

# **REQUEST FOR PROPOSALS**

## **EMERY COUNTY ADMINISTRATION BUILDING CARPET REPLACEMENT**

### **INTRODUCTION**

Emery County is soliciting competitive, sealed bids from qualified individuals or companies interested in performing carpet replacement at the Emery County Administration Building. The successful individual or company will work under the general supervision of the Building Maintenance Supervisor and the Emery County Commission.

### **OBJECTIVE**

Emery County is seeking a qualified individual to replace carpet at the Emery County Administration Building located at 75 East Main Street, Castle Dale, Utah.

### **SCOPE OF WORK**

- Remove and dispose of carpet being replaced.
- The contractor will report any floor damage that needs to be fixed that may be found while removing carpet, to the Building Manager. (If it is decided to fix the damaged floor a change order will be discussed to include fixing the floor.)
- Replace all carpet in hallways, lobby areas, conference rooms and elevator with ShawContract Diffuse Flutter 75761 24"x24" carpet tiles installation type brick.
- Replace stairway carpet with sheet carpet ShawContract Gradient Bronze Sheen 34156.
- Replace stairway skirting with rubber skirting Charcoal color (same color as coving listed below)
- Replace coving with rubber 1/8" thick 4.5" high Johnsonite Wall Base color 20-Charcoal.
- Remove and dispose of entry way tile and replace with ShawContract path tile portabella 34761.
- Remove Carpet in South entry way and replace with ShawContract path tile portabella 34761.
- Moving of furniture or anything else that needs to be moved for install will be the responsibility of the contractor.
- Remove carpet and linoleum in break rooms and replace with LVT ShawContract unite Inlet Spindle 26140.
- **Provide a separate proposal** that includes all of the above, plus office areas shown at the job showing scheduled below.
- Old carpet will need to be removed and disposed of and replaced with ShawContract Diffuse Flutter 75761 24"x24" carpet tiles installation type brick.
- Coving will need to be replaced with the above listed coving.

- Furniture moving will be the responsibility of the contractor.

## **JOB SHOWING**

There will be a showing of the job on April 20th at 4:30PM this will be the only showing. Any contractors interested in the job must be there.

## **SPECIFIC PROPOSAL INSTRUCTIONS**

Proposals need to have their total cost for the first bid (hallways, lobby's, conference rooms, elevator, break rooms and stairway's) with itemized costs below the total cost. The 2nd page needs to be the 2nd proposal's total cost. This will include the price of the 1st proposal plus office areas discussed at the job showing and the itemized cost below that total.

## **PROPOSAL QUALIFICATION REQUIREMENTS**

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

- Business Name, address and contact information.
- Summary of work history, credentials and references. If you do not have this information please specify this in your proposal.
- Copy of contractor's license (must be valid in the State of Utah)
- Copy of certificate of liability insurance
- Itemized scope of work page must be complete and a clear bid total listed (if you do not have the ability to itemize the scope of work we can provide a fillable form for your use)

The proposal must be signed by an individual or principal of the business who is authorized to execute the contract.

Proprietary Information - If any, please 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 or protected by copyright

## **EVALUATION OF PROPOSALS**

Proposals will be evaluated and ranked by Emery County Commissioners as well as a project review committee generally consisting of relevant Department Heads/Directors, Building/Maintenance Director and/or other individuals with related project knowledge to verify completeness and accuracy of proposals. All bids and bid tabulations are subject to GRAMA.

## **REFERENCE CHECKS**

Emery County has the right to call references listed in the proposal. Information from references will be evaluated using the following criteria. The evaluation will be labeled as satisfactory or 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 Work was completed

Applicants 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 lowest, qualified bid received for the project unless the Commission authorizes the acceptance of another bid or proposal that it determines to be in the best interest of of the County**

## **INQUIRIES**

All inquiries relating to the proposals 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) sealed proposal to the Emery County Clerk/Auditor's Office located at 75 E Main Street, Castle Dale, UT 84513 or mail a sealed proposal, clearly labeled "Quote for Emery County Landfill Trailer Remodel" to Emery County, PO Box 907, Castle Dale, UT 84513. DO NOT EMAIL PROPOSALS- EMAILED PROPOSALS WILL BE DISQUALIFIED.

All submissions must be received no later than the end of business, 5:00 p.m. MST on **Monday, May 18, 2026.**

Submission shall be clearly labeled "Quote for Emery County Landfill Trailer Remodel" and shall include all qualifications as well as a detailed quote for the services.

## **ACCEPTANCE OF PROPOSAL**

Sealed Proposals will be opened during a regularly scheduled meeting of the Emery County Board of Commissioners on **Tuesday, May 19, 2026 at 3:00 p.m.** Proposals will then be reviewed and a Notice of Award shall be awarded to the lowest, qualified bid received for the project unless the Commission authorizes the acceptance of another bid or proposal that it determines to be in the best interest of of the County

## **PROCUREMENT RULES AND PROCEDURES**

Emery County will award a contract in reliance upon the information contained in submissions received in response to the request for quote. Emery County will be legally bound only when and if there is a definitive signed contract agreement with the awarded contractor.

It is important that any person who signs a submission 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 submission accepted may be required to answer further questions and provide further clarification of his/her submission and responses.

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

No oral modifications or amendments to this request for quote 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 request, an addendum will be provided to all who received a copy of the request.

#### **PROCUREMENT TIMETABLE**

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

<b>REQUIRED ACTIVITY</b>	<b>SCHEDULE DATE</b>
RFP Issue Date	April 8, 2026
Closing Date for Acceptance of Proposals	May 18, 2026 5:00 PM MST
Open & Accept Proposals	May 19, 2026
Execution of Contract	*

\*Subject to change dependent on public process requirements

## **SIGNATURE PAGE**

I hereby certify that the information submitted by me/my company in response to this request for quote, 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 any or all proposals, to waive minor irregularities when to do so would be in the best interests of Emery County.

Name of Agency:

Total Bid:

Address:

Email Address:

Phone Number:

Print Name:

Signature:

Date: