



Request for Proposals

Montrose Community Recreation Center - Wood Floor Services

for

MONTROSE RECREATION DISTRICT

I. REQUEST FOR PROPOSALS

The Montrose Recreation District ("MRD") seeks proposals for materials purchased and services completed for wood floors located at the Montrose Community Recreation Center

The anticipated start date is 8/22/2022. The anticipated completion date is 9/1/2022.

Questions regarding RFP requirements must be received by Miguel Lopez, Parks and Maintenance Superintendent through email at miguel@montroserec.com by 5:00 PM MT on Friday, June 10, 2022. Late questions will not receive responses.

Proposals containing the information required by this RFP, in the format described below, must be received no later than 5:00 p.m. (MT) on Friday, June 17, 2022. Proposals shall be submitted EITHER in a sealed envelope and plainly marked "Proposal for Wood Floor Services" on the outside of the sealed envelope OR electronically at miguel@montroserec.com

Paper proposals must be submitted to:

Miguel Lopez, Parks and Maintenance Superintendent
Montrose Recreation District
16350 Woodgate Road
Montrose, CO 81401

It is the sole responsibility of each Respondent to ensure its Proposal is received by the MRD by the date and time stated in this RFP. Late Proposals will not be accepted.

II. BACKGROUND INFORMATION

- The Montrose Community Recreation Center (MCRC) opened their doors to the public in January of 2017. Sun Country Floors, INC was awarded the bid for the installation of wood floors for the 18,000sqft gymnasium, 2- 800sqft racquetball courts, and 2,000sqft fit zone area. With a combined total of almost 22,000sqft the MRD was recommended by Sun Country Floors, INC to establish and follow a maintenance program for the wood floors. It was recommended at the time that the MRD do its best to build the mill thickness of the coat over the wood floors. The first two years we contracted Sun Country Floors, INC to service the wood floors through the screen and recoat process. The materials used in this process were one-coat of Hillyard basecoat 2, and 2-Coats of Hillyard 1907. The past three years the MRD worked collaboratively with Sanitary Supply Corp. with a similar process using a different type of material. This included a light screening process, and the application of Hillyard recon 2-component cross linked formula. The MRD will move forward in continuing this program by recommending an additional screen and recoat for 2022, and the recon application for 2023 and 2024.

III. SCOPE OF SERVICES REQUIRED

The scopes of services discussed below are intended to capture all tasks necessary to allow for bidding and construction of the proposed projects. However, the potential does exist for necessary tasks to be omitted from the scope of work provided. **Proposers are encouraged to identify in their proposal any additional tasks (incl. pricing) they feel would be necessary to complete the project.**

The Contractor will:

1. Inspect

- a. Inspect the floor for any gum and tape that must be removed
- b. Consult the product labels for more detailed instructions
- c. Note anything that needs addressed or discussed with the customer prior to proceeding

2. Clean and Abrade

- a. Equipment and Supplies - terry cloth towels, push broom, mop bucket and wringer, Hillyard Pre-Game, 175 rpm floor machine and driver, 3m surface preparation pads.
- b. Procedures
 - i. Dilute Pre-Game (1:4) into a mop bucket, soak terry cloth towel, wring out.
 - ii. Pre-clean the floor by damp tacking until clean and allow the floor to dry.**
 - iii. Using a floor machine, abrade the entire floor thoroughly with the 3M SPPs, overlapping appropriately.
 - iv. SPPs should be flipped after 250 ft² (or a maximum of 500 ft²) and changed after each side has been used once.
 - v. Vacuum and dispose of dust following directions on the gym finish label.

