

**REQUEST FOR PROPOSALS (RFP)**  
**RFP 2-2025**  
**COMMERCIAL PARKING LOT IMPROVEMENTS**

Kids Central, Inc. is issuing this Request for Proposals (RFP) from qualified contractors to complete parking lot improvements at the following locations:

Esserville Administration  
5345 Esserville Road  
Norton, Virginia

Esserville Center  
5341 Esserville Road  
Norton, Virginia

Appalachia Center  
318 West Main Street  
Appalachia, Virginia

To be considered for this contract, your business must meet the qualifications and satisfy the requirements set forth in this Request for Proposals. Proposals must be submitted to the Kids Central, Inc. administration office no later than **05:00 pm on Thursday, April 3, 2025**, and must be addressed as follows:

Proposal for Commercial Parking Lot Improvements  
Kids Central, Inc.  
Attn: Tammy Mullins  
5345 Esserville Rd.  
Norton, VA 24273

**SCOPE**

Kids Central is seeking interested and qualified contractors to submit a proposal to complete parking lot improvements at each location identified above. The scope of the improvements is outlined in Appendix A.

Proposals must include all labor, materials, personnel, and equipment needed. Interested parties must demonstrate qualifications, experience, and abilities associated to accomplish and support all aspects of the prescribed scope of work in a cost-effective manner.

**INSTRUCTIONS**

All proposals shall be in a sealed, clearly marked envelope. Envelopes should indicate the name of the bidder and “RFP – Commercial Parking Lot Improvements”.

Proposals shall consist of one (1) clearly marked original and one (1) copy of your response both of which shall be signed and submitted to Kids Central no later than the time and date specified in this solicitation. Timely submission of the proposal is the responsibility of the bidder. An electronic PDF version of the entire proposal package must be provided upon request after the submittal deadline.

All timely submitted proposals will be opened by the Executive Director at **09:00 am on Friday April 4, 2025**. Bids submitted may not be withdrawn or modified for 60 days following the date on which they are opened by the Executive Director.

Questions regarding this Request for Proposals shall be directed to Mike Porter, Chief Financial Officer by telephone (276) 299-4525 or email [michael.porter@kidscentralinc.com](mailto:michael.porter@kidscentralinc.com).

Kids Central reserves the right to reject any or all proposals, to negotiate separately with any source whatsoever in any manner necessary to attend to the best interests of Kids Central, to waive irregularities in any proposal, and to accept a proposal which best meets the needs of Kids Central irrespective of the bid price.

### **GENERAL PROPOSAL REQUIREMENTS**

The specifications outlined in this RFP will be made a part of any agreement entered into between Kids Central and the selected individual or firm. All bidders should follow the format specified below. Applicants should base their proposals on the details of this RFP, specifically the detailed information provided in “Services Requested” section, along with any information provided in any addenda that may be issued.

1. Cover Page: The proposal shall include the RFP Title, date of submittal, company name, address, electronic-mail, and telephone numbers. This page should also include the main point of contact.
2. Resumes, Qualifications, and Experience: This section contains an overview of the bidder’s background, training, and experience. Provide at least three but not more than five similar projects that you have completed in the last five years.
3. Services Provided: This section contains the information requested as detailed in “Services Requested” section of this RFP.
3. Pricing: The proposal shall include a complete scope of services and all associated costs and an explanation of how fees are calculated. Work performed by authorized subcontractors should be itemized.

4. Certification: The bidder will provide a certification that the statements contained in the proposal are true and correct to the best of their knowledge.
5. Warranty: The bidder will provide information in regard to any type of warranty offered. The warranty must include details, such as cost, type, who is responsible, and any other information relevant to the warranty.
6. Additional Attachments: All other attachments, e.g. required forms, company information, etc. or any additional information to be included in the proposal. Provide any additional information you would like Kids Central to consider and any value-added goods or services that Kids Central may be interested in.

This Request for Proposals is not an offer of contract. Receipt of a proposal neither commits Kids Central to award a contract to any party, even if all requirements stated in this proposal are met, nor limits Kids Central's right to negotiate in its best interest. Kids Central reserves the right to contract with a bidder whose proposal is determined to be in its best interests. Kids Central reserves the right to reject any and all offers received.

Expenses incurred in the preparation of proposals in response to this Request for Proposals are the bidder's responsibility. No work performed by the selected contractor that is out of the scope as defined by the contractor's proposal will be reimbursed unless specifically authorized by Kids Central in writing.

