



Request for Proposals

The Grove Phase 1 Exterior Painting
250 Scott Lane
Jackson, Wyoming

Section I: Introduction

A. Invitation

The Jackson/Teton County Housing Authority, herein after referred to as “Housing Authority” or “Owner”, a component entity of Teton County is soliciting proposals on the Public Purchase website up to but not later than **4:00 pm** MST on **March 31, 2021** for the **Grove Phase 1 Exterior Paint**.

B. Background and Purpose

The purpose of this Request for Proposals (RFP) is to solicit proposals from qualified firms to establish a contract for Painting Services on behalf of the Owner. The Owner seeks a qualified painting company.

The Grove Phase 1 building was built in 2015. There are two types of siding. One being fiber cement panels and the other being vertical wood siding. Portions of the exterior painted siding has faded and needs repainting. The second floor of the building has balcony patios that are covered. The wood siding within these covered balconies does not need repainted.

C. Responses to RFP

- Responses to this solicitation will be according to the format described in Section IV.
- Proposals must be submitted electronically through Public Purchase (www.publicpurchase.com). Instructions for submittals are available on the Teton County website at Departments/General Services/Purchasing at <http://www.tetoncountywy.gov/1951/Purchasing>
- Proposals will be opened immediately after closing and upon release by Public Purchase in the office of the Housing Manager in the Old Library at 320 S, King Street, Jackson, WY. The public and any interested parties are invited to attend.

D. Contact

Questions or comments regarding this Request for Proposals may be posted on the Public Purchase website. Questions asked and answers provided will be visible to all bidders.



E. Proposed Schedule

Date	Task
March 10, 2021	RFP Release & newspaper ad start
March 24, 2021	End ad period
March 25, 2021	Site walk-through
March 31, 2021	Proposal Deadline 4:00 PM
April 7, 2021	Presentation to Housing Authority Board
April 7, 2021	Award Contract
Spring/Summer 2021	Contract start Date
October 15, 2021	Project completion date

Section II: Administrative Information

- A. Changes:** The Owner reserves the right to cancel this RFP, modify this RFP as needed, or reject any or all proposals received.
- B.** Proposal content and price quotations must remain firm and irrevocable for **90 days** following the submission date.
- C. Contract Term:** The successful bidder must complete all work by project completion date cited in Section E, Proposed Schedule, except as amended per terms of the contract.
- D. Bidders' Cost:** The cost of developing a proposal is each bidder's responsibility and cannot be charged to Owner.
- E. Verbal:** Any verbal communication from County employees concerning this RFP is not binding and shall not alter a specification, term, or condition of this RFP.
- F. Conference:** A site walk-through will be held per Schedule E above. All prospective bidders are invited to attend this conference. The conference is **mandatory**.
- G. Withdrawal or Cancellation:** The Owner reserves the right to cancel any contract awarded through RFP by providing 30 days' notice to the successful bidder. A bidder may by letter to the Owner, withdraw or modify a submitted proposal prior to the due date.
- H. Qualifications:** Responding firms must present their qualifications, relevant experience, financial capacity, and staff capabilities.
- I. Housing Authority Property:** All proposals and related material submitted in response to this RFP become the property of the Housing Authority and are a public record.
- J. Subcontractors:** All proposed subcontractors must be identified, and the work proposed to be performed by the subcontractors must be listed. A project specific statement of qualifications must be provided for proposed subcontractors. A successful resident bidder shall not subcontract more than thirty percent (30%) of the work covered by the contract to nonresident contractors. W.S. §16-6-103.
- K. Negotiations:** After the successful respondent is selected, the Owner will negotiate a final scope of service and contract. The Owner will negotiate with the selected firm the time frame for delivery of projects and services and the terms and schedule for payment.



