



City of Commerce

P.O. Box 348
27 Sycamore Street
Commerce, GA 30529
Phone: (706) 335-1893
Email: jelrod@commercega.org

SUBJECT: Request for Proposal for Fire Station 2 Buildout

The City of Commerce is soliciting competitive sealed bids from qualified professional contractor to provide experienced service for the interior completion of Fire Station 2 buildout located at 2880 Sandy Creek Road Commerce, GA.

Attached hereto are the general conditions, technical specifications, and submittal format:

The written requirements contained in this Request for Proposal (RFP) shall not be changed or superseded except by written addendum from The City of Commerce. Failure to comply with the written requirements for this RFP may result in disqualification of the submittal by The City of Commerce.

Submittals are to be sealed, marked with the vendor's name and address and labeled: **“RFP 21-013”** and delivered to:

City of Commerce
P.O. Box 348
27 Sycamore Street
Commerce, GA 30529
Attn: Accounting Manager

Due no later than June 11, 2021, by 3:00 pm local time prevailing. Any proposals received after this time will not be accepted. The City of Commerce reserves the right to reject any and all submittals, to waive any technicalities or irregularities and to award contracts based on the highest and best interest of the city.

Inquiries regarding this Request for Proposal (RFP) are encouraged to contact Fire Chief Kevin Dean, at (706) 207-2107, or by email at commercefd@commercega.org.

The City of Commerce does not discriminate on the basis of disability in the admission or access to its programs or activities. Any requests for reasonable accommodations required to fully participate in any open meeting, program or activity should be directed to City Hall at 706-335-3164.

The written proposal documents supersede any verbal or written prior communications between the parties. All companies submitting a proposal will be notified in writing of award.

We look forward to your bid and appreciate your interest in the City of Commerce.

1 RFP 21-013

City of Commerce
REQUEST FOR PROPOSAL
FOR
Fire Station 2 Buildout

SUBMISSIONS ARE DUE AT THE ADDRESS SHOWN BELOW NO LATER THAN

June 11, 2021 by 3:00 pm local time prevailing

City of Commerce
P.O. Box 348
27 Sycamore Street
Commerce, GA 30529

RFP # 21-013

THE RESPONSIBILITY FOR SUBMITTING A RESPONSE TO THIS RFP ON OR BEFORE
THE STATED DATE AND TIME WILL BE SOLELY AND STRICTLY THE
RESPONSIBILITY OF THE OFFEROR.

CITY OF COMMERCE, GEORGIA
REQUEST FOR QUALIFICATION
FOR
Fire Station 2 Buildout

2 RFP 21-013

SECTION I - REQUEST FOR PROPOSAL OVERVIEW

1.0 PURPOSE

The City of Commerce is accepting sealed proposals from qualified vendors for Fire Station 2 Buildout.

1.1 INFORMATION TO VENDORS

RFP TIMETABLE

The anticipated schedule for the RFP is as follows:

RFP Available	May 5, 2021
Deadline for questions	June 4, 2021
Submittal deadline	June 11, 2021 3:00 pm, local time prevailing

1.2 RFP SUBMISSION:

One (1) original, one (1) copy, and one (1) fully executable electronic copy (PDF) of the complete signed submittal must be received by submittal deadline (see 1.1). Proposals must be submitted in a sealed envelope stating on the outside, the vendor's name, address, the RFP Number and title to:

City of Commerce
P.O. Box 348
27 Sycamore Street
Commerce, GA 30529
Attention: James Elrod

Hand delivered copies may be delivered to the above address ONLY between the hours of 8:30 a.m. and 3:30 p.m. ET, Monday through Friday, excluding holidays observed by the City of Commerce.

Vendors are responsible for informing any commercial delivery service, if used, of all delivery requirements and for ensuring that the required address information appears on the outer wrapper or envelope used by such service. The Submittal must be signed by a company officer who is legally authorized to enter into a contractual relationship in the name of the vendor.

1.3 CONTACT PERSON & INQUIRES:

Vendors are encouraged to contact **Fire Chief Kevin Dean at (706) 207-2107, or by email at commercefd@commercega.org** to clarify any part of the SCOPE or purpose of this RFP. For questions pertaining to submittal requirements, please contact **James Elrod, Accounting**

Manager, at (706) 335-1893, or by email at jelrod@commercega.org. All questions that arise must be submitted prior to four (4) business days before the submittal due date (see 1.1) and shall be directed to the contact person in writing via email. Any unauthorized contact shall not be used as a basis for responding to this RFP and also may result in the disqualification of the vendor's submittal. Vendors may not contact any elected official or other City of Commerce employee to discuss the proposal process or proposal opportunities. Contact of this nature will result in immediate disqualification of the vendor.

1.4 ADDITIONAL INFORMATION/ADDENDA

The City of Commerce will issue responses to inquiries and any other corrections or amendments it deems necessary in written addenda issued prior to the due date. Vendors should not rely on any representations, statements or explanations other than those made in this RFP or in any addendum to this RFP. Where there appears to be a conflict between the RFP and any addenda issued, the last addendum issued will prevail.

Addenda will be published at www.commercega.org under the “Doing Business Here” tab. Vendors are encouraged to check this site regularly for immediate access to issued addenda. RFP information can also be requested as stated above (1.3).

Vendors must acknowledge any issued addenda by including the Addenda Acknowledgement Form with the submittal. Proposals which fail to acknowledge the vendor’s receipt of any addendum will result in the rejection of the offer if the addendum contains information which substantively changes the Owner’s requirements

1.5 LATE SUBMITTAL, LATE MODIFICATIONS AND LATE WITHDRAWALS

Submittals received after the due date and time will not be considered. Modifications received after the due date will not be considered. The City of Commerce assumes no responsibility for the premature opening of a proposal not properly addressed and identified, and/or delivered to the proper designation.

1.6 REJECTION OF PROPOSALS

The City of Commerce may reject any and all submittals and reserves the right to waive any irregularities or informalities in any submittal or in the submittal procedure. ***Submittals received after said time or at any place other than the time and place will not be considered.***

1.7 MINIMUM RFP ACCEPTANCE PERIOD

Valid submittals shall not be withdrawn for a period of 60 days from the date specified for receipt of submittals.

1.8 NON-COLLUSION AFFIDAVIT

By submitting a response to this RFP, the vendor represents and warrants that such proposal is genuine and not a sham or collusive or made in the interest or in behalf of any person not therein named and that the vendor has not directly or indirectly induced or solicited any other vendor to put in a sham proposal, or any other person, firm or corporation to refrain from submitting and that the vendor has not in any manner sought by collusion to secure to that vendor any advantage over any other vendor. By submitting a proposal, the vendor represents and warrants that no official or employee of the City of Commerce has, in any manner, an interest, directly or indirectly in the

proposal or in the contract which may be made under it, or in any expected profits to arise there from.

1.9 COST INCURRED BY VENDORS

All expenses involved with the preparation and submission of the RFP to the City of Commerce, or any work performed in connection therewith is the responsibility of the vendor(s).

1.10 RFP OPENING

RFP submittal prices will be opened and reviewed by a selected committee. A list of names of firms responding to the RFP may be obtained from Accounting Manager James Elrod, after the RFP due date and time stated herein. There will **not** be a public opening and a Tally Sheet will be available on the City's website or at request following the deadline.

1.11 TAXES

Selected vendor will be provided with The City of Commerce Sales and Use Tax Certificate of Exemption number upon request.

1.12 VENDOR INFORMATION

All submissions shall include a completed vendor master form and current W-9. Vendors whose place of business is other than the State of Georgia may be required to provide the Purchasing Agent with copies of your state's regulations and/or laws concerning the application of certain vendor preference requirements to vendors whose place of business is in the applicable state. Failure to provide this information will result in the disqualification of the vendor from submitting a proposal.

