Request for Proposal (RFP)
Parking Lot Repair and Paving for The Promise Inn

Issued by:

Community Action Program of East Central Oregon
(CAPECO)
211 SE Byers Ave
Pendleton OR, 97801

Solicitation Issued:	July 13, 2026
Proposed Due Date:	July 31, 2026, at 5pm
Awardee Selection Date:	August 4, 2026
Contact:	Mona Hern 541-276-1926
Proposals Accepted By:	Mail: CAPECO Attn: Mona Hern 211 SE Byers Avenue Pendleton, OR 97081 or Email: mhern@capeco-works.org

1. Overview and Purpose

The Promise Inn is soliciting proposals from qualified vendors to perform essential repairs and replacement of paving services, including restriping. This will be done to the North (concrete) and East (asphalt) side of the parking lot at our homeless shelter located at **205 SE Dorion Avenue, Pendleton, OR 97801**. This project aims to restore and improve the parking area by addressing necessary repairs, applying new pavement, and updating striping. These enhancements will significantly improve safety and accessibility for staff, guests, and vendors.

2. Project Background

The shelter, owned and operated by CAPECO, opened in April 2021 to provide a safe and secure environment for individuals experiencing homelessness. The facility is a converted motel offering 34 shelter rooms. Since acquiring the property, no updates have been made to the parking lot. CAPECO recognizes that the current condition of the parking area has become a safety concern and is committed to addressing these improvements promptly.

3. Scope of Work

The selected vendor will be responsible for providing all labor, materials, equipment, and services necessary to complete the following tasks:

1. **Parking Lot Repairs**
    - Assess the current condition of the parking lot and identify areas requiring repair to the North (concrete) and East (asphalt) side.
    - Remove damaged asphalt and/or concrete and prepare the surface for paving.
    - Apply new asphalt and/or concrete to ensure a smooth, durable surface.
2. **Paving**
    - Perform full paving of the designated parking lot area to restore functionality and improve safety.
    - Ensure proper grading and drainage to prevent water accumulation.
3. **Restriping**
    - Apply updated striping to clearly define parking spaces, including accessible parking spots in compliance with ADA standards.
    - Include directional markings and any other necessary signage for traffic flow and safety.
4. **Safety and Compliance**
    - Ensure all work meets local, state, and federal regulations, including ADA accessibility requirements.
    - Implement appropriate traffic control measures during construction to maintain safety for staff, guests, and vendors.
5. **Project Timeline**
    - Complete all work within the agreed-upon timeframe (not to exceed June 1, 2026) to minimize disruption to shelter operations.
6. **Clean-Up**
    - Remove all construction debris and materials upon project completion.

- Leave the site in a clean and safe condition.

4. Proposal Requirements

Vendors must submit a proposal that includes the following components:

1. **Implementation Plan**
   - A timeline outlining the stages of assessment, repair, removal, and repaving of the project.
2. **Cost Breakdown**
   - Detailed cost estimate, including labor, materials, etc.
   - Warranty details
3. **References**
   - Provide at least three references from previous clients who have contracted with company for similar repaving projects and repairs.
4. **Compliance with Standards**
   - Demonstrate compliance with relevant local, state, and federal regulations, as well as any industry-specific standards.

5. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

1. **Experience and Qualifications (30%)**

   - Demonstrated experience in asphalt repair, paving, and parking lot striping.
   - Relevant certifications, licenses, and compliance with local and state regulations.

2. **Approach and Methodology (25%)**

   - Clear description of the proposed approach to repairs, paving, and restriping.
   - Plan for minimizing disruption to shelter operations during construction.
   - Commitment to safety and ADA compliance.

3. **Project Timeline (20%)**

   - Ability to complete the project within the required timeframe.
   - Detailed schedule outlining key milestones and completion date.

4. **Cost Proposal (20%)**

   - Competitive and transparent pricing structure.
   - Breakdown of costs for labor, materials, and any additional services.

