



Ottawa County

Fiscal Services Department – Purchasing
12220 Fillmore Street - Room 331 - West Olive, Michigan 49460

Phone 616-738-4855
E-mail: purchasing.rfp@miottawa.org

REQUEST FOR INFORMATION 21-02 JAIL FLOOR AND SHOWER RESURFACING

TO: ALL VENDORS

Ottawa County, on behalf of the Ottawa County Facilities Maintenance Department and Sheriff's Office, is seeking information for resurfacing floors and showers in the Ottawa County Detention Center located at 12130 Fillmore St., West Olive, Michigan. Scope of work would include all necessary supplies and labor to remove and install cost-effective, long-lasting, durable surfacing solutions for floors and showers that would be used and recommended for a detention center setting.

Information gathered from the responses to this RFI will be used to determine the County's procurement strategy in order to post a Request for Proposal (RFP) for vendors in the next few months for removal and installation of the surfacing solutions for floors and showers at the facility. No awarded contract shall be issued from the initial RFI process. Submitted RFIs shall in no way bind Ottawa County to any purchase for any reason.

The County of Ottawa may select RFI finalists for the subsequent RFP. Ottawa County does not guarantee opportunity will be provided for others that fail to respond to the RFI to be included and have the opportunity to participate in the RFP process.

Vendors should submit the information no later than **2:00 PM on Wednesday, May 19, 2021**. All requests for additional information or questions should be directed to Sandra Brinks, Buyer, purchasing.rfp@miottawa.org.

The County of Ottawa officially distributes solicitation documents through the Michigan Intergovernmental Trade Network (MITN), [website http://www.bidnetdirect.com/mitn](http://www.bidnetdirect.com/mitn) and through the Ottawa County's Purchasing page of the County of Ottawa's website located at <http://www.miottawa.org/Departments/FiscalServices/bids.htm>. Solicitation documents obtained from any other sources are not considered official copies.

1. TIMELINE

Release date: Monday, May 3, 2021
RSVP to Site Visit: 12:00 PM on Monday, May 10, 2021
Site Visit: 8:30 AM ET on Wednesday, May 12, 2021
or 8:30 AM ET on Thursday, May 13, 2021
RFI Deadline: 2:00 PM on Wednesday, May 19, 2021

2. BACKGROUND INFORMATION

The Ottawa County Facilities Maintenance Department is responsible for maintaining and protecting all County assets, including all facilities, site improvements, and related equipment. The Facilities Maintenance Department is responsible for assuring County compliance with all federal, state and local building codes and regulations.

The primary goal of the Ottawa County Sheriff's Office Corrections Division (Jail) is to ensure the safety of inmates, corrections personnel, and residents of Ottawa County. The Ottawa County Sheriff's Office Corrections Division strives to provide all inmates with humane living conditions and to protect inmate rights consistent with the United States Constitution, the Michigan Constitution, the laws of the State of Michigan and Department of Corrections guidelines.

Scope of work would include all necessary supplies and labor to remove and install cost-effective, long-lasting, durable surfacing solutions for floor and showers that would be used and recommended for a detention center setting.

Location: Ottawa County Adult Detention Center, 12130 Fillmore St., West Olive, Michigan 49460

Areas that need floor resurfacing:

- Inmate Showers
- Carpeted areas

These locations have different flooring types, such as tile, carpet, VLT, et cetera, that would have to be removed. Areas are high traffic for Ottawa County staff, inmates, and vendors.

3. PROJECT GOAL

The Adult Detention Center wants to resurface flooring and showers in multiple locations throughout the complex. The desired outcome is to install long-lasting, durable, slip-resistant, waterproof, and minimal maintenance solutions to these areas.

Inmate Showers: Ottawa County would like to resurface the showers, including walls. Solution should be slip-resistant and hold up to cleaning chemicals, prevent deterioration and staining. Solution could be fitted inserts, epoxy, or other result recommended by vendor.

Carpeted Areas: Ottawa County would like a recommendation for these high-traffic areas. Similar to above, solution should be slip resistant, hold up to cleaning, and require minimal maintenance. Solution could include grinding of cement, epoxy, or other result recommended by vendor.

4. VENDOR SITE VISIT

Project Manager and Purchasing will host a site visit for vendors on the date(s), time(s), and location listed below. **Vendors interested in attending the site visit are required to submit an RSVP to attend by 12:00 PM ET on Monday, May 10, 2021 by emailing Sandra Brinks, Buyer, at purchasing.rfp@miottawa.org. Vendor need only to RSVP for one time.**

8:30 AM ET on Wednesday, May 12, 2021

or

8:30 AM ET on Thursday, May 13, 2021

Location: Ottawa County Adult Detention Center
12130 Fillmore Street, West Olive, MI 49460

Vendors will be required to complete and send a Security Clearance Request at least 24 hours in advance of visit. Form provided upon receipt of RSVP to site visit. Person(s) attending the site visit are required to bring a State/Government-issued ID. The County reserves the right to limit the number of participants attending a site visit. The County further reserves the right to reject entry of a vendor into the facility.

