

Umatilla County, Oregon  
216 S.E. Fourth Street  
Pendleton, OR 97801

### Request for Proposals

Issuing office, point of contact for information and office where copies of this Request for Proposals (RFP) may be obtained:

Lt. Thoren Hearn  
Umatilla County Jail  
4700 NW Pioneer Place  
Pendleton, OR 97801  
(541) 966-3614

#### 1. Description of Project

Umatilla County is requesting proposals for hair stylist services for the cutting of hair for inmates at the Umatilla County jail. The services would be performed on the basis of every other week, on a Sunday.

#### 2. General Information

To be considered, proposal must be submitted by mail or courier no later than 4:00 p.m., November 8, 2018, to Lt. Hearn, Umatilla County Jail, 4700 NW Pioneer Place, Pendleton, OR 97801. Proposals received by facsimile are not acceptable.

#### 3. Schedule of Activities

RFP Issued: October 8, 2018

Proposal Submission Deadline: Must be received by 4:00 p.m., November 8, 2018

Public Bid Opening: 4:00 p.m., November 8, 2018

Proposals received after the date and hour specified above, will not be accepted under any circumstances and will be returned to the proposer unopened. Proposals must be submitted by mail or in person, proposals submitted by facsimile transmission will not be accepted.

#### 4. Incurred Cost

Umatilla County will not be responsible for any cost incurred by prospective firms in preparing or submitting their proposals.

5. Evaluation Criteria

Awarding of a proposal will be based upon a qualifications-based selection procedure. The following evaluation criteria will be used to evaluate proposals. The evaluation criteria listed are not necessarily listed in order of importance.

- a. Qualifications, competence, and specific examples of past experience.
- b. Immediate availability upon selection.
- c. Cost.

6. Instructions to Proposers

a. General. Submit your proposal in a sealed envelope clearly marked on the envelope "Proposal for Hair Stylist." Respondents must submit a complete and concise response to this RFP. All proposals received in response to this RFP will be retained by Umatilla County. Proposals should provide complete details concerning the proposers ability to meet the requirements of this RFP. Umatilla County reserves the right to waive informalities and minor irregularities in proposals, to reject any and all proposals, and to select the most responsive proposal that best meets the needs of the citizens of Umatilla County.

b. Withdrawal of Proposals. Proposals may be withdrawn, by written or telegraphic request received from the proposer, prior to the time fixed for opening. Negligence on the part of the proposer in preparing the proposal confers no right for the withdrawal of the proposal after it has been opened. The proposal will be irrevocable until such time as Umatilla County:

1. Specifically rejects the proposal or;
2. Awards a contract and said contract is properly executed.

Proposals must be valid for at least one-hundred-twenty (120) days. The proposer agrees to furnish the services as specified to Umatilla County at the prices and with the warranties/guarantees represented for that period.

c. Acceptance or Rejection of Proposals. Umatilla County will accept the proposal which, in its estimation, will best serve the interests of Umatilla County, and reserves the right to award a contract that shall be best for the public good. Umatilla County reserves the right to accept or reject any or all proposals received as the result of this RFP, to negotiate with all qualified sources, and/or cancel all or part of this RFP at any time. Until such time as a contract is executed with the successful bidder, Umatilla County may cancel all or any part of this RFP.

This RFP does not commit Umatilla County to pay any costs incurred in the preparation and submission of proposals. Without limiting the generality of the foregoing, any proposal which is late, incomplete, obscure, or irregular may be rejected; any proposal having erasures or corrections in the proposal may be rejected; any proposal accompanied with an insufficient or irregular proposal guarantee may be rejected. Any evidence of collusion between proposers may constitute a cause for rejection of any proposals so affected.

d. Nondiscrimination. The successful proposer agrees that in performing the work called for by this proposal and in securing and supplying materials, proposer will not discriminate against any person on the basis of race, color, religion, creed, political ideas, sex, age, marital status, physical or mental handicap, national origin, or ancestry unless the reasonable demands of employment are such that they cannot be met by a person with a particular physical or mental handicap.

e. Taxes. Taxes, whether State or Federal, shall not be included in proposal prices. Umatilla County is generally exempted from federal taxes, specifically, but not limited to excise and transportation taxes.

f. Employees not to Benefit. No employee or elected official of Umatilla County shall be admitted to any share or part of these proposals or to any benefit that may arise therefrom; but this provision shall not be construed to extend to proposals made by a corporation for its general benefit.

#### 7. Protests

Any protests under this request for proposals shall follow the protest procedures set forth in OAR Division 137-48.

#### 8. Oregon Public Contracts

All contracts with Umatilla County are governed by Oregon public contract and purchasing law as specified in Oregon Revised Statutes Chapter 279B for Related Services.