

**Estes Valley
Recreation & Park District
Invitation to Bid**

**Carpet and Flooring Installation
Lake Estes 9-Hole Golf Course Pro Shop**

#2023-002

January 3, 2023



TABLE OF CONTENTS

Invitation to Bid	3
Submission of Bid	3
Background & Description	4
Project Coordination & Administration	4
Proposal Submittal Requirements	5
Terms and Conditions	6
Proposal Terms.....	6
Proposal Errors	6
Late Proposals	6
Altering Proposals	6
Withdrawal of Proposal.....	6
Conditional Proposals.....	6
Proposal Ownership & Additional Information.....	6
Reading of Proposals.....	6
Sales Tax	6
Conflict Of Interest	6
Ethics	7
Addenda	7
Law Compliance	7
Required Documentation.....	7
Colorado State Law Governance; Non-Appropriation of Lease Payments.....	7
Sales Prohibited / Conflict of Interest	7
Specifications & Criteria	7
Award Notification	8
Selection and Performance Schedule	8
Non-Collusion Statement	9
Bid Form	11

END OF TABLE OF CONTENTS

INVITATION FOR BID

INVITATION TO BID:

The Estes Valley Recreation and Park District (EVRPD) is seeking bids from suitably qualified and experienced carpet and flooring professionals to install new flooring at the Lake Estes 9-Hole Golf Course.

This request for proposals was released on Tuesday, January 3, 2023.

Copies of the RFP and contract documents may be obtained from the EVRPD Administration Office located at 660 Community Dr., Estes Park, CO 80517.

The complete document is also available at
<http://www.evrpd.com/district-information/projects-to-bid>

Submission of Proposals

Two (2) copies of proposal documents shall be sealed and mailed to:

EVRPD
Lake Estes 9-Hole Golf Course
P.O. Box 1379
Estes Park, CO 80517

Proposals can be delivered in person to the Estes Valley Recreation and Park District Administration Office, located at 660 Community Drive, Estes Park, CO 80517

- **Sealed proposals must be received by 1 PM, Mountain Standard Time (MST) on Friday, February 3, 2023, at the Estes Valley Recreation and Park District's Administration Office located at 660 Community Drive, Estes Park, CO 80517. Proposals received after that time will not be accepted.**

- **All Proposals must be sealed in a package clearly marked with the proposer's name and "Lake Estes 9-Hole Carpet and Flooring Installation"**

- **Faxed and emailed proposals will not be accepted.**

Proposals will be opened publicly and read to all those present on Friday, February 3, 2023, at EVRPD's Administration Office, 660 Community Dr., Estes Park, CO 80517. Individuals/Owners submitting proposals are invited, but not required, to attend the opening. Sole responsibility rests with the individual/owner to see that their proposal is received on time at the stated location.

Estes Valley Recreation and Park District reserves the right to reject or waive any or all, or any part of any formalities or informalities, and to award the proposal to the firm deemed to be in the best interest of EVRPD, including proposals that will provide the best price for the project as determined by EVRPD in its sole discretion and judgment. Proposals received after the specified time of proposal closing will be returned unopened.

All correspondence and questions regarding this RFP should be directed to Austin Logan, Manager of Golf Services, austin@golfestes.com, EVRPD, P.O. Box 1379, Estes Park, Colorado 80517; (970) 586-8146 X5.

I. BACKGROUND & DESCRIPTION

EVRPD is a quasi-municipal corporation and a political subdivision of the State of Colorado. EVRPD was originally created pursuant to State law as the Rocky Mountain Metropolitan Recreation District for the purpose of supplying recreation facilities and programs within its boundaries. EVRPD encompasses approximately 320 square miles in southwestern Larimer County and northern Boulder County. The current year-round population within our district is just over 11,000. EVRPD is located in a unique location home to the majestic Rocky Mountains and adjacent to Rocky Mountain National Park. Beautiful mountain vistas and endless parks and recreation opportunities create a captive visitor audience for EVRPD to serve in combination with our community residents. During the peak visitation summer season our population can increase to well over 50,000 on any given day.

