

EXECUTIVE DIRECTOR
Charlaine Mazzei

SENIOR NUTRITION
SERVICES
Home Delivered Meals
On Site Dining
(707) 464-5511

LOW-INCOME
ENERGY ASSISTANCE
(707) 464-9013



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SENIOR APARTMENTS
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SOCIAL, EDUCATIONAL
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ACTIVITIES

SERVING DEL NORTE COUNTY SINCE 1976

**REQUEST FOR PROPOSALS
COMMERCIAL KITCHEN REMODEL
DEL NORTE SENIOR CENTER**

Release Date: July 11, 2019

Closing Date: July 31, 2019

Contact Person: Charlaine Mazzei, Executive Director
1765 Northcrest Drive
Crescent City, CA 95531
(707) 464-3069 ext 201

Responses must be received at the above address by 4:00 p.m. Pacific Daylight Time on
Wednesday, July 31, 2019

I. INTRODUCTION & BACKGROUND

The Del Norte Senior Center, Inc. (DNSC) is a 501(c)(3) private non-profit corporation that provides senior nutrition services funded by a variety of state and federal programs, including the Older Americans Act, the Nutrition Services Incentive Program, the Community Services Block Grant and the Community Development Block Grant. The DNSC prepares and serves approximately 3,500 meals per month in its onsite commercial kitchen. The DNSC recently received a non-federal grant to fund a limited remodel and update of its kitchen.

II. SPECIFIC OPPORTUNITY

DNSC intends by this RFP to seek qualified contractors to update and partially remodel its commercial kitchen according to the scope of work described below. The total amount of the contract may not exceed \$10,000.

The kitchen to be remodeled is currently in use from approximately 6:00 a.m. to 2:00 p.m. weekdays, excluding holidays. To the greatest extent possible, the successful Contractor will be asked to schedule work so as to minimize disruption to this use.

Inspection of the kitchen prior to submitting a proposal is encouraged. Inspection may be scheduled by contacting the Nutrition Coordinator Tracy Lawson at (707) 464-5511, ext. 203.

1765 NORTHCREST DRIVE*CRESCENT CITY*CA*95531* PHONE (707) 464-3069*FAX (707) 464-5096

III. SCOPE OF WORK

In consultation with the Nutrition Coordinator and kitchen staff, the successful Contractor will:

1. Replace approximately 13.5 linear feet of wooden lower cabinets and counter with stainless steel alternatives.
2. Replace approximately 10 linear feet of wooden upper cabinets with stainless steel shelving/cabinets.
3. Resurface approximately 768 square feet of flooring with materials appropriate to a commercial kitchen and in compliance with California Retail Food Code [Chapter 9, Article 1, section 114268. \(a\)](#).
4. Paint the interior.
5. Install shelving and lockers in the dry storage room.

IV. MINIMUM QUALIFICATIONS

Experience: Demonstrated experience constructing or remodeling commercial kitchens.

Licensure: California contractor's license appropriate to the scope of work.

Insurance certifications: Provide either current insurance certifications or proof of intent and ability to obtain insurance for the insurance required by the proposed contract:

- i. Workers compensation insurance, if required by law.
- ii. General Liability insurance in an amount not less than \$500,000 per occurrence.

V. SUBMISSION FORMAT

All proposals must be typed in not less than 12 point font on 8-1/2 inch by 11 inch paper. Proposals must include, the information listed below. All information must be presented in the order requested.

1. **CONTRACTOR NAME AND CONTACT INFORMATION:** Provide the company name; full mailing address; principal owner name; project contact name and title; phone number; fax number; email address; and California Contractors License numbers and classifications for all licenses held by the company.
2. **PROPOSAL NARRATIVE:** Provide a narrative describing the company and its capacity to fulfill the proposed contract. Narrative should be organized by the following headings and subheadings:

- a. Introduction: Provide a brief narrative describing the company's area of expertise, experience as it relates to the proposed scope of work, experience in Del Norte County, and planned base of operations.
 - b. Timeline: Provide a time frame for completion of the project, not to exceed six months. Contractor should include a plan to limit disruption of weekday lunch preparation to the greatest extent possible and clarify how much disruption may be unavoidable.
 - c. Capacity: Provide a description of the company's ability and intended plan to meet the performance requirements of the proposed contract. This section must address the availability of qualified personnel to perform work. Please provide a listing of the company's personnel who will be assigned to the proposed contract and a brief description of each person's experience and proposed responsibilities.
 - d. Subcontractors: Provide complete business name; contact person name; address; phone number; proposed work responsibilities; a brief description of experience; and California Contractors license numbers and classifications for each subcontractor proposed to be used for the contracted work. DNSC reserves the right to reject any subcontractor and require substitution with another qualified subcontractor.
 - e. Proposed materials and cost: Provide the proposed materials and a proposed budget for the project broken down by the following components:
 - i. Cabinet and work surface replacement.
 - ii. Floor replacement. Please specify proposed materials to be used.
 - iii. Painting.
 - iv. Shelving.
 - v. Lockers.
3. **ATTACHMENTS**: Provide the following documents:
- a. **Licenses**: Provide proof of current California Contractors Licensing Board licensure for contractor and all proposed subcontractors.
 - b. **Insurance certifications**: Provide either current insurance certifications or proof of intent and ability to obtain insurance for the insurance required by the proposed contract:
 - i. Workers compensation insurance.
 - ii. Fidelity Bond to include Employee Dishonesty/Theft, Forgery or Alteration, and Computer Fraud or their equivalents.
 - iii. General Liability insurance in an amount not less than \$500,000 per occurrence.
 - iv. Vehicle insurance in an amount not less than \$500,000 for each person and each accident for bodily injury and in an amount not less than

\$500,000 for each person and each accident for property damage.
Insurance should include non-owned and non-hired coverage if employees are allowed to drive their own vehicles for work purposes.