5. **References and Past Performance (5%)**

- Positive feedback from previous clients on similar projects.
- Evidence of successful completion of comparable work.

6. Proposal Submission Instructions

- Proposals must be submitted by close of business on Friday July 31, 2026. No inquiries or requests received after this deadline will be given consideration.
- Please send proposals electronically to mhern@capeco-works.org or via mail to CAPECO C/O Mona Hern 211 SE Byers Ave Pendleton, OR 97801 .
- Direct any inquiries regarding this RFP to Mona Hern at mhern@capeco-works.org or 541-276-1926.

7. Timeline

- **RFP Issue Date**: July 13, 2026
- **Proposal Submission Deadline**: July 31, 2026
- **Vendor Selection Date**: August 4, 2026
- **Start Date**: scheduled after August 4, 2026
- **Completion Date**: September 15, 2026

8. Insurance

- The contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to person or damages to property which may arise from, or in connection with the performance of the Work by the contractor, his agents, representatives, employees, or subcontractors. Contractors shall maintain limits no less than:
    - Commercial General Liability
        - $1,000,000 combined single limit per occurrence for bodily injury, personal injury, and property damage. The general aggregate shall be twice the required occurrence limit. Minimum General Aggregate shall be no less than $2,000,000 or a project/contract specific aggregate of $1,000,000.
    - Workers' Compensation and Employers' Liability
        - Workers' Compensation coverage with statutory limits and Employers' Liability limits of $1,000,000 per accident.
- Certification of Insurance
    - Included in bid package, respondents shall provide to CAPECO certificates of insurance to meet the above requirements. Policies shall be endorsed to provide CAPECO with at least 30 days written notice of reduction, cancellation, or intent not to renew coverages as called for above. If insurance is canceled, reduced, non-renewed, or otherwise is not in effect to the minimum required coverage, the selected Contractor must cease work on this bid.
    - The Contractor shall furnish CAPECO with certificates of insurance naming Community Action Program of East Central Oregon, as additional insured, and with original endorsements affecting coverage required by this clause. The

certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates and endorsements shall be submitted to, approved by CAPECO before any of the work commences. CAPECO reserves the right to request full certified copies of the insurance policies and endorsements.

9. Contractor Requirements:

- The selected Contractor shall indemnify and hold CAPECO harmless from all claims arising from the foregoing payment obligations of the selected Contractor.
- Damage to persons or property
    - The selected Contractor also accepts sole responsibility for any damage to any person or damage to public or private property resulting from their performance of the work, whether based on negligence or any other legal or equitable claim. The selected Contractor will protect, defend, and hold harmless CAPECO from any and all damage, claim, liability, or expenses whatsoever, or any amounts paid in compromise there of arising out of or connected with the performance of this contract, including those related to the selected Contractor's (or its subcontractors') negligence.
- Quality of Service
    - The selected Contractor will operate in a professional manner and keep all noise and other nuisances to a minimum at all times while under contract with CAPECO. The selected Contractor shall file all documents outlined in this RFP in a timely and well-organized manner
- Support Facilities
    - Selected Contractor shall have an available office with sufficient staff and communications facilities to assure ready accessibility and prompt response to the needs of CAPECO.
- Contractor's payment of Taxes, Permits, etc
    - The selected Contractor shall be solely responsible for:
        - Payment of wages to its workforce in compliance with all federal and state laws, including the Federal and State Wage and Hour laws.
        - Payment of any and all FICA, unemployment contributions and other payroll-related taxes or contributions required to be paid by the selected Contractor under State and Federal law.
        - Payment of all applicable Federal, State, or Municipal taxes, charges or permit fees, whether now in force or subsequently enacted.
        - Payment of any and all suppliers, merchants, or vendors from whom the selected Contractor obtains items and materials related to the contract.
- Assignments of subcontracting
    - The selected Contractor shall not assign, subcontract or otherwise transfer its duties and/or obligations under this proposal without prior written consent of CAPECO. If the bidder anticipates that it will need to subcontract its duties in order to fulfill the contract requirements, that information must be disclosed in the bidder's response.
- Fair employment practices