EVRPD is governed by a Board of Directors consisting of five elected officials. There are 20-30 full-time employees and over 100 part-time and seasonal employees that manage facilities and programs.

EVRPD provides a variety of parks and recreation facilities, services, and programs. The majority of our facilities are located in or near the Town of Estes Park. Facilities include two golf courses, a recreation/community center, a marina, Stanley Park, Carriage Hills Park, an indoor and outdoor gun and archery range, two campgrounds, a significant trails system, and Bureau of Reclamation Park lands at Lake Estes, Mary's Lake, and East Portal. In addition to maintaining these facilities, EVRPD provides community recreation programs and special events for youth and adults of the district and visitors.

Estes Valley Recreation & Park District (EVRPD) operates the Lake Estes 9-Hole Golf Course located at 690 Big Thompson Avenue, Estes Park, CO 80517. The golf course located on Bureau of Reclamation Park lands and EVRPD has a management agreement with the Bureau to manage and care for the property.

II. PROJECT COORDINATION AND ADMINISTRATION

The Estes Valley Recreation and Park District will respond to all questions in writing. Correspondence will be shared with all known firms indicating interest in this project. Questions may be submitted by email, fax, or postal mail. Questions must be received no later than five (5) business days prior to the proposal due date. All questions must be submitted in writing and should be addressed to:

Primary:

Austin Logan, Manager of Golf Operations
Estes Valley Recreation and Park District
PO Box 1379
Estes Park, CO 80517
Austin@golfestes.com
970.586.8146 x 5
Fax: 970.586.8193

Secondary:

Aaron Tulley, Assistant Manager of Golf Operations
Estes Valley Recreation and Park District
PO Box 1379
Estes Park, CO 80517
Aaron@golfestes.com
970.586.8146 x 4
Fax: 970.586.8193

III. PROPOSAL SUBMITTAL REQUIREMENTS

Two (2) copies of proposal documents shall be sealed and mailed to:

EVRPD
Attn: Austin Logan
Lake Estes 9-hole Golf Course Carpet and Flooring Installation
P.O. Box 1379
Estes Park, CO 80517

Proposals may also be delivered in person to the Estes Valley Recreation and Park District Administration Office, located at 660 Community Dr. in Estes Park, CO.

- Sealed proposals must be received by **1 PM, Mountain Standard Time (MST) Friday, February 3, 2023**, at EVRPD's Administration Office, 660 Community Dr., Estes Park, CO., 80517. Individuals/Owners submitting proposals are invited, but not required, to attend the opening. Sole responsibility rests with the individual/owner to see that their proposal is received on time at the stated location.

All Proposals must be sealed in a package clearly marked with the proposer's name and "Lake Estes 9-hole Golf Course Carpet and Flooring Installation"
- Faxed and emailed proposals will not be accepted.
- Proposals will be opened publicly and read to all those present on Friday, February 3, 2023 at 1:00p.m. at EVRPD's Administration Office, 660 Community Dr., Estes Park, CO., 80517. Individuals/Owners submitting proposals are invited, but not required, to attend the opening.
- Estes Valley Recreation and Park District reserves the right to reject or waive any or all, or any part of any formalities or informalities, and to award the proposal to the firm deemed to be in the best interest of EVRPD, including proposals that will provide the best price for the project as determined by EVRPD in its sole discretion and judgment. Proposals received after the specified time of proposal closing will be returned unopened.
- No person, firm, or corporation shall make or file more than one proposal for this contract.
- A proposal may be withdrawn at any time prior to the proposal opening.

Required Documents – the following shall be submitted with the proposal:

1. A Proposal Bid Form
2. Multiple similar carpet and restroom floor options according to the bid document specs.
3. A company profile, history and list of references
4. The Non-Collusion Statement

All correspondence and questions regarding this RFP should be directed to:
Austin Logan, Manager of Golf Services, austin@golfestes.com, EVRPD, P.O. Box 1379, Estes Park, Colorado 80517; (970) 586-8146 x 5.

