

1. General

◆ **Objective / Purpose:**

Refinish the upstairs hardwood floor. Cleaning and filling the cracks in the hardwood and sealing the whole floor.

◆ **Key Dates:**

The desired date for completion of work under the contract is the end of August 2018.

2. Background

◆ **History**

The hardwood floors have crack between them that accumulate dirt even when the floors are swept. Floors need to be sealed in order to create a smooth surface that can be swept and mopped. The hall is used very little during August and this is the most opportune time to do the work.

◆ **Viewing Hall Prior to Submitting Proposal**

To arrange a viewing of the hall prior to submitting the proposal contact the Village Office at (403) 558-3922.

3. Service / Work Requirements

◆ **Expectations:**

- The cracks need to be cleaned and filled
- The floors need to be sealed in order to create a smooth surface that is impervious to dirt.

◆ **Mandatory Requirements**

- Experience with hardwood floor repair and maintenance.
- References from previous customer

◆ **Pricing**

- ◆ The proponent should state their price proposal (e.g. fixed price, price per hour / day, usually with a specific ceiling, including or excluding 'out of pocket' expenses, time and materials, etc.).

4. Submission Guidelines

◆ **Proponent Organization / Profile / Technical Skills / Experience**

Proponents shall identify relevant technical and necessary skills, qualifications and experience that they consider appropriate to the evaluation of their ability to successfully undertake the proposed contract and meet all RFP objectives.

◆ **Submission / Proposal Format**

Proponents should submit their proposed response in the following preferred format.

Letter of Introduction: Including: RFP title, contractor name, address, telephone number, and contact person. One page introducing the proponent's company, signed by the person(s) authorized to bind the proponent to their proposed offer (RFP response).

Proposal / Project Full details of the proponent's proposal

Requirements / Scope: including: general approach, work plan, schedule, methods, procedures, quality control, safety, project management, supervision, reporting structure and explanations of how all RFP/Project results/ specifications will be achieved.

Pricing: Indicate the proposal pricing as requested.

Appendices: References

Certification: Proposals could include the following signed certification (or similar version)

"The statements made in this proposal are correct and truthful representations. If selected, I / we shall negotiate in good faith with the Village of Longview."

5. RFP Conditions

◆ **Evaluation Criteria**

Evaluation criteria used to evaluate proposals fall into the following categories and sub-categories:

Proposal

- Methodology / concept innovation / functionality
- Construction plan / schedule
- Key staff

Proposal Cost

- Contractor's price proposal and budget including costing estimates / rationale

◆ **Negotiation**

Negotiation sessions may be held to work out contract details and other expectations of the parties applicable to the services / work, based on the RFP and the proposal(s) submitted.

◆ **Acceptance of Proposal**

The highest rated, lowest priced, or any proposal will not necessarily be accepted.

◆ **Proposal Revisions**

Proposal revisions must be received prior to the RFP submission / closing date and time.

◆ **Disclosure**

All documents submitted by proponents shall become the property of the contracting agency. Proposal information is proprietary and as such shall be treated as confidential. Information pertaining to the contracting agency obtained by the proponent as a result of participation in this project is confidential and must not be disclosed without written authorization from the contracting agency.