1.13 INSURANCE

Selected vendor will be required to provide proof of liability and workman's compensation insurance before work can begin on this City's project. Workman's Compensation Insurance should be as required by the State of Georgia. General Liability should cover \$1,000,000 per incident. The vendor, if awarded a contract, shall maintain insurance coverage reflecting the minimum amounts and conditions specified by the City. In the event the vendor is a government entity or a self-insured organization, different insurance requirements may apply.

The vendor shall procure and maintain for the life of the Contract/Agreement Worker's Compensation Insurance covering all employees with limits meeting all applicable state and federal laws. This coverage shall include Employer's Liability with limits meeting all applicable state and federal laws. This coverage shall extend to any subcontractor that does not have their own Worker's Compensation and Employer's Liability Insurance. A thirty (30) day notice of cancellation is required and must be provided to the City of Commerce via Certified Mail.

1.14 TERMINATION

Federal, State, and other Local government agencies may terminate this agreement in the event funds are not appropriated for it in future periods; provided, however, that funds are also not appropriated for equipment or services that replace those contracted for under this agreement. Customer shall be obligated for any future annual period if Company is not notified in writing at

least thirty (30) days prior to the beginning for the annual period for which non-appropriation is being claimed.

1.15 ANTI-DISCRIMINATION

By submitting a response to this RFP, all perspective contractors certify to The City of Commerce they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, in every contract of over \$10,000 the provisions in 1.15.1 and 1.15.2 below apply:

1.15.1 During the performance of this contract, the contractor agrees as follows:

- 1.15.1.1 The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex or national origin, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
- 1.15.1.2. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
- 1.15.1.3. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
- 1.15.1.2 The contractor will include the provisions of 1.15.1 above in every subcontract or purchase order of over \$10,000 so that the provisions will be binding upon each subcontractor or vendor.

1.16 ILLEGAL IMMIGRATION REFORM AND ENFORCEMENT ACT OF 2011

Vendors submitting a response to this RFP must complete the Contractor Affidavit under O.C.G.A. §13-10-91(b) (1) which is provided with the RFP package to verify compliance with the Illegal Immigration Reform and Enforcement Act of 2011.

- 1.16.1 The form must be signed by an authorized officer of the contractor or their authorized agent.
- 1.16.2 The form must be notarized.
- 1.16.3 The contractor will be required to have all subcontractors and sub-subcontractors who are engaged to complete physical performance of services under the final contract executed between the City of Commerce and the contractor complete the appropriate subcontractor and sub-subcontractor affidavits and return them to the City of Commerce a minimum of five (5) days prior to any work being accomplished by said subcontractor or sub-subcontractor. Format for this affidavit can be provided to the contractor if necessary.

1.17 SUBMISSION REQUIREMENTS

To facilitate evaluation of Proposals please submit the following:

- 1.17.1 One (1) fully executable electronic copy of the response (in Word or .pdf format) and any Technical Requirements (in Excel format).
- 1.17.2 Two (2) paper versions of the bid. **The original shall be clearly marked “original”.**

1.17.3 The proposals shall be prepared with a straightforward, concise delineation of the vendor's capabilities to satisfy the requirements of this RFP.

1.18 ACCEPTANCE

Submission of any proposal indicates acceptance of the conditions contained in the RFP unless clearly and specifically noted otherwise in the Bid.

1.19 CITY GOVERNMENT

The City of Commerce operates under a council-manager form of government. This system of local government utilizes the strong political leadership of elected officials in the form of the City Council. The City Manager is hired to serve the council and the community and to bring the local government the benefits of training and experience in administering local projects and programs on behalf of the governing body. It is anticipated that the vendor may be required to make one or more appearances at City Council meetings to answer questions and present results. The documentation provided in this request for proposal is intended to provide a common methodology of development and basic technical skills for proposal purposes.

1.20 BONDING

1.20.1 A performance bond in the amount equal to 100% of the contract amount will be required upon contract.

1.20.2 Each bid must be accompanied with a bid bond in an amount equal to 5% of the base bid, payable to the City of Commerce and issued by a Corporate Surety authorized to do business in the State of Georgia, in order to guarantee that the bidder will enter into a contract to construct the project strictly within the terms and conditions stated in this bid and in the bidding and Contract Documents, should the construction contract be awarded to him.

