

# REQUEST FOR PROPOSAL Boardroom Carpet Project

*Issued by*



Ohio-Kentucky-Indiana Regional Council of Governments  
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## Key Dates:

RFP Released to Public	September 3, 2019
Deadline for RFP Written Questions	September 22, 2019 - 3 p.m. EDT
Submittal Deadline	October 16, 2019 – 10 a.m. EDT
Public Opening	October 16, 2019 – 2 p.m. EDT
Selection	October 25, 2019
OKI Board Approval	November 14, 2019
Notice to Proceed	November 15, 2019

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# **REQUEST FOR PROPOSAL**

## **Boardroom Carpet Project**

### **OVERVIEW OF THE REQUEST PROCESS**

The Ohio-Kentucky-Indiana Regional Council of Governments (OKI) will accept “sealed bids” for the purchase of new carpeting for the OKI boardroom until 10:00 a.m. EDT on October 16, 2019.

### **BACKGROUND**

OKI, as the Metropolitan Planning Organization (MPO) for the Cincinnati-Northern Kentucky metropolitan area, is responsible for regional transportation planning. The project is to remove and replace the carpeting in the Boardroom, located on the fourth floor of the Sawyer Point Building.

### **SCOPE OF WORK**

OKI is seeking bids for new carpeting. This includes removing all furniture in the boardroom, remove and dispose all carpeting and any carpet padding (if applicable). Laydown new carpeting (and padding if necessary), replace furniture as designated by OKI staff member. OKI has selected a Shaw carpet design as follows:

Collection: Urban Relief  
10515 – Eastern Façade  
Color: 00450 Transit

### **PROJECT TIMING AND AVAILABILITY**

The successful candidate or firm will agree to commence activity from the notice to proceed, which is anticipated to be on November 15, 2019.

### **FORMAT AND SUBMISSION**

- 1 Submittal: All items requested as part of the RFP must be completed in their entirety. Failure to do so can result in the submittal being declared unresponsive and will be automatically DISQUALIFIED. OKI must be in receipt of all Proposals by 10:00 a.m. EDT, October 16, 2019 at the following address.

Ohio-Kentucky-Indiana Regional Council of Governments

Attn: Finance Department

Boardroom Carpet Project – Request for Proposal

720 E. Pete Rose Way, Suite 420; Cincinnati, Ohio 45202

The proposal should be placed in a sealed envelope and clearly marked "Boardroom Carpet Project – Request for Proposal". Submissions not marked clearly will not be opened. Submissions received after the deadline will not be evaluated. No exceptions.

- 2 One (1) original, three (3) copies, and one electronic PDF (submit thumb drive) of the proposal packet are needed. Packets received after the deadline will be rejected. No other distribution is to be made. An official authorized to bind the contractor must sign packets.
- 3 Submittals should be bound or stapled, only. Effort should be made to limit the number of pages.
- 4 Information Required from the Proposer: To be eligible for evaluation as a complete, responsive submittal to this solicitation, any and all submittals must contain all of the following documents, properly signed (as required), fully completed and arranged in the following order:
  - i. Cover Sheet: The cover sheet for the submittal must include all of the information found on the form. The form can be found under the Attachments section of the RFP. As a condition of submittal responsiveness, this document must be fully completed, signed and submitted with the proposal.
  - ii. Detailed Proposal: This document should include how the scope will be accomplished and include a time schedule. There is no prescribed format for this document. The format of the document shall be at the discretion of Proposer. This document should not exceed 2 (two) pages.
  - iii. References/List of Relevant Work: This document, Attachment #1, can be found under the Attachments section of the RFP. This form shall include a list and description of recent relevant work performed by the Proposer and its team members. As a condition of submittal responsiveness, this document must be fully completed and submitted with the proposal.
  - iv. Conflict of Interest Statement: This document, Attachment #2, can be found under the Attachments section of the RFP. This form shall serve as a list of all entities and/or individuals with which the Proposer, including the firms comprising the Proposer's team (if applicable), has relationships that may create or appear to create conflicts of interest with the work to be performed as a result of the contract. As a condition of submittal responsiveness, this document must be fully completed, signed and submitted with the proposal.
  - v. DBE: These documents, Attachments #3 and #4, can be found under the Attachments section of the RFP. These forms are required for compliance with