IV. TERMS AND CONDITIONS

Proposal Terms:

The Estes Valley Recreation and Park District (EVRPD) reserves the right, upon notice, to change the submission deadline or to issue amendments to the RFP anytime or to cancel or reissue the RFP at any time without penalty. EVRPD reserves the right to accept or reject any and all proposals or parts and to waive any technicalities or irregularities as determined by EVRPD. Further, EVRPD is not liable for any costs incurred by the proposer including, but not limited to the costs for the preparation of the RFP and attendance at any presentation or meeting with EVRPD representatives.

Proposal Errors:

EVRPD will not be responsible for any error or omission in the information provided, nor for the failure of the proposer to determine the full extent of the effort necessary to provide the requested services. The proposal shall be prepared and submitted in accordance with the provisions of the RFP instructions and specifications. Any alteration, omission, addition, variance, or limitation of, from, or to a proposal will be sufficient grounds for non-acceptance of the proposal.

Late Proposals:

Proposals received after submission deadline will be considered void or unacceptable. EVRPD is not responsible for delay of receipt, such as the non-delivery of U.S. mail or by carrier. The date/time stamp in EVRPD's Administration Office shall be the official time of receipt.

Altering Proposals:

Proposals cannot be altered or amended after the submission deadline. Any interlineations, alteration, or erasure made before the opening time of proposals must be initialed by the signer of the bid, guaranteeing authenticity.

Withdrawal of Proposal:

A proposal may not be withdrawn or canceled by the proposer without written permission of EVRPD.

Conditional Proposals:

Conditional proposals may be rejected as non-responsive.

Proposal Ownership & Additional Information:

All proposals and accompanying documentation shall become the property of the EVRPD. Submission of a proposal constitutes proposer's acceptance of the procedures, evaluation criteria and RFP instructions. EVRPD reserves the right to solicit additional information or proposal clarification from anyone submitting a proposal, should the EVRPD deem such information necessary.

Reading of Proposals:

Proposals will be received and publicly acknowledged in the EVRPD Administration Office Friday, February 3, 2023 at 1:00 p.m. Proposers, their representatives and interested persons may be present.

Sales Tax:

Estes Valley Recreation and Park District is exempt by law from payment of Colorado Sales Tax and Federal Excise Tax.

Conflict Of Interest:

No EVRPD official shall have interest in the contract.

Ethics:

The proposer shall not offer or accept gifts of value nor enter into any business arrangement with any employee, official or agent of EVRPD.

Addenda:

Any interpretations, corrections, or changes to the RFP will be made by addenda. Sole issuing authority of addenda shall be vested by the EVRPD Manager of Golf Services. Addenda will be emailed to all who are known to have received a copy of this RFP. Proposers shall acknowledge receipt of all addenda.

Law Compliance:

Proposals must comply with all federal, state, county and local laws concerning this type of service.

Required Documentation:

The proposer shall provide all documentation required by this RFP. Failure to provide this information may result in rejection of the proposer’s proposal.

Colorado State Law Governance; Non-Appropriation of Lease Payments:

Any Agreement issued as a result of this RFP shall be governed by and construed in accordance with the laws of the State of Colorado. All lease payments by EVRPD shall be subject to annual appropriation by EVRPD’s governing Board of Directors in accordance with Article X, Sec. 20 of the Colorado Constitution (“TABOR Amendment”). In the event of such non-appropriation, EVRPD shall give notice of the event to the Lessor no later than December 1 of the fiscal year prior to the year for which non-appropriation is made.

V. SALES PROHIBITED/CONFLICT OF INTEREST

No officer, employee, or their dependent or person residing in and sharing the expenses of their household, shall have financial interest in the sale to the EVRPD of any real or personal property, equipment, material, supplies, or services. This rule also applies to subcontractors with the EVRPD. This shall not apply to members of any authority, board, committee, or commission of the EVRPD. Soliciting or accepting any gift, gratuity, favor, entertainment, kickback or any items of monetary value from any person who has or is seeking to do business with the EVRPD is prohibited. Any individual/owner knowing of this type of activity is encouraged to report it in confidence to the Executive Director of the EVRPD, or the President of the EVRPD Board of Directors.