SECTION II - GENERAL CONDITIONS

2.0 PURPOSE

The City of Commerce is issuing this Request for Proposal (RFP) for qualified professionals from respondents capable of completing and providing professional contractual services for the Fire Department for the buildout completion of Fire Station 2.

2.1 CONTRACT PERIOD

Any contract resulting from this RFP shall not exceed a period of 120 days from the time the notice to proceed is provided until completion of the project unless agreed to in writing by both parties. The sample contract provided with this RFP will be used to engage the vendor selected as a result of this RFP process. To that end it requests proposals from qualified firms that meet the specifications listed herein.

2.2 CONTRACT COST DETAILS

Project cost shall be submitted for the totality of the project as a lump amount. An itemized breakdown of all associated costs, labor, and material totals for the project may also be submitted to justify said cost if deemed fit for a more competitive bid.

2.3 CERTIFICATIONS REQUIRED

The successful contractor shall provide details of operator qualifications for all employees that will be part of the installation or construction. The operator qualifications reports are required before any construction can begin. A copy of the successful contractor's drug and alcohol testing plan is also required along with the latest PHMSA Drug and Alcohol Testing Data. While under contract with the City of Commerce this PHMSA Drug and Alcohol Testing Data shall be submitted to the City quarterly throughout the life of the contract.

2.4 ADMINISTRATION

The project will be administered by the City of Commerce through the Accounting Manager being the main point of contact for all questions during the proposal period. The **Fire Chief** will be the main point of contact once the project is initiated.

2.5 PROCEDURES & MISC. ITEMS

2.5.1 All questions shall be submitted in writing (e-mail is acceptable) and will be communicated to all firms responding to this RFP.

2.5.2 All materials submitted in connection with this RFP will be public documents and subject to the Open Records Act and all other laws of the State of Georgia, the United States of America and the open records policies of the City of Commerce. All such materials shall remain the property of the City of Commerce and will not be returned to the respondent.

2.5.3 All respondents to this RFP shall hold harmless the City of Commerce, and any of their officers and employees from all suits and claims alleged to be a result of this RFP. The issuance of this RFP constitutes only an invitation to present a proposal. The City of Commerce reserves the right to determine, at its sole discretion, whether any aspect of a respondent's submittal meets the criteria in this RFP. The City of Commerce also reserves the right to seek clarifications, to negotiate with any vendor submitting a response, to reject any or all responses with or without cause, and to modify the procurement process and schedule. In the event that this RFP is withdrawn or the project canceled for any reason, the City of Commerce shall have no liability to any respondent for any costs or expenses incurred in connection with this RFP or otherwise.

2.5.4 Failure to submit all the mandatory forms from this RFP package shall be just cause for the rejection of the qualification package. However, the City of Commerce reserves the right to decide, on a case by case basis, in its sole discretion, whether or not to reject such a proposal as non-responsive.

2.5.5 Any payment terms requiring payment in less than 30 days will be regarded as requiring payment 30 days after invoice or delivery, whichever occurs last. This shall not affect offers of discounts for payment less than 30 days, however. Payment will be processed after completion of all construction and the successful testing of all installed products.

2.5.6 In case of failure to deliver goods in accordance with the contract terms and conditions, The City of Commerce, after due oral or written notice, may procure substitute goods or services from other sources and hold the contractor responsible for any resulting additional purchasing and administrative costs. This remedy shall be in addition to any other remedies which the City of Commerce may have.

2.5.7 By submitting a qualification package, the vendor is certifying that they are not currently debarred from bidding on contracts by any agency of the State of Georgia, nor

are they an agent of any person or entity that is currently debarred from submitting proposals on contacts by any agency of the State of Georgia.

2.5.8 Any contract resulting from this RFP shall be governed in all respects by the laws of the State of Georgia and any litigation with respect thereto shall be brought in the courts of the State of Georgia. The contractor shall comply with applicable federal, state, and local laws and regulations.

