



Town of Braselton, Georgia

Request For Proposal

Town Hall Entrance Stairs and ADA Ramp

RFP 18-1029.1

October 1, 2018

The Town of Braselton will receive sealed bids at the Braselton Town Hall, 4982 Highway 53 Braselton, GA 30517, until 2 o'clock p.m. on Monday, October 29, 2018 for Town Hall Entrance Stairs and ADA Ramp for Braselton, Georgia. Bids will be publicly opened and read aloud at this time.

*******NO BIDS WILL BE ACCEPTED AFTER THIS DESIGNATED DATE & TIME*******

SECTION I. INFORMATION AND REQUIREMENTS

A. Purpose

The purpose of this Request for Proposal is to receive proposals from interested and qualified contractors to remove and replace the stairs, handrails and ADA ramp at the public entrance to Town Hall located at 4982 Highway 53, Braselton, GA 30517.

B. Bid Documents

Bid documents may be examined and obtained at the Braselton Town Hall, 4982 Highway 53 Braselton, GA 30517, by calling 706-654-5720, or may be viewed and downloaded from the Town of Braselton website (www.braselton.net) and found under the RFP/Bids tab.

C. Proposal Submittals

One original document and one copy of the complete proposal must be submitted in a sealed envelope with the following clearly marked on the outside:

"Town Hall Entrance Stairs and ADA Ramp

RFP 18-1029.1

Due 10/29/18, 2:00 pm

Packages may be mailed to

Ms. Jennifer Scott, Town Manager
Town of Braselton
P.O. Box 306
Braselton, GA 30517

Or Hand Delivered to:

4982 Highway 53
Braselton, GA 30517

D. Postponement /Cancellation/Waiver of Irregularity

The Town may, at its sole and absolute discretion, reject any and all, or parts of any and all, proposals; re-advertise this RFP; postpone or cancel, at any time, this RFP process; or waive any irregularities in this RFP or in the proposals received as a result of this RFP.

E. Qualification of Firms

All firms submitting a Proposal must be enrolled and participating in the E-Verify program through the Department of Homeland Security provide a signed affidavit stating such.

F. Negotiations

The Town may award a contract on the basis of initial offers received, without discussions. The Town reserves the right to enter into contract negotiations with the selected firm. If the Town and the selected firm cannot negotiate a successful contract, the Town may terminate said negotiations and begin negotiations with another firm. This process will continue until a contract has been executed, all firms have been rejected, or the Town suspends the RFP process. No firm shall have any rights against the Town arising from such negotiations.

G. Terms and Conditions

The Town reserves the right to reject any or all proposals and to waive informalities in proposals or the proposal process. In the event that no proposal substantially satisfies the specified requirements as presented in the Request for Information, the Town reserves the right to call for new proposals, or to negotiate required services.

The Town reserves the right to reject any or all proposals, to waive technicalities, and to make an award in its best interest.

H. Rules, Regulations, Licensing Requirements

The firm shall comply with all laws, ordinances and regulations applicable to the services contemplated herein, including those applicable to conflict of interest and collusion. Firms are presumed to be familiar with all Federal, State and local laws, ordinances, codes and regulations that may in any way affect the services offered. The successful bidder must be a licensed contractor in the State of Georgia.

I. Inquiries:

Questions regarding the RFP should be directed to Jennifer Scott by calling 706-654-5720 or emailing to jscott@braselton.net. Any questions must be received by Monday, October 15, 2018 at noon.

Bidder is responsible for visiting the site to obtain measurements and to determine material quantities.

J. Insurance Requirements: Contractor shall furnish the following:

1. Certificate of Insurance, listing the Town as additional insured, from an insurance company licensed to do business in the state of Georgia and acceptable to the Town of Braselton.

2. Commercial General Liability Insurance in the amount of \$500,000 with the Town listed as an additional insured.
3. Worker's Compensation Insurance including employer's liability coverage, in accordance with applicable statutes of the State of Georgia.
4. Motor Vehicle Liability Insurance, including Georgia no-fault coverage.
5. Any other Insurance that may be needed by the Contractor in order to fulfill contractual obligations.
6. Subcontractor Worker's Compensation insurance will be required prior to commencement of work.

K. References: Bidder shall provide the names of three (3) commercial accounts for similar work performed. References are also required for any subcontractors.

L. Schedule: On the bid form (Section IV), bidder shall state the number of days anticipated to complete the work and if the work could be completed over a weekend.

M. Evaluation and Award: Bids/proposals shall be evaluated and awarded by the Town as soon as practicable. Award of the bid will be based on quality, service, completion date, experience and price. Information on each of these categories shall be included in bid responses.

SECTION II. SCOPE OF WORK

The work covered by this RFP consists of furnishing all labor, tools, equipment, materials, and supplies to perform the operations in connection with the activities described below. Work shall be performed with minimal interruption to Town operations.

1. Demolition, removal and proper disposal of existing wooden stairs, handrails, and ramp
2. Reconstruct all with a composite deck material.

SECTION III. MATERIAL SPECIFICATIONS

Stairs, handrails, and ramp shall be constructed of a Trex® product or equivalent composite material. All material, colors and samples shall be approved by the Town Manager prior to the start of the project.



SECTION IV. BID FORM

Opening: **October 29, 2018 2:00 pm**
Town Hall
4982 Highway 53
Braselton, GA 30517

An officer of the company who is legally authorized to enter into a contractual relationship in the name of the firm must sign this bid form.

In accordance with the terms and work described in this RFP, bidder agrees to perform the work at the following price:

Town Hall Entrance
Remove and replace stairs, handrails, and ramps \$ _____

Estimated length of time to perform this work: _____ days.

- yes no Work can be performed over weekend (Friday 5 pm to Sunday 6 pm)
- yes no Submitted Certificate of Insurance with bid
- yes no Visited site to view project
- yes no Submitted references with bid

Signature

Date

Printed Name

Company Name

Title

Street City State Zip

Phone

Fax

Cell

This RFP does not constitute a contract for services performed or to be performed. After selection of the successful bidder, Braselton and the contractor will negotiate a contract and a complete scope of services. All proposals submitted become the property of the Town of Braselton and will not be returned. The Town is not responsible for any costs incurred by the respondent in proposal preparation, presentations, site visits, or benchmarks performed.