

RFP – SAN - 080615 – NEW ROOF

ADVERTISEMENT for NEW ROOF

for the

PUBLIC WORKS BUILDING

The City of College Park is accepting **Sealed Proposals** from qualified vendors for providing all materials, equipment, labor, etc. for a **NEW ROOF** for the Public Works Building located at 2233 West Harvard Avenue, College Park, GA 30337. Sealed proposals will be received no later than **3:00pm, Thursday, August 6, 2015** at the City of College Park Purchasing Department, 3667 Main Street, College Park Georgia, 30337. Proposals will not be accepted after the above date and time.

A bid packet may be obtained from the City of College Park Purchasing Department, 3667 Main Street, College Park, Georgia 30337, or from www.collegeparkga.com.

An Informational Conference / Pre-Proposal Meeting will be held at **10:00am on Thursday, July 16, 2015** in the Conference Room at College Park City Hall. A Site Visit will immediately follow. **Questions** will be accepted **via email ONLY**, to Barbara Gregory, Purchasing Department, at bgregory@collegeparkga.com **until 4:00pm, Thursday, July 23, 2015**, with subject line **“QUESTIONS – RFP – SAN – 080615 – NEW ROOF.”** An **Addendum** listing all Q&A, clarifications, etc. will be posted at www.collegeparkga.com on or about 4:00pm, Thursday, July 30, 2015. *It is always the vendor's responsibility to check the City's website for any/all addenda.*

As a requirement of this RFP, a five percent (5%) Bid Bond shall be submitted with proposal. The successful proposer will be required to provide Payment and Performance Bond in the amount of one hundred percent (100%) of total contract amount before execution of contract.

The City of College Park reserves the right to reject any or all bids based on past performance and to waive technicalities and informalities and re-advertise. All Minority, Woman and Small Businesses are strongly encouraged to apply. Only responsive proposals that are determined to meet the requirements and criteria set forth by the City of College Park will be considered.

**CITY OF COLLEGE PARK
PURCHASING DEPARTMENT**

“GENERAL INSTRUCTION TO BIDDER”

1. The following instructions are to be considered an integral part of this proposal. Proposals **MUST BE TYPEWRITTEN OR PRINTED IN INK**. The person signing the bid form must initial any changes or corrections made to this proposal.
2. The person, firm or corporation making the proposal shall submit their bid in the **“YELLOW ENVELOPE”** provided with this proposal. The envelope must be complete with the vendor's company name, bid title, bid number and bid date. **Should a larger envelope be required, the “YELLOW ENVELOPE” must be attached to the OUTSIDE.** No proposal may be withdrawn or modified in any way after the bid-opening deadline. **NOTE: BID DOCUMENTS DOWNLOADED FROM THE COLLEGE PARK WEBSITE MAY USE THE ATTACHED MAILING LABEL TO SUBMIT YOUR BID. SEE PAGE FOUR (4) FOR LABEL.**
3. **One (1) marked “Original” and two (2) marked “Copy” of proposal are required unless otherwise stated in the documents.**
4. If descriptive literature is attached to the bid, bidder's name must appear on all sheets.
5. If there is any question whatsoever regarding any portion of the instructions or specifications, it shall be the bidder's responsibility to seek clarification during the Mandatory Pre-Bid Meeting or the question period of time stated herein. **IT SHALL BE THE BIDDER'S RESPONSIBILITY TO CHECK THE CITY'S WEB SITE (www.collegeparkga.com) FOR ANY/ALL ADDENDA.** Answer(s) to all questions will be listed in an Addendum and posted on the City's web site, if applicable.
6. Any variation from the specifications must be clearly stated by the bidder in writing and submitted with his/her proposal.
7. The apparent silence of the specifications and any supplement specifications as to any details or the omission from it of a detailed description concerning any point shall be regarded as meaning that only the best commercial practices are to prevail and that only materials of first quality and correct type, size and design are to be used. All workmanship is to be of first quality. All interpretations of this specification shall be made upon the basis of this statement.
8. The following bid shall be awarded to one “responsible” bidder on a total lump sum price basis. An award shall be made to one vendor for the total bid. Unit prices and extensions will be verified and total checked. Unit price extension and net total must be shown. Unit price **SHALL** prevail.
9. In most cases, bids shall be evaluated on the following items, but not necessarily in this order:

- A. Price
- B. Delivery (If Applicable To Scope of Work)
- C. Adherence to specifications
- D. Past record of vendors delivery/performance to the City Of College Park

Though delivery will be a large consideration, please be as candid and as accurate with dates as possible.

