

**City of Forest Park Request for Proposals  
Fence Installation, PD Firing Range**



**City of Forest Park Request for Proposals  
Fence Installation  
Police Department Firing Range  
2020 Anvil Block Road,  
Forest Park, Georgia, 30297.**

**Bid Deadline November 3, 2017, at 2pm**

**Purpose:** The City of Forest Park is seeking proposals from qualified vendors for the total lump sum cost to install chain link fence at the Forest Park Firing Range.

**Scope:** The contractor will furnish a proposal and price for all materials, labor and equipment to install 960 LF of 6' fence using residential fabric, 3 strands of bobbed wire, 2 – 16' gates and 2 - 12' gates. The contractor must familiarize himself with the sites, all details of the work required, and existing conditions. The successful vendor will be required to work closely with the Public Works Department on all phases of the project.

The contractor must be an on-going entity for at least 5 years and produce a valid certificate of liability insurance which must be on hand before work begins.

If you have any questions contact Jeff Eady of the City of Forest Park Public Works Department at (404) 608.2310.

The City of Forest Park will hereinafter be referred to as the "City." Respondents to the RFP shall be referred to as "Bidders." The Bidder to whom the contract is awarded shall be referred to as the "Contractor."

**A site visit will be held October 26, 2017 for potential bidders to view the site. Bidders will meet at the guard gate of the Gillem Logistic Center located at the intersection, Anvil Block Rd at Highway 42 at 10:00 am. And proceed to the site.**

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**General Requirements & Specifications:**

- Terminal post
- Line post
- 4 Gates,
- 6' residential fence fabric
- Bobbed wire
- Top Rail
- Labor and all material

- **Qualifications:**

All bidders must be licensed, qualified, and understand how to identify the most effective and efficient method to complete the project.

**Communication:**

It is the responsibility of the vendor to inquire about any requirement of this RFP that is not understood.

Jeff Eady, Public Works Director  
jeady@forestparkpw.com

**Evaluation:**

Award will be made to the bidder considered most qualified who will act in the best interest of the City and whose proposal meets the demands of the City. Bid packages must include at least three (3) references. These references should represent agencies utilizing the bidder's services as outlined in the proposal. Provide company names with contact person and telephone number.

***Evaluation Criteria:***

Proposals will be evaluated on many criteria deemed to be in the City's best interests to include but are not be limited to:

- Understanding of the project
- Method of approach
- Ability to meet specifications
- Pricing & Value
- Responsiveness to proposal terms and conditions
- References
- Schedule
- Workmanship and material warranty

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- Experience in providing the services specified in this RFP.

**Pre-proposal:**

There will be no mandatory preproposal meeting. The site is difficult to access; therefore, a site meeting will be held to allow bidders to view the area if so desired before submitting a price.

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**Award:**

The City reserves the right to conduct any tests it may deem advisable and to make all evaluations. The City reserves the right to reject any or all bids, in whole or in part and is not necessarily bound to accept the lowest bid but instead will accept the bid that best suites the City and the City's services. The City reserves the right to waive minor irregularities. A bid may be rejected if it is in any way incomplete or irregular. When there are tie bids, there shall be a preference for local.

It is the responsibility of the bidder to inquire about any details of this RFP that are not understood.

**Submission:** A **SIGNED** original and three (3) copies of the bid must be received at Forest Park City Hall, 745 Forest Parkway, 30297. **Deadline for submittals is November 3, 2017, at 2pm.** The bid must be date/time stamped by Forest Park City Hall in order to be considered. Bidders are strongly encouraged to submit bids in advance of the due date/time to avoid the possibility of missing the deadline due to unforeseen circumstances. Bidders assume the risk of the methods of dispatch chosen. The City assumes no responsibility for delays caused by any package or mail delivery service or unforeseen condition. A postmark on or before the due date **WILL NOT** be a substitute for receipt of bid. Bids received after the due date and time will be not be returned. Additional time will not be granted to any single bidder, however, additional time may be granted to all bidders when the City determines that circumstances require it. **FAXED OR E-MAIL BIDS WILL NOT BE ACCEPTED.**

**Bid Bond** Each **BID** must be accompanied by a **BID Bond** payable to the **OWNER** for five percent of the total amount of the **BID**. As soon as the **BID** prices have been compared, the **OWNER** will return the **BONDS** of all except the three lowest responsible **BIDDERS**. When the Agreement is executed the bonds of the two remaining unsuccessful **BIDDERS** will be returned. The **BID BOND** of the successful **BIDDER** will be retained until the payment **BOND** and performance

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BOND have been executed and approved, after which it will be returned. A certified check may be used in lieu of a BID BOND.

