

CITY OF GALAX
REQUEST FOR PROPOSALS
(RFP 26-0001)
FOR
ANIMAL SHELTER FLOORING RENOVATION



July 23, 2025

NAME OF SOLICITING PUBLIC BODY

CITY OF GALAX
111 EAST GRAYSON STREET
GALAX, VA 24333

SUMMARY:

The City of Galax is seeking proposals from qualified contractors for a complete flooring renovation at the Galax-Carroll-Grayson Animal Shelter located at 200 Fair St. Galax, VA 24333. The flooring measures approximately two-thousand four hundred and fifteen (2,415) square feet. The flooring renovation must include the specifications and work described herein under Scope of Work. The City of Galax reserves the right to waive irregularities and to reject any and all proposals. The City of Galax is an Equal Opportunity Employer.

PROPOSAL DUE DATE AND TIME:

Sealed proposals will be received until **August 7, 2025 at 2:00 PM** for the Animal Shelter Flooring Renovation. Please check for updates prior to submitting a proposal to ensure timely delivery to the City of Galax Municipal Building. It is the responsibility of the Respondent to check for additional updates prior to submission of proposal.

Electronic submissions will not be accepted.

PROPOSALS SHALL BE MAILED OR HAND DELIVERED TO:

City of Galax
Attention: Derek Spraker
111 East Grayson Street
Galax, VA 24333

QUESTIONS DUE DATE AND TIME:

Questions and inquiries from interested parties must be directed to: Derek Spraker, Procurement Specialist, (276) 236-2131, or dspraker@galaxva.com and must be received by Thursday, July 31, 2025 at 2:00 PM. Answers to such questions that materially change the conditions and specifications of this request for proposals will be posted as an addendum.

I. SITE VISIT

Contractors must complete a mandatory site visit prior to proposal submission. The site visit will provide greater perspective and insight of the current condition of the existing flooring, square footage, moisture levels, access points, and other critical factors. Site visits can be scheduled through the Procurement Specialist at the contact information provided on Page 1.

II. INSTRUCTIONS TO RESPONDENTS

- A. The Contractor shall be properly licensed and certified to perform work in Virginia and the City of Galax. The Contractor shall be fully insured. The Contractor shall submit a copy of his/her liability insurance policy and worker's compensation policy, as applicable.
- B. The Contractor shall have relevant experience in the contracting work required.
- C. The Contractor shall provide all supervision, labor, materials, equipment and transportation necessary to complete the work required. All equipment shall be in proper working condition.
- D. Proposals shall be made by utilizing, completing, and signing a Response Form and submitting a completed City of Galax Substitute W-9 form. All documents of this RFP must be completed for a Respondent to be considered responsive. Specifications incorporated into this Request for Proposals shall be followed accordingly.
- E. The Response Form shall be completed in a sufficient manner to allow for a detailed comparison of the RFP Specifications. The Respondent shall explain in the Response Statement any deviations from the Specifications.
- F. The City of Galax is not responsible for verbal clarification of information provided by parties other than City of Galax staff.
- G. Respondents are responsible for familiarizing themselves with all of the requirements stated herein.
- H. All proposals must be submitted in a sealed envelope and clearly marked as follows:

(Business/Contractor Name)

Sealed Proposal

City of Galax RFP #26-0001

ANIMAL SHELTER FLOORING RENOVATION

Opening: (Insert Date and Time as stated on Page 1 of this RFP,
or as revised in any Addendum issued.)

DO NOT OPEN

- I. Respondents must provide a detailed project plan in their response and list sub-contractors that will be used, if any.
- J. Any vendor transacting business with City of Galax may be asked to provide proof of registration with the State Corporation Commission (SCC), as required by Sections 13.1 or Title 50 of the Code of Virginia.

III. SCOPE OF WORK

The City of Galax reserves the right to alter the Scope of Work for this project as deemed in the best interest of the City.

1. Remove existing flooring system, including but not limited to adhesives, coatings, and contaminants.
2. Repair all cracks or damaged concrete using appropriate materials.
3. Clean surface thoroughly throughout the project.
4. Furnish and install a complete epoxy flooring system. The epoxy flooring system must meet project-specific performance requirements and industry standard requirements.
5. Ensure seamless transition from floor to wall.
6. Allow full cure time as per manufacturer's recommendations before traffic or equipment use.
7. All debris and waste materials must be removed from the premises.
8. All goods and services to be warrantied.
9. Provide proposed project timeline, including start date and completion date.