2.5.9 It is understood and agreed between the parties herein that the City of Commerce shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.

3.0 PROJECT SCOPE

The scope of this project can be broke down into three sections:

- A. Add storage area to rear of station.
- B. Finish living area inside of fire station (upstairs and downstairs).
- C. Install emergency generator.

3.01 Contractor is responsible to meet or exceed current building codes of Jackson County and current IFB and IFC codes for this project.

3.02 The existing building is located at 2880 Sandy Creek Road, Commerce, GA 30530. It is a 40' x 80' steel building. Currently the building has three (3) overhead doors on the front of building for fire apparatus. There are 2 walk-thru steel doors on front on building. One stationary window on front of building. (Pictures included). Metal building was erected by All Steel Construction, Jefferson, GA. Current colors of metal color that shall be used:

Walls – Ash Gray

Roof – Slate Gray

Trim / Gutters– Regal Red

3.1 STORAGE ON REAR OF STATION

3.1.1 STORAGE/TURNOUT ROOM/UTILITY ROOM will be located at the rear of the building. From left rear corner over 48 feet towards right hand side of building. Each room will be divided into 3 separate rooms. Each will be 16 feet wide x 12 feet deep. Exterior of rooms will be exact match to material and color to existing building's exterior. Interior will be exact match to material and color to existing building. Roof of extension shall tie in to location suited for strength at purlin located approximately 12 feet high from existing garage area floor. Rear of room shall come down to 10 feet at rear. Gutters shall be installed and walls and ceiling shall be insulated.

3.1.2 FLOORS: Concrete floors shall be sealed with a high-grade sealer. Drain in middle of each room shall exit to drain pond at rear of property. Drains in floor do not drain to septic system as shown in drawings. Drains shall be 4 inch in size located in middle of each room.

3.1.3 EXHAUST FAN: Each room shall have an exhaust fan installed at rear wall. Fan shall be a shutter type fan capable of moving at least 2000 cfm. Each fan shall be provided with a switch located at entrance with timer switch with selections of 5, 15, 30, 60 minutes, 2 and 4 hours.

- 3.1.4 STORAGE ROOM: Entrance door for Storage Room shall be provided with a door width opening of 6 feet. Shall be metal doors with no windows. Shall have louvers on bottom of doors for ventilation and shall be provided with un-lockable handles.
- 3.1.5 TURNOUT ROOM: Entrance door for Turnout Gear Room shall be provided with a door width opening of 3 feet. Shall be metal doors with no windows. Shall have louvers on bottom of doors for ventilation and shall be provided with un-lockable handles. Doors shall be provided with weather stripping for a tight seal. Turnout Room will have ceiling fan installed in center of room for circulation. Fan shall be provided with switch with selectable times of 2, 4, 8 and 12 hours times. Fan shall be an indoor/outdoor commercial type fan, 52" minimum with 5 blades.
- 3.1.6 UTILITY ROOM: Entrance door for Utility Room shall be provided with a door width opening of 4 feet (Not 3' as shown on drawing). Shall be metal with no windows. Shall have louvers on bottom of door for ventilation and shall be provided with un-lockable handles. There shall be electrical box installed for residential dryer. There shall be residential washer box installed for water and drain for residential washer. There shall be additional washer box installed for turnout gear washer machine. There shall be an electrical run provided for machine rated for 30 amps. Machine will be direct wired. A 3 inch drain shall be provided for washer. Shall have trap installed that will drain into a septic system. Washer will be on site to allow for proper measurement of drain.
- 3.1.7 ELECTRICAL: Panel box on back wall of existing garage area may need to be relocated to allow efficient space for doors.
- 3.1.8 LIGHTING: Lighting in all three rooms shall be 4' LED. All three rooms shall be configured with four lights as shown in Storage and Utility Room on plans. NOTE: Turnout room shall have four (4) lights not three (3) as shown.