3. Tack

- a. Equipment and Supplies - Terry cloth towels, push broom, mop bucket & wringer, chix brand stretch 'N dust tool and cloths, and blue painter's tape
- b. Procedures
 - i. Dilute Pre-Game (1:4) into a mop bucket, soak terry cloth towel, wring out.
 - ii. Damp tack the floor until clean and allow the floor to dry.
 - iii. Dry tack the floor with the Chix Stretch 'N Dust tool and cloth.
 - iv. Tape off any volleyball standards or related objects within the court with blue painter's tape to prevent finishing over them.
 - v. A Quick-Pass may also be used for tacking

4. Application

- a. Mix Trophy H2O - Paddle mixer for drill is suggested for 5-gallon pail
 - i. **Mixing Instructions:** Open crosslinker bottle and add water to the red fill line. Shake well. Add the crosslinker/water mixture to finish within 15 minutes. Stir finish, preferably with a drill mixer or stir stick, as the crosslinker/water mixture is added. Continue to mix for 2 minutes and then let stand for 5-10 minutes before applying. Pot Life: The finish/crosslinker mixture is active for approximately 8 hours.
- b. Apply Trophy H2O, T-Bar Method
 - i. Equipment & Supplies - Lightweight T-Bar, Synthetic T-Bar pad, Watering can, Trophy H2O.
 - ii. Procedures
 - 1. Turn off the exhaust system prior to application.
 - 2. Run a bead of Trophy H2O the length of the gym using the watering can.
 - 3. Saturate the T-Bar pad and pull the applicator at a 30° angle the length of the floor, always keeping the Trophy H2O flowing towards the unfinished side of the floor.
 - 4. When reaching the end of the run, turn the T-Bar 180° and pull in the opposite direction. Always feather with the grain of the wood.
 - 5. Continue until the entire floor is coated. Trophy H2O should be applied at a rate of 500-600 ft²/gallon.
 - 6. Turn on the exhaust system 1-2 hours after application.
- c. Apply Trophy H2O, Hillyard Multi-Flo XP Method
 - i. Equipment & Supplies - Multi-Flo XP w/pads, Lightweight T-Bar, Synthetic T-Bar pad, Watering can, Trophy H2O.
 - ii. Procedures
 - 1. Turn off the exhaust system prior to application
 - 2. Place Trophy H2O container on Multi-Flo XP and set up Multi-Flo XP as described in manual.
 - 3. We suggest using the long bar only and one weight.
 - 4. Run a bead of Trophy H2O the length of the gym using the Multi-Flo XP.

5. Saturate the Multi-Flo XP pads and pull the applicator at a 30° angle the length of the floor, always keeping the Trophy H2O flowing towards the unfinished side of the floor.
 6. When reaching the end of the run, turn the applicator 180° and pull the Multi-Flo XP in the opposite direction. A lightweight T-Bar may be used to feather the ends.
 7. Continue until the entire floor is coated. Trophy H2O should be applied at a rate of 500-600 ft²/gallon.
 8. Turn on the exhaust system 1-2 hours after application.
- d. Allow Trophy H2O to Cure
- i. Turn on the exhaust system 1-2 hours after applying Trophy H2O.
 - ii. Allow Trophy H2O to cure at least 24 hours before opening up to light traffic and 72 hours before opening up to athletic use.

The Contractor is responsible for ensuring all Services performed are performed by qualified personnel who possess all applicable licenses or certifications, as may be required by law (federal, State, County, city).

The Contractor shall be responsible for ensuring necessary inspections are scheduled and completed satisfactorily. Upon completion of the work, if applicable, as determined by the MRD, the Contractor shall conduct an onsite inspection of the work with the designated MRD employee to ensure all work is completed satisfactorily and all equipment and/or materials meet any and all applicable standards and/or specifications as provided by the MRD.

The Contractor will provide all labor, tools, equipment, and materials to perform the services. The Contractor will coordinate with other MRD contractors as necessary.

Addendum A is the site of service to be provided.

The Contractor shall leave the work area in a clean state, upon completion of the work at the end of each work day. The Contractor must dispose of all debris generated in an appropriate manner. The Contractor shall be responsible for all safety training, procedures and requirements. The contractor shall turnover all supplies and materials of excess.

IV. PROPOSAL REQUIREMENTS

Interested Respondents shall submit Proposals that clearly demonstrate their ability to provide the Services. The Proposal should be a complete and detailed approach to providing all Services and any Additional Services that the Respondent proposes. Only one Proposal should be submitted.

