

Umatilla County, Oregon
216 S E 4th Street
Pendleton, Oregon 97801

Request for Proposals

Issuing office, point of contract for information and office where copies of this Request for Proposal (RFP) may be obtained:

Douglas R. Olsen
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Pendleton, Oregon 97801
(541) 278-6208

1. General Description of Project

Umatilla County is requesting proposals for the abatement of dangerous building that is in violation of the Umatilla County Ordinances. Abatement will consist of boarding and sealing all entrances to the building. Boarding will consist of 3/4 inch plywood, fastened with 2x4 backing support with carriage bolts and torx or similar screws. All boards will be custom fit to the openings and be painted with white primer. Work will be performed in a professional manner with minimal impact to the structure. Please contact county for an on-site inspection to obtain specifics on the number of openings that will need to be sealed.

2. General Information

A. To be considered, interested firms must submit the proposal by mail or courier not later than 4:00 p.m., January 23, 2018, to Umatilla County Counsel, Room 121, Umatilla County Courthouse, 216 S E 4th Street, Pendleton, Oregon, 97801. Proposals received by facsimile or electronically are NOT ACCEPTABLE.

B. All proposals received will be evaluated by a committee appointed by the Board of Commissioners. The evaluation committee will make a recommendation as to which firm will be selected. After receipt of the selection committee recommendation, the Board of Commissioners will select a firm to provided the requested services.

3. Schedule of Activities

A. RFP Issued: January 9, 2018

B. Proposals Submission Deadline: Must be received in Room 121 of the Umatilla County Courthouse by 4:00 p.m. January 23, 2018.

C. Public Bid Opening: January 23, 2018, 4:00 p.m.

D. Proposals received after the date and hour specified above, will not be accepted under any circumstances and will be returned to the proposer unopened. Proposals must be submitted by mail or in person, proposals submitted by facsimile transmission will not be accepted.

4. Incurred Cost

Umatilla Count will not be responsible for any cost incurred by prospective firms in preparing or submitting their proposals.

5. Proposals/Cost

In formulating their proposals, respondents are expected to provide a detailed description of the firm's/company's qualifications to provide the requested services, and precise past experience. The county prefers to receive proposals that state a "guaranteed rate fee" bid, with an explanation of costs and the costs of services that comprise the overall proposal.

6. Evaluation Criteria

Selection of a firm/company will be based upon a qualifications based selection procedure. The following evaluation criteria will be used to evaluate proposals and determine which proposer will be awarded this contract. The evaluation criteria listed are not necessarily listed in order of importance.

A. Qualifications, competence, and specific examples of past experience. It is expected that the examples provided were of high quality, designed on time, at or under budget, and that they were not disrupted with multiple change orders, contractor disputes and litigation.

B. Adequacy and completeness of the proposal with regard to the information provided. Specific activities that will be accomplished, the purpose and desired effect of the activities and the ability to complete the tasks necessary to totally abate the non-compliance in a timely manner.

C. Cost.

D. Availability upon selection and on an as-needed basis.

7. Instructions to Proposers

A. General. Submit your proposal in a sealed envelope clearly marked on the envelope Abatement Bid. Respondents must submit a complete and concise response to this RFP. All proposals received in response to this RFP will be retained by Umatilla County. Proposals should provide complete details concerning the proposer's ability to meet the requirements of this RFP. Umatilla County reserves the right to waive informalities and minor irregularities in proposals, to reject any and all proposals, and to select the most responsive qualified proposal that best meets the needs of the citizens of Umatilla County.

B. Proposals. All proposals shall be typed and comply in every manner of this solicitation. Proposals must contain the name, title, address and telephone number of an individual or individuals with authority to bind the proposer(s) during the period of validity of the proposal. Advertising brochures and generic specifications that are included with a proposal will not be an alternative to specific response to the RFP requirements.

C. Withdrawal of Proposals. Proposals may be withdrawn, by written request received from the proposer, prior to the time fixed for opening. Negligence on the part of the proposer in preparing the proposal confers no right for the withdrawal of the proposal after it has been opened. The proposal will be irrevocable until such time as Umatilla County:

(1) Specifically rejects the proposal or;

(2) Awards a contract and said contract is properly executed.

D. Proposals must be valid for at least one hundred twenty (120) days. The proposer agrees to furnish the services to Umatilla County at the prices specified in the proposal for that period.

E. Modifications. Any proposer may modify their proposal by registered communication at any time prior to the scheduled closing time for receipt of proposals, provided such communication is received prior to the closing time. The communication should not reveal the proposed price but should provide the addition or

subtraction or other modification so the final price or terms will not be known until the sealed proposal is opened.

F. Acceptance or Rejection of Proposals. Umatilla County will accept the proposal which, in its estimation, will best serve the interests of Umatilla County, and reserves the right to award a contract to the proposer whose proposal shall be best for the public good. Umatilla county reserves the right to accept or reject any or all proposals received as the result of this RFP, to negotiate with all qualified sources, and/or cancel all or part of this RFP at any time. Until a contract has been executed with the accepted bidder, this RFP may be cancelled. This RFP does not commit Umatilla County to pay any costs incurred in the preparation and submission of the proposal. Without limiting the generality of the foregoing, any proposal which is late, incomplete, obscure, or irregular may be rejected; any proposal having erasures or corrections in the proposal may be rejected; any proposal accompanied with an insufficient or irregular proposal guarantee may be rejected. Any evidence of collusion between proposers may constitute a cause for rejection of any proposals so affected.

G. Interpretations. No oral interpretations shall be made to any proposer as to the meaning of any of the proposal documents. Every request for an interpretation shall be made in writing and addressed to Douglas R. Olsen. Any and all such interpretations and addenda will be sent to all prospective proposers. Failure of any proposer to receive any such addendum or interpretation shall not relieve such proposer from any obligation under its proposal as submitted. All addenda so issued shall become as much a part of this request for proposal document as if bound herein.

H. Nondiscrimination. The successful proposer agrees that in performing the work called for by this proposal and in securing and supplying materials, proposer will not discriminate against any person on the basis of race, color, religion, creed, political ideas, sex, age, marital status, physical or mental handicap, national origin, or ancestry unless the reasonable demands of employment are such that they cannot be met by a person with a particular physical or mental handicap.

I. Failure to Submit Offer. If no offer is to be submitted, do not return the RFP. Failure of the recipient to offer, or to notify the issuing office that future solicitations are desired, will not result in removal of the name of such recipient from the mailing list for the type of services covered by this solicitation.

J. Preparations of Proposals. Proposers are expected to examine the specifications, schedule, and all instructions. The selected proposal shall be incorporated by reference, with modification as agreed to by Umatilla County, into the final contract and shall be binding upon the successful bidder.

K. Proposers further agree to the following:

(1) To examine all specifications and conditions thoroughly.

(2) To comply with all Federal, State, and County laws, ordinances and rules.

(3) To accept any claims, liens, and demands, and to indemnify and hold harmless Umatilla County for their negligent acts or omissions in performing the requested services.

L. Taxes. Taxes, whether State or Federal, shall not be included in proposals prices. Umatilla County is generally exempt from Federal and State taxes, specifically, but not limited to excise and transportation taxes.

M. Employees not to Benefit. No employee or elected official of Umatilla County shall be admitted to any share or part of these proposals or to any benefit that may arise therefrom; but this provision shall not be construed to extend to proposals made by a corporation for its general benefit.

9. Oregon Public Contracts

All contracts with Umatilla County are governed by Oregon Public Contract and Purchasing Law as specified in Oregon Revised Statutes Chapter 279A, B, C.