IV. TERMS AND CONDITIONS:

A. Acceptance, Invoicing and Payment. Goods/services delivered shall remain the property of the Contractor until a physical inspection or actual usage of the goods/services is made and thereafter accepted to the satisfaction of the City. City of Galax will make payment to the Contractor, Net 30 days after receipt of an acceptable invoice for services or goods rendered resulting from this RFP.

B. Contract Award. City of Galax reserves the right to accept or reject any and/or all proposals, and to waive informalities. City of Galax reserves the right to award any contract resulting from this RFP to the lowest priced responsive and responsible Contractor, resulting in a contract that is most advantageous and in the best interest of City of Galax. City of Galax shall be the sole judge of the proposals and the resulting contract that best serves the public interest, and City of Galax's decision shall be final.

C. Contract Changes. The amount for the contract is fixed. No verbal agreement or conversation with any officer, agent or employee of City of Galax either before or after execution of the contract resulting from this Request for Proposals (RFP), RFP Addendum or follow-on negotiations, shall affect or modify any of the terms or obligations contained in the contract. No alterations to the terms and conditions of the contract shall be valid or binding upon City of Galax unless made in writing and where Board approval is not required, by the City Manager or his designee.

E. Contract Documents. The contract entered into by City of Galax and the Contractor shall consist of this Request for Proposals, any Addendum issued, the signed Response Forms submitted by the Contractor, City of Galax's Notice of Award to the Awarded Contractor, Purchase Order, and any approved change orders issued, all of which shall be referred to collectively as the Contract Documents. Additional documents which the parties agree to include as contract documents may be set forth in the final contract.

F. RFP and Proposals Clarification. The City of Galax reserves the right to request clarification of information submitted and to request additional information of one or more Respondents. Each Respondent shall examine the RFP and shall judge all matters relating to the adequacy and accuracy of such RFP. Any inquiries, suggestions or requests concerning interpretation, clarification or additional information pertaining to the RFP shall be submitted in writing to the City of Galax. The City of Galax

shall not be responsible for oral interpretations given by an employee, representative, agent, or others. The issuance of a written RFP Addendum issued by the City of Galax is the only official method whereby interpretation, clarification, or additional information can be issued.

G. Insurance. During the performance of any contract resulting from this RFP, the Contractor shall have and keep current insurance whichever is greater in scope or amount as follows:

1. **Worker's Compensation Insurance** in compliance with all states in which the Contractor does business, including coverage B Employer's Liability in not less than the following amounts:

- a. Bodily Injury by accident, \$100,000 for each accident;
- b. Bodily Injury by disease, \$500,000 policy limit;
- c. Bodily Injury by disease, \$100,000 for each employee;

2) **General Liability Insurance** in amount not less than \$1,000,000 for any occurrence involving bodily injury, and not less than \$1,000,000 for any occurrence involving property damage. This coverage shall include contractual liability, broad form property damage, independent contractors, and personal injury;

The General Liability insurance policies specified herein shall name City of Galax as additional insured with regard to work performed under any contract resulting from this RFP. The Contractor shall provide City of Galax with copies of certificates of insurance coverage and proof of payment of all premiums. These certificates shall have provisions for notifying City of Galax if there is any change in liability insurance.

H. Subcontractor and Assignments. The Contractor shall not sublet or assign or transfer any interest in this Contract or any portion thereof without the prior written consent of City of Galax of which City of Galax shall be under no obligation to grant. In seeking consent for any subcontract or assignment, the Contractor shall furnish all information required by City of Galax to permit City of Galax to ascertain the qualifications of the proposed Subcontractor to perform the work, and the Contractor shall submit a copy of the subcontract to City of Galax for approval. The subcontractor shall incorporate by reference all provisions and conditions of the contract resulting from this solicitation.

City of Galax's approval of a Subcontractor shall not relieve the Contractor of any of its responsibilities, duties or liabilities hereunder. The Contractor shall continue to be responsible to City of Galax for performance of the Subcontractor and the Subcontractor, for all purposes, shall be deemed to be an agent or employee of the Contractor. Nothing in the Contract resulting from this RFP or any subcontract shall create any contractual relationship between any Subcontractor and City of Galax.