VI. SPECIFICATIONS, CRITERIA & EVALUATION

Proposals will be evaluated as follows:

Specifications:

The bid is for removal and disposal of old carpet and tile, and installation of new carpet and restroom floor at the Lake Estes 9-Hole Golf Course. The acquisition and transportation of all supplies, carpet and restroom floor will be included in the bid form.

This bid is to include the labor costs of all required personnel to complete the project. Tools and or any necessary equipment to complete the project will be solely provided by the bid winner.

Substantial Completion of the project set forth by EVRPD will be on or before May 1, 2023. For each calendar day beyond the scheduled date of Substantial Completion that the Project has not achieved Substantial Completion, the Contractor shall pay to EVRPD as liquidated damages the sum of \$100.

Substantial Completion is:

Carpet and flooring are installed with less than 5% of total still in progress.

Project Specifications:

See attached project drawings for detailed information

**Note:* EVRPD is a tax-exempt entity.

Bidders shall include a brief history of similar projects completed and the costs of those projects.

Evaluation:

A review committee will review the written proposals. The committee will submit their recommendations to the EVRPD Board of Directors. The EVRPD Board of Directors will make the final decision as to who is awarded the project bid. This award is tentatively scheduled to occur at the regular monthly Board meeting on Tuesday, February 21, 2023, at the Estes Valley Community Center, or a special board meeting at an earlier date to award the bid. All vendors who have submitted bids will be notified if an earlier date is determined.

VII. AWARD NOTIFICATION

The award of the agreement pursuant to the provisions of this selection will not be based solely on financial considerations. EVRPD will notify all bidders in writing within four weeks after the bid deadline of selected contractor. This RFP does not commit the EVRPD to award an agreement, nor pay any costs incurred in the preparation and submission of the proposal in anticipation of an agreement. EVRPD reserves the right to reject any or all, or any part, to waive any formalities or informalities, and to award the proposal to the individual/owner deemed to be in the best interest of the EVRPD. Once the successful individual/owner is selected, the agreement will be negotiated and finalized within ten (10) calendar days.

VIII. SELECTION AND PERFORMANCE SCHEDULE

The following is the anticipated schedule of events for the RFP process:

Request for Proposal Available	Tuesday, January 3, 2023
Proposals Due	Friday, February 3, 2023
Proposals Publicly Read	Friday, February 3, 2023, 1:00 p.m., MST
Anticipated Notice of Award	Tuesday, February 21, 2023, at 6:00 p.m. <i>(Unless an earlier date is determined)</i>

IX. ANTI-COLLUSION AFFIDAVIT

I hereby attest that I am the person responsible within my firm for the final decision as to the price(s) and amount of this bid or, if not, that I have written authorization, enclosed herewith, from that person to make the statements set out below on his or her behalf and on behalf of my firm. I further attest that:

