

RFP – REC - 120816 – TCRR

**ADVERTISEMENT for
TENNIS COURT REPAIR / RESURFACING**

The City of College Park is accepting **Sealed Proposals** from qualified contractors for **TENNIS COURT REPAIR / RESURFACING**. Sealed proposals will be received no later than **3:00pm, Thursday, December 08, 2016** 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.

A **MANDATORY Informational Conference / Pre-Proposal Meeting** will be held at **10:00am, Thursday, November 10, 2016** at the City of College Park City Hall located at 3667 Main Street, College Park, Georgia, 30337. A Site Visit will immediately follow. **Questions** arising afterwards will be accepted **via email ONLY**, to Barbara Gregory, Purchasing Department, at bgregory@collegeparkga.com **until 4:00pm, Thursday, November 17, 2016 with subject line “QUESTIONS – RFP – REC – 120816 - TCRR .”** An **Addendum** listing all Q&A, clarifications, etc. will be posted at www.collegeparkga.com **on or about 4:00pm, Thursday, December 01, 2016.** *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 Quote Sheets and Form of Proposal 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, RFP title, RFP number and Proposal Opening 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: RFP DOCUMENTS DOWNLOADED FROM THE COLLEGE PARK WEBSITE MAY USE THE ATTACHED MAILING LABEL TO SUBMIT YOUR PROPOSAL. 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 proposal, proposer'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 proposer's responsibility to seek clarification during the Mandatory Informational Conference / Pre-Proposal 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, proposals 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:** _____

PLEASE NOTE: This is a standard, boiler-plate RFP document. This document may or may not have been modified by the Purchasing Department for each and every RFP issued. We appreciate your patience and understanding. Thank you.

**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

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. Certified Tennis Court Builder (CTCB) documentation; other 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
- 5.

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 not more than five percent (5%) greater than the bid of the lowest non-local vendor for bids up to \$150,000 or not more than three percent (3%) greater than the bid of the lowest non-local vendor for bids in excess of \$150,000, then the local vendor's bid shall be recommended for approval provided all requirements of the bid proposal/process have been met. This policy shall not apply to any purchases of materials, equipment or services in excess of \$1,000,000. 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 10.31.16
MANDATORY Informational Conference with Site Visit immediately following	11.10.16, 10:00am
Last day for questions	11.17.16, 4:00pm
Addendum posted on City website	12.01.16, 4:00pm
Responses Due	12.08.16, 3:00pm

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**

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: _____

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-REC-120816-TCRR Tennis Court Repair and Resurfacing

PROPOSAL DATE and TIME: December 08, 2016, 3:00pm

CITY OF COLLEGE PARK CITY HALL

FROM: _____ (Bidder's Name)

_____ (Address)

_____