10. The City desires delivery of the material or services specified at the earliest possible time after the date of award. Unreasonable delivery proposal may be cause for disqualifying a bid. Each bidder shall state a definite time and avoid using terms **"ASAP"** or approximately so many days.
11. The bidder or contractor shall provide copies of **Workers' Compensation Insurance** with a limit of not less than required by the State of Georgia or otherwise stated in the bid instructions. Copy of **Commercial General Liability Insurance** shall be provided. **(If Applicable)**
12. All prices shall be for delivery, our destination, and F.O.B. freight prepaid and allows, College Park, Georgia unless otherwise shown. **(If Applicable)**
13. **No** Federal or State Sales Tax is applicable. The Federal tax identification number is 586000542. The City is State tax-exempt under the code of Georgia, Charter 88-18.
14. Cash discounts or end of month terms should be shown separately, even if terms are net.
15. The City of College Park reserves the right to accept or reject any and all bids, due to past performance, etc. and waive any informality. The City will accept or reject all bids within 90 days from the date of the bid opening.

THE UNDERSIGNED ON THE BID PROPOSAL CERTIFIES THAT HE/SHE HAS CAREFULLY EXAMINED THE INSTRUCTIONS TO BIDDERS, TERMS AND SPECIFICATIONS APPLICABLE TO AND MADE A PART OF THIS PROPOSAL. HE/SHE FURTHER CERTIFIES THAT THE PRICES SHOWN IN THE SCHEDULE OF ITEMS ON WHICH HE/SHE IS BIDDING, ARE IN ACCORDANCE WITH THE CONDITIONS, TERMS AND SPECIFICATIONS OF THE PROPOSAL AND THAT ANY EXECPTION TAKEN THERETO MAY DISQUALIFY THE BID.

SIGNATURE: _____, **DATE:** _____,

**DO NOT OPEN
SEALED BID**

From: _____

Bid Title: _____

Bid No.: _____

Bid Date: _____

☐ Check If No Bid

DELIVERED ONLY TO:

CITY OF COLLEGE PARK PURCHASING DEPARTMENT
P.O. BOX 87137
3667 NORTH MAIN STREET
COLLEGE PARK, GA 30337

REFERENCE: RFP -- SAN -- 080615 -- NEW ROOF

SHOW ALL EXCEPTIONS AND COMMENTS BELOW:

This image shows a full page of blank, lined paper. It features approximately 20 evenly spaced horizontal black lines across its entire width, typical of notebook or school paper. The lines are uniform in thickness and spacing, providing a guide for writing. There are no margins, text, or other markings on the page.

SIGNATURE: _____ **DATE:** _____

City of College Park

Purchasing Department Vendor Questionnaire

The City of College Park Purchasing Department is seeking vendor information to create a database of current and new businesses doing business with the City of College Park. We ask that all vendors take this time to provide the following information so that we can update our records and develop a process to benefit the needs of the community. The information collected from this questionnaire will not be used in the award of bids. The City will continue to utilize a fair, equitable and impartial process and award bids based upon the lowest, responsible bidder.

Vendor Name

Vendor Type

Vendor Address

City/State

Zip

Telephone Number

Alternate Telephone Number

A “**Minority Business Enterprise**” (MBE) is a business which is an independent and continuing operation for profit, performing a commercially useful function which is owned and/or controlled by one or more minority group member.

“**Owned**” is a minority or female owner which possesses an ownership interest of a least 51 percent of the business.

“**Controlled**” is a minority or female which possess and exercise the legal authority and power to manage business assets, good will and daily operations of the business and actively and continuously exercise such managerial authority and power in determining the policies and directing the operations of the business.

