

REQUEST FOR PROPOSALS

FOR

PROFESSIONAL SERVICES - COMMERCIAL RENOVATIONS
TO CASTLE DALE BRANCH LIBRARY
(April 30, 2026 completion date)



1. NOTICE OF REQUEST FOR PROPOSALS

Emery County is soliciting competitive sealed proposals from qualified contractors for the replacement of the exterior front entrance door, removal of the interior entrance door and framework, and the replacement of all existing windows at the Castle Dale Branch of the Emery County Library. The project will improve accessibility, energy efficiency, and weather protection by installing an ADA-compliant entrance system and high-performance insulated windows.

Qualified contractors with demonstrated experience in commercial door systems, ADA accessibility compliance, and window replacement are invited to submit proposals. Additionally, qualified contractors shall carry liability insurance, workers compensation insurance, and are state licensed professional contractors. The successful contractor will report directly to the Emery County Library System Director and Building Maintenance Supervisor after approval from Emery County Commission.

2. PROJECT OVERVIEW

Emery County intends to replace the existing front entrance door and all exterior windows in order to:

- ensure ADA-compliant access to the facility.
- improve energy efficiency and thermal performance.
- enhance weather resistance and building envelope integrity.
- improve safety and durability of glazing systems.

The selected contractor will be responsible for removal, supply, installation, finishing, and disposal of all related materials.

3. SCOPE OF WORK

The contractor shall furnish all labor, materials, equipment, supervision, and permits required to complete the project, including but not limited to the following:

3.1 Removal of Existing Components

- a. remove the existing front entrance door and frame.
- b. remove all existing exterior windows.
- c. dispose of materials in accordance with local and state regulations.
- d. protect surrounding structures and interior spaces during removal.

3.2 ADA-Compliant Entrance Door Installation

Provide and install a new ADA-compliant exterior entrance door system that includes:

- a. door and frame requirements
- b. commercial-grade aluminum or steel with glass door system
- c. ADA-compliant clear opening width
- d. commercial grade lock
- e. weather-sealed and insulated construction

- f. commercial-grade threshold
- g. weather stripping and door sweep
- h. heavy-duty hinges

Accessibility Requirements

- a. ADA-compliant hardware
- b. automatic door opener system
- c. ADA push plate activation buttons (interior and exterior)
- d. adjustable closing speed
- e. compliance with all applicable ADA accessibility standards

Additional Features

- a. safety glass
- b. insulated glass unit or insulated glazing
- c. panic hardware
- d. proper sealing and insulation around frame
- e. integration with existing wall construction

3.3 Window Replacement

The contractor shall replace all existing windows with new units meeting the following specifications:

Window Specifications

- a. minimum of 1-inch High Performance Low-E / Clear Insulated Tempered Glass
- b. tempered safety glazing
- c. energy-efficient frame systems (vinyl, fiberglass, or thermally broken aluminum)
- d. proper flashing and moisture barrier integration
- e. interior and exterior trim as required
- f. weather-sealed installation

Performance Requirements

- a. high thermal performance
- b. airtight and watertight installation
- c. compliance with applicable building and energy codes

3.4 Installation Requirements

The contractor shall:

- a. verify all field measurements prior to fabrication.
- b. ensure installation complies with ADA guidelines, building codes, and safety regulations.
- c. provide proper insulation, flashing, and sealing.
- d. repair or finish adjacent surfaces affected by installation.
- e. maintain a safe and clean work site.

Candidates must inspect the site where services are to be performed and to satisfy themselves regarding all general and local conditions that may affect the cost of the contract. Building Maintenance Supervisor Kyle Scow will host a one time pre-bid project showing on March 30, 2026 from 1:00 pm to 3:00 pm.

4. CONTRACTOR AND PROPOSAL QUALIFICATION REQUIREMENTS

All proposals submitted for evaluation must include, but are not limited to the information listed below.

1. Contractor demonstration of:
 - a. experience with commercial door and window installations
 - b. knowledge of ADA compliance requirements
 - c. proper licensing to complete scope of work in the State of Utah
 - d. proof of liability insurance, workers compensation coverage, and all other insurance requirements
 - e. ability to complete the project within the proposed schedule
2. Inclusion of design plan, timeline for project completion, and itemized cost based on the scope of work
3. Inclusion of a signature page signed by an authorized individual or principal of the business who is authorized to execute a contract
4. All proprietary information contained in this proposal that should not be disclosed to the public or used for purposes other than the evaluation of this proposal is clearly marked and identified.
5. References from at least three similar projects are preferred.

