



Date: June 21, 2021

To: EMSA Board of Trustees

CC: Jim Winham, President & CEO  
Lora Conger, CFO  
Angela McLain, CRO and Compliance Officer

From: Frank Gresh, CIO  
Brian Bottom, Facilities Maintenance Manager

Re: Flooring for New OKC Building RFP #FM2021-0002

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RFP# FM2021-0002 was released on May 17, 2021. The purpose of the RFP was to solicit proposals from qualified vendors to demo and install new flooring at our new Oklahoma City location. The scope of the project includes remediating any leveling issues, moisture, and adherence concerns as well as demo of any existing flooring and/or adhesives. There were four responses received. The proposers are Braun Renovations, Bryan's Flooring, Pro Grade Flooring, and Progressive Interiors.

As we reviewed the proposals, we noted that most of the vendors did not include enough detailed information in their response to allow us to completely evaluate the organizations to make sure that they were actually qualified to provide the services EMSA requested. Only one firm provided enough information for us to evaluate them and their ability to perform the work.

After thoroughly reviewing all proposals, we find that Pro Grade Flooring of Yukon is the Lowest Secure Bidder with a proposal that was comprehensive enough to evaluate the company and their responsiveness to our requests. We recommend we proceed with Pro Grade Flooring as the vendor. The reasons for this recommendation are as follows:

- Pro Grade Flooring provided the most comprehensive proposal that covered not only the required, but also information about the company so that we could properly evaluate them and their proposal.
- Pro Grade Flooring provided documentation on several allowances (for additional costs) that they recommend we be aware of in regard to proper substrate preparation, leveling, and moisture treatment as needed. While not specifically requested in the RFP, Pro Grade Flooring was pro-actively making us aware of the potential for additional costs not originally contemplated.

- Pro Grade Flooring specifically explained what steps in preparation would be required in order to gain warranty coverage from the material manufacturers.

Attached to this memorandum you will find a review document that covers all our criteria and does a side-by-side cost comparison.

Should you have any additional questions, please feel free to ask

Request for Proposal: Flooring: Proposal Review and Pricing Evaluation  
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Evaluation of responses

Item #	Requirement	Braun Renovations	Bryan's Flooring	Pro Grade Flooring	Progressive Interiors
<b>1) Process Overview and Procedures</b>					
1.3	Schedule – were proposals received on time?	Yes	Yes	Yes	Yes – Delivered to Red Sky, but still accepted
1.4	Attended pre-bid conference and building walk-through?	Yes	Yes	Yes	No
1.5	Proposals provided in response to the RFP should be valid for a minimum of 180 days	Not stated	No – 30 days	Not stated	No – 30 days
1.7	Proposals must be organized and indexed in the format identified herein in Sections 2 and 3.	No	No	Partial	No
1.7	A PDF (or equivalent) electronic copy of the response is required. It must be sent via email by the date and time identified above. The subject line should clearly state that it is a vendor's proposal and reference this RFP. It should be sent to the contact listed below.	Yes	Yes	Yes	Yes
<b>2) Proposer Information (responses to each point must be included in proposer's response)</b>					
2.0	The proposer <b>must provide a history for their company.</b> Information to be included in this section is <b>tax identification number, age of company, number of employees, experience with comparable accounts, and a brief description of the existing relationship with EMSA if there is</b>	No	No	Partial	No

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	<b>one</b> , including past purchases in excess of \$50,000.				
2.1	All proposals should outline the proposer's and/or manufacturer's customer support methodologies as well as examples of how the customer support is provided. Further information about warranties and support should be outlined in section 3.	No	No	Partial	No
2.2	References provided and acceptable	No	Yes	Yes	No
2.3	Provided contact information for reference	N/A	Yes	Yes	N/A
2.4	Each proposer <b>must provide financial background of their organization</b> for evaluation of the stability of the company.	No	No	Partial	No
2.5	The proposer must clearly stipulate that payment is due no earlier than thirty (30) days after invoice and appropriate acceptance by EMSA.	No	No	Yes	No
2.6	Provide all pertinent information related to the proposer(s) insurance carriers and levels of coverage, including liability, worker's compensation, etc.	No	No	Yes	No
2.7	Non-Collusion	No	No	Yes	No
2.8	Non-Exclusion from Medicare/Medicaid	No	No	Yes	No