During the site visit, vendors are able to ask any questions that may affect their recommendation.

Due to COVID-19, vendors attending the site visit are always required to wear masks inside and outside the facility while maintaining social distancing. Vendors should self-monitor for COVID-19 symptoms. If the vendor representative has experienced, is experiencing, or has been recently around someone that experienced symptoms of COVID-19, he or she should notify the County as soon as possible and send another company representative in his or her place.

5. INFORMATION FORM SUBMISSION

Information form is to be submitted and received by **2:00 PM ET on Wednesday, May 19, 2021.** Please complete form in its entirety.

RFI Response:

- ATTACHMENT A – INFORMATION REQUEST FORM

E-mail Bid Submission: Respondents are to submit an electronic response (preferably single-file PDF format) by e-mail to: purchasing.rfp@miottawa.org with the subject line of:

“**RFI 21-02 Jail Floor and Shower Resurfacing.**” The County can receive email attachments up to 25 MB. Bid documents larger than 20 MB should be sent in multiple emails with the subject line of: “**RFI 21-02 Jail Floor and Shower Resurfacing – 1 of 2.**” It shall be the Vendor’s responsibility to confirm delivery and receipt by the bid deadline.

Rejection or Withdrawal: The Owner reserves the right to reject any responses, waive any defects in responses, and accept any response deemed to be in its best interest. Responses may be withdrawn at any time prior to the scheduled time. Responses may not be withdrawn within sixty (60) days after deadline.

6. INCURRED EXPENSES / CONFIDENTIALITY

The County is not responsible for any cost or expense incurred by the contractor by preparing and submitting a request for information or any costs associated with meetings and evaluations of information prior to execution of an agreement. All information, (including attachments, supporting documentation, supplementary materials, addenda, and other) shall become the property of the County and will not be returned to the contractor.

7. RESERVATION OF RIGHTS

The County reserves the right to reject any and all proposals or request for information, to award the agreement to other than the low proposal, to award separate agreements for separate parts of the services required, to negotiate the terms and conditions of all and any part of the proposals, to waive irregularities and/or formalities, and in general to make an award in the manner as determined to be in the County’s best interest. The County may, at its discretion, cancel any proposal or other solicitation and/or reject all proposals or requests for information in whole or in part.

ATTACHMENT A - INFORMATION REQUEST FORM
RFI 21-02 Jail Floor and Shower Resurfacing

This information could be carried over into any resulting Request for Proposal process. Vendors who respond to these questions within the RFI may not be required to duplicate work in the resulting RFP. Vendor may submit their own form/document as long as all requested information and questions are included from this form.

1. PRINCIPAL OFFICE INFORMATION / ADDRESS:

Individual / Company Name: _____

Street Address: _____

City: _____ State _____ Zip Code _____

Telephone: _____ Fax: _____

Email: _____

Taxpayer Identification Number: _____

2. QUESTIONNAIRE:

A. **COMPANY HISTORY AND BACKGROUND** – Describe the organization, date founded, and ownership of your firm.

B. **SERVICES** – What services does your company provide in reference to the County’s desired goal? How many years has the company been providing the requested services?

- C. **QUALIFICATIONS** – What qualifications would you need for this job? Please list additional qualifications that would be required or is highly desirable in order to complete job. Example: licenses, certifications, etc.
- D. **REQUIREMENTS** – Are there any requirements needed to complete the project? Please list. Example: power requirements in order to run equipment.
- E. **TIMELINE** – Please confirm estimated timeline to complete the proposed project solution.
- F. **OTHER** - Please note any other considerations concerning the overall project that the County may want to consider such as risks, labor, closures, hazardous waste, etc.

3. PRICING:

For budgetary purposes, the County is looking at obtaining estimated pricing for these services. Please complete the pricing form below based on the information provided in this document. If any additional costs are not listed, list out the line items in the comments below.

Showers: *Please provide information for the following.*

1. Recommended product for showers
2. Reason for recommendation
3. Estimated cost for complete removal/installation of proposed solution: *Please provide cost per square foot, hourly rates, materials, etc.*

Carpeted Areas: *Please provide information for the following.*

1. Recommended product for the carpeted areas
2. Reason for recommendation
3. Estimated cost for removal/installation of proposed solution: *Please provide cost per square foot, hourly labor rates, materials, etc.*

4. MATERIAL DATA SHEETS / MANUFACTURER SPECIFICATIONS:

We request that Vendors attach the material safety data sheets / manufacturer specifications that relate to the recommended solution. Vendor is additionally able to attach other promotional material for review to its response.

The undersigned affirms that he/she is duly authorized to execute this information for services and having carefully read and considered the request in the manner described and subject to the terms and conditions set forth.

Authorized Representative's Signature

Date

Authorized Representative's Printed Name, Title, Company Name (Legal Name) for Business