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**BID No. 08/18**

**REQUEST FOR PROPOSALS  
FOR**

**GARAGE RAMP REPAIR OF THE GENERAL SECRETARIAT BUILDING  
OF THE ORGANIZATION OF AMERICAN STATES**

**DEPARTMENT OF GENERAL SERVICES (DGS)**

**SECRETARIAT OF ADMINISTRATION AND FINANCE (SAF)**

**GENERAL SECRETARIAT OF THE ORGANIZATION OF AMERICAN STATES  
(GS/OAS)**

**Department of Procurement Services  
June 27, 2018**

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**SECRETARIAT OF ADMINISTRATION AND FINANCE (SAF)**

**1. Background**

The Organization of American States (OAS) is a public international organization that brings together the nations of the Western hemisphere to promote democracy, strengthen human rights, foster peace, security and cooperation and advance common interests. For more information about the OAS, please refer to the OAS's web site at [www.oas.org](http://www.oas.org).

The entrance garage ramp at the General Secretariat Building (GSB) of the Organization of American States (OAS), located on 1889 F St., N.W., Washington, D.C. 20006, shows localized deterioration caused by corrosion of the structural reinforcing steel. Damage needs to be repaired to prevent further deterioration and major structural problems.

**2. Scope of Work**

The garage entrance ramp of the General Secretariat Building is damaged by water penetration and corrosion. The GS/OAS, is seeking competitive proposals from General Construction Contractors to:

- 2.1** Install an Elastomeric Traffic Bearing Membrane over the entire surface of the entrance ramp until the beginning of Level G1.
- 2.2** Repair approximately 855 Sq. Ft. of Slab Surface.
- 2.3** Repair approximately 315 Sq. Ft of Slab Soffit.
- 2.4** Provide and Install approximately 50 Linear feet of both #4 and #5 bars to replace corroded reinforcing.

**3. Technical Specifications**

Work to be performed shall include the repair of steel structural elements and surface waterproofing, following the procedures as outlined in the project manual prepared by Cagley & Associates Structural Engineers, Appendix 1 of this RFP.

#### **4. Governing Law**

This selection process is regulated by:

- 4.1** This RFP.
- 4.2** The Procurement Contract Rules of the GS/OAS, approved by Executive Order No.00-1.
- 4.3** The Performance Contract Rules, approved by Executive Order No. 05-04, Corr. No. 1.
- 4.4** The Executive Orders, memoranda and other dispositions and official documents of the GS/OAS applicable to this process.

#### **5. Walk-Thru Inspection**

- 5.1** Companies interested in submitting a Proposal are required to attend a mandatory walk-thru inspection of the GS/OAS facilities to verify scope of work, with representatives of the GS/OAS **on Tuesday July 10, 2018 at 3:00 pm**. Those firms interested will meet in the Lobby of the General Secretariat Building (GSB) located on 1889 F St., N.W., Washington, D.C. 20006
- 5.2** Attendance to the mandatory walk-thru should be confirmed by email to [oasbidssubmit@oas.org](mailto:oasbidssubmit@oas.org) with a copy to [alopez@oas.org](mailto:alopez@oas.org).
- 5.3** All communications, questions and clarifications requests must be sent only to [oasbidssubmit@oas.org](mailto:oasbidssubmit@oas.org) with a copy to [alopez@oas.org](mailto:alopez@oas.org).
- 5.4** Answers to questions and clarifications requests will be sent to all companies attending the walk-thru inspection.
- 5.5** The GS/OAS will not consider Proposals from any company which has not participated in the walk thru inspection. Failure to inspect the GS/OAS facilities prior to offer submittal will result in the disqualification of any subsequent Proposal.

#### **6. Bidders' Inquiries**

- 6.1** Bidders may submit any inquiry or request for more information and clarification regarding technical specifications in this RFP no later than five (05) business days before closing date to submit proposals.

**6.2** The requests must be submitted in a written format to the attention of Mr. Alex P. Grahammer, Director of the Department of Procurement Services (DP), by e-mail to: [oasbidssubmit@oas.org](mailto:oasbidssubmit@oas.org), with copy to [alopez@oas.org](mailto:alopez@oas.org).

**6.3** The responses to these requests will be submitted in written format to all Bidders no later than three (03) business days before closing date to submit proposals.

## **7. Proposal Content**

Companies interested in providing quotes for this project shall provide the following information:

### **7.1 Background information, Activities, and Services**

Each quote should include the complete information of the company in regards of the requirements listed below.

**7.1.1** Firm's full legal name, headquarters, location and address.

**7.1.2** Years doing business under its present name, and years of experience implementing constructions projects, with particular reference to experiences in undertaking projects similar to the OAS structural repairs project being proposed.

