



Request for Quotation (RFQ) for Reception Desk Area Remodel

Schedule of RFQ Process

- Pre-quote walk-through by appointment with Brad Woods at 509.869.5193.
- Responses are due by 11:00 a.m., PST, on Wednesday, March 6, 2019.
- Quotations will be publicly opened at 11:00 a.m. on Wednesday, March 6, 2019.
- The award announcement will be posted online within two weeks unless otherwise notified.
- Contract shall be fully executed prior to start of project.
- Anticipated project start date by Wednesday, April 3, 2019.
- Anticipated project completion by Wednesday, April 24, 2019.

Purpose

The Spokane Regional Health District (SRHD) is seeking quotes for products and services to remodel the reception desk area of the Environmental Public Health Division (Room 402).

Submission Requirements

- Provide quote for demolition and remodel of reception desk area as specified in the attached plans.
- Breakdown general costs into separate line items by component/category to include demolition, disposal, labor, and materials.
- Provide quote on business letterhead or with company logo.
- Provide full name, phone number, and email address for the primary point of contact.
- Provide Federal Tax ID Number.
- Provide proof of Washington State business license and bonding.
- Include Washington State prevailing wage.
- Provide client references (name, organization, phone number) for at least three recent public works projects.
- Submit proposal in a sealed, marked envelope no later than 11:00 a.m. on Wednesday, March 6, 2019 to:

Spokane Regional Health District
RE: EPH Reception Remodel
ATTN: Brad Woods
1101 W. College Avenue, Room 330
Spokane, WA 99201

Proposal Opening/Selection Criteria

All qualifying submissions will be **opened and publicly read at 11:00 a.m. on Wednesday, March 6, 2019 in Room 310**. The proposal requirements and submission deadline need to be met in order to qualify. Evaluation and selection is based on the following criteria:

- Reliability/availability
- Experience
- Quality of work
- Competitive pricing

SRHD may request additional information from the proposing company to complete the evaluation process. A proposal will be selected and a fully executed agreement will be required prior to the commencement of any work.

Questions

Contact Brad Woods, SRHD Facility Supervisor, at 509.869.5193 (cell).

THE SPOKANE REGIONAL HEALTH DISTRICT hereby notifies all bidders that no person or organization shall be discriminated against on the basis of race, religion, color, age, sex, sexual preference or national origin in consideration for an award issued pursuant to the advertisement. Additionally, minority business enterprises are encouraged to submit bids in response to this invitation.