1. The price(s) and amount of this bid have been arrived at independently, without consultation, communication, or agreement for the purpose or with the effect of restricting competition with any firm or person who is a bidder or potential prime bidder.
2. Neither the price(s) nor the amount of this bid have been disclosed to any other firm or person who is a bidder or potential prime bidder on this project and will not be so disclosed prior to bid opening.
3. Neither the prices nor the amount of the bid of any other firm or person who is a bidder or potential prime bidder on this project have been disclosed to me or my firm.
4. No attempt has been made to solicit, cause, or induce any firm or person who is a bidder or potential prime bidder to refrain from bidding on this project, or to submit a bid higher than the bid of this firm, or any intentionally high or non-competitive bid or other form of complementary bid.
5. No agreement has been promised or solicited for any other firm or person who is a bidder or potential prime bidder on this project to submit an intentionally high, noncompetitive, or other form of complementary bid on this project.
6. The bid of my firm is made in good faith and not pursuant to any consultation, communication, agreement, or discussion with, or inducement or solicitation by or from any firm or person to submit an intentionally high, noncompetitive, or other form of complimentary bid.
7. My firm has not offered or entered into a subcontract or agreement regarding the purchase or sale of materials or services from any firm or person, or offered, promised or paid cash or anything of value to any firm or person, whether in connection with this or any other project, in consideration for an agreement or promise by any firm or person to refrain from bidding or to submit any intentionally high, noncompetitive or other form of complementary bid or agreeing or promising to do so on this project.
8. My firm has not accepted or been promised any subcontract or agreement regarding the sale of materials or services to any firm or person and has not been promised or paid cash or anything of value by any firm or person, whether in connection with this or any other project, in consideration for my firm's submitting any intentionally high, noncompetitive, or other form of complementary bid, or agreeing or promising to do so, on this project.
9. I have made a diligent inquiry of all members, officers, employees, and agents of my firm with responsibilities relating to the preparation, approval, or submission of my firm's bid on this project and have been advised by each of them that he or she has not participated in any communication, consultation, discussion, agreement, collusion, or other conduct inconsistent with any of the statements and representations made in this affidavit.

10. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as a fraudulent concealment from the Estes Valley Recreation and Park District, of the true facts relating to submission of bids for the contract.

I DECLARE UNDER PENALTY OF PERJURY IN THE SECOND DEGREE, AND ANY OTHER APPLICABLE STATE OR FEDERAL LAWS, THAT THE STATEMENTS MADE ON THIS DOCUMENT ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE

(Please Type Contractor's Firm or Company Name)

DATE: _____

By: _____

Name: _____

Title: _____

(Please type name of 2nd Contractor's Firm or Company Name, if Joint Venture)

DATE: _____

By: _____

Name: _____

Title: _____

SUBSCRIBED AND SWORN TO before me in the County of _____, State of Colorado,

this _____ day of _____, 20____.

My commission expires on: _____.

Notary Public

X. BID FORM:

DATE: _____

PROJECT: Lake Estes 9-Hole Golf Course Floor Installation

PROPOSAL OF: _____

Hereinafter called "Bidder", a (corporation), (partnership), (sole proprietorship) (Bidder strike out inapplicable terms)

The undersigned, in compliance with the EVRPD "REQUEST FOR PROPOSALS (RFP) FOR LAKE ESTES 9-HOLE GOLF COURSE FLOORING PROJECT", submits the following bid.

1. REPRESENTATION
 - a. Bidder will accept the provisions of the Bidding Documents.
 - b. Bidder will enter and execute a contract with the EVRPD within ten (10) days after notification of the acceptance of this Bid.
 - c. Bidder will accomplish the Work in accordance with the Bidding Documents as supplied by the EVRPD.
 - d. Bidder will accept responsibility to field verify all measurements related to the work of this contract.
 - e. Bidder may schedule a site visit with Austin Logan via email at Austin@golfestes.com.
2. SCHEDULE OF WORK
 - a. All work must be completed no later than May 7, 2022.
3. BID AMOUNTS
 - a. Bid will include small equipment and vehicles normally associated with work (included but not limited to pickups, compressors, generators, pneumatic tools, electrical tools, milling equipment and all hand tools).
 - b. Bid will include removal and disposal of previous carpet, and preparation of installation of new carpet.
 - c. Bid amount will clearly state any nominal difference in price of different options, colors, styles, and designs.
4. SCOPE OF WORK
 - a. PLEASE SEE ATTACHED DOCUMENTS
 - i. The pro shop section of the pro shop will be carpet. Please include estimate of "good", "better" and "best", carpet tile options, broadloom will also be considered.
 - ii. The restrooms would be non-slip LVT type material suited for commercial restrooms.
 - iii. The utility closet is not planned for re-floor but can be if including that section falls within budget.