A PERFORMANCE BOND and a payment BOND each in the amount of 100 percent of the CONTRACT PRICE, with a corporate surety approved by the OWNER, will be required for the faithful performance of the Contract.

Attorney in fact who sign BID BONDS or payment BONDS and performance BONDS must file with each BOND a certified and effective dated copy of their power of attorney.

**Insurance Requirements:**

- A. Statutory Workers Compensations Insurance  
Employers Liability  
Bodily Injury Accident - \$100,000 Each Accident  
Bodily Injury by Disease - \$500,000 Policy Limit  
Bodily Injury by Disease - \$100,000 Each Employee
- B. Comprehensive General Liability Insurance  
\$500,000 Limit of Liability per Occurrence for bodily injury and property damage.
- C. Auto Liability Insurance  
\$500,000 Limit of liability per occurrence for bodily injury and property damage. Comprehensive form covering all owned, non-owned and hired vehicles
- D. Umbrella Liability Insurance- \$1,000,00 limit of liability

**Envelope:** The signed bid should be submitted in an envelope or package, sealed and identified on the outside of the envelope with contact name, contact email, company name and due date.

**Bid Opening:** The bid packages will be opened and bid amounts recorded immediately after the deadline for submittal at Forest Park City Hall, 745 Forest Parkway, Forest Park, Georgia 30297. For all bids that clearly identify a primary contact, provide an email address for the primary contact, a list of the submitted bids with company name, and bid amount will be sent via email.

**Materials to Include:**

- 1. Contact Information
- 2. Description of Company
- 3. Project Proposal
- 4. Credentials of Relevant Staff
- 5. List of Proposed Subcontractors (if any)
- 6. Basis of Pricing
- 7. E Verify Affidavit or Statement
- 8. Certificate of Insurance

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- 9. Professional Certifications
- 10. References as previously described

**Selection:** All of the proposals are due on or before **November 3, 2017** at 2pm. Each proposal will be evaluated by the appropriate staff. We reserve the right to ask for clarification or additional information contained so that a fair and comprehensive evaluation of all proposals can be conducted. If only 3 bids are received, the City reserves the right to terminate this process and begin again or to choose from the 3 submissions.

**Debarment:** Submission of a signed bid in response to this solicitation is certification that your firm (or any subcontractor) is not currently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any State or Federal department or agency. Submission is also agreement that the City will be notified of any change in this status.

**Affidavit:** Bidder shall make an oath in writing that he/she has not engaged in any collusive or anti-competitive practices in the responding to the bid. Declaration of non-collusion is a statement that the bid submitted is a bona fid bid prepared independent of other bidders, without collusion or fraud (bid rigging, price fixing, rotation of award, etc.)

**E-Verify:** E-Verify- All Vendors must submit an affidavit to certify that they participate in the Federal Employment Eligibility Verification. Participation in the E-Verify program must commence before the proposal deadline, and E-Verify affidavit is included in the package.

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**Proposal Form**

Having carefully examined the request for proposal for the installation of fence at the Police Department Firing Range inside the City Limits of Forest Park, Ga. 30297 and having examined and become familiar with all conditions affecting the cost of the work. The undersigned hereby propose to furnish all labor, material, equipment and incidentals; and to perform all work in the manner and form as provided. It is the responsibility of the bidder to furnish with their bid a list clarifying any and all deviations from these specifications, written or implied, in order that a fair and proper evaluation can be made. Those bidders not submitting a list of deviations will be presumed to have bid as specified. The City will pay for in place material.