I. Tax Exemption. The City of Galax as a public body politic and corporate of the Commonwealth of Virginia, is exempt from any Federal excise tax and Virginia sales and use tax for purchases made by the City of Galax. The Contractor shall pay all City, State, and Federal taxes required by law enacted at the time proposals are received and resulting from the work or traceable thereto, under whatever name levied. Said taxes shall not be added to the contract price between the City and the Contractor, as taxes shall be the obligation of the Contractor and not of the City, and the City shall be held harmless for same by the Contractor. Exemption certification will be supplied upon request.

J. Termination. City of Galax shall have the right to terminate at City of Galax's convenience, with or without cause, any contract resulting from this RFP by specifying the date of termination in a written notice. In this event, the Contractor shall be entitled to just and equitable

compensation for any authorized satisfactory work done or any items/materials accepted by City of Galax.

K. Testing and Inspection. City of Galax reserves the right to conduct any test/inspection it may deem advisable to assure goods and services conform to the specifications described herein.

L. Licenses and Permits. The Contractor shall file, secure and pay for all permits, governmental fees and licenses necessary for the proper execution and completion of the Contractor's work which are legally required prior to and during the work, unless otherwise specified by the City of Galax.

M. Contractor Qualifications and Performance. The Contractor shall have related experience, capability, capacity, and full knowledge of all responsibilities, including applicable restrictions associated to the work for government entities to fully satisfy all contractual requirements. The Contractor, his/her work force and subcontractors shall be properly trained, and the materials and equipment meet satisfactory standards to perform the highest quality work equal to or better than construction industry standards and particular trades involved. This includes prompt response to requests for construction and completions of projects in a timely fashion once guidelines and schedules are established by the City. All projects shall be performed in a manner that does not adversely affect the integrity of the building's structural, mechanical, electrical, fire protection and life safety systems, or any other building systems and utilities that may overload or render useless any portion of the building without first seeking approval by the City.

- A. After receipt of contract, the Contractor will meet with the appropriate City staff to discuss responsibilities and other parameters associated with the requirements. The Contractor shall appoint at least one person who shall be designed at the point of contact (POC), and the Contractor's POC shall review the work and job sites with the appropriate City staff and shall be the channel for all inquiries concerning work in progress or work to be started under this contract. The POC should be readily available to review all phases of the work. The Contractor shall notify the City of any changes in person designed as the POC. The POC shall have the capability to communicate and comprehend, both verbally and in writing the English language and have the ability of transmitting instructions to members of the Contractor's work crew. The City shall be able to contact the POC within minutes.
- B. The Contractor its agents, personnel, subcontractors, and suppliers will comply with all local, state and federal, OSHA, and health and safety rules, regulations, standards, policies, specifications, authorizations, and other requirements such as: licenses, codes, laws, authorizations, and other responsibilities applicable to the business for the proper execution and completion of the work, and shall obtain, secure, and maintain necessary permits.
- C. The Contractor will ensure that its agents, personnel, subcontractors, and suppliers will perform work so not to interrupt or interfere with the operation of any existing activity on the premises or with the work of any contractor, The Contractor shall exercise caution and discretion necessary to avoid injury to person or damages to property (i.e., apparatus, buildings, grounds, appurtenances, and furnishings) of any and all kind that might be done or caused by work performed by the Contractor. Any damages of any kind caused directly or indirectly by the Contractor, agents, personnel, subcontractors, and suppliers shall be repaired and/or replaced at the expense of the

Contractor by methods approved the City to restore the damaged area(s) to its original condition. Such repairs shall be deemed acceptable only after inspection and approval by the City.

- D. All refuse, rubbish, scrap materials, and debris caused by the Contractor's operations shall be removed and disposed of. No such refuse, rubbish, scrap material, and debris shall be left within the completed work area nor buried on the project site, but shall be removed from the site and properly disposed of in a licensed landfill or otherwise required by law. No City dumpsters are to be used for disposal. The Contractor shall include any costs for disposal included in their proposed rates. If the Contractor fails to clean up at the completion of the work, the City may do so and invoice the Contractor for all costs and charges necessary.