### **SERVICES REQUESTED**

Kids Central is seeking a qualified contractor to complete parking lot improvements as outlined in Appendix A. This Request for Proposals identifies the requirements that are considered to be the minimum by Kids Central. Specific details described within this Request for Proposals notwithstanding, it will be the obligation of the selected contractor to adhere to accepted industry standard methods and practices in completing the work.

The proposed services must include, but need not be limited to, the following:

1. Complete turnkey project for parking lot improvements as outlined.
2. Removal and proper disposal of project debris and complete site restoration.
3. Contractor estimates must provide the total cost of the project, including draw amounts and dates.
4. The contractor's proposal must provide a detailed description of the work to be performed.

5. The contractor's proposal must provide a detailed description of material(s) to be used.
6. The contractor's proposal must provide a detailed description of warranty coverage, if any.
7. The contractor is responsible for securing all required permits and inspections.
8. On-site space requirements must be made known for the contractor and equipment parking.
9. The contractor must work with the Executive Director on timelines for project start and end. This includes working with local staff for access to the buildings when necessary.

#### **TIME OF WORK AND COMPLETION**

The contractor shall complete all work within 30 days of project commencement.. The contractor shall not discontinue work for more than five (5) consecutive calendar days without the prior written approval of the Executive Director.

#### **MAINTENANCE OF PROJECT SITE**

The contractor shall not work, store or operate equipment outside designated work areas without the permission of the Executive Director. The contractor's operations shall not interfere with Kids Central's operations. The contractor shall protect all abutting property from injury or loss and shall defend and save Kids Central harmless from all such damages, injuries and loss occurring because of his/her work.

The contractor shall furnish and maintain all passageways, barricades, guard fences, lights and danger signals, and shall provide watchmen and other facilities as required by local conditions, all at no additional cost to Kids Central.

The contractor shall assume full responsibility for loss or damage to the work during the entire construction period resulting from conditions and from all other causes whatsoever not directly due to the acts or neglect of Kids Central, including fire, vandalism and malicious mischief, and shall complete the work in accordance with this request for proposals within the time provided.

#### **CONTRACTOR REQUIREMENTS**

The successful bidder will be required to agree to the following requirements, as well as prepare and provide the following:

1. The selected contractor will be required to assume responsibility for all services offered in the proposal whether or not they possess them within their organization. Further, Kids

Central will consider the selected business to be the sole point of contact concerning all contractual matters, including payment of any and all charges resulting from the contract.

2. The contractor shall be responsible for operating the site in a manner so as to minimize the risks associated with its being a nuisance during times when construction activities have been suspended, and the site is not occupied by the contractor or its employees or subcontractors.
3. The proposal must include a list of similar projects completed, as well as the name and contact information for that business or individual to use as reference.
4. The contractor must be able to meet the insurance requirements specified in Appendix B.
5. The contractor, subcontractors and their employees shall be considered independent contractors and shall not be deemed employees of Kids Central for any reason.
6. This is a federally funded project and, as such, requires adherence to certain federally mandated provisions, such as:
  - a. In accordance with MCA 49-3-207, Nondiscrimination Provision in All Public Contracts, the contractor will ensure that hiring is made based on merit and qualifications and that there will be no discrimination based on race, color, religion, creed, political ideas, sex, age, marital status, physical or mental handicap or national origin by the persons performing the contract.
  - b. The project cost will exceed \$2,000, which requires compliance with the Davis-Bacon Act. This provision includes, but is not limited to, requirements for contractors and subcontractors to pay wages at a rate not less than the prevailing wages of the local area and pay one and one-half times the prevailing wage rate for all hours over 40 in a work week.

### **SELECTION PROCESS**

Kids Central will make its selection based on its review of the proposals submitted. Proposals will be evaluated by a selection committee based on the following criteria:

#### Criteria-Points

1. Quality of materials 0-25 points
2. Experience and reputation of contractor 0-25 points
3. Cost effectiveness of proposal 0-25 points
4. Overall quality of proposal 0-25 points

Maximum Points: 100

Kids Central reserves the right to reject any or all the proposals, and to waive informalities in the proposals or the proposal process. Kids Central may interview selected bidder(s). Kids Central further reserves the right to award the contract to other than the lowest bidder if such action is deemed to be in the best interest of Kids Central. Kids Central reserves the right to consider other factors not named here in making its decision. This includes timeliness, cost, quality of materials used, and documented experience pertaining to similar roofing projects.

### **PRE-BID ACCESS TO PROPERTY**

Pre-bid access will be by appointment only. Prospective bidders are encouraged to conduct site visits prior to bid submittal. Access will be provided during regular business hours (8:00 am to 5:00 pm). Contact Michael Porter to arrange a date and time for the site visits.