VENDOR HAS INDICATED AS: Is vendor/company minority-owned? ____YES OR ____NO. If YES, please specify how listed below:

_____ African American Business Enterprise (AABE)

_____ Hispanic Business Enterprise (HBE)

_____ Female Business Enterprise (FBE)

_____ Asian Business Enterprise (ABE)

_____ Native American Business Enterprise (NABE)

_____ Other: _____

If yes, is the firm certified as such by any Federal, State or Local Governing authority? If so, please provide appropriate documentation showing such certification.

Signature (of contact person with company)

Date

Name (print)

Title

PLEASE COMPLETE, SIGN AND DATE THIS FORM AND MAKE A PART OF BID PACKET.

Thank you for your cooperation.

CONTRACTOR AFFIDAVIT

By executing this affidavit, the undersigned contractor/ subcontractor/ sub-subcontractor who is engaged in the physical performance of services under a City of College Park contract **verifies** its compliance with The Georgia Illegal Immigration Reform and Enforcement Act of 2011 **that they are enrolled in and use E-Verify** or, in the case of a contractor/ subcontractor/ sub-subcontractor who has no employees and does not intend to hire employees during the term of the contract, will provide a copy of a state-issued driver's license or ID Card issued by a U.S. state that will verify lawful immigration status.

E-Verify User Identification Number

E-Verify Date of Authorization

Name of Contract/Project

Name of Contractor/ Subcontractor/ Sub-subcontractor (Circle one)

Name of Authorized Officer

Signature of Authorized Officer

SUBSCRIBED TO AND SWORN BEFORE ME ON THIS THE

_____ DAY OF _____, 20____.

Notary Public

My commission expires on: _____

RFP DOCUMENT REQUIREMENTS & CHECKLIST

PLEASE COMPLETE, SIGN AND SUBMIT THE FOLLOWING BID DOCUMENTS **IN THE ORDER LISTED BELOW.**

- _____ 1. One (1) marked "Original" and two (2) marked "Copy" of response
- _____ 2. RFP Document Requirements & Checklist completed, signed and dated
- _____ 3. Bid Bond of five percent (5%)
- _____ 4. License number and documentation (as required by applicable State and local laws)
- _____ 5. Exceptions Sheet (if deemed necessary by vendor)
- _____ 6. Vendor Questionnaire
- _____ 7. Contractor Affidavit
- _____ 8. Proofs of Insurance
- _____ 9. List of Subcontractors
- _____ 10. References Request pages
- _____ 11. Any/All Addenda must be signed and dated and made a part of bid packet
- _____ 12. Successful bidder acknowledges requirement to provide Performance and Payment Bond before execution of contract.

Is the vendor located in College Park? _____

Has the vendor previously conducted business with College Park? _____

Has your company ever been debarred from doing business with any federal, state or local agency? _____ If yes, please provide details (on back) including agency name, date and reason for debarment.

Vendor or Representative Signature

Date

Late responses will not be accepted. Faxed or emailed responses will not be accepted. City of College Park is not responsible for submissions not properly identified, nor for late or undelivered mail or courier service.

INSURANCE REQUIREMENTS

Within ten (10) days of Notice of Award, and at all times that this Contract is in force, the Contractor shall obtain, maintain and furnish the City Certificates of Insurance from licensed companies doing business in the State of Georgia and acceptable to the City covering:

1. Worker's Compensation Insurance
2. Comprehensive General Liability Insurance
3. Automobile Liability
4. Umbrella Liability Insurance

Copies of these Certificates of Insurance shall be furnished to the City prior to execution of the contract. Such policies shall be non-cancellable except on thirty (30) days written notice to the City.

**

LOCAL PREFERENCE POLICY: Local Preference may be given to businesses that have a business location within the geographic boundaries of the City of College Park as long as all requirements of the bid have been met. Should a local vendor submit a bid proposal that is equal to a non-local vendor, then the local vendor's bid shall be recommended for approval provided all requirements of the bid proposal/process have been met. The term business location means that the business has a staffed, fixed, physical place of business located within City of College Park City Limits and has had the same for at least one (1) year prior to the date of the business' submission of its proposal or bid, as applicable and has held a valid business license from the City of College Park.