3.2 LIVING AREA: MAIN FLOOR

- 3.2.1 FLOORS: Floors in living area (kitchen and sitting area) shall be polished concrete. Floors shall be polished to a medium aggregate finish. Finished shine shall be high gloss.
 - 3.2.1.1 Drain in floor shall be fitted with solid brass cover that is removable for drainage if needed.
- 3.2.2 BAY WALLS: Wall between apparatus room and living area (apparatus room side) on main floor and upstairs shall be finished with metal to match inside walls of existing building from floor to roof.
- 3.2.3 INTERIOR WALLS: Walls shall be finished with drywall. Walls shall receive one coat of primer and two coats of paint. Fire department representative will decide on exact color at time of construction.
- 3.2.4 DOORS: Doors that go from apparatus room to living area shall be commercial grade metal door fire rated per code. Each door will have narrow lite type window. Shall be provided with heavy-duty self-closers and shall be provided with un-lockable handles.
- 3.2.5 KITCHEN CABINETS, SINK and COUNTERTOP: An allowance of \$12,000 shall be provided for the kitchen cabinets, sink and countertop.
- 3.2.6 APPLIANCES: An allowance of \$3,600 shall be provided for range, dishwasher and refrigerator.

- 3.2.7 ICE MAKER: A Manitowoc Indigo IDF0300 ice maker with a Manitowoc D400 storage bin shall be provided and installed at designated location.
- 3.2.8 WINDOWS: All four (4) windows shall have the ability to open (Casement style with removable screen).
- 3.2.9 UTILITY SINK: One 16 Gauge Stainless Steel One Compartment Commercial Sink with Galvanized Steel Legs and 1 Drain board - 23" x 23" x 12" bowl shall be provided and installed under stairs at designated location per plans. Sink shall be equipped with a high quality commercial faucet.

3.3 LIVING AREA: SECOND FLOOR

- 3.3.1 STAIRS: Stairs leading to upper floor shall be constructed using treated wood. Shall be provided with railing per code.
- 3.3.2 UPPER FLOORING (Training Room): Upper floor shall be finished using Advantech (Advantech will be provided by Fire Department) and left bare, with the exception of bathroom. Advantech shall be installed using Advantech Subfloor Adhesive and approved screws (see attachment for installation instructions).
- 3.3.3 DOOR: Door leading from stair landing into second floor living space shall be solid metal door meeting fire code. Shall be provided with heavy-duty self-closers and shall be provided with un-lockable handles.
- 3.3.4 BATHROOM (Upstairs):
 - 3.3.4.1 A one-piece shower unit shall be installed. (42"x42" white).
 - 3.3.4.2 A DELTA PORTER Single-Handle 3-Spray Shower Faucet in Brushed Nickel shall be installed.
 - 3.3.4.3 A KOHLER Santa Rosa Comfort Height 1-Piece 1.28 GPF Compact Single Flush Elongated Toilet shall be installed (white).
 - 3.3.4.4 An allowance of \$1,200 shall be reserved for light fixtures exhaust fan, mirror, vanity, sink faucet, flooring and doorknob.
 - 3.3.4.5 Exhaust fan shall be installed on a separate switch located at entrance with in wall digital timer with selections of 10, 20, 30 and 60 minutes.
- 3.3.5 UPSTAIRS FINISH: Second floor walls and ceiling shall be finished with drywall and shall receive one coat of primer and two coats of paint. The color shall be determined by fire department representative at time of construction. Insulation shall be installed where needed in walls and ceiling.
- 3.3.6 LIGHTING: All lighting shall be LED.
- 3.3.7 HVAC: The contractor shall provide a complete HVAC system to include all labor, material, tools and equipment to complete job with the following requirements:
 - 3.3.7.1 15 SEER or higher
 - 3.3.7.2 Made in United States of America
 - 3.3.7.3 Warranty 1 year labor and 10 year parts
 - 3.3.7.4 Install 30,000 BTU Multi Zone heat pump
 - 3.3.7.5 Install 18,000 BTU high wall mount Air Handler upstairs
 - 3.3.7.6 Install 18,000 BTU high wall mount Air Handler downstairs
 - 3.3.7.7 Exhaust vents for dryer
 - 3.3.7.8 Exhaust vents for bathroom fans

3.3.8 WATER HEATER: A RINNAI RUR160ip shall be provided. Heater shall be mounted at rear wall inside bay and vented out rear wall.