**TOTAL AMOUNT**

**COST :** \_\_\_\_\_

DATE OF COMPLETION WILL BE TAKEN INTO CONSIDERATION WHEN AWARDING BID.

LENGTH OF TIME TO COMPLETE PROJECT: \_\_\_\_\_

DATE TO COMMENCE WORK AFTER NOTIFICATION: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

E-MAIL: \_\_\_\_\_ FAX # \_\_\_\_\_

NAME OF BIDDER: \_\_\_\_\_

SIGNATURE OF BIDDER \_\_\_\_\_ DATE: \_\_\_\_\_

WARRANTY PERIOD: \_\_\_\_\_

CITY OF FOREST PARK  
5230 Jones Rd. Forest Park Ga., 404.608.2310  
Email – jeady@forestparkpw.com

**CITY OF FOREST PARK  
PUBLIC WORKS  
5230 Jones Rd. Forest Park Ga., 404.608.2310  
Email – jeady@forestparkpw.com**

**Bidders Qualification Sheet**

Company Name \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

St. \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-Mail \_\_\_\_\_

1. Number of years of experience bidder has in the type of work described in specifications.

\_\_\_\_\_

2. Name & location of places where similar services have been performed in the past five (5) years, and indicate date and year of contracts and name of person to contact who approved Bidders work.

Name	Location	Year	Contact	Phone #

3. Number of employees specifically hired by proposer to perform services of type specified.

Supervisory \_\_\_\_\_ Laborers \_\_\_\_\_

4. Additional Information \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature & Title of Person Preparing this Form

\_\_\_\_\_  
Date

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**Georgia Security and Immigration Compliance Act Affidavit**

**CONTRACTOR'S AFFIDAVIT AND AGREEMENT**

By executing this affidavit, the undersigned contractor 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 Forest Park, Georgia has registered with and is participating in a federal work authorization program - EEV/Basic Pilot Program operated by the U. S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA), in accordance with the applicability provisions and deadlines established in [O.C.G.A. 13-10-91](#).

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with the City of Forest Park, Contractor will secure from such subcontractor(s) similar verification of compliance with [O.C.G.A. 13-10-91](#) on the Subcontractor Affidavit provided in Rule 300-10-01-.08 or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the City of Forest Park at the time the subcontractor(s) is retained to perform such service.

\_\_\_\_\_  
EEV/Basic Pilot Program\* User Identification Number

\_\_\_\_\_  
BY: Authorized Officer or Agent                                  Date  
(Contractor)

\_\_\_\_\_  
Title of Authorized Officer or Agent of Contractor

\_\_\_\_\_  
Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN  
BEFORE ME ON THIS THE  
  
\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Notary Public  
My Commission Expire



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**NON-COLLUSION OATH**

COUNTY OF: \_\_\_\_\_

STATE OF: \_\_\_\_\_

Before me, the Undersigned Bidder being duly sworn on oath, a Notary Public, for and in the County and State aforesaid, personally appeared \_\_\_\_\_ and made oath that the Contractor herein, his agents, servants, and/or employees, to the best of his knowledge and belief, have not in any way colluded with anyone for and on behalf of the Contractor, or themselves, to obtain information that would give the Contractor an unfair advantage over others, nor have they colluded with anyone for and on behalf of the Contractor, or themselves, to gain any favoritism in the award of the contract herein.

He or she further states that no person or person, firms, or corporation has, have or will receive directly or indirectly, any rebate, fee gift, commission or thing of value on account of such sale.

**Oath and Affirmation**

I hereby affirm under the penalties for perjury that the facts and information contained in the foregoing bid for public works are true and correct.

Dated this day \_\_\_\_\_ of \_\_\_\_\_, \_\_\_\_\_

Authorized Signature for Contractor: \_\_\_\_\_

Title: \_\_\_\_\_

Contractor's name (print): \_\_\_\_\_

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SWORN TO BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_

NOTARY PUBLIC FOR THE STATE OF \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

Notary Public Signature \_\_\_\_\_

Printed Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

(Note: Notary seal required for foreign Contractor.)