**7.1.3** Name, telephone and e-mail address of contact person or representative.

### **7.2 Products and Services**

**7.2.1** The proposal should include a project work plan with a proposed timetable that emphasize the Proposer's understanding of the project requirements by documenting their approach as it applies to the Appendix 1, of this RFP.

### **7.3 Cost and Payment Schedule**

**7.3.1** Total cost for the repair, including all anticipated expenses (materials, labor, fees, and any other costs associated with the project).

**7.3.2** Detailed pricing information that support the Total Cost presented in the proposal.

**7.3.3** Proposed payment schedule.

**7.3.4** The contractor is to provide the GS/OAS unit prices to adjust the Lump Sum Bid should the repair quantities differ from those contained as follows:

**7.3.5** Slab surface repairs per square foot.

**7.3.6** Slab soffit repairs per square foot.

**7.3.7** Reinforcing steel per linear foot (Both #4 and #5 Bars)

### **7.4 Legal Documentation**

**7.4.1** A copy of the Bidder's certificate of incorporation issued by the competent authority of its country.

- 7.4.2** A copy of the Bidder's bylaws.
- 7.4.3** A copy of the Bidder's licenses and certifications in the corresponding jurisdiction (if required under the law of the duty station where the work is to be performed).
- 7.4.4** A copy of the W-9 Form for US Companies and the Employer Identification Number for companies outside of the US.
- 7.4.5** A copy of the Bidder's latest general balance sheet of 2016 or 2017; and copy of the Bidder's latest three (3) audited financial statements, for the years 2015, 2016 and 2017. These financial statements must be signed and/or appropriately certified by the Chief Financial Officer of the Bidder. In addition, the Bidder's DUNS number, only if applicable.
- 7.4.6** A list of the directors, officers, and the names of any stockholder with more than 50% of the stock.
- 7.4.7** Appendix 3. Acceptance of the Contractual Terms and Conditions Statement.
- 7.4.8** Appendix 4. A disclosure statement of conflict of interest. In the event of the Bidder intends to subcontract or perform the Contract in joint venture, such statement shall be also disclosure by the subcontractors and by each member of the joint venture.
- 7.4.9** Appendix 5. Commercial References.

## **8. General Conditions**

- 8.1** By submitting a Proposal, the Bidder gives express warranty of its knowledge and acceptance of RFP and the rules and conditions that governs the bidding process. Likewise, the Bidder represents and warrants that it has studied and is thoroughly familiarized with the requirements and specifications of the Project in its entirety. This includes familiarity with the Technical Specifications and the documents attached to the RFP, with all current equipment, labor, material market conditions, shipping and with applicable laws, such that the Bidder accepts responsibility for and is prepared to execute and shall completely fulfill all obligations under the Lease.
- 8.2** By submitting a Proposal, Bidder gives express warranty of the accuracy and reliability of all information it submits in this procurement process.
- 8.3** By submitting a Proposal, the Bidder gives express warranty of its knowledge that its Proposal does not create any right in or expectation to a contract with the GS/OAS.

**8.4** The Bidder shall bear any and all costs or expenses associated with or incurred in the formulation or development of a Proposal in response to this RFP.

**8.5** The present Request for Proposal (RFP) does not in any manner whatsoever constitute a commitment or obligation on the part of GS/OAS to accept any Quote, in whole or in part, received in response to this RFP, nor does it constitute any obligation by GS/OAS to acquire any services.

**8.6** The GS/OAS has the right to reject any and all Quotes, to disqualify any Quote not following these Terms of Reference, and to disqualify any Quote not responsive to the minimum requirements specified in section 7 above.

## **9. Evaluation Criteria**

The following evaluation criteria will be used in making a best value selection for the project:

- i. Costs.
- ii. Project work plan.
- iii. Project timetable.
- iv. Company qualifications.

## **10. Discussions and Negotiations**

**10.1** Before awarding the Contract, the GS/OAS may choose to have written or oral discussions and/or negotiations regarding the terms, conditions and deliverables of the Lease with the Bidders that, in the opinion of GS/OAS, are within the competitive range.

**10.2** For that purpose the GS/OAS, through DP, will submit, in writing, any request (including interview requests) to the Bidders. Such requests will be addressed to the point of contact indicated by the Bidders in their Proposal.

**10.3** During the negotiations, the GS/OAS may request the Bidders to revise or modify their Proposals. After the negotiations the GS/OAS may issue a request for Best and Final Offer (BAFO).

## **11. Proposal Submission**

The proposal should be submitted by email to [oasbidssubmit@oas.org](mailto:oasbidssubmit@oas.org) with a copy to [alopez@oas.org](mailto:alopez@oas.org) no later than **July 20, 2018 at 5:30 p.m. Eastern Standard Time (Local Time in Washington, D.C., USA)** and must be valid for ninety (90) calendar days.