

**City of Blytheville
Blytheville Animal Shelter
2530 Arizona Street
Blytheville AR 72315
Office Phone 870-762-0405**

Request for Quote (RFQ) For: Improvements to existing Animal Shelter Building

Issued: 10-18-2023 Submission deadline: 11-27-2023

No interpretation of the meaning of the Bid Documents (drawings, specifications, et. al.) will be made to any bidder. Questions may be submitted, in written form, to: chiefrossthompson@blythevillepd.org

Questions will be answered by the appropriate individuals within 2 business days via email with a return reply acknowledging receipt of the email requested. Questions and answers will be shared with all bidders.

Introduction

The City of Blytheville invites proposals for design assist, installation, modification of an existing wood frame, slab foundation, metal exterior structure for the keeping and maintenance as a shelter for canines, work office, storage and restroom areas.

Exhibition(s) included in this RFQ:

Layout of location identifying existing structure

Proposed scope of work:

1. Labor, materials, and equipment to improve the existing City of Blytheville Animal Shelter located 2530 Arizona Street Blytheville AR 72315 see attached map for directions
2. Install 20 5 x 8 x 8 sealed cinder block canine kennels with gate opening and drain access.
3. Install 3" of OPEN CELL spray foam insulation to the walls and roof in the interior.
4. Prep concrete floor and apply an epoxy paint to the floor to prevent moisture.
5. Install 1 toilet and 1 sink to convert laundry room into restroom.
6. Install sound dampening and weather proofing to existing wall between shelter and office.
7. Replace 2 existing windows
8. Repair or replace damaged or deteriorated HVAC duct work
9. Relocate Washer and Dryer hookups
10. Install weather seal kits to 4 existing exterior doors
11. Replace 3 interior doors
12. Install 6 110v standard electrical outlets, one on each wall.
13. Install 2 outdoor water hose faucet outlets.
14. Replace / upgrade existing lighting in kennel area
15. Conceal and weather proof previous unused existing vent hole.
16. Install fresh air ventilation

Other Work:

If a bidder has identified a scope of work not listed that the bidder feels is required to complete the project, then the bidder should assume that scope falls within the bidder's responsibilities. Any work identified as such must be listed and described separately in the request for quotes response and detailed estimates of costs provided.

Submission Procedure:

Proposals conforming to the requirements will be received by email at terilooney@blythevillepd.org no later than the deadline given above. Proposals must state that they are valid for a period of at least ninety (90) days from the closing deadline. The City of Blytheville may consider informal any bid not prepared and/or not submitted in accordance with the provisions hereof and may waive any informalities or reject any and all bids. Any bid may be withdrawn prior to the above scheduled time for the opening of bids or authorized postponement thereof. Any bid received after the time and date specified shall not be considered. No bidder may withdraw a bid within sixty (60) days after the actual date of the opening thereof.

Modification of Bids

Modifications to bids already submitted will be allowed if submitted in writing prior to the time fixed in the request for quotes. Modifications shall be submitted as such and shall not reveal the total amount of either the original or revised bids.

Opening, Evaluation and Contracting

Proposals may be opened by the City of Blytheville at any time after the submission deadline. All proposals satisfying the requirements of this request for quotes will be evaluated to establish which of the offers best fulfills the needs of the City of Blytheville and this project. The City of Blytheville anticipates entering into a contract with this/these offer/offers to execute the proposed work. This request for quotes, however, does not commit the City of Blytheville to award a contract, to pay any costs incurred in the preparation of a proposal or to contract for the goods and/or services offered. The City of Blytheville reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with all qualified offers or to cancel this request for quotes, if it is in the best interests of the City of Blytheville to do so. The decision of City of Blytheville shall be final.

Selection:

After the selection of a Contractor the schedule should include a period of collaboration between The City of Blytheville and the Contractor to better define, elaborate upon and fix the Contractor's exact and "Final Scope of Work" starting with the date of this agreement and extending until February 5th 2024. While the Contractor should assume work begins immediately upon notification that they have been selected, the Final Scope will be defined by editing the Proposed Scope of Work as attached hereto. Once contracted the Contractor warrants to the City of Blytheville that the Scope of Work reflected therein can be completed by Contractor, in a form substantially similar to the preliminary scope, for the amount of the compensation set forth below.

Project Completion

The Project is to be completed on or before May 31st 2024

Proposal Contents

Proposals, together with letters of transmittal, should include the bidder's description of the work that would be performed and the following information:

Drawings / Engineering / Permitting

If required, the Contractor shall provide drawings and calculations, stamped by an Arkansas registered structural engineer, which may be submitted to the required Arkansas agencies for permits, where necessary. The Contractor is solely responsible to apply, pay for and obtain all permits required for this project. The Contractor may include any drawings or engineering that may be necessary in their proposal. Work must meet all local, state and federal building code requirements.

Power and Utilities

Access to power and utilities for all exhibits is already available onsite.

Sub-Contractors

If the Contractor is intending to subcontract any work outside of its shop, these Subcontractors must be listed in the response to the request for quotes

Guarantee and Service Contract

The successful bidder will be required to guarantee that all work shall remain free of defects for one (1) full year after the exhibit opening. A one-year service contract should be included in the proposal. Service contracts should cover periodic maintenance and emergency calls as required.

Schedule

The Contractor's schedule of work must fit within the following estimated project schedule.

Bonding

Bidders should assume the bonding amount to be equal to their bid.