

City of Paisley, Oregon

REQUEST FOR PROPOSALS

From contractors qualified to repair 550 feet of one City street and 150 feet of another City street. Repair will also include patching potholes and adding a 2” overlay on the existing surface of each.

RFP Release Date: July 2, 2019

Proposal Due Date: Proposals must be received by 4:00 pm July 23, 2019. Proposals received after that date and time will not be accepted, regardless of the postmark date.

Background

For general information about the City of Paisley, visit our website at:
<http://www.cityofpaisley.net>.

The City of Paisley is seeking proposals from contractors that will efficiently repair and add a 2” overlay to 550 feet of Cottonwood Street and to 150 feet of Main Street located in Paisley City limits.

Project Overview

1. As it currently stands, both Cottonwood Street and this portion of Main Street are paved but are in poor condition and need repair.
2. Both streets carry a fairly high volume of traffic as Cottonwood Street houses the ambulance barn and fire department vehicles and this portion of Main Street is the cross through point between Highway 31 and the Pacific Pride fueling station located approximately a block further.
3. Proposals must include the availability of maintenance / repair service including, response times, service call costs and availability of replacement parts and material.
4. Proposals must include an estimated project timeline and an estimated impact to traffic statement.

5. Proposals must include references including contact information from similar projects completed.
6. Proposals must include the total project cost outlining the cost of any additional features.

1. Proposal Format

- 1.1. Proposal should be submitted using only 8 ½ x 11 paper.
- 1.2. Proposals should not exceed 30 single sided papers (excluding any required attachments).
- 1.3. **One hard copy and one electronic copy are due no later than the date indicated as the closing date.**
- 1.4. Proposals should include contact information of agency representatives including sales and service.
- 1.5. The proposal must include a timeline that will include how the work will be planned and accomplished.
- 1.6. **Proposal shall include preferred payment terms, to be negotiated upon successful award of contract service.**

Proposal Administrative Requirements

This section of the RFP details the procedures for managing and directing the RFP process. The purpose of these procedures is to ensure that the City receives proposals which are the result of an open, competitive process, and to ensure that proposers receive fair and equitable treatment in the solicitation, receipt and review of their proposals.

The City of Paisley may reject the proposals of any proposer who fails to comply with any of the requirements of the Project Overview section.

1. Communications with the City of Paisley

All proposals shall be in writing and submitted to:

City of Paisley
705 Chewaucan Street
PO Box 100
Paisley, Oregon 97636
Telephone: 541-943-3173

E-mail Address: info@cityofpaisley.net

Website: www.cityofpaisley.net

Specifications and requirements for this program may be reviewed at:

Paisley City Hall
705 Chewaucan Street
Paisley, Oregon 97636

2. **Information**

Proposers who wish to solicit additional information or desire to tour the current streets should contact Paisley City Hall at 51-943-3173.

Proposers may comment on any specification or requirement contained within this RFP, which they feel limits competition in the selection of a proposer to perform the services herein defined. Protests shall detail the reasons and any proposed changes to the specifications. Such comments shall be submitted to the City of Paisley no later than TEN days prior to the Opening Date. No comments will be accepted after that time.

3. **Service Provider Information**

Service provider must provide a brief description and history of the agency or business.

Service provider must provide an overview of its experience and qualifications in road repair.

Service provider must provide experience and qualifications of key personnel involved in the project.

4. **Other Requirements**

In order to be considered for evaluation of all sections of the RFP, proposals submitted must meet all required specifications listed below. Proposals which do not meet the minimum specifications will be rejected and not evaluated.

4.1. Proposals will be prepared in accordance with this RFP.

4.2. The proposer's agency name shall appear on each page of the proposal. Any erasures, cross outs, alterations or other changes must be initialed by the person signing the proposal.

4.3. The person signing the proposal must be authorized to commit the proposer and to conduct negotiations or discussions if requested and/or required.