the USDOT's requirements related to the participation by Disadvantaged Business Enterprises (DBE) in federally funded contracts and shall serve as proof of the Proposer's "good faith efforts" to, where practicable, include certified DBE firms in the proposal. As a condition of submittal responsiveness, these documents must be fully completed and submitted with the proposal package.

## **COMPLIANCE WITH LOCAL AND FEDERAL REGULATIONS**

All pertinent local, state, and federal regulations, including those related to DBE requirements, apply, whether or not specifically identified.

## **EVALUATION CRITERIA AND SELECTION**

Evaluation Criteria: A Selection Committee will review and evaluate the qualifications based on, but not necessarily limited to, demonstrated clear understanding of the project, detailed and sound approach to completing the elements of the scope of work, past experience on similar projects by firms and their staff members. Specific evaluation criteria will include the following:

Analysis of bids will take into consideration the best possible price for specified carpet.

Selection Process: A Selection Committee comprised of Executive Director/CEO, Director of Communications and Senior Accountant will evaluate submittals and select a proposal for this project.

A public opening will be held on October 16, 2019 at 2:00 p.m. in the OKI offices and is open to the public. Attendance at the public opening is not a requirement. After the public opening, the Selection Committee will rank the proposals in order of preference on the basis of the evaluation factors published in this RFP. The final selection will be made on October 25, 2019 and will be made based upon the highest evaluation score. Once the selection is made, based upon the evaluation score, all applicants will be notified of the selection.

OKI shall thereafter attempt to finalize a contract with the offeror ranked first. If a contract, final scope and schedule satisfactory and advantageous to OKI can be negotiated, the award shall be made to such offeror; otherwise, negotiations with the offeror ranked first shall be formally terminated and negotiations conducted with the offeror ranked second, and so on, until a contract can be negotiated.

## **COST OF PREPARATION**

Respondents are responsible for all costs associated with the preparation of materials in response to this RFP. OKI assumes no responsibility for such costs. OKI reserves the right to waive any formality in the submitted proposals, to reject any and all proposals or to re-advertise for additional proposals.

## **NEWS RELEASES**

No news releases, pertaining to the request for proposals or any project that may arise, are to be made without prior approval of OKI.

## **GENERAL RFP DISCLOSURES**

- 1) If there are any questions concerning the RFP or the project, please contact Lorrie Platt at [lplatt@oki.org](mailto:lplatt@oki.org). **Questions will be accepted in writing until 3:00 p.m. EDT on September 22, 2019. After this time, no additional questions will be addressed.** The responses to all questions will be posted on [www.oki.org](http://www.oki.org) within 2 business days of receipt.
- 2) By submitting a proposal, the offeror acknowledges and agrees to be bound by the terms and conditions of the solicitation. This RFP document including all terms, conditions and specifications contained herein shall become the basis of contract upon award by OKI. It is further agreed between the parties, that any change of the contractual agreement must be formalized by issuance of a written modification from the Finance Department. If any modifications are made to this RFP, notice will be posted on [www.oki.org](http://www.oki.org).
- 3) Once submitted, an RFP becomes the property of OKI. OKI will release no information about the RFP submittal until after all requests have been received and are deemed a matter of public record.
- 4) All firms submitting an RFP must follow all instructions to be considered responsive.
- 5) All solicitations made by OKI are open and free to all competing firms, whereby all have a reasonable chance to be successful and be awarded the contract. If an individual or firm feels that the RFP is unfair for whatever reason, they should request, in writing, a copy of OKI's Title VI Complaint Procedure.

