of RFP Requirements – have a complete, on time, proposal submitted that includes all of the response requirements. If the proposal does not meet these basic requirements, the proposal will not be considered or scored further.

Experience – offeror with the most experience completing projects similar to ours will receive 100% of the experience points. All other offerors will receive a portion of the total experience points based on what percentage less experience they have.

Product Quality & Aesthetic – offerors that meet the requirements of this RFP with a commercial grade quality door and storefront window will receive 10 of the 15 points available. The remaining 5 points in this section will be awarded for a more aesthetically pleasing while still remaining cost efficient store front option based on the top offered product down to the less.

Scheduling & Completion Date – completion of the project by out completion date of October 14, 2022, will result in 20 points of the 30 points available. Remaining 10 points in this section will be awarded in addition to the 20 if an earlier completion date is possible based on the earliest completion date proposed.

Pricing – Points will be awarded based on the most cost efficient and capable offeror that meets the needs expressed in this RFP. The offeror with the most cost-efficient offer will receive 100% of the price points. All other offerors will receive a portion of the total cost points based on what percentage less cost efficient their price is.

Tooele County Staff will complete the scoresheet attached for each RFP response (Attachment B).

**PROPOSAL REJECTION:**

Tooele County reserves the right to reject any or all proposals submitted or make modifications to the scope of work, subject to appropriate negotiation. Tooele County agrees to not discriminate based on age, race, religion, sex, color, national origin, marital status, family status, source of income, sexual preference, mental or physical disability in review of the proposals or execution of agreements to the work. This RFP does not constitute any form of offer to contract. Tooele County will not pay any costs incurred by the proposer in preparing or submitting the proposal.

**PROPOSAL ACCEPTANCE:**

Award will be made to the highest scoring responsive and responsible offeror, meeting all RFP stated requirements.

Tooele County reserves the right to award a contract based on a proposal submitted or to further negotiate with proposer.

By submission of a proposal, proposer agrees to be legally bound, thereby if its proposal is accepted.

Contracts arising out of proposals submitted hereunder (including any negotiations that follow) shall not be binding on Tooele County, its officers, employees, or agents unless and until formally approved and duly executed by the Tooele County Manager or Council.

**NOTIFICATION:**

Due to Tooele County Policy, we have to present all responses in a County Council Meeting, and get approval on the selected vendor prior to award. This process can take some time, and because of this, the posting will be closed on the State Purchasing Solicitation U3P Website. Following the County Council Meeting where the award is approved, all responders will receive an email notification of the results. Attendance of County Council Meeting are also permitted.

NON-COLLUSION AFFIDAVIT TO BE EXECUTED BY BIDDER AND  
SUBMITTED WITH BID

\_\_\_\_\_, being first duly sworn, deposes and says that he or she is \_\_\_\_\_ of \_\_\_\_\_, the party making the foregoing bid. The bidder, offeror, or contractor represents that it has not: 1) provided an illegal gift or payoff to a Tooele County officer or employee or former Tooele County officer or employee, or his or her relative or business entity; 2) retained any person to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, other than as exempted in the County conflict of interest ordinance; or 3) knowingly influenced (and hereby promises that it will not knowingly influence) a Tooele County officer or employee or former Tooele County officer or employee to breach any of the ethical standards set forth in the county conflict of interest ordinance, title 1, chapter 11 of the Tooele County code.

Responsible Managing Officer \_\_\_\_\_

Title \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

STATE OF \_\_\_\_\_ )  
COUNTY OF \_\_\_\_\_ ) :SS

On this \_\_\_\_ day of \_\_\_\_\_, 2022, personally appeared before me, \_\_\_\_\_ who being by me duly sworn did say that he or she is the \_\_\_\_\_ of \_\_\_\_\_, and that the foregoing instrument was signed in behalf of said entity by proper authority, and he or she acknowledged to me that said entity executed the same.

\_\_\_\_\_  
NOTARY PUBLIC

**Tooele County Admin Building Window/Door Replacement  
SOLICITATION #  
RFP EVALUATION SCORESHEET  
Attachment B**

Firm Name: \_\_\_\_\_

Evaluator: \_\_\_\_\_

Date: \_\_\_\_\_

Minimum Mandatory Requirements	RFP Section	Evaluation (Pass/Fail)
1 Completion of RFP Response Requirements	SOW	

\*\* If RFP doesn't pass this section, the response will not be considered or scored further.

Scoreable Technical Criteria	RFP Section	Points Possible	Points Earned	Minimum Required
1 Experience	SOW	10.0		5.0
2 Quality & Aesthetics	SOW	20.0		15.0
3 Scheduling & Completion Date	SOW	30.0		20.0
		<b>60.0</b>		<b>40.0</b>

Pricing/Cost	RFP Section	Low Cost Option	Offered Cost	Percent of Total	Points Possible	Points Earned
	SOW				40.0	0.0

\* Purchasing will use the following cost formula: The points assigned to each offerors cost proposal will be based on the lowest proposal price. The offeror with the lowest Proposed Price will receive 100% of the price points. All other offerors will receive a portion of the total cost points based on what percentage higher their Proposed Price is than the Lowest Proposed Price. The formula to compute the points is: Cost Points x (Lowest Proposed Price/Proposed Price).

Total Evaluation Points	Percent of Total	Points Possible	Points Earned
Total Technical Evaluation Points	60%	60.0	
Total Cost Evaluation Points	40%	40.0	
<b>Total Evaluation Points</b>	<b>100%</b>	<b>100.0</b>	