

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

Request for Proposals
Install Epoxy Concrete Basement Floor

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

Martie McQuain
Umatilla County Facilities Maintenance Manager
216 SE 4th Street
Pendleton, OR 97801
(541) 720-8181

1. Description of Project

Umatilla County is requesting proposals for the refinishing of approx 2000 sqft of concrete flooring. Located at 216 SE 4th St. Pendleton Or 97801. The County reserves the right to select any option, combination of options, and negotiate scope adjustments consistent with available funding.

The facility is the Umatilla County Courthouse. This project must have a strict timeline due to the nature of the operation. Most or all floor prep may have been done after hours due to possible disruption to normal business. All proposals shall provide lump-sum pricing.

Project Scope (Approx 2,000 sqft)

- Mechanically grind and remove existing floor systems (paint).
- Prepare and profile concrete substrate for new flooring installation.
- Patch and repair holes or minor surface defects.
- Install Epoxy cement flooring system .
- Provide all labor, materials, equipment, mobilization, and cleanup required for completion.
- Remove and dispose of all construction debris.

Proposers shall provide:

Proposers must submit a firm, fixed-price proposal that encompasses all phases of the project scope outlined in this section. All pricing must be comprehensive, itemized, and inclusive of all labor, materials, equipment, mobilization, and cleanup costs.

Bidders shall provide a line-item breakdown matching the following project phases:

- Demolition & Prep: Cost to mechanically grind and remove the existing flooring and prepare and profile the concrete substrate.
- Substrate Repair: Cost to patch and repair any concrete holes or minor surface defects.
- System Installation: Cost to install the Approved Epoxy Floor System
- Mobilization & Logistics: All freight, travel, equipment transport, and staging expenses.
- Cleanup & Disposal: Cost for complete post-job debris cleanup and proper disposal of removed materials.

Itemized pricing will allow the County to evaluate cost impacts and align the project with available funding

2. Site Visit

All Site visits will be by appointment only

Date: Monday-Friday until 8/21/26

Time: 8:00am- 4:00pm

Location: 4700 NW Pioneer Pl. Pendleton Or 97801

Contact: Martie McQuain C; 541-720-8181

3. Public Works Provision

Please note that in the event a proposal exceeds \$50,000, this project will be a Public Works subject to ORS 279C.800 to 279C.870, and the provisions of this paragraph will be applicable to the project. Each proposal must contain a statement as to whether the proposer is a resident bidder, as defined by ORS 279A.120. No proposal shall be received or considered unless the bidder is licensed with the Construction Contractors Board, or licensed by the State Landscape Contractors Board. No proposal will be received or considered unless the proposal contains a statement by the bidder as a part of its proposal that the bidder will comply with the provisions of ORS 279C.800 -.870, including the payment of the applicable prevailing rate of wage. Upon award of the contract, the Contractor will be required to post, at its expense, a performance bond and a payment bond, as required by ORS 279C.380. The bonds shall be filed

with the County, through the contact named in this document, no later than 10 days after the contract is awarded and must be for the amount of the contract. The bond shall be executed by a surety company authorized to do business in the State of Oregon. Umatilla County shall be payee.

4. General Information

To be considered, the proposal must be submitted by mail or courier no later than TBD, to Dan Lonai, Administrative Services Director, 216 SE 4th Street, Pendleton, OR 97801. Proposals received by facsimile or electronically are not acceptable.

5. Schedule of Activities

RFP Issued: 8/12/26

Site Visit by Appointment only until 8/21/26

Questions Due by Aug 25, 2026

Proposal Submission Deadline: Must be received by Umatilla County Administrative Services Director, 216 SE 4th Street, Pendleton, OR, by Aug 28, 2026 1:00pm

Public Bid Opening: Aug 28, 2026 3:00pm

Award of Contract: As soon as possible after opening

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 or electronically will not be accepted.

6. Incurred Cost

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

7. 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. Cost is not the sole factor and the county is not obligated to select the lowest-price proposal and will select based on overall proposal.

a. Technical approach

- b. Constructability
- c. Suitability for emergency operations
- d. Ability to meet project schedule
- e. Cost.

8. Instructions to Proposers

a. General. Submit your proposal in a sealed envelope clearly marked on the envelope "Proposal for Storage Building." Respondents must submit a complete and concise response to this RFP. Proposals must include a statement as to the period of time the proposal remains valid. 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. Proposals. All proposals shall be typed and comply in every manner with the requirements of this solicitation. Proposals must contain the name, title, address and telephone number of an individual or individuals with authority to bind the proposer(s) during the period of validity of the proposal. Advertising brochures and generic specifications that are included with a proposal will not be an alternative to specific response to the RFP requirements.

c. 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.

d. Modifications. Any proposer may modify their proposal by registered communication at any time prior to the scheduled closing time for receipt of proposals, provided such communication is received prior to the closing time. The communication should not reveal the proposed price but should provide the addition or subtraction or other modification so that the final price or terms will not be known until the sealed proposal is opened.

e. 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. The County reserves the right to modify non-material elements such as door configuration or building length. The county reserves the right to negotiate scope adjustments with the highest-ranked proposer.

f. 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.

g. Interpretations. No oral interpretations shall be made to any proposer as to the meaning of any of the proposal documents. Every request for an interpretation shall be made in writing and addressed to the County Counsel. Any and all such interpretations and addenda will be sent to all prospective proposers. Failure of any proposer to receive any such addendum or interpretation shall not relieve such proposer from any obligation under its proposal as submitted. All addenda so issued shall become as much a part of this request for proposal document as if bound herein.

h. 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. The successful proposer shall comply with all applicable federal, state, and local non-discrimination laws.

i. Failure to Submit Offer. If no offer is to be submitted, do not return the RFP. Failure of the recipient to offer, or to notify the issuing office that future solicitations are desired, will not result in removal of the name of such recipient from the mailing list for the type of services covered by this solicitation.

j. Preparation of Proposals. Proposers are expected to examine the specifications, schedule, and all instructions.

Proposers must state a definite time for delivery of all goods and performance of all services.

The selected proposal shall be incorporated by reference, with modification as agreed to by

Umatilla County, into the final contract and shall be binding upon the successful bidder. Proposers further agree to the following:

1. To examine all specifications and conditions thoroughly.
2. To comply with all Federal, State, and County laws, ordinances and rules.
3. To the extent allowed by law, to accept any claims, liens, and demands, and to indemnify and hold harmless Umatilla County.

k. 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.

l. 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.

9. Evaluation of Proposals

An evaluation team will judge the merit of proposals received in accordance with the general criteria specified in this RFP. This evaluation team will make a recommendation to the Board of Commissioners, who will then make the final decision.

10. Protests

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

11. Oregon Public Contracts

All contracts with Umatilla County are governed by Oregon public contract and purchasing law as specified in Oregon Revised Statutes Chapter 279A and C.