

# Town Of Tryon/ Tryon Utility Authority

## REQUEST FOR PROPOSAL (RFP)

A 3000 Sq. Ft. Metal Building With Fire Marshal State Code Permits With 2 Porches With Awnings That Includes: 2 Offices, 2 Storage Closets, A Kitchen Area, 2 Handicap Assessable Bathrooms And An Open Space For The Library.

### TRYON TOWN HALL/TRYON PUBLIC LIBRARY

Town Of Tryon/ Tryon Utility Authority

122 North First St

Tryon , Oklahoma 74875

Phone: 1-918-374-2227 | Fax: 1-918-374-2228

**[townoftryon74875@gmail.com](mailto:townoftryon74875@gmail.com)**

**Prepared By: Brittney Poteet**

**Date: June 4, 2024**

REQUEST FOR PROPOSAL  
TRYON TOWN HALL/TRYON PUBLIC LIBRARY  
Tryon - Oklahoma

**PROPOSAL SUBMISSION DEADLINE: July 31, 2024**

**QUESTION SUBMISSION DEADLINE: July 31, 2024**

Questions may be submitted in written form to:

**Contact Name: Brittney Poteet**

**Contact Address: PO BOX 351 OR, 122 NORTH 1ST**

**Telephone Number: 918-374-2227**

**Email Address: townoftryon74875@gmail.com**

### **INTRODUCTION**

Town Of Tryon/ Tryon Utility Authority invites and welcomes proposals for their Tryon Town Hall/Tryon Public Library project. Based on your previous work experience, your firm has been selected to receive this RFP and is invited to submit a proposal. Please take the time to carefully read and become familiar with the proposal requirements. All proposals submitted for consideration must be received by the time specified above under the "PROPOSAL SUBMISSION DEADLINE."

*BIDDERS SHOULD NOTE THAT ANY AND ALL WORK INTENDED TO BE SUBCONTRACTED AS PART OF THE BID SUBMITTAL MUST BE ACCOMPANIED BY BACKGROUND MATERIALS AND REFERENCES FOR PROPOSED SUBCONTRACTOR(S) – NO EXCEPTIONS.*

### **PROJECT AND LOCATION**

The project associated with this RFP is or shall be located at 0 East Central, Tryon , Oklahoma 74875.

### **PROJECT MANAGER CONTACT INFORMATION**

The following individual(s) are the assigned contacts for the following:

For questions or information regarding , contact:

**Name:** Brittney Poteet  
**Title:** Town Clerk  
**Phone:** 918-374-2227  
**Fax:** 918-374-2228  
**Email:** townoftryon74875@gmail.com

For questions or information regarding , contact:

**Name:** Rocky Cooper  
**Title:** Mayor  
**Phone:** 405-919-7359  
**Fax:**  
**Email:**

### **PROJECT OBJECTIVE**

The objective and ultimate goal for this project is to provide a safe location for our employees to work and our patrons to visit that is 3000 sq ft metal building with 2 porches with awnings that includes: 2 offices, 2 storage closets, a kitchen area, 2 handicap assessable bathrooms and an open space for the library. (floor plan attached).

### **PROJECT SCOPE AND SPECIFICATIONS**

Project Scope and Specifications are detailed on an attached document.

## SCHEDULED TIMELINE

The following timeline has been established to ensure that our project objective is achieved; however, the following project timeline shall be subject to change when deemed necessary by management.

### MILESTONE

Projected Start of Project:

### DATE

September 1, 2024

## PROPOSAL BIDDING REQUIREMENTS

### PROJECT PROPOSAL EXPECTATIONS

Town Of Tryon/ Tryon Utility Authority shall award the contract to the proposal that best accommodates the various project requirements. Town Of Tryon/ Tryon Utility Authority reserves the right to: (i) award any contract prior to the proposal deadline or prior to the receipt of all proposals, (ii) award the contract to more than one Bidder, and (iii) refuse any proposal or contract.

### DEADLINE TO SUBMIT PROPOSAL

All proposals must be received by Town Of Tryon/ Tryon Utility Authority no later than **July 31, 2024** for consideration in the project proposal selection process.

### PROPOSAL SELECTION CRITERIA

Only those proposals received by the stated deadline will be considered. All proposals, submitted by the deadline, will be reviewed and evaluated based upon information provided in the submitted proposal. In addition, consideration will be given to cost and performance projections. Furthermore, the following criteria will be given considerable weight in the proposal selection process:

1. Proposals received by the stipulated deadline must be in the correct format.
2. Bidder's alleged performance effectiveness of their proposal's solution.
3. Bidder's performance history and alleged ability to timely deliver proposed services.
4. Bidder's ability to provide and deliver qualified personnel having the knowledge and skills required to effectively and efficiently execute proposed services.
5. Overall cost effectiveness of the proposal.

Town Of Tryon/ Tryon Utility Authority reserves the right to cancel, suspend, and/or discontinue any proposal at any time, without obligation or notice to the proposing bidder.

### PROPOSAL SUBMISSION FORMAT

The following is a list of information that the Bidder should include in their proposal submission:

#### Summary of Bidder Background

1. Bidder's Name(s)
2. Bidder's Address
3. Bidder's Contact Information (and preferred method of communication)
4. Legal Formation of Bidder (e.g. sole proprietor, partnership, corporation)
5. Date Bidder's Company was Formed
6. Description of Bidder's company in terms of size, range and types of services offered and clientele.
7. Bidder's principal officers (e.g. President, Chairman, Vice President(s), Secretary, Chief Operating Officer, Chief Financial Officer, General Managers) and length of time each officer has performed in his/her field of expertise.
8. Bidder's Federal Employee Identification Number (FEIN)
9. Evidence of legal authority to conduct business in Oklahoma (e.g. business license number).
10. Evidence of established track record for providing services and/or deliverables that are the subject of this proposal.

#### Financial Information

- State whether the Bidder or its parent company (if any) has ever filed for bankruptcy or any form of reorganization under the bankruptcy code.
- State whether the Bidder or its parent company (if any) has ever received any sanctions or is currently under investigation by any regulatory or governmental body.

**\*\* Must comply with all state and federal wage laws**

#### Proposed Outcome

- Summary of timeline and work to be completed.

**Equipment or Service**

- List any and all equipment or services required for this proposed project and the number of each.
- Detailed estimated cost for each piece of equipment or service.

**Cost Proposal Summary and Breakdown**

- A detailed list of any and all expected costs or expenses related to the proposed project.
- Summary and explanation of any other contributing expenses to the total cost.
- Brief summary of the total cost of the proposal.

**Licensing and Bonding**

- Provide details of licenses and bonds (if any) for any proposed services that the bidder/contractor may plan on providing for this project.

**Insurance**

- Details of any liability or other insurance provided with regard to the staff or project.

**References**

- Provide 2 To 3 references

By submitted a proposal, Bidder agrees that Town Of Tryon/ Tryon Utility Authority may contact all submitted references to obtain any and all information regarding Bidder's performance.