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2.9	All shipping, handling, and freight costs should be included the proposal as much as possible.	No	Yes	Yes	No
<b>3) Solution Overview and Requirements</b>					
3.1	Proposals should include information about your firm's approach to floor preparation and what materials and processes will be used.	Non-responsive	Non-responsive	Not entirely specific about their process, but provided enough information to evaluate the comprehensiveness of their plan for floor prep.	Non-responsive
	Proposals should include specifics about how any flooring repairs necessary to be completed before installation will be identified and costs for those repairs estimated and communicated to EMSA	Non-responsive	Non-responsive	They provided some specific allowances (in terms of cost) for various remediation and repairs to the floor prior to installation.	Non-responsive
	Please describe your processes and procedures for making sure there is no damage to walls, doors, or any other aspect of the building as part of the floor preparation.	Non-responsive	Non-responsive	"Special precautions will be taken". Non-specific, but addressed and addressing that any damage noted will be immediately reported.	Non-responsive
3.2	Please describe your process for bond and moisture testing.	Non-responsive	Non-responsive	Provided info on moisture testing (RH Testing Probe and Alkalinity Testing).	Non-responsive
	Please describe and provide information (including any Material Safety Data Sheets as appropriate) as to what adhesives will be used with the installation.	Non-responsive	Non-responsive	Specified adhesives listed in products to purchase. No MSDS provided.	Non-responsive

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Item #	Requirement	Braun Renovations	Bryan's Flooring	Pro Grade Flooring	Progressive Interiors
	Please describe your firms established best practices for flooring material installation and how you plan to approach the installation on this project.	Non-responsive	Non-responsive	Installs flooring and wall base based upon manufacturers specifications.	Non-responsive
	Please describe your processes and procedures for making sure there is no damage to walls, doors, or any other aspect of the building as part of the installation.	Non-responsive	Non-responsive	"Special precautions will be taken". Non-specific, but addressed and addressing that any damage noted will be immediately reported.	Non-responsive
3.3	Please describe how your firm would work with EMSA and its construction management company (Red Sky Constructors) to achieve timely installation of the materials in concert with all of the work that may be going on with the facility.	Non-responsive	Non-responsive	Specific about working with Red Sky and EMSA. Raising concerns for material availability early due to the pandemic and will actively help look for alternatives if problems arise. Can get crew in excess of 20 personnel in order to keep things moving.	Non-responsive
3.4	Please describe any and all warranties provided by the proposer and the manufacturer as it relates to the materials and installation of the flooring. The proposer should be specific as to what is covered under the warranty and what is not covered.	Non-responsive	Non-responsive	One year labor warranty on all products installed. Manufacturer warranties already specified in materials.	Non-responsive
<b>4) General</b>					
4.1	Attested to General Terms and Conditions	No	No	No	No

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4.3	Copies of appropriate organization licensure for work that is in the scope of these projects should be included with the proposals.	No	No	No	No



Pricing Evaluation

Item	Braun Renovations <sup>4</sup>	Bryan's Flooring <sup>5</sup>	Pro Grade Flooring <sup>6</sup>	Progressive Interiors <sup>7</sup>
Material Cost <sup>1</sup>		\$ 260,341.00	\$ 188,942.63	\$ 242,813.86
Install Cost <sup>2</sup>		Incl Above	\$ 38,471.25	\$ 57,431.30
Floor Prep Cost <sup>3</sup>			\$ 29,057.50	
Total Project	\$ 401,777.00	\$ 260,341.00	\$ 256,471.38	\$ 300,245.16

<sup>1</sup> If identifiable

<sup>2</sup> If identifiable

<sup>3</sup> if identifiable, includes only base prep costs and not allowances

<sup>4</sup> Provided no itemizations whatsoever

<sup>5</sup> Their pricing excludes all floor prep

<sup>6</sup> Only included "required" floor prep in proposal, there are other costs depending on how we want to proceed

<sup>7</sup> Excudes self leveling and floor demolition