5. EVALUATION OF PROPOSALS

Proposals will be evaluated and ranked by Emery County with input from relevant departments including Emery County Library System, Emery County Information Systems, and Emery County Maintenance. Evaluation criteria with assigned weights are listed below.

1. Completeness of Proposal (20 points)
 - The proposal contains all required information and is able to be evaluated on face without any clarifications from the candidate.
2. Qualifications and Experience (35 points)
 - The candidate has the qualifications needed to successfully complete the scope of work.
 - The candidate has prior experience working in a similar field.
 - The candidate's performance during prior projects with Emery County Library System.
3. Scope of Proposal & Work Plan (30 points)
 - The proposal demonstrates an understanding of the job objectives and desired results, including appropriate selection of quality materials..
 - The proposal illustrates the candidate's ability to successfully execute the proposed job.
 - The proposal includes an appropriate process to interact with Emery County Library System Director and Building Maintenance Supervisor.

- The proposal adequately details project activities and milestones or deliverables associated with each stage of the scope of work.
4. Cost/Pricing (15 points)
- The proposal adequately itemizes the cost/price of each item and labor costs to allow for effective evaluation of the proposal.
 - The cost /price of each item and labor is competitive and reasonable.

6. REFERENCE CHECKS

Information from references will be evaluated using the criteria listed below. The evaluation will be labeled as satisfactory or unsatisfactory.

References (Satisfactory/Unsatisfactory)

- The reference would hire the candidate again.
- The candidate was responsive to the reference's needs.
- The candidate anticipated problems, and solved them quickly and effectively.
- The original scope of services was completed.

Candidates may be asked to participate in an interview to further gauge their fit and ability to work on this project. Candidate selection will be based on the candidate's written proposal and the results of the reference checks.

7. INQUIRIES

All inquiries relating to the proposal should be directed to:

Kyle Scow, Emery County Maintenance Supervisor

kyles@emery.utah.gov

8. INSTRUCTIONS FOR PROPOSAL SUBMISSION

If you or your company is interested and qualified, please submit one (1) electronic copy of your proposal to the Emery County Clerk/Auditor's Office by email to brendat@emery.utah.gov. All submissions must be received no later than the end of business on Friday, April 3, 2026. Proposal shall be clearly labeled "PROPOSAL for Castle Dale Branch Entrance and Windows" and shall include all qualifications as well as a cost estimate for the services. Proposals shall be opened in the regular schedule Commission Meeting on April 7, 2026.

9. ACCEPTANCE OF PROPOSAL

Emery County will evaluate all proposals to determine acceptance or rejection of the proposal. Pursuant to this RFP, a contract will be executed and signed by Emery County.

9. PROCUREMENT RULES AND PROCEDURES

Emery County will award a contract in reliance upon the information contained in proposals submitted in response to the RFP. Emery County will be legally bound only when and if there is a definitive signed agreement with the awarded contractor.

It is important that any person who signs a proposal or contract on behalf of a contractor's organization certifies that he or she has the authority to so act. The successful contractor who has his/her proposal accepted may be required to answer further questions and provide further clarification of his/her proposal and responses.

Receiving this RFP or responding to it does not entitle any entity to participate in services or transactions resulting from or arising in connection with this RFP. Emery County shall have no liability to any person or entity under or in connection with this RFP, unless and until Emery County and such person shall have executed and delivered a definitive written agreement.

No oral modifications or amendments to this RFP or any resulting contract shall be effective, but such may be modified or amended by a written agreement signed by the parties. If it becomes necessary to revise any part of this RFP, an addendum will be provided to all who received an RFP.

10. PROCUREMENT TIMETABLE

Below is the Procurement Timetable that has been established for this RFP.

Required Activity	Scheduled Date
RFP Issue Date	March 17, 2026
Closing Date for Receipt of Proposals	April 3, 2026
Selection of Agency	April 7, 2026*
Preferred Completion Date - on or before April 30, 2026	

*Desired date for Emery County to select agency.

SIGNATURE PAGE

I hereby certify that the information submitted by me/my company in response to this RFP, including the pricing and other information in this Proposal Response Form, is true and accurate.

I understand that Emery County has the right to reject any or all proposals, to waive minor irregularities when to do so would be in the best interests of Emery County.

Name of Agency_____

Address _____

Email Address _____

Phone Number _____

Print Name _____

Signature:_____ Date:_____