City of Forest Park Request for Proposals
Fire Suppression System

City of Forest Park Request for Proposals
Automatic Fire Sprinkler System - Community Building
Mandatory Pre-Bid Conference March 4, 2014 at 1:30 pm
Bid Deadline March 14, 2014 at 2:00 pm

Purpose: The City of Forest Park is constructing a new Community Use Building to support the activities of the Parks and Recreation Department. The building will be located at 5077 Lake Drive Forest Park Ga. 30297. The purpose of this proposal is to seek the design and installation services for a fire sprinkler system that will meet all State and City codes as related to NFPA 13.

Scope: The contractor will furnish a proposal and price for design and installation of an interior sprinkler system. Price will include design plans for permit submittal, equipment, and all related materials including but not limited to piping, water meter (as required by CCWA), meter vault (as required by CCWA), alarms and water main tap to ensure a turnkey active and complaint system.

The contractor must familiarize himself with the site and floor plans supplied by the Public Works Department, all details of the work, existing conditions, and the City of Forest Park Code of Ordinances, specifically title four (4), Chapter two (2), Article B, Fire prevention code and safety standards. Please refer to the supplied plans for complete specifications and notes.

The contractor must be a state licensed firm as a going entity for at least 5 years, produce a valid certificate of liability insurance, which must be on hand before work begins. All work will be permitted and inspected through the Forest Park Planning Building and Zoning department.

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."
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General System Requirements

- Meter
- Meter vault
- Alarms
- Valves
- Gauges
- Signaling devises
- Piping
- FDC
- Sprinkler heads

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<th>Building</th>
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Qualifications:

All bidders must be licensed and qualified to design and install the new system and understand how to identify the most effective and efficient system to service the building and meet the required code of ordinances and NFPA 13.

Communication:

It is the responsibility of the bidder to inquire about any requirement of this RFP that is not understood. Responses to inquiries, if they change or clarify the RFP in a substantial manner, will be forwarded by addenda to all parties that have received a copy of the RFP. The City will not be bound by oral responses to inquiries or written responses other than addenda. Inquiries about the RFP must be made to:

Jeff Eady, Public Works Director  
jeady@forestparkpw.com

The deadline for all inquiries is March 10, 2014 at noon.

Evaluation:  Award will be made to the bidder considered most qualified who will act in the best interest of the City and whose proposed system meets the demands of the City’s services. Bid packages must include 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:

- Ability to meet specifications
- Pricing
- Responsiveness to proposal terms and conditions
- References
- Experience in providing the services specified in this RFP.

Pre Bid: There is a mandatory pre-bid conference that will allow for a detailed discussion of the staff and use patterns, our services and the City’s expectations of the system. At this time, bidders will have an opportunity to address any questions and communicate the feasibility of the City’s expectations. If bidders do not attend this conference and still submit a bid package, their bids will not be considered valid and will not be considered for award.

The pre bid conference will be held on March 4, 2014 and begin at promptly 1:30 pm at Forest Park Public Works, 5230 Jones Road, Forest Park, Georgia, 30297.

Award: It is the intent of the City to award this bid all to one bidder. 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. All inquiries must be submitted by email. Responses to inquiries, if they change the RFP in a substantial manner, will be forwarded by email addenda to all parties that have received a copy of the RFP. Therefore, it is the responsibility of the bidder to ensure an email address has been provided.

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 March 14, 2014 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
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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.

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 30 minutes 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.

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 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
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$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

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
9. Professional Certifications
10. References as previously described

Selection: All of the proposals are due on or before March 4, 2014 at 2pm. Each proposal will be evaluated by the appropriate staff. Three (3) bidders will be placed on a “short list” and MAY be asked to come in for an interview. The bidders that are selected to come in for an interview may be asked to submit additional information. You will be notified within one (1) week prior to the interview date of any additional information that will be needed from our office. 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.

E-Verify: All bidders must submit an affidavit to certify that they participate in the Federal Employment Eligibility Verification. If a bidder does not participate in this free program, they must submit a statement that they will sign up for the program before the contract commences. (Forest Park Human Resource Department is available to assist in this process).
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Total: Base Bid $ ______________________________

Respectfully Submitted:

Signature _________________________________ Address ______________________________

Title ____________________________________

License No. (if applicable) _________________ Date ______________________________