The Proposals shall include the following information in the order listed below to facilitate fair and equal evaluation of Proposals.

- A. COVER LETTER.** Briefly introduce the Respondent, explain the Respondent's interest in providing the Services, and articulate why the Respondent is qualified to provide the Services. Include the name, address, email address and phone number of the person who will serve as the Respondent's principal contact with District staff. Identify individual(s) who will be working on the project.
- B. METHOD.** Describe the Respondent's approach to the Services, including: how Respondent will work collaboratively with the MRD to complete deliverables; Respondent's approach to completing deliverables; and priority and scheduling. Provide information on the Respondent's current workload and ability to deliver the desired Services.
- C. QUALIFICATIONS OF CONTRACTOR & KEY PERSONNEL.** Information on recent, relevant or similar services. Respondents should demonstrate relevant experience in providing services similar to the Services Provide information about the individuals that will be assigned to the Services, including their proposed role, expertise and capabilities. Any proposed subcontractors must be identified. Full resumes can be included in an appendix.
- D. PAST PERFORMANCE.** Provide three (3) client references within the past two (2) years, including contact name, firm or agency, phone number, email and brief summary of services provided. The MRD is especially interested in references that can attest to the Respondent's ability and performance in similar work with similar organizations and similar scope of services.
- E. EXCLUSIONS & ADDITIONAL SERVICES.** The Respondent must include any proposed exclusions to the Services or draft contract, providing specific details and the reasoning behind the exclusion, and any proposed Additional Services.
- F. ADDITIONAL INFORMATION.** The Respondent may list any additional information or data not requested as part of this RFP that Respondent believes should be considered in the evaluation of the Proposal provided the entire Proposal is no more than the identified page limit.
- G. FEE PROPOSAL.** A fee proposal consisting of:
- a. Rates should be broken down to standard Hourly rate, any mobilization rate, or any other standard rate charged in the industry for tree trimming, removal, or grinding.
 - b. **The proposed rate for any Additional Services that may be proposed.**

Fee proposals should be as specific as possible and must include sufficient detail to allow insight into the fairness and reasonableness of the price in order to be considered. Rates should be all-inclusive and incorporate all costs of performing the Services (including without limitation, mileage, equipment, supplies, permits, licenses, overhead, profit, etc.) Although the MRD does not anticipate compensating Respondent for any additional items or expenses, any such additional amounts to be charged to the MRD should be identified in the fee proposal.

V. SELECTION

The MRD will use a qualitative-based selection process using the following criteria:

- Respondent qualifications
- Past experience, representative work, and references

- Proposed method and approach to fulfill the MRD's needs
- Price

Interviews may be requested once Proposals have been reviewed. The MRD may contact references provided with the Proposal. The MRD reserves the right to request clarification or additional information from Respondents and to consider independently obtained information.

The MRD will select the Respondent determined to be the best value by the MRD in its sole discretion. In addition to the criteria stated above, the MRD's determination may consider, without limitation, the Respondent's financial resources, ability to comply with all legal and regulatory requirements, ability to perform the Services in a timely and satisfactory manner, history of performance, reputation, ability to obtain necessary equipment, data, and facilities, and any other factor deemed important by the MRD.

The MRD reserves the right to negotiate further with one or more Respondents. Selection of any Contractor and execution of a contract is dependent on approval in accordance with applicable City laws and policies and the MRD's receipt of any required Certificates of Insurance and applicable endorsements. The MRD's decision is final and without recourse to any Respondent.

VI. CHANGE ORDERS

- Any alteration or deviation from the Services mentioned or any other contractual specifications that result in a revision of this Agreement shall be approved in writing by the Parks and Maintenance Superintendent.

VII. MISCELLANEOUS

The issuance of this RFP and the receipt and evaluation of Proposals do not obligate the MRD to select a Respondent, to enter into any agreement, or to pay any costs incurred in responding to this RFP or negotiating an agreement. Selection of any Contractor and execution of a contract is dependent on approval in accordance with applicable City laws and policies and the MRD's receipt of any required Certificates of Insurance and applicable endorsements. No Proposal shall constitute business terms of any eventual agreement except as expressly agreed by the MRD. The MRD reserves the right to modify this RFP or the selection process, to cancel this RFP, to reject or accept any Proposal, and to waive any informalities or irregularities in any Proposal, without liability, at any time.

