

**NATRONA COUNTY REQUEST FOR PROPOSALS**  
**TO**  
**REPAIR HALL OF JUSTICE PARKING LOT**  
**RFP INSTRUCTIONS**

MANDATORY pre-bid meeting and walk-through: 10:00 a.m., August 22, 2019, HOJ parking lot - Hall of Justice ("HOJ"), 201 N David ST, Casper, WY 82601

LABEL opaque, sealed proposal envelope: PROPOSAL TO REPAIR HOJ PARKING LOT

SUBMIT proposal to: BOCC Office, 200 N Center, STE 115, Casper, WY 82601

**DEADLINE to submit proposal: 10:00 a.m., August 27, 2019**

CONTACT: Steve Brown, Natrona County Building Manager, 307-262-9441

The Board of Natrona County Commissioners ("BOCC") requests proposals responsive to this Request for Proposals ("RFP").

To submit a proposal: (1) obtain a proposal packet from the Commissioners' Office, 200 N Center ST, STE 115, Casper, WY 82601 or online at [www.natronacounty-wy.gov](http://www.natronacounty-wy.gov); (2) prepare a proposal in accordance with this RFP; (3) attend the mandatory pre-bid meeting and walk-through; and (4) submit proposal in a sealed opaque envelope labeled PROPOSAL TO REPAIR HOJ PARKING LOT by the above deadline.

Approximately five minutes after the deadline, properly submitted proposals will be opened, read aloud, and recorded. A proposal received after the deadline or not in a sealed opaque envelope properly labeled will not be opened. BOCC may reject any proposal in full or in part, waive technicalities, and determine which proposal, if any, is in the best interest of Natrona County ("County"). If BOCC accepts a proposal, it will do so at a BOCC meeting.

Prior to the deadline to submit proposals, BOCC may issue addendums to this RFP. Any such addendum is deemed part of this RFP.

**PROJECT.** Attachment A contains the project specifications for this RFP ("Project").

**RFP FORMS.** Complete the following RFP forms:

1. *Proposal Schedule and Bidder Certification*
2. *Non-Collusion Affidavit*

**ATTACHMENTS.** Include the following attachments with your proposal:

1. Bidder's résumé with relevant education, training, certification, license, skills, experience, and prior projects
2. Bidder's references
3. A bid bond in the amount of 5% of Bidder's total proposal cost
4. Proof of compliance with Workers' Compensation laws
5. Proof of commercial general liability insurance
6. Proof of automobile insurance
7. If applicable, proof of professional liability insurance

**EVALUATION CRITERIA.** BOCC seeks a responsive proposal from a qualified bidder with the lowest proposal price that is in the best interest of County. BOCC may consider the following in its evaluation of opened proposals:

1. Whether the proposal is complete and, if not, whether the proposal is sufficiently complete to continue to evaluate it,
2. Whether the proposal is responsive to this RFP and, if not, whether the proposal is sufficiently responsive to continue to evaluate it,
3. The total proposal price,
4. The itemized proposal prices,
5. Whether the proposal contains conditions and/or alternatives for bidder to complete Project,
6. Bidder's experience, qualifications, and relevant skills,
7. If applicable, whether bidder and/or bidder's personnel is appropriately licensed and/or certified,
8. If applicable, bidder's capacity and ability to mobilize to perform in accordance with this RFP requirements,
9. If applicable, the suitability of bidder's equipment,
10. If applicable, the number of and reliability of bidder's personnel,
11. County's past experience with bidder,
12. The reputation of bidder's character, competence, judgment, innovativeness, cooperativeness, experience, and efficiency,
13. Bidder's references,
14. Whether bidder is delinquent paying any County tax or license or otherwise owes County money,
15. Whether bidder has violated a federal, state, or local law or regulation,
16. Whether bidder has violated any County resolution (such as the Zoning, Subdivision, or Building resolutions),
17. Whether a former employee of bidder submitted a wage claim against bidder,
18. If bidder is a business entity, whether bidder is listed as "active" by the Wyoming Secretary of State,
19. If bidder is a business entity, how long the business entity has been active, and/or
20. Interview – BOCC may interview one or more bidders.

**PROPOSAL PROCEDURE.** Following is the *general* process regarding proposals:

1. BOCC retains its right to reject a proposal(s) in full or in part, waive technicalities, and accept the proposal it determines is in the best interest of County.
2. BOCC will consider accepting a proposal at a BOCC meeting. Such meetings are generally held the first and third Tuesdays of each month. BOCC's meeting schedule is also posted on County's website which will usually post any changes in meeting times or special meetings.
3. If BOCC approves accepting a proposal, the County Attorney ("CA") will send the Project contract (the "Contract") to bidder that submitted the accepted proposal ("Contractor"). Contractor must execute and return the Contract to CA within 15 days from the postmark or hand delivery date of

the Contract. If Contractor fails to execute and return the Contract by the deadline, BOCC may accept a different proposal or reject all proposals.

