

Request For Proposal
Replace Glass Panels
To Improve Sanitation
For The
Adair County Detention Center
Issue Date: **October 22, 2024**

Due Date:

Friday, November 22, 2024 at 4:00 PM

Submit Bids to:
Adair County Clerk
c/o Sandy Collop
106 West Washington
Kirksville, MO 63501

Request for Proposal
Adair County Detention Center
Replace Glass Panels

1. Introduction and Background

The Adair County Detention Center in Kirksville, Missouri is soliciting proposals from qualified companies to replace glass panels in the detention center at 215 North Franklin, Kirksville, MO 63501. Several spiderwebbed panels of glass will be replaced with new panels allowing them to be cleaned more efficiently. The project will be funded by an ARPA-SLFRF grant to upgrade surfaces with bacteria and germ resistant nonporous surfaces.

2. Request for Proposal – Submission Requirements

The County seeks proposals to retain a qualified company to complete the project.

- a. To facilitate the selection of a contractor for the project, interested companies are invited to submit a proposal for consideration. The proposal should be itemized and explain the method the company will use in performing the upgrade.
- b. Work will need to be scheduled in conjunction with the detention center which may require some work to be performed at night.
- c. Please call the Adair County Jail Administrator, Chris Stivers, at 660-665-4644 to arrange a pre-bid meeting or site visit.
- d. **Six (6) copies** of a proposal, marked on the outside of the envelope “Adair County Detention Center Project” should be delivered to:

Adair County Clerk’s Office
c/o Sandy Collop
106 West Washington
Kirksville, Missouri 63501

The proposals should be delivered no later than **4:00 p.m. local time on November 22, 2024**. The proposals will be publicly opened at a date and time to be determined by the **Adair County Commissioner’s Office**. The County reserves the right to reject any or all proposals submitted

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- e. The County Commission will evaluate the proposals and interview contractors if needed. The commissioner has the right to reject any or all bids.
- f. Any inquiries concerning the proposal should be directed to Sergeant Chris Stivers, Jail Administrator at 660-665-4644 or cstivers@adaircosomo.gov.
- g. All proposals shall be considered as firm for a period of ninety (90) calendar days, commencing the day the proposals are due.
- h. All exceptions to this RFP set forth in a proposal shall be stated, regardless of materiality or substantiality. Any exceptions not specifically stated shall be assumed by the County to be provided by the contractor, regardless of cost.
- i. **A proposed timeline for the project including a start date should be included in the bid.**

3. Scope of Services

Replace glass panels throughout the detention center.

All work must be in full compliance with all applicable codes. All materials and installation must be of high quality as determined by the County. All workmanship must be performed in a high-quality manner.

Final costs shall include all anticipated costs including, but not limited to, all installation costs including provisions for prevailing wage, all warranty service costs, and any hazardous waste disposal.

4. Statement of Qualifications and Fee Proposal

Responses to the RFPs should be in the same order as requested. Responses should be specific and precise with adequate detail to accurately define your qualifications for performing the services required. Any additional information that you wish to submit should be included in a separate section marked "Supplemental Information."

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- A. Contact Information
 - a. Company Name
 - b. Company Address
 - c. Primary Contract, including title
 - d. Telephone number
 - e. E-mail address

- B. General Company Qualifications
 - a. Brief history and general overview of the company
 - b. Location of Company's headquarters
 - c. References for the Company's bank, surety, and bonding agent.
 - d. The vendor shall submit a list of five (5) references, including institution, address, and contact person and phone number.
 - e. List any pending judgements, claims, arbitrations, and/or lawsuits against the Company or its officers.
 - f. The vendor must submit a certified copy of a current financial report of their company. If the company is a subsidiary or division of a corporation, the relationship of the vendor must be clearly delineated in the proposal.

- C. Related Project Experience
 - a. List projects the company has completed in the last five years for a municipality, county, school district or other public entity.
 - b. List other relevant or similar project experience completed in the last five years.

- D. Project Management, please provide a list of key staff who will complete the project and work in conjunction with the detention center staff and administration to manage the workflow of the project.

5. Project Services

- a. Describe company's charges for each part of the project.
- b. Ability to work with Detention Center staffing as inmates will need to be relocated within the facility as the project progresses. The ability to work at night if needed.
- c. A timeline for completion of the project including start date.

6. Insurance

The Vendor/Contractor shall purchase and maintain in force, with an insurance company licensed to do business in the State of Missouri, at its' own expense, such insurance will protect the Vendor/Contractor from claims which may arise out of or result from the Vendor/Contractor's execution of the work, whether such execution be by himself, his employees, agents, or by anyone for whose acts may be liable. The Vendor agrees to carry liability and workman's compensation insurance, satisfactory to the County, and to indemnify the County against all liability, loss, and damage arising out of any injuries to persons and property caused by the Vendor, his sub-contractors, employees, or agents. The insurance coverage shall be such as to fully protect the County and the general public from any and all claims for injury and damage resulting by any actions on the part of the Vendor/Contractor or its' forces as enumerated above. All policies must name the County as an additional insured and provide for thirty (30) days written notice prior to any material changes or cancellation.

a. Comprehensive General Liability Insurance

The Vendor/Contractor shall maintain and keep in force of this Contract such comprehensive general liability insurance as shall protect them from claims which may arise from operations under this Contract, whether such operations be by themselves or by anyone directly or indirectly employed by them. The amounts of insurance shall be not less than \$1,500,000.00 combined single limit for any one occurrence covering both bodily injury and property damage, including accidental death.

b. Worker's Compensation Insurance

The Vendor/Contractor shall maintain and keep in force of this Contract such worker's compensation insurance limits as required by the statues of the State of Missouri and Employer's Liability with limits no less than \$500,000.00.

c. Automobile Liability Insurance

The Contractor agrees to maintain Automobile Liability Insurance in an amount of not less than \$500,000 per occurrence. Such insurance shall include coverage for owned, hired, and non-owned automobiles.

d. The Contractor shall notify the County, in writing, thirty (30) days prior to any change in insurance coverage, including cancellation, non-renewal, etc. The Contractor shall furnish a new certificate prior to any change or cancellation date. The failure of the Contractor to deliver a new and valid certificate shall result in suspension of all payments until the new certificate is furnished. Additionally, contract work may be suspended until the new certificate is furnished to the County.

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- e. Insurance coverage required in these specifications shall be in force throughout the Contract term. Should the Contractor fail to provide acceptable evidence of current insurance within five (5) days of written notice at any time during the Contract term, the County shall have the absolute right to terminate the Contract without any further obligation to the Contractor. Further, the Contractor shall be responsible for the cost of procuring the uncompleted portion of the Contract at the time of termination.
- f. Contractual and other Liability insurance provided under this Contract shall not contain a supervision, inspection, or engineering services exclusion that would preclude the County from supervising and/or inspecting the project as to the end result. The Contractor shall assume all on-the-job responsibilities as to the control of persons under its direct employment and of the sub-Contractors and any persons employed by the sub-contractor.
- g. The Contractor and all sub-Contractors shall comply with the Occupational Safety and Health Act of 1970, and amendments, as it may apply to this Contract.
- h. If the Contractor does not meet the insurance requirements of the specifications, alternate insurance coverage satisfactory to the County may be considered. The Contractor shall be responsible for the costs of any and all alternate insurance coverage so obtained.

Please submit your bid to: Adair County Clerk, c/o Sandy Collop, 106
West Washington, Kirksville, MO 63501

Request for Proposal and Proposal Form

Bidder's Initials: _____