

**REQUEST FOR PROPOSAL**

**FOR**

**LANDFILL TRAILER REMODEL  
EMERY COUNTY LANDFILL**

## **INTRODUCTION**

Emery County is soliciting competitive proposals from qualified individuals interested in performing needed remodeling on the landfill trailer at the Emery County Landfill. The successful individual will work under the general supervision of the Building Maintenance Supervisor, Road Department Supervisor and the Emery County Commission.

## **OBJECTIVE**

Emery County is seeking a qualified individual to perform the following scope of work at the Emery County Landfill located on Des Bee Dove Road, Castle Dale.

## **SCOPE OF WORK**

1. Replace both exterior doors.
  - a. The west door needs to be replaced with a door that swings inside and towards the west.
  - b. Both doors need to have windows.
2. Fix the support issues for front addition of the trailer.
3. Fix the supports for the counter in the front window area.
4. Install new vinyl flooring for the main area and small hallway area to the bathroom.
  - a. This includes leveling the floor with the front area which is slightly higher than the rest of the trailer. Plywood will need to be added to the lower floor so that when finished it will be level with the front area.
  - b. Also removing and installing new trim (rubber trim).
5. Remodel bathroom
  - a. Wall in between the storage room and bathroom needs to be removed to increase size of bathroom.
  - b. Wall off the door way for the storage room.
  - c. Install wider door with at least a 32 inch wide opening.
  - d. New Vanity with single hole sink and install of motion faucet that will be provided by Emery County.
  - e. New toilet.
  - f. New fan and lighting activated by motion.
  - g. New motion activated paper towel dispenser.
  - h. Remove old wall paneling and replace with sheet rock.
  - i. Paint ceiling.
  - j. Replace the hot water heater under the sink.

6. Install cold and hot water supplies and a drain for a washing machine in the far West room.
7. Emery County will remove the door and door frame of the door that goes into the bathroom hallway from the main area. This job will need to include doing the finish work around opening after removal.
8. Remove all old wood paneling around the main area and bathroom hallway and replace it with sheet rock.
  - a. Repaint the front addition of the office to match walls that were redone.
9. All sheet rock work will include pricing for finishing work on walls.
10. Extend the roof to cover the stairs and side walk for the East entry.

## **PROPOSAL QUALIFICATION REQUIREMENTS**

All proposals submitted for evaluation must include, but are not limited to the following information.

- Background - Please provide information on your work history, credentials, principal place of business and contact information.
- Licensed to do business in the State of Utah.
- Able to provide necessary insurance requirements.
- Signature Page - The proposal is to be signed by an individual or principal of the business who is authorized to execute the contract.
- Proprietary Information - Mark any specific information contained in the proposal which is not to be disclosed to the public or used for purposes other than the evaluation of the proposals.

## **EVALUATION OF PROPOSALS**

Proposals will be evaluated and ranked by Emery County. Evaluation criteria with assigned weights are as follows:

### **Qualifications (35 Points)**

- The candidate has the qualifications needed to successfully complete the scope of work
- The candidate has prior experience working in a similar field

### **Scope of Proposal (30 Points)**

- The proposal demonstrates an understanding of the job objectives and desired results
- The proposal illustrates the candidate's ability to successfully execute the proposed job

- The proposal includes an appropriate process to interact with committee members and community stakeholders

#### **Work Plan (25 Points)**

- The proposal adequately details project activities and milestones or deliverables associated with each stage of the scope of work

### **REFERENCE CHECKS**

Information from references will be evaluated using the following criteria. The evaluation will be labeled as satisfactory or unsatisfactory.

#### **References (Satisfactory/Unsatisfactory)**

- The reference would hire the candidate again
- The candidate was responsive to the reference's needs
- The candidate anticipated problems, and solved them quickly and effectively
- The original Scope of Services was completed

Candidates may be asked to participate in an interview to further gauge their fit and ability to work on this project.

Candidate selection will be based on the candidate's written proposal and the results of the reference checks.

### **INQUIRIES**

All inquiries relating to the proposal should be directed to:  
Kyle Scow, Emery County Maintenance Supervisor  
[kyles@emery.utah.gov](mailto:kyles@emery.utah.gov)

### **INSTRUCTIONS FOR PROPOSAL SUBMISSION**

If you or your company is interested and qualified, please submit one (1) electronic copy of your Proposal to the Emery County Clerk/Auditor's Office by email to [brendat@emery.utah.gov](mailto:brendat@emery.utah.gov). All submissions must be received no later than the end of business on Friday, November 14, 2025.

Proposal shall be clearly labeled "PROPOSAL for Emery County Landfill Trailer Remodel" and shall include all qualifications as well as a cost estimate for the services. Proposals shall be opened in the regular schedule Commission Meeting on November 18, 2025.

## **ACCEPTANCE OF PROPOSAL**

Emery County will evaluate all proposals to determine acceptance or rejection of the proposal.

Pursuant to this RFP a contract will be executed and signed by Emery County.

## **PROCUREMENT RULES AND PROCEDURES**

Emery County will award a contract in reliance upon the information contained in proposals submitted in response to the RFP. Emery County will be legally bound only when and if there is a definitive signed agreement with the awarded contractor.

It is important that any person who signs a proposal or contract on behalf of a Contractor's organization certifies that he or she has the authority to so act. The successful Contractor who has his/her proposal accepted may be required to answer further questions and provide further clarification of his/her proposal and responses.

Receiving this RFP or responding to it does not entitle any entity to participate in services or transactions resulting from or arising in connection with this RFP. Emery County shall have no liability to any person or entity under or in connection with this RFP, unless and until Emery County and such person shall have executed and delivered a definitive written agreement.

No oral modifications or amendments to this RFP or any resulting contract shall be effective, but such may be modified or amended by a written agreement signed by the parties. If it becomes necessary to revise any part of this RFP, an addendum will be provided to all who received an RFP.

## **PROCUREMENT TIMETABLE**

Below is the Procurement Timetable that has been established for this RFP.

| <b>Required Activity</b>              | <b>Scheduled Date</b> |
|---------------------------------------|-----------------------|
| RFP Issue Date                        | 10/22/2025            |
| Closing Date for Receipt of Proposals | 11/14/2025            |
| Selection of Agency                   | 11/18/2025            |

\*Desired date for Emery County to select agency.

## SIGNATURE PAGE

I hereby certify that the information submitted by me/my company in response to this RFP, including the pricing and other information in this Proposal Response Form is true and accurate.

I understand that Emery County has the right to reject and or all proposals, to waive minor irregularities when to do so would be in the best interests of Emery County.

Name of Agency\_\_\_\_\_

Address\_\_\_\_\_

Email Address\_\_\_\_\_

Phone Number\_\_\_\_\_ Fax Number\_\_\_\_\_

Print Name\_\_\_\_\_

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