**GENERAL.**

1. Once a bidder submits a proposal to BOCC, the proposal along with all of its attachments and enclosures becomes the property of County and will not be returned to bidder.
2. Once a bidder submits a proposal to BOCC, the proposal along with all of its attachments and enclosures become a public record.
3. All submitted proposals remain valid for 30 days from the date proposals were opened.
4. County does not waive and specifically retains all immunity provided by the Wyoming Governmental Claims Act, Wyo. Stat. §§ 1-39-101, et seq., and all other immunities and defenses provided by law.
5. The laws of the State of Wyoming govern the interpretation and enforcement of this RFP. The courts in the State of Wyoming have jurisdiction over this RFP. A court in Natrona County, Wyoming is the proper venue for any legal action arising from this RFP.
6. Any contract arising from this RFP is contingent upon proper allocation of funds to County for Project. If such funds are not available for Project, County may rescind its acceptance of the proposal and terminate any contract without any penalty. County will not be liable for any future payment or any alleged damage resulting from rescinding and/or terminating a contract. County will not claim unavailability of funds in order to have Project performed by a third party.
7. Contractor will be an independent contractor and solely responsible for its debts and other liabilities. Contractor will be solely responsible for any taxes resulting from Project including, but not limited to, federal and social security taxes and workers' compensation and unemployment insurance.
8. Contractor will be aware of and comply with all applicable federal, state, and local laws applicable to Project, including, but not limited to:
  - i. the Civil Rights Act of 1964,
  - ii. the Fair Labor Standards Act,
  - iii. the Wyoming Fair Employment Practices Act (Wyo. Stat. § 27-9-105 *et seq.*),
  - iv. the Americans with Disabilities Act (ADA) (42 U.S.C. 12101, *et seq.*),
  - v. the Age Discrimination Act of 1975 (ADEA),
  - vi. the Health Insurance Portability and Accountability Act of 1996 (HIPAA) (48 C.F.R. § 324.7000, *et seq.*), and
  - vii. the Wyoming Ethics and Disclosure Act (Wyo. Stat. 9-13-101, *et seq.*).

*REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK*

**PROPOSAL SCHEDULE**

Total cost to complete Project: \$ \_\_\_\_\_ . *Attach Bid Schedule.*

List any alternative(s) and/or contingency(ies) to this RFP or write "see attached" and attach separate page(s).

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List your proposed timeline to complete Project or write "see attached" and attach separate page(s).

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**BIDDER CERTIFICATION**

I am an authorized agent of Bidder and submit this proposal in response to this RFP. Bidder is responsible for all costs incurred in preparing and submitting this proposal. Bidder understands that BOCC may not accept this proposal, and BOCC is not obligated to accept any proposal.

Bidder has had an opportunity to review this RFP including any addendum(s). Bidder has notified BOCC in writing of all errors, inconsistencies, and ambiguity that Bidder discovered in this RFP and is satisfied with BOCC's clarification. Bidder understands what is required to complete Project.

Bidder has had an opportunity to review all matters that could affect its cost to complete Project including, but not limited to, visiting the facility, knowledge of all applicable regulations and laws, and knowledge of any other information and/or condition that could affect Bidder's costs. Bidder understands that if BOCC accepts this proposal, Bidder will be bound by its proposal and a contract with County.

This bid is genuine and not made in the interest of or on behalf of an undisclosed entity. This bid is not submitted in collusion with any entity or group.

Name of bidding entity	Signature of Bidder's Agent	Date
Bidder's address	Printed name and title of Bidder's agent	
Bidder's phone #	If applicable, Bidder's State License #	

**NON-COLLUSION AFFIDAVIT**

Under penalty of perjury I, \_\_\_\_\_ (Affiant), state the following:

1. I am Bidder or an agent for Bidder
2. I participated in the preparation of the enclosed proposal and know its contents.
3. I am authorized to submit the proposal.
4. The prices in this proposal were determined independently without communicating with anyone in a manner that would result in restricting competition regarding such prices.
5. Neither I nor any agent of Bidder will knowingly disclose the proposal prices directly or indirectly with any other bidder.
6. I have not induced or attempted to induce and will not induce or attempt to induce any other entity to submit or not submit a proposal for the purpose of restricting competition.

Further Affiant sayeth not.

\_\_\_\_\_  
Signature of Affiant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name and title of Affiant

STATE OF WYOMING    )  
  ) ss.  
COUNTY OF NATRONA )

On \_\_\_\_\_ (date), \_\_\_\_\_ (name)

affirmed and subscribed before me the foregoing Affidavit.

WITNESS MY HAND AND OFFICIAL SEAL.

**NOTARY PUBLIC**

\_\_\_\_\_

**NATRONA COUNTY REQUEST FOR PROPOSALS  
TO  
REPAIR HALL OF JUSTICE PARKING LOT**

**ATTACHMENT A - PROJECT**

Provide all labor, equipment, and materials to repair the Hall of Justice parking lot which abuts the south side of the Hall of Justice, 201 N David ST, Casper, WY 82601.

Repairs include:

- 1) remove concrete post foundations and heaved large concrete blocks below grade;
- 2) remove deteriorating asphalt;
- 3) install a drain pan (an approximately a 6' wide, 7" thick, and 195' long concrete pan installed in a manner to control drainage);
- 4) patch asphalt around drain pan for proper drainage;
- 5) patch asphalt where post foundations and concrete blocks were removed;
- 6) repair potholes;
- 7) install 2" asphalt overlay over entire parking lot;
- 8) stripe parking lot; and
- 9) install approximately 120' of 5" diameter parking rail.