- 4.4. Sealed, written proposals shall be mailed or delivered to Paisley City Hall prior to the closing date and time.
- 4.5. Any proposal may be rejected for not complying with all prescribed public procurement procedures and requirements. Any and all proposals may be rejected upon a finding that it is in the public best interests to do so.
- 4.6. Proposals may be modified or withdrawn by the proposer. Any modification or withdrawal must be submitted in a sealed envelope to Paisley City Hall prior to the time and date set for closing of the solicitation. Each modification submitted must identify the proposer and the proposal which it modifies.
- 4.7. Responses to this RFP will be the primary source of information used in the evaluation process. Therefore proposers are requested and advised to be as complete as possible in the initial response. However, the City of Paisley may:
 - 4.7.1.1. Contact any proposer to clarify any response;
 - 4.7.1.2. Contact any current users of proposer's services;
 - 4.7.1.3. Solicit information from any available source concerning any aspect of the proposal; and
 - 4.7.1.4. Seek and review any other information it deems pertinent to the evaluation process.
- 4.8. Each bid must contain a statement as to whether the bidder is a resident bidder, as defined in ORS 279A.120.
- 4.9. The following information will be included in any contract resulting from this solicitation. The contractor shall:
 - 4.9.1.1. Make payment promptly, as due, to all persons supplying to such contractor labor or material for the prosecution of the work provided for such contract.
 - 4.9.1.2. Pay all contributions or amounts due to the Industrial Accident Fund from such contractor or subcontractor incurred in the performance of the contract.
 - 4.9.1.3. Not permit any lien or claim to be filed or prosecuted against the state, county, school district, municipality, municipal corporation or subdivision thereof, on account of any labor or material furnished.

4.9.1.4. Pay the Department of Revenue all sums withheld from the employees pursuant to ORS 316.167.

5. Opening Procedure

Proposals shall be opened July 23, 2019 by Paisley City Council in a manner that avoids, to the extent possible, disclosure of the contents to competing proposers. This will occur at Paisley City Hall, 705 Chewaucan St., Paisley, Oregon, 97636. A register of proposals containing the names of all responsible respondents shall be prepared and retained at Paisley City Hall. This register shall be open for public disclosure on the next business day following the submittal date of the proposal.

6. Delivery of Services

The provider agrees to commence services on TBD.

7. Invoicing

The service providers will be responsible for submitting billing statements to the City of Paisley.

8. Anti – Discrimination

The contractor shall comply with all applicable federal, state and local laws, rules and regulations on nondiscrimination in employment because of race, color, ancestry, national origin, religion, sex, marital status, age, medical condition, disability, sexual orientation, gender identity or source of income.

9. Notice of Intent to Award

The Notice of Intent to Award of the contract by the City of Paisley shall constitute a final decision of the City's if no written protest of the award is filed with the City of Paisley within SEVEN (7) calendar days of the intent to award. If a protest is timely filed, the award is a final decision of the City of Paisley's intent to award only upon issuance of a written decision denying the protest and affirming the award. The award and any written decision denying protest shall be sent to every proposer who provided an address.

Right to Protest: Any actual proposer who is adversely affected or aggrieved by the City of Paisley's award of the contract to another proposer on the same solicitation shall have SEVEN (7) calendar days after notice of intent to award has been issued to submit to City of Paisley a written protest of the award. The written protest shall specify the grounds upon which the protest is based. In order to be an adversely affected or aggrieved proposer with a right to submit a written protest, a proposer must be next in line for award, i.e. the protester must claim that all higher rated proposers are ineligible for award because they are non-responsive or non-responsible. The City will not entertain protests submitted after the time period established in this rule.

City of Paisley reserves the right to:

Amend the RFP;

Extend the deadline for submitting proposals;

Conduct interviews with proposers prior to making selection;

Waive minor irregularities, informalities, or failures to conform to the RFP;

To reject, without liability therefore, any and all proposals and upon finding that doing so is in the public interest, to cancel the procurement at any time prior to contract execution.