



# BUFFALO COUNTY FACILITIES OMP

PO BOX 1270  
KEARNEY, NE 68848

## **Request for Proposal (RFP) for the Buffalo County Courthouse Addition & Renovation Project** **At the Buffalo County Courthouse, 1512 Central Ave., Kearney, NE**

Bidders are invited to submit a formal Proposal for the building improvements on the Buffalo County Courthouse. Work is to be performed as per the plans and specifications from Wilkins ADP.

Bidders shall submit their sealed proposals **no later than Tuesday, April 23, 2024 at 8:30am** to the following physical location: Buffalo County Clerk – 1512 Central Avenue, Kearney, NE 68847. The sealed proposals shall be clearly labeled “**Request for Proposal Buffalo County Courthouse Addition & Renovation Project**”. Proposals will be opened and read aloud during the regularly scheduled Board of Commissioners' meeting that begins at 9:00am on April 23, 2024. The Board of Commissioners may make a selection at that time, or elect to postpone a selection until a later date in order to more fully review and consider the proposals.

The Buffalo County Board of Commissioners reserves the right to reject any and all bids and to waive any informality in the bidding.

### **General Conditions**

The following are the general conditions for the work to be performed.

### **Scope of Work**

It is understood that except as otherwise specifically stated in the contract, the contractor shall provide and pay for all materials, labor, tools, equipment, and transportation of every nature and all other services and facilities of every nature whatsoever, necessary to execute, complete and deliver the work within the specified time. Permits and licenses necessary for the execution of work shall be secured by the Contractor. All supplies and material shall be

new. Any work necessary to be performed after regular working hours shall be performed without additional expense to the County.

### **Existing Conditions**

The Contractor, in undertaking the work under this contract, is assumed to have visited the premises and to have taken into consideration all conditions which might affect the work. No consideration will be given to any claims based on lack of knowledge of existing conditions. To arrange a site visit, please contact Stephen Gaasch, Buffalo County Facilities Director, via email at [facilities@buffalocounty.ne.gov](mailto:facilities@buffalocounty.ne.gov) or phone at 308-224-0108.

### **Insurance Requirements**

Prior to executing an Agreement for Services, the contractor will be required to provide the County proof of the required insurance and endorsement. Contractors are encouraged to contact their insurance carriers during the proposal stage to ensure that the insurance requirements can be met if selected.

- Commercial General Liability Insurance \$1,000,000
- Worker's Compensation Insurance \$500,000
- Professional Liability Insurance \$2,000,000
- Automobile Liability Insurance \$500,000
- Excess/Umbrella Liability \$2,000,000

### **Qualifications Requirements**

As part of the Proposal, the contractor must demonstrate to the complete satisfaction of the County, that the contractor has the necessary certifications, licenses, facilities, ability and financial resources to execute the work in a satisfactory manner within the time specified; that the Contractor has had experience in work of the same or similar nature; and that the Contractor has past history and references which will assure the County of the Contractor's qualifications for executing the work.

### **Taxes**

The County is a tax-exempt organization. A copy of the County's tax-exempt form will be furnished. This will be a tax-exempt project.

### **Proposal Format**

Proposals should be submitted with the attached form, contain information required by the RFP, and submitted in a sealed envelope addressed to:

Buffalo County Clerk  
PO Box 1270

Kearney, NE 68848-1270

Sealed Proposals will be received until 8:30am on March 26, 2024. All Proposals shall be clearly marked with "**Buffalo County Courthouse Addition & Renovation Project**". The Proposals will be opened and read aloud during the regularly scheduled Board of Commissioners' meeting that begins at 9:00am on April 23, 2024.

### **Plans & Specifications**

Copies of the plans and specifications for the project are available at the Buffalo County Facilities OMP office at 1407 1<sup>st</sup> Ave., Kearney, NE 68847. Contact Nikki at 308-236-1225 for more information.

### **Deviations**

Any deviations from the scope of work indicated herein must be submitted in writing, clearly noted and explained in detail on a separate form, and attached to the submitted Proposal.

### **Award of Contract**

The Board of Commissioners may make a selection at the time of bid opening, or elect to postpone a selection until a later date in order to more fully review and consider the proposals. The County may accept any Proposal offered on an all, partial, or none basis, or within funds available, whichever is in the best interest of the County.

### **Contract form**

Upon selection, the County and Contractor will have a signed contract prior to any work being started.