    - The selected Contractor agrees to not discriminate against any employee or applicant for employment, to be hired in the performance of the contract with respect to hire, tenure, term, conditions or privileges of employment, or any other matter directly or indirectly related to employment, because of sex, race, color, religion, nation origin, ancestry, handicap or any other basis prohibited by State or Federal law or regulations.
- Time is of the essence
    - Time is of the essence in this matter. The selected Contractor must schedule its work and that of its subcontractors to meet the needs and requirements of CAPECO. The selected Contractor must perform the work expeditiously in cooperation with CAPECO. The selected Contractor's sole remedy for any delay caused by the or its agents, employees, contractors, or subcontractors will be an extension in the contract time; damages will be unavailable to selected Contractor on such grounds
- Contract execution
    - The Contractor to whom the Contract is awarded shall, within ten (10) calendar days after the notice of award, enter into a written contract with CAPECO. Failure to execute a contract will be considered abandonment of the award and CAPECO shall have no further obligation to that bidder.
- Breach of contract and CAPECO's right to terminate contract
    - In the event that any of the provisions of this bid and/or resulting contract are breached by the selected Contractor, CAPECO shall give written notice to the selected Contractor of the breach or pattern of behavior that constitutes the breach and allow the selected Contractor to resolve the breach or pattern of behavior that constitutes the breach within ten (10) calendar days of selected Contractor's receipt of notice. If the breach or pattern of behavior is not resolved, then CAPECO shall have the right to cancel any contract by sending written notice to the selected Contractor of the cancellation. If the selected Contractor should be judged bankrupt, if it should make a general assignment for the benefit of its creditors, if a receiver should be appointed on account of its insolvency, if it should persistently or repeatedly refuse to supply enough labor, materials and/or equipment to meet the scope of work of the contract, if it should persistently disregard laws of the State of Oregon and/or ordinances of the authority having jurisdiction, or if it fails to comply and fulfill its obligations under any provision of the contract resulting from its bid, CAPECO may, without prejudice to any other right or remedy, terminate the contract immediately.
- CAPECO'S right to modify contract
    - CAPECO reserves the right to negotiate with the selected Contractor for a change in terms of the contract during the term of the contract and to make adjustments relative to the implementation of a change that reduces or modifies the need for the engineering services. If CAPECO and the selected Contractor are unable to agree on a revised contract, CAPECO may seek new proposals and, upon a minimum of ten (10) calendar days written notice from CAPECO, may terminate the unexpired portion of the contract. CAPECO shall not be liable for any cost under this section beyond the contract price for the period when service is provided.

- Payment
    - CAPECO shall pay for acceptable work within thirty (30) days of receipt of invoice or by/through a negotiated contract, except that prior to approval of and final payment for the completion of the project, the selected Contractor must thoroughly clear the project site and any other place affected by the work of all debris to CAPECO's satisfaction, in CAPECO’s sole discretion.

10. Terms and Conditions

- CAPECO reserves the right to reject any or all proposals, in part or in their entirety, or to waive any informality or defect in any bid, or to accept any proposal which, in its opinion, is deemed most advantageous to CAPECO.
- Explanations desired by a prospective bidder shall be requested of CAPECO by email, and if explanations are necessary, a reply shall be made in the form of an addendum, a copy of which will be forwarded to each bidder. Every request for such explanation shall be submitted by email to mhern@capeco-works.org by 5pm Friday July 31, 2026. No inquiry or request received after this deadline will be given consideration.
- All materials submitted as part of the bid will become the property of CAPECO
- CAPECO is not liable for any costs incurred by contractors prior to the issuance of a contract.