### **FEES**

The proposal must include a “not-to-exceed” price to perform the list of requirements itemized. The proposal should also include the total hours estimated to complete the work. Please see the attached bid form.

### **SUBCONTRACTS**

Any subcontracted services proposed by the bidder shall be described and information provided as to the nature of the services the subcontractor provides as it relates to this proposal. The bidder shall include the name of the subcontractor, describe prior business relationships with these firms, the experience and qualifications of said entities, and describe methods the contractor will employ to manage the subcontractor. The financial and legal relationship between the bidder and the subcontractor must be described in the proposal and approved by Kids Central prior to initiation of a contract. Bidders and their subcontractors must comply with all confidentiality laws and will be responsible for standard insurance requirements, which are part of these specifications.

### **QUESTIONS**

Any interested party may submit, in writing via email to [michael.porter@kidscentralinc.com](mailto:michael.porter@kidscentralinc.com), questions regarding this RFP and proposed services. All questions will be answered in writing, via email response to the sender, and posted as an addendum to the RFP.

**BID FORM**  
**RFP 2-2025**  
**COMMERCIAL PARKING LOT IMPROVEMENTS**  
Proposal Issued March 19, 2025

Contractor Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Bid Amount (Lump Sum): \_\_\_\_\_ dollars

(\$ \_\_\_\_\_)

Alternates—Please Describe:

Exceptions—Please Describe:

\_\_\_ I have read the Request for Proposals dated March 19, 2025

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

**APPENDIX A**  
**SCOPE OF PROJECT**

Esserville Administration

Mill out and pave on side off the upper entrance (approximate 8' x 40').

Mill out/pave additional areas as needed.

Fill large cracks with rubber.

Remove weeds and debris.

Reseal all asphalt areas.

Stripe all parking lot

Replace bumper stops with rubber ones.

Esserville Center

Mill out and patch area/lane (approximately 16' x 50')

Mill out and patch area at water meters (approximately 16' x 30')

Mill out/pave additional areas as needed.

Fill large cracks with rubber.

Remove weeds and debris.

Reseal all asphalt areas.

Stripe all parking lot

Replace bumper stops with rubber ones.

Appalachia Center

Mill out and pave as needed.

Fill large cracks with rubber.

Remove weeds and debris.

Reseal all asphalt areas.

Stripe all parking lot

Replace bumper stops with rubber ones.



## **APPENDIX B**

### **CONTRACTOR'S LIABILITY INSURANCE**

The Contractor shall purchase and maintain such insurance as will protect him from claims as set forth below, which may arise out of or result from the contractor's operations under the Contract, whether such operations be by himself or any subcontractor or by anyone employed by any of them or anyone for whose acts the Contractor may be liable:

1. claims under workmen's compensation, disability benefit and other similar employee benefit acts;
2. claims for damages because of bodily injury, occupational sickness or disease, or death of his employees;
3. claims for damages because of bodily injury, sickness or disease, or death of any person other than his employees;
4. claims for damages insured by usual personal injury liability coverage which are sustained (1) by any person as a result of an offense directly or indirectly related to the employment of such person by the Contractor, or (2) by any other person; and
5. claims for damages because of injury to or destruction of tangible property, including loss of use resulting therefrom.

Certificates of Insurance acceptable to Kids Central shall be filed with Kids Central prior to commencement of the work. Kids Central must be named and included as an additional insured under the Contractor's general liability insurance. Proof that Kids Central has been named as an additional insured on the Contractor's general liability insurance must be provided in the form of an additional insured rider to said policy, or by other proof acceptable by Kids Central.

The Contractor's Comprehensive General Liability Insurance and Automobile Insurance shall be in an amount not less than One Million Dollars (\$1,000,000) for injuries, including accidental death, to any one person and subject to the same limit for each person, and in an amount not less than One Million Dollars (\$1,000,000) on account of one occurrence. The Contractor's Property Damage Liability Insurance shall be in an amount not less than One Million Dollars (\$1,000,000). The Contractor shall require his subcontractors to procure and to maintain during the life of his subcontract Comprehensive General Liability, Automobile Liability, and Property Damage Liability Insurance of the type and in the same amounts as specified hereinabove. The Contractor's and his subcontractors' Liability Insurance shall include adequate protection against the following special hazards:

Bodily Injury and Property Damage – completed job operation and/or products liability at before mentioned limits with \$1,000,000 for bodily injury and \$1,000,000 aggregate for operations, protection, contractual and products and/or completed job operations. Property Damage shall be on the broad form and shall include coverage for explosion, collapse and underground damages.

The above insurance is not, and shall not be construed as, a limitation upon contractor's obligation to indemnify Kids Central.