All Proposals shall become the property of the MRD, will not be returned, and will become a public record. Respondents may request parts of their Proposals to remain confidential by indicating such in the Proposals and on the appropriate proprietary or financial pages, which must be clearly marked. The MRD will take reasonable steps to keep confidential only documents actually prevented from disclosure under the Colorado Open Records Act ("CORA" or "Act"), C.R.S. § 24-72-201, *et seq.*, including notifying the

Respondent of a CORA request and allowing the Respondent to take steps to prevent disclosure. Under no circumstances may an entire Proposal be marked or identified as proprietary or confidential. **By submitting a Proposal, each Respondent agrees to hold the MRD harmless from any claims arising from the release of confidential or proprietary information not clearly designated as such by the Respondent or where the MRD has notified the Respondent of a request, and from any claims arising from the release of documents not protected from disclosure under the Act.**

Respondents are cautioned not to undertake any activities or actions to promote or advertise their submittals, other than discussions with MRD staff as described in this RFP. After the release of this RFP, Respondents are not permitted to make any direct or indirect contact with members of the Selection Committee, the Board of Directors or media on the subject of this RFP, except in the course of MRD-sponsored presentations. Violation of these rules is grounds for disqualification of the Respondent.

VIII. INSURANCE

A. **Required Policies.** Contractor will procure and keep in force the following insurance subject to the conditions below, for the duration of this Agreement:

1. **Commercial General Liability Insurance.** Comprehensive general liability insurance insuring against any liability for personal injury, bodily injury or death arising out of the performance of the Services with at least **One Million Dollars (\$1,000,000)** each occurrence.

2. **Products and Completed Operations Insurance.** Products and completed operations insurance insuring against any liability for bodily injury or property damage caused by the completed Services, with a combined single limit of at least **One Million Dollars (\$1,000,000)**.

3. **Comprehensive Automobile Liability Insurance.** Comprehensive automobile liability insurance insuring against any liability for personal injury, bodily injury or death arising out of the use of motor vehicles and covering operations on or off the site of all motor vehicles controlled by Contractor that are used in connection with performance of the Services, whether the motor vehicles are owned, non-owned or hired, with a combined single limit of at least **One Million Dollars (\$1,000,000)**.

4. **Professional Liability Insurance.** If Contractor is an architect, engineer, surveyor, appraiser, physician, attorney, accountant or other licensed professional, or if it is customary in the trade or business in which Contractor is engaged, or if the MRD otherwise deems it necessary, errors and omissions professional liability insurance insuring Contractor against any professional liability with a limit of at least **One Million Dollars (\$1,000,000.00)** per claim and annual aggregate.

5. **Other Insurance.** Workers' compensation insurance (unless the Contractor provides a completed Declaration of Independent Contractor Status Form) and other insurance required by applicable law.

B. Terms of Insurance. The limits of any insurance required by this Agreement will not limit the Contractor's liability.

1. Additional Insured. Except for the professional liability policy, if applicable, and workers' compensation policy, all required insurance policies shall name the MRD as an additional insured and will provide that the MRD, although named as an additional insured, will nevertheless be entitled to recovery under said policies for any loss occasioned to the MRD or its officers, employees or agents by reason of the negligence of Contractor or its officers, employees, agents, subcontractors or business invitees. The insurance policies will be for the mutual and joint benefit and protection of Contractor and the MRD. Such policies will be written as primary policies not contributing to and not in excess of coverages the MRD may carry.

2. Qualification; Deductible. Insurance required by this Section will be with companies qualified to do business in the State of Colorado and may provide for deductible amounts as Contractor deems reasonable for the Services, but in no event greater than Ten Thousand Dollars (\$10,000.00), and Contractor will be responsible for the payment of any such deductible.

3. Cancellation. No such policies will be cancelable or subject to reduction in coverage limits or other modification unless previously approved by the MRD in writing.