6) OKI encourages the use of Disadvantaged Business Enterprises. If your firm qualifies as a DBE, you must include Attachments #3 found under the Attachments section of the RFP.

**ATTACHMENTS**

**COVER SHEET**

**By signing below you are agreeing to all OKI Terms & Conditions that are a part of this Request for Proposals.**

**Include this page in your response to this RFP**

Firm: \_\_\_\_\_

Authorized Signer: \_\_\_\_\_

Title: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Project Manager: \_\_\_\_\_

Title: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Date: \_\_\_\_\_

Federal ID Number: \_\_\_\_\_

Consultant's DUNS Number: \_\_\_\_\_

If you do not have a DUNS number, contact Dun & Bradstreet at (866) 705-5711 or go to <http://fedgov.dnb.com/webform/displayHomePage.do>.

Consultant must be registered as a vendor in the federal System for Award Management (SAM) The online registration is at [www.sam.gov](http://www.sam.gov). Is the consultant registered in SAM? Yes  No

Non-collusion Statement: By my signature below, I, individually and as an agent for the consultant responding to this Statement of Qualifications, certify that neither I, nor the business entity for which I am an agent, nor any other agent for that business entity, have entered into any agreement, participated in any collusion, or otherwise taken any action, in restraint of free competitive bidding in connection with this submitted bid. I understand that failure to submit this statement as part of the bidding documents shall make this bid nonresponsive and therefore not eligible for award consideration.

\_\_\_\_\_  
(Consultant Signature)

\_\_\_\_\_  
(Date)

**Please include a copy of your W-9 with your submitted Proposal.**  
***You cannot be awarded a contract until this is submitted.***

**I acknowledge receipt of the following Addendum:**

**Addendum #1:** \_\_\_\_\_

**Addendum #2:** \_\_\_\_\_

**Addendum #3:** \_\_\_\_\_

**Any Additional Addendum (list all numbers):** \_\_\_\_\_

\_\_\_\_\_  
Consultant Signature (all items above have been read and completed)

**ATTACHMENT #1**  
**REFERENCES/LIST OF RELEVANT WORK**  
*(Attach additional sheets if necessary)*

1.	Project:	
	Client:	
	Contact Name:	
	Phone Number:	
	E-Mail:	
	Description of Work Performed:	
2.	Project:	
	Client:	
	Contact Name:	
	Phone Number:	
	E-Mail:	
	Description of Work Performed:	
3.	Project:	
	Client:	
	Contact Name:	
	Phone Number:	
	E-Mail:	
	Description of Work Performed:	

**ATTACHMENT #2**  
**CONFLICT OF INTEREST STATEMENT**

Proposer shall provide a list of all entities and/or individuals with which it has relationships that create, or may appear to create, conflicts of interest with the work that is contemplated by this RFP. The list should indicate the names of the entities and/or individuals, their relationship to the Proposer, and a description of the real and/or apparent conflicts. In addition, please be sure to include descriptions of relationships with any or all OKI Board Members and employees that create, or may appear to create, any real and/or apparent conflicts of interest. The following real and/or apparent conflicts exist:

1.	Name:	
	Relationship to Proposer:	
	Description of Conflict:	
2.	Name:	
	Relationship to Proposer:	
	Description of Conflict:	
3.	Name:	
	Relationship to Proposer:	
	Description of Conflict:	
4.	Name:	
	Relationship to Proposer:	
	Description of Conflict:	
5.	Name:	
	Relationship to Proposer:	
	Description of Conflict:	

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Title

\_\_\_\_\_  
 Date

**ATTACHMENT #3**  
DBE CERTIFICATION

*Insert a copy of your DBE Certificate*

**ATTACHMENT #4**  
**SUMMARY OF DBE PROPOSED WORK**

DBE Name	General Description of Proposed Work	Projected % of Work by DBE