3.4 BACK UP GENERATOR

3.4.1 BACK UP GENERATOR: A GENERAC GARDIAN MODEL #7043 22 KW GENERATOR with WHOLE HOUSE TRANSFER SWITCH shall be installed including concrete pad. Generator shall run off LP gas. There is currently a 1,000 gallon LP tank located on the property that supplies gas for bay heaters. Location of generator shall be determined by fire department representative at time of construction.

3.5 SITE INSPECTIONS

The Bidder is advised to examine the location of the work and to inform himself fully as to its conditions, the conformation of the ground, the character, quality and quantity of the products needed preliminary to and during the execution of the work; the general and local conditions and all other matters which can in any way affect the work to be done under the Contract.

3.6 PROJECT COST

The cost shall include all material costs, travel, shipping, additional materials, etc.

3.7 PROJECT SCHEDULE

- 3.7.1 Commerce City Council awards the Proposal
- 3.7.2 Contract will be signed
- 3.7.3 Notice to proceed will be issued to vendor by Fire Chief or Public Safety Director
- 3.7.4 Vendor to provide a project schedule with start dates

SECTION THREE – PROPOSAL FORMAT

4.0 PROPOSAL FORMAT

In order to facilitate the analysis of responses to this RFP, vendors are required to prepare their proposals in accordance with the instructions outlined in this section. Each vendor is required to submit the proposal in a sealed package. Vendors whose proposals deviate from these instructions may be considered non-responsive and may be disqualified at the discretion of the City of Commerce. Vendors should be sure they have included an **electronic copy** of the response as part of their proposal. Instructions relative to each part of the response to this RFP are defined in the remainder of this section.

4.1 EXECUTIVE SUMMARY AND MANDATORY SUBMITTALS

The Executive Summary portion of the response to the RFP should be limited to a brief narrative highlighting the vendor's proposal. The summary should contain as little technical jargon as possible and should be oriented toward non-technical personnel.

4.2 COMPANY BACKGROUND

Vendors must provide the following information about their company so that the City can evaluate the vendor's stability and ability to support the commitments set forth in response to the RFP. The City, at its option, may require a vendor to provide additional support and/or clarify requested information. The vendor should outline the company's background, including:

- 4.2.1 How long the company has been in business.
- 4.2.2 A brief description of the company size and organization.
- 4.2.3 The number of and history of other government buildings constructed.

4.3 CLIENT REFERENCES

Vendors should provide at least five (5) client references that are similar in size or complexity to the City of Commerce, located in the state of Georgia. Information should include at the minimum: name of client reference, name of agency, address, telephone, and e-mail.

4.4 BID SHEET

Vendor shall supply **their own** bid sheet and submit bid sheet or contract to be signed with the **overall lump sum** cost of the project for the scope of work listed above in totality. This format is a minimum requirement; vendors should add additional information to give a full picture of itemized service expenses. The vendor can present, in detail, features and capabilities of the proposed products. Please reference the “Project Scope” to gain further insight.

4.5 ADDENDA

If revisions become necessary, the City will provide written addenda to all vendors who have received the RFP. Said addenda will be posted on the City’s website (see section 1.4 above). **All addenda issued by the City must be so noted on any bids that are submitted to the City.** Vendors shall contact the City to ascertain whether any addenda have been issued. Failure to do so could result in an unresponsive bid.

SECTION IV - SELECTION

5.0 FINAL SELECTION

Following review of all qualified proposals, selection of a suitable vendor, and preliminary contract negotiations, the project representative will make a recommendation to the City Council of Commerce. Following approval, the City will complete contract negotiations. The City of Commerce reserves the right to accept the response that is determined to be in the best interest of the City. The City reserves the right to reject any and or all proposals. Every vendor submitting a proposal must complete the form showing compliance with the **Illegal Immigration Reform and Enforcement Act of 2011, OCGA §13-10-90(b)(1)**. The form is provided with this RFP.