- c. References: Please provide the company or individual names, addresses, contact person name and telephone numbers of at least three customers for whom the company has done similar work who can speak to the company's quality of work, responsiveness to customer input, and general reliability.

IV. PROPOSAL SUBMISSION

1. Proposals must be received no later than 4:00 p.m. Pacific Daylight Time, on May 24, 2019. Late proposals will not be accepted.
2. Proposals may be submitted in person, by email to cmazzei@dnsc1.org, or by mail to:
Charlaine Mazzei, Executive Director
Del Norte Senior Center
1765 Northcrest Drive
Crescent City, CA 95531
3. All proposals, whether selected or rejected, will become the property of the Del Norte Senior Center.
4. Cost of preparation of proposal will be borne by the proposer. DNSC will not have any financial responsibility for any costs incurred in responding to this RFP and shall not be liable for any costs until the Contractor has executed a contract with DNSC and has been authorized in writing to proceed.
5. DNSC reserves the right to terminate this RFP or to reject some or all of the proposals received.
6. Proposals must be signed by an authorized representative of the company in order to receive consideration.
7. Del Norte Senior will not be responsible for proposals delivered to a person/location other than specified herein.

V. AWARD CRITERIA AND SELECTION PROCESS

Proposals will be reviewed by the Executive Director and the Nutrition Coordinator based the following criteria:

1. Responsiveness to the RFP: Includes conformity to the RFP instructions, the completeness of the information provided, and the clarity with which information is presented. – Threshold. RFP's considered non-responsive will not be evaluated further.

2. Satisfaction of prior clients with company's work. – Threshold. Companies whose prior work performance is deemed unsatisfactory will not be evaluated further.
3. The company's overall experience and specific experience with similar work. – Up to 20 points.
4. The company's capacity to fulfill the obligations and the responsibilities outlined in the proposed contract. – Up to 50 points
5. The company's availability and ability to meet the DNSC's needs and timelines. – Up to 30 points

Contracts may be awarded to the company that, in DNSC's sole discretion, best meets the needs of the organization. DNSC reserves the right to reject any or all proposals, to waive minor irregularities in said proposals, or to negotiate minor deviations with the successful company.

VI. CONFLICT OF INTEREST

Companies warrant that no official or employee of the DNSC, nor any business entity in which an official of the DNSC has an interest, has been employed or retained to solicit or assist in the procuring of the resulting contract, nor that any such person will be employed in the performance of such contract without immediate divulgence of such fact to the DNSC.

VII. INSURANCE REQUIREMENTS

The successful company shall provide Certificates of Insurance indicating current insurance coverage defined in section 3.c of this RFP. General liability and auto insurance will name DNSC as an additional named insured.

The policies shall not be cancelable without thirty (30) days advance written notice to the Executive Director of DNSC, and shall be in a form and by a surety approved by same.

In the event the policies are canceled prior to the completion of the contract and the Contractor does not furnish a new Certificate of Insurance prior to cancellation, DNSC may obtain the required insurance for any outstanding projects and deduct the premium(s) from contract monies due to the company.

VIII. INDEMNIFICATION

Any contract resulting from this RFP will contain the following indemnification provisions:

1. Company agrees to hold harmless and to indemnify the DNSC from every claim or demand which may be made for any injury or death, or damage to property caused by Company in the performance of the proposed agreement.
2. Such duty shall be irrespective of the date upon which the claim or demand is asserted.

3. If any judgment is rendered against DNSC for any injury, death or damage caused by contractor in the performance of this contract, Company shall, at its own expense, satisfy and discharge any judgment.
4. None of the foregoing paragraphs shall be applicable if the injury, death or damage is caused solely by DNSC's negligence.
5. Company agrees that it shall immediately notify DNSC and Company's insurance carriers of any incident occurring during performance of this agreement which may result in a claim of liability.
6. As used above, the term "DNSC" means the Del Norte Senior Center, or their officers, agents or employees.
7. As used above, the term "Company" includes the Company and its officers, agents or employees.

IX. ASSIGNMENT

Any contract resulting from this RFP and any amendments or supplements thereto shall not be assignable by the successful bidder either voluntarily or by operation of law, without the written approval of DNSC, and shall not become an asset in any bankruptcy, receivership or guardianship proceedings.

X. ACKNOWLEDGMENT OF CONDITIONS AND REQUIREMENTS

The submission of a proposal will be conclusive evidence that the Proposer has investigated and understands, to its own satisfaction, the conditions to be encountered, the character, quality and scope of work to be performed, the requirements of the DNSC Nutrition Program, and the applicable regulations set forth in this RFP.

XI. INQUIRY

- A. Direct all inquiries regarding the RFP to:

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Crescent City, CA 95531
(707) 464-3069 ext 201
cmazzei@dnsc1.org