

INCA Community Services, Inc.



REQUEST FOR PROPOSAL

Facilities Safety Improvements

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General Information

1. INCA Community Services, Inc. (hereinafter referred to as INCA) is seeking proposals from qualified service providers to provide the following:
 - a. Facility safety improvements in Atoka, Marshall, and Murray Counties. Detailed descriptions below.
2. Who May Respond: Qualified companies with trained staff and a full understanding of construction needs.
3. This RFP contains instructions governing the proposals to be submitted and the material to be included therein; a description of the service to be provided; requirements which must be met to be eligible for consideration; general evaluation criteria; and other requirements to be met by each proposal.
4. INCA is not liable for any costs the Proposer incurs in preparation and submission of its proposal, in participating in the RFP process or in anticipation of award of contract.
5. The successful respondent will be required to start work within one week after the award notification and have all work completed in a reasonable timeframe.
6. To assist firms in preparing their proposals, general background information on INCA is provided in this request.
7. The RFP will be located on the INCA website at www.incacaa.org/facilitysafetyimprovements.
8. Any bidder who would like to perform site inspections is encouraged to call or 580-889-5193 and speak with Erica Pogue ahead of time to make arrangements. Site visits must be scheduled before October 29, 2021.
9. Written questions should be submitted by email to Erica Pogue at e.pogue@incacaa.org with **RFP Facility Safety Improvements** in the Subject Line to be received no later than November 12th, 2021. All questions and written answers will be posted to the website as an addendum to and become part of this RFP. INCA will not be responsible for any other explanation or interpretations of the proposed documents.
10. Addendum to the RFP. If it becomes necessary to revise any part of this RFP before the proposal response date, an addendum will be posted to INCA's website under the original RFP document. It is the responsibility of the Proposer to periodically check the website for any new information or addenda to the RFP.

11. Response. To be considered, proposals must be emailed to e.pogue@incacaa.org on or before **November 12th, 2021**. Proposals must be signed by an official and include the Proposer's Federal Identification Number. If submitting hard copies: two copies of the proposal shall be provided. Proposals must be signed by an official authorized to bind the Proposer to its provisions and include the Proposer's Federal Identification Number. Each proposal page should be numbered for ease of reference. They may be delivered to INCA Community Services, located at 371 W. 10th Street, Atoka, OK 74525, Attention: Erica Pogue, Associate Director, on or before **November 12, 2021 at 5:00 p.m.** Our mailing Address is PO Box 807, Atoka, OK 74525.
12. Please note that use of U.S. Mail, FedEx, UPS, or other delivery method, does not guarantee delivery to this address by the above-listed time for submission. Proposers mailing proposals should allow sufficient delivery time to ensure timely receipt of their proposals. If INCA's administrative office location to which proposals are to be delivered is closed on the proposal response date, due to inclement weather, natural disaster, or any other cause, the deadline for submission shall be automatically extended until the next INCA business day on which the office is open. Unless the Proposers are otherwise notified by INCA, the time for submission of proposals shall remain the same.
13. Proposals should be prepared simply and economically, providing a straightforward, concise description of the Proposer's ability to meet the requirements of the RFP.
14. Each and every Proposer submitting a proposal specifically waives any right to withdraw or modify it, except as hereinafter provided. Proposals may be withdrawn by written or telefax notice received at INCA's address for proposal delivery prior to the exact hour and date specified for proposal receipt. However, if the Proposer chooses to attempt to provide such written notice by telefax transmission, INCA shall not be responsible or liable for errors in telefax transmission. A proposal may also be withdrawn in person by a Proposer or its authorized representative, provided its identity is made known and it signs a receipt for the proposal, but only if the withdrawal is made prior to the exact hour and date set for proposal receipt. A proposal may only be modified by the submission of a new sealed proposal or submission of a sealed modification which complies with the requirements of this RFP.
15. INCA reserves the right to waive formalities and reject any and all proposals.
16. Although this request provides for a general format, it is not intended to limit a respondent's imagination and creativity in preparing a proposal the respondent feels will best serve the needs of INCA.
17. The Selection Committee may consist of individuals not familiar with construction processes; therefore proposals should be submitted assuming that the selection committee has no knowledge of your firm.

18. Discussions for Clarification. Proposers who submit proposals may be required to make an oral or written clarification of their proposals to the agency to ensure thorough mutual understanding and Proposer responsiveness to the solicitation requirements. The Associate Director will initiate requests for clarification.
19. Best and Final Offers. INCA reserves the right to conduct discussions with Proposers for the purpose of obtaining “best and final offers.” To obtain best and final offers from Proposers, the Selection Committee may do one or more of the following:
 - a. enter into pre-selection negotiations;
 - b. schedule oral presentations; and
 - c. request revised proposals.
20. After an offer has been made the Selection Committee will limit any discussions to only Proposers whose proposals the Selection Committee has determined to be reasonably susceptible of being selected for award.
21. The selected Proposer will be required to assume responsibility for all services offered in its proposal whether or not it produces them. Further, INCA will consider the selected Proposer to be the sole point of contact with regard to contractual matters.
22. Small and Minority Owned Businesses: Efforts will be made to utilize small businesses. A bidder qualifies as a small business firm if it meets the definition of a “small business” as established by the Small Business Administration.
23. Notification of award: A decision in selecting the successful bidder will be made within thirty (30) days after the opening of the bid proposals. Upon conclusion of final negotiations with the successful Bidder, all bidders submitting proposals in response to this RFP will be notified of the award.

WORK STATEMENT

Location	Description
Atoka County 371 W 10th Street Atoka, OK	<ul style="list-style-type: none"> ● Replace the receptionist window with non-sliding window with a slot at the bottom, a sound box, similar to the window in Tishomingo. ● Add a door to the East Hallway with a keyless entry option.
Marshall County 18941 8th Street Oakland, OK	<ul style="list-style-type: none"> ● Replace the receptionist window with non-sliding window with a slot at the bottom, a sound box, similar to the window in Tishomingo. ● Enclose the reception area with a door.
Murray County 1220 9th Street Sulphur, OK	<ul style="list-style-type: none"> ● Replace the receptionist window with non-sliding window with a slot at the bottom, a sound box, similar to the window in Tishomingo. ● Add a door to the hallway in the office that will close off access.
Notations	<p><i>Must meet all school and safety guidelines accordingly through the entire process including licenses, materials used, and performance.</i></p> <p><i>Contractors are responsible for confirming all measurements and dimensions.</i></p>

PRICE SCHEDULE

Description	Price	Comments
Total		

Date Work Can Begin:	
Estimated Completion Date:	