4. Coverage Type. Contractor will identify whether the type of coverage is "occurrence" or "claims made." If the type of coverage is "claims made," which at renewal Contractor changes to "occurrence," Contractor will carry a twelve (12) month tail. Contractor will not do or permit anything to be done that will invalidate the policies.

5. Evidence of Coverage. Before commencing work under this Agreement, Contractor will provide certificates of insurance policies indicating that the MRD is an additional insured and, if necessary, all endorsements evidencing insurance coverage required by this Agreement. The MRD will not be obligated under this Agreement until the Contractor provides acceptable such certificates of insurance and endorsements. If the Term extends beyond the period of coverage for any required insurance, Contractor will, at least ten (10) days before the expiration of any such insurance coverage, provide the MRD with new certificates of insurance and endorsements evidencing either new or continuing coverage.



REQUEST FOR PROPOSAL

SUMMARY SHEET

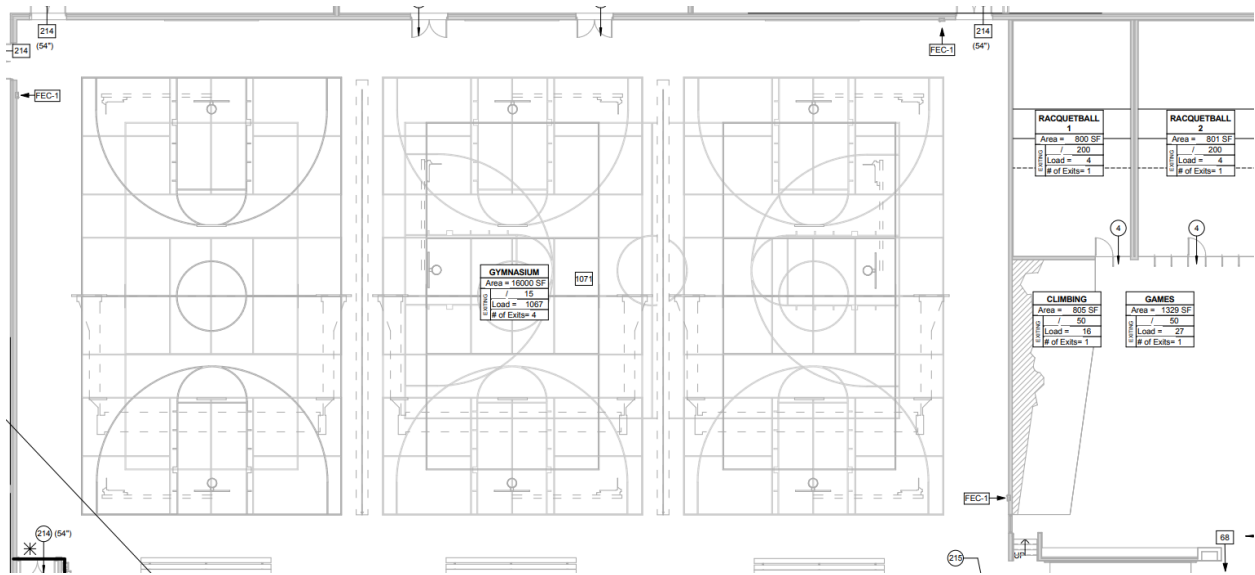
1. Project: Montrose Community Recreation Center (MCRC) - Wood Floor Services
2. Location: MCRC, 16350 Woodgate Road, Montrose, CO 81401
3. Type of Submittal Required: Request for Proposal in accordance with written guidelines.
4. Submission Date: Friday, June 17, 2022
5. Submission Time: No later than 5:00pm, MST
6. Submission Requirements: Proposals must be emailed to miguel@montroserec.com.
7. Montrose Recreation District Representative and Primary Contact:

Miguel Lopez
Parks and Maintenance Superintendent
16350 Woodgate Road
Montrose, Colorado 81401
Telephone: (970) 249-7705 x. 8572
E-mail: miguel@montroserec.com

Addendum A



Main Level Code Plan



Mezzanine Code Plan