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IMPORTANT RFP EVENT DATES:

RFP release and newspaper advertisement	Work week of July 8, 2015
Informational Conference	July 16, 2015, 10:00am
Last day for questions	July 23, 2015, 4:00pm
Addendum posted on City website	July 30, 2015, 4:00pm
Responses Due	August 6, 2015, 3:00pm

LIST OF SUBCONTRACTORS

I do _____ / do not _____ propose to subcontract some of the work on this project. I propose to Subcontract work to the following subcontractors:

SUBCONTRACTOR	WORK TO BE PERFORMED	% OF THE WORK

Company Name:_____

PLEASE NOTE: THE CITY OF COLLEGE PARK REQUIRES 51% PARTICIPATION BY THE PRIME CONTRACTOR ON ALL PROJECTS.

REFERENCE REQUEST

REFERENCES: *The following references are from current and past government, educational and/or commercial accounts of similar size and scope. This list includes a minimum of five (5) references and does not include the City of College Park, or any City of College Park employee as a reference.*

REFERENCE # 1:

Name of Entity/Firm: _____

Mailing Address: _____

City/State/Zip Code: _____

Contact Person Name: _____

Contact Person Telephone Number: _____

Date When Work Performed: _____

Description of Work Performed: _____

REFERENCE # 2:

Name of Entity/Firm: _____

Mailing Address: _____

City/State/Zip Code: _____

Contact Person Name: _____

Contact Person Telephone Number: _____

Date When Work Performed: _____

Description of Work Performed: _____

REFERENCE # 3

Name of Entity/Firm: _____

Mailing Address: _____

City/State/ZipCode: _____

Contact Person Name: _____

Contact Person Telephone Number: _____

Date When Work Performed: _____

Description of Work Performed: _____

REFERENCE # 4

Name Of Entity/Firm: _____

Mailing Address: _____

City/State/ZipCode: _____

Contact Person Name: _____

Contact Person Telephone Number: _____

Date When Work Performed: _____

Description of Work Performed: _____

REFERENCE # 5

Name of Entity/Firm:_____

Mailing Address:_____

City/State/ZipCode:_____

Contact Person Name:_____

Contact Person Telephone Number:_____

Date When Work Performed:_____

Description of Work Performed:_____

By signing below, I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid for same materials, supplies or equipment, and is in all respects fair and without collusion or fraud. I understand that 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 this bid, and certify that I am authorized to sign this bid for the bidder.

(Name of Company)

(Contact Name)

(Phone Number)

(Fax Number)

(Email Address)

(Signature)

(Print Name)

QUOTE SHEET

RFP – SAN – 080615 – NEW ROOF

BID DATE and TIME: August 6, 2015, 3:00pm

CITY OF COLLEGE PARK CITY HALL

FROM: _____(Bidder's Name)

_____(Address)

_____(City and State)

_____(Phone number)

_____(Date)

\$ _____ LUMP SUM BID or written out as

_____ Dollars and

_____ Cents

Includes warranty.

ESTIMATED DELIVERY/COMPLETION DATE _____ARO

(Bidder Signature)

RFP – SAN – 080615 – NEW ROOF

for

CITY OF COLLEGE PARK PUBLIC WORKS BUILDING

Request for Proposal - Complete Roof and Gutter Replacement

The sole purpose of this Request for Proposal is to provide qualified vendors with sufficient information to enable them to prepare and submit proposals for consideration for a composition shingle roof and gutter replacement at 2233 West Harvard Avenue, College Park, GA 30337.

Scope of Work for Roof

1. Remove, tear off, haul and dispose of current composition shingles
2. Inspect and repair roof decking
3. Remove additional layer of composition shingles, remove & dispose
4. Replace roofing felt and starter shingles
5. Install 3 tab, 25-year composition shingles roofing without felt
6. Ridge cap composition shingle
7. Replace roof vent
8. Replace furnace vents, rain cap and storm collar 6"
9. Flashing – pipe jack
10. Replace or repair chimney flashing
11. Additional charge for high roof
12. Additional charge for steep roof
13. Replace cove molding
14. Paint cove molding – two coats
15. Trim board – 1" x 8"- installed
16. Seal & paint trim – two coats
17. Install drip edge
18. Replace gutters and down spouts
19. Provide company warranty on shingles and gutters
20. Provide company warranty on workmanship

Surface Area – 6859.81

Total Perimeter Length 534.10

Total Ridge Length 157.67