

City Hall Renovation/Upgrade Request For Proposals

The City of Centralia is requesting proposals for renovations and upgrades to City Hall. Proposals will be accepted by the City Clerk until 2:00 pm (local time) on Wednesday, September 30, 2020. All proposals should be sent to ATTN: City Clerk, Tara Strain, 114 South Rollins Street, Centralia, Missouri 65240 and should be labeled “**Proposal – City Hall Renovations and Upgrades - 2020.**” If you have any questions, please contact City Administrator Heather Russell or Director of Public Works & Utilities, Mike Forsee at 573-682-2139.

Project Description

The City of Centralia has several upgrades and renovations to be made to City Hall in order to utilize the space more efficiently, to increase the safety of staff and citizens, and to upgrade old wall and floor coverings:

1. Replace carpet in City Hall and the Council Chambers with laminate flooring.
2. Repair sub-flooring as needed to allow for proper installation of new floor covering.
3. Abate mold behind wallpaper in certain areas, prep walls for paint, and paint the walls of City Hall and the Council Chambers
4. Remove and rebuild front counter to include a workspace area for City staff
5. Remove temporary partition at front counter and build a permanent partition structure.
6. Add a wall at the east end of the front counter for staff entrance only. Install a door with a window.
7. Remove and replace 3 Pella windows on the south side of the building.
8. Remove interior wall in the work area of City Hall to accommodate more workspace (this could include some electrical work to ensure cubicle spaces have adequate outlets for equipment).
9. Remove and replace ceiling tiles as needed.

Contact Director of Public Works & Public Utilities, Mike Forsee, at 573-682-2139 or mforsee@centraliamo.org to schedule a walk-through of the project.

Bid Requirements/Process

- Bids must be submitted on the ATTACHED FORM.
- Bids without complete information or that are not legible may be rejected.
- Not-to-exceed price for the projects listed will be the primary consideration but references and the time and materials bid price will be considered as well.
- The project completion deadline is December 31, 2020. Only proposals that can accommodate that deadline will be considered.

Approval of Completed Project and Payment:

- The Contractor will be paid 25% of the agreed price upon execution of a contract for work to begin and the remaining 75% upon the completion of the project.
- Completed project must be approved by City Administrator, Heather Russell and Director of Public Works & Public Utilities, Mike Forsee

Insurance Required:

- Must furnish proof of public liability, property damage and workmen's compensation

Sales Tax Exemptions:

- The bidder is hereby notified that the City has established procedures and will undertake to utilize sales tax exemptions provided to municipalities by virtue of Section 144.062 RSMo. The successful bidder will not be required to pay sales tax when purchasing materials for this project.

Requirement to Register with a Federal Work Authorization Program:

- Bidders are informed that pursuant to Section 285.530, RSMo, as a condition of the award of any contract in excess of five thousand dollars (\$5,000.00), the successful bidder shall, by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection to the contracted services. Successful bidders shall also sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection to the contracted services. Therefore, you are required to register with a federal work authorization program such as 'E-Verify' in order to be eligible for payments under this contract.

The City of Centralia reserves the right to waive any informalities or irregularities or to reject any and all proposals and to accept the one that in the judgment of the Council is the lowest responsive, responsible bidder.



CITY HALL RENOVATION AND UPGRADE BID FORM

Name of Firm: _____

Contact Name: _____

Phone Number: _____ Fax Number: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____

Include any additional information about your staff, equipment, or operations that you feel better explains why the City should select your firm.

REFERENCES

1. Name: _____

Email: _____ Phone: _____

Additional information: _____

2. Name: _____

Email: _____ Phone: _____

Additional information: _____

The following bid is the official submission of our firm and contains no known errors or omissions:

Signature

Date

Name Printed

Title

SPECIFICATIONS:

For the work as shown in the Instructions to Contractors and Scope of Work described above. The below signed Contractor proposed the amounts shown below.

Basic Work: Renovations and upgrades to City Hall as described in RFP.

Not to Exceed Price: \$ _____

Estimated start date based on notice to proceed by November 1, 2020: _____

Please acknowledge:

- Insurance requirements are acceptable; Yes _____ No _____
- We understand the requirements for prevailing wage, e-verify, equal opportunity hiring and applicable city, state and federal laws and regulations (if total bid exceeds \$75,000);
Yes _____ No _____

TIME & MATERIALS, PLEASE ATTACH A SEPARATE SHEET.

Bids/Proposals/Qualifications shall be submitted by mail or in person on the bid form (Attachment A) and delivered or mailed to the City of Centralia **NO LATER** than:

2:00 p.m CDT on Wednesday, September 30, 2020

Bids/Proposals/Qualifications must be sealed and labeled:

"Proposal – City Hall Renovations and Upgrades - 2020"

All bids will be publicly opened at approximately 2:01 PM on Wednesday, September 30, 2020.

Bids should be addressed to:

**Tara Strain, City Clerk
City of Centralia
114 S. Rollins St.
Centralia, MO 65240**

RE: Proposal – City Hall Renovations and Upgrades - 2020

Questions regarding this Request for Bids/Proposals/Qualifications may be directed to:

City Administrator, Heather Russell. Email: heather@centraliamo.org **OR**
Public Works & Utilities Director. Mike Forsee. Email: mforsee@centraliamo.org
114 S. Rollins St.
Centralia, MO 65240
Phone: (573) 682-2139