5.1 Evaluation Method

The City will evaluate all proposals deemed responsive to this request by a committee selected by the City of Commerce. One vendor will be awarded the overall construction project and can subcontract specific tasks if needed.

5.2 Selection Criteria

Responses to this RFP will be scored according to the following criteria:

- 5.2.1 References - 10 points
- 5.2.2 Overall Cost & Pricing - 50 Points
- 5.2.3 Approach to project – 20 Point
- 5.2.4 Company Background – 20 Points

Required Forms for Submission



EXECUTION OF PROPOSAL

DATE: _____

The potential vendor certifies the following by placing an "X" in all blank spaces:

- ___ That this proposal was signed by an authorized representative of the firm.

- ___ That the potential Contractor has determined the cost and availability of all materials and supplies associated with performing the services outlined herein.

- ___ That all labor costs associated with this project have been determined, including all direct and indirect costs.

- ___ That the potential Contractor agrees to the conditions as set forth in this Request for Proposal with no exceptions.

Therefore, in compliance with the foregoing **Request for Proposal**, and subject to all terms and conditions thereof, the undersigned offers and agrees, if this proposal is accepted within sixty (60) days from the date of the opening, to furnish the services/products for the prices quoted within the time frame required. The undersigned offers and agrees to furnish any or all of the items upon which prices are quoted at the price set opposite each item, in the quantities described, delivered to the point(s) specified, in accordance with the terms and conditions set forth herein. The laws of the State of Georgia shall prevail concerning all purchases and services under this contract.

I certify that I have read and understand the terms and conditions herein except as stated below. I further state that I am and/or my company is capable, able to, and will provide the requested products and/or service described herein. I am the owner or agent of the company stated below and am authorized and empowered to contract. By my signature on this RFP, I/we guarantee and certify that all items included in my bid meet or exceed specifications.

I certify that this quotation is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a quotation for the same materials, supplies, equipment, or services and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of State and Federal Law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of the quotation and certify that I am authorized to sign this quotation for the Contractor.

Business Contact Representative

Operational Contact Representative

Vendor's Name

Federal ID #

Address

Phone

Fax

Email

Authorized Signature

Date

Typed Name & Title

Subscribed and sworn to before me this _____ day of _____, 20____.

Notary Public



ADDENDA ACKNOWLEDGEMENT

The vendor has examined and carefully studied the Request for Proposals and the following Addenda, receipt of all of which is hereby acknowledged:

Addendum No. _____

Addendum No _____

Addendum No. _____

Addendum No. _____

Authorized Representative/Title
(Print or Type)

Authorized Representative
(Signature)

(Date)

Vendors must acknowledge any issued addenda. Proposals which fail to acknowledge the vendor's receipt of any addendum will result in the rejection of the offer if the addendum contained information which substantively changes the Owner's requirements.



GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT

Name of Contracting Entity: _____
Contract No. and Name: _____
Contract Date: _____

By executing this affidavit, the undersigned person or entity verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with the City of Commerce has registered with, is authorized to participate in, and is participating in the federal work authorization program commonly known as E-Verify,* in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91.

The undersigned person or entity further agrees that it will continue to use the federal work authorization program throughout the contract period, and it will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the undersigned with the information required by O.C.G.A. § 13-10-91(b).

The undersigned person or entity further agrees to maintain records of such compliance and provide a copy of each such verification to the City of Commerce at the time the subcontractor(s) is retained to perform such service.

EEV / E-Verify User Identification Number Date of Authorization

Signed by: Authorized Officer or Agent Date
(Name of Person or Entity)

Title of Authorized Officer or Agent

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE

____ DAY OF _____, 20__

[NOTARY SEAL]
Notary Public

My Commission Expires: _____

* or any subsequent replacement operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603