### **Changes in Contract**

The County will not be responsible for any change in the work involving extra cost unless approval in writing is furnished and approved by the Board of Commissioners before such work is begun.

### **Warranty**

All materials and labor provided by the Contractor shall have the manufacturer's warranty as well as a 1-year workmanship warranty for the Contractor's installation work.

### **Clean Up Site**

All outside and inside areas of the buildings and grounds shall remain clean and free of any construction debris. Disposal of construction debris will be provided by and at the expense of the Contractor. An allotted area will be allowed for material storage.

**SUCCESSFUL BIDDER WILL INSTALL PER PLANS AND SPECIFICATIONS PROVIDED BY WILKINS ARCHITECTURE DESIGN PLANNING (Wilkins ADP) dated March 5, 2024.**

**Contact Person**

If there are any questions regarding the RFP, please contact Stephen A. Gaasch, Buffalo County Facilities Director, Buffalo County Facilities OMP at [facilities@buffalocounty.ne.gov](mailto:facilities@buffalocounty.ne.gov) or (308)224-0108.

**PROPOSAL FORM**

**BUFFALO COUNTY COURTHOUSE ADDITION & RENOVATION PROJECT**

**DUE NO LATER THAN 8:30 AM ON APRIL 23, 2024**

**All sealed Proposals must be delivered to the following address:**

Buffalo County Clerk  
PO Box 1270  
Kearney, NE 68848-1270

**Name of Contractor:** \_\_\_\_\_

Having carefully examined the Proposal requirements including the General Conditions, and the Request for Proposal for **Buffalo County Courthouse Addition & Renovation Project**, and addenda, and conditions affecting the work, the undersigned proposes to provide the required materials, services, warranties, and delivery of specified in the attached Proposal for the total sum not to exceed:

**Selective Demolition bid:** \_\_\_\_\_

**Exterior Concrete bid:** \_\_\_\_\_

**Interior Concrete bid (including footings/column pads):** \_\_\_\_\_

**Masonry bid:** \_\_\_\_\_

**Roofing bid:** \_\_\_\_\_

**HM frames/doors/hardware (materials only) bid:** \_\_\_\_\_

**HM frames/doors/hardware (install) bid:** \_\_\_\_\_

**Structural Steel (Material Only) bid:** \_\_\_\_\_

**Structural Steel (Install) bid:** \_\_\_\_\_

**Aluminum Windows, Glass/Glazing bid:** \_\_\_\_\_

**Framing/Drywall Installation bid:** \_\_\_\_\_

**Acoustical Ceilings bid:** \_\_\_\_\_

**Floor Coverings bid:** \_\_\_\_\_

**Painting bid:** \_\_\_\_\_

**Fire Alarm Bid:** \_\_\_\_\_

**Fire Sprinkler Bid:** \_\_\_\_\_

**Mechanical Complete bid:** \_\_\_\_\_

**Electrical bid:** \_\_\_\_\_

**General Conditions/Specialties bid:** \_\_\_\_\_

**GRAND TOTAL \$** \_\_\_\_\_

Check if bidding as a General Contractor

Respectfully Submitted,

Name of Firm: \_\_\_\_\_

Address of Firm: \_\_\_\_\_

Signature: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Submitter's Title: \_\_\_\_\_

Name and Title of Contractor's Representative who will service contract:

\_\_\_\_\_

All bids must be completed and submitted on this bid form.

In submitting this Proposal, the Bidder agrees with the following:

- a. The bidder agrees that the bid shall not be withdrawn or altered for a period of Forty-Five (45) days after the date scheduled for submission of bids.
- b. To furnish all material, labor, tools, expendable equipment, and all utility and transportation services necessary to perform and complete, in a workmanlike manner, all the work required for the bid package in accordance with the documents prepared by Wilkins ADP.
- c. The bidder has visited the site and familiarized himself/herself with the local conditions affecting the cost of work at the place where the work is to be done.
- d. The bidder has examined the Contract Documents, Addendum(s) \_\_\_\_\_, and is familiar with all the conditions affecting the construction of the proposed project set forth by Wilkins ADP.

All bid packages are to be complete and comprehensive based on the plans and specifications provided.

All bid packages are to include Material, Labor and Equipment as required to complete the work unless noted otherwise in the bid package.

All bid packages are to include their own daily clean-up.

All bid packages shall include supplementary or miscellaneous items, appurtenances and devices incidental to or necessary for a sound, secure, complete and functional installation. Buffalo County Facilities OMP plans on serving as the Construction Manager for this project.