

INCA Community Services, Inc.



INVITATION TO BID

Request for Proposal - RFP

Siding Repairs for Atoka Clothing Bank

INCA Community Services, Inc. is hereby accepting sealed bids from qualified contractors and vendors for siding installation for the Atoka Clothing Bank. The 1,350 square foot building is located at 412 Allen Ave. in Atoka, OK 74525.

Contact: Kristy Mobbs (580) 889-7393

*Bidders are encouraged to contact Kristy Mobbs to set up a site visit. **The last day to view project site with INCA staff will be Friday, June 29th, 2018.** Bidders are urged to inspect the project site where services are to be performed and to satisfy themselves as to all general and local conditions that may affect the cost of performance of the contract to the extent such information is reasonably obtainable so they may ask questions about the project.*

Bid packets will include:

Additional information and clarification will be supplied to individuals and/or contractors interested in bidding as requested. All bidders must itemize details of proposed work using the scope of work sheets.

Sealed bids clearly marked “ Atoka Clothing Bank Siding” and clearly identifying the specific package will be accepted until 12:00 p.m., Monday, July 2nd, 2018. All sealed bids will be opened at 1:00 p.m., July 2nd, 2018 at the Atoka INCA Office located at 371 West 10th Street in Atoka, OK 74525.

INCA Community Services, Inc. reserves the right to reject any/all bids or to waive any informalities in the bidding process.

INCA Community Services, Inc. is an equal opportunity service provider and employer.

General Information

1. INCA Community Services, Inc. (hereinafter referred to as INCA) is seeking proposals from qualified contractors to provide bids as described in this Request for Proposal (hereinafter referred to as the RFP).
2. This RFP contains information of work that needs to be done and asks for descriptions including costs for each section of work.
3. INCA is not liable for any costs the contractor incurs in preparation and submission of its proposal, in participating in the RFP process or in anticipation of award of contract.
4. To be considered, proposals must be delivered to the INCA Community Services, Inc. office located at 371 West 10th Street in Atoka, Oklahoma, 74525. Sealed bids must be clearly marked “ Atoka Clothing Bank Siding” on or before 12:00 p.m., Monday, July 2, 2018. Our mailing Address is P. O. Box 807, Atoka, Oklahoma 74525.
 - a. Please note that use of U.S. Mail, FedEx, UPS, or other delivery method, does not guarantee delivery to this address by the above-listed time for submission. Proposers mailing proposals should allow sufficient delivery time to ensure timely receipt of their proposals. If INCA’s office location to which proposals are to be delivered is closed on the proposal response date, due to inclement weather, natural disaster, or any other cause, the deadline for submission shall be automatically extended until the next INCA business day on which the office is open. Unless the Proposers are otherwise notified by INCA, the time for submission of proposals shall remain the same.
5. INCA has a basic policy of purchasing goods and services from vendors, contractors, and suppliers who are in compliance with Federal, State and Local Laws, and regulations governing equal employment practices.
6. INCA has adopted the policy of giving preference to minority owned businesses over other vendors offering goods and services of comparable quality and value.
7. Bidders are encouraged to contact Kristy Mobbs at 580-889-7393 to set up a site visit.
The last day to view project site will be Friday, June 29, 2018.

SCOPE OF WORK - MORE THAN ONE OPTION MAY BE SUBMITTED:

Install New Siding to the Atoka Clothing Bank building:

- If possible, cover the current siding with the new siding; if not, removal of the current siding and disposal
- Repair any areas/boards that are rotten
- If necessary, paint the new siding once installed (will depend on what type of siding is used)
- Make sure both porches (front and back) has matching siding
- Contractor will be responsible for all debris haul off/disposal
- Maintain a clean work site during and after work hour