- L. Liquidated Damages:** The final contract will include a liquidated damages clause which will impose financial penalties on the contractor in the event of late project delivery.
- M. Contract Award:** The contract will be awarded to the bidder per Section V below.
- N. Preference for Wyoming Materials per Wyoming State Statute §16-6-104 and 16-6-105:**
Wyoming made materials and products, and Wyoming supplies of products and materials of equal quality and desirability shall have preference over materials or products produced or supplied outside the state and any contract let shall so provide. The preference created by this section shall be applied in a manner identical to the preference for residence contractors in W.S. 16-6-102. See article Q below.
- O. Preference for Wyoming Resident laborers per Wyoming State Statute 16-6-201 through 206:**
Bidders are hereby notified that the “Wyoming Preference Act of 1971” is applicable to this project. Special attention is called to Wyoming Statute 16-6-203 “Required resident labor on public works projects; exception”. The attention of bidders is called to the requirements of Wyoming Law pertaining to this contract including without limiting the generality of the foregoing, Chapter 6 of Title 16; Chapter 9 of Title 27. Go to <http://www.wyomingworkforce.org/docs/labor/Wyoming-Preference-Act-Brochure.pdf> to download brochure. This provision shall be referenced in all contracts, subcontracts, and subsequent lower tier contracts. The State of Wyoming actively audits public works projects to determine compliance.
- P. Preference for Wyoming Resident Contractors per Wyoming Statute 16-6-101 and 102:** This statute allows for a 5% bidding preference for Wyoming resident contractors over non-resident contractors on public works projects. In order to claim this preference, a contractor must be certified by the State of Wyoming and the contractor’s name must be listed on the Residency Certifications List. Go to <http://www.wyomingworkforce.org/businesses/labor/info/> for more information. In addition, Contractor must notify the County, as part of their proposal, that they are State Certified and intend to claim this preference.
- Q. Performance Bond Requirements:** A performance bond will be required. Any form of financial guarantee will be accepted.
- R. Change Orders:** Change Orders that exceed the original contract amount must be approved by the Housing Authority Board.
- S. Retainage:** Five (5) percent of each request for payment shall be withheld from the payment amount. Upon issuance of a Certificate of Substantial Completion the Owner shall cause notice to be published in the weekly edition of the Jackson Hole News and Guide, once a week for two consecutive weeks and will advertise on the Housing Department website www.jhaffordablehousing.org . Upon the 41st day after the notice, final payment will be made to the contractor and Certificate of Final Completion will be issued.

Section III: Project Scope of Work

A. Project Scope –

- Power wash exterior surfaces.
- Fill all cracks and patch where needed.
- Tighten any siding that has become loose.



- Cover and protect all unpainted surfaces and excluded areas (see below).
- Wood siding is to be worked in by brush with a matching stain using as much stain or coats as to fully saturate siding.
- Fiber cement siding should be painted using 2 coats with A-100 acrylic matching exterior finish.
- Exclusion to this project include the second-floor wood siding on the balcony patios. Fiber cement siding on the second-floor balconies is not excluded.
- All paint should be Sherwin Williams.
- Paint samples required in inconspicuous areas for approval by owner prior to proceeding.

B. Project Schedule – Per Section E above, start date to be negotiated, subject to extensions granted through Housing Authority approved Change Orders.

Section IV: Proposal Format

This section provides information on how to prepare a bid in response to this RFP. These instructions explain the proposal format. Instructions must be followed, all questions must be answered, and all requested data must be supplied. Proposals that fail to meet these requirements will be rated lower on the evaluation matrix than bidders who more fully comply.

All items to be uploaded to the Public Purchase web site!

A. Format

1. **Cover Letter** – Letter must be signed by a person having the authority to commit the bidder to a contract to be accepted.
2. **Table of Contents**
3. **Summary of Approach and Technical Staff** – Summarize your company’s overall approach to the Scope of Work, highlighting any outstanding features, qualifications and experience relevant to performing the technical work, including the project management. Discuss your current job commitments and how your company can complete the work discussed in this RFP.
4. **Project Schedule**
5. **Pricing** –The proposal should include the proposed staff hourly rates, plus overhead, travel and additional project costs to be charged for change order items, as well as total estimated hours and total project cost.
6. **Personnel Qualifications and Contractor Experience**
7. **List of References** - Proposals must include references for clients for which the responding firm has provided similar professional services within the last three years.
8. **Required Documents** –Proof of Insurance, Workers Compensation and Unemployment Insurance.
9. **Suggestions or Improvements** - If the proposing firm feels that the scope of services, as described above, may be improved upon by additions, deletions, or changes, those changes should be clearly stated in the submittal.
10. **Conflicts of Interest** – List any potential conflicts of interest.



Section V: Evaluation and Selection Process

- A. Each proposal will be evaluated based on the requirements outlined in the section below. The Housing Authority reserves the right to reject any or all proposals.
- B. Proposals will be reviewed and evaluated by a committee organized by the Jackson/Teton County Housing Authority.
- C. **Scoring:** 10 – Excellent; 7.5 – Very Good; 5.0 – Satisfactory; 2.5 – Marginal; 0 – Unsatisfactory
- D. Proposals will be judged on the final criteria:

	Criteria	Rating		Weight		Score
1	Conformance with Submission Requirements			5		
	<i>Appearance, followed instructions, professional</i>					
2	Work Plan and Schedule			10		
	<i>Methods employed, understanding of needs and expectations, scheduling</i>					
3	Estimated Project Costs			10		
	<i>Fee Schedule and Budget in line with work proposed</i>					
4	Experience and Qualifications			10		
	<i>Recent experience, company structure, key personnel assigned to project</i>					
5	History of satisfactory completion of past projects with Teton County			8		
	<i>Contractor has successfully completed projects for Teton County in the past</i>					