

# REQUEST FOR QUOTATION (RFQ)

## Materials

City Shop Addition

Preston Public Utilities





*Preston*

**PUBLIC UTILITIES**

210 Fillmore St., W., P.O. Box 657  
Preston, MN 55965

(507) 765-2491 Fax (507) 765-2794

October 17, 2011

TO WHOM IT MAY CONCERN:

The Preston Public Utilities is accepting quotations from suppliers for lumber and materials for the construction of an addition to the City Shop.

The Preston Public Utilities will make the RFQ available to any interested parties at the following address:

Preston Public Utilities  
210 Fillmore Street West  
Preston, MN 55965

The RFQ is also published on the following website: [www.prestonmn.org](http://www.prestonmn.org) . Interested parties are responsible for monitoring the website for information concerning the RFQ and any addenda issued.

The Preston Public Utilities will not accept any quote submittal by facsimile, electronic transmission or any method other than stated in the RFQ.

The Preston Public Utilities reserves the right to cancel or modify this solicitation at any time if it deems, in its sole discretion that such measures are in the Utility's best interest.

The Preston Public Utilities looks forward to reviewing your quote and working with the selected contractor in a successful development of this project.

Sincerely,

Joe Hoffman  
City Administrator / Utility General Manager

## **1. BACKGROUND & PROPOSED PROJECT**

The existing City/Utility shop is a shared facility located at 649 Fillmore Street East, Preston, Minnesota. The current facility contains 2,800 sq. ft. of heated space and 3,780 sq. ft. of unheated space. The facility contains a single out-dated bathroom and no office or employee break-room. The Utility is proposing a shop addition to the west that will include 2,000 sq. ft. of heated vehicle storage space and approximately 500 sq. ft. for employee break-room and bathroom facilities. The building will be post-frame construction.

The Utility is acting as general contractor for the project. All materials for the project, with the exception of concrete, will be supplied by a lumberyard selected by the Utility. The Utility will also select contractors for construction labor, electrical and mechanical systems.

## **2. SCOPE OF SERVICES**

The contractor shall provide the following services:

- Provide all building materials necessary for the construction of the 40'x50' building addition and 16'x30' break room.
- Provide all materials necessary to place a new metal roof (including insulation, soffit and gutters) on the existing 40'x72' heated shop building.
- Provide all materials necessary to install interior metal ceiling panels in the existing 40'x72' heated shop building.
- Provide all materials necessary to replace exterior metal siding panels on the existing 40'x72' heated shop building and to replace exterior metal siding panels (excepting north side) and the metal roof on the 40'x50' unheated shop.
- Provide all required engineering and architectural approvals for the 40'x50' building addition and 16'x30' break room.

Please see plan set for construction, exterior and interior finish details.

## **3. QUALIFICATION CONTENT REQUIREMENTS**

The proposal will include the following items:

- Materials cost based on description and plan set.
- List of previous experience with this type of building project.

## **4. ANTICIPATED SCHEDULE**

Proposal submittal - November 7, 2011

Selection of contractor – November 8, 2011

Project Start Date – Anytime after November 8, 2011

## **5. PROPOSAL REQUIREMENTS**

Proposals must be submitted on hard copies. Two (2) copies must be submitted to The Preston Public Utilities, in care of Joe Hoffman, City Administrator, PO Box 657, 210 Fillmore Street West, Preston, MN 55965.

**Submittals must be received by 10:30 a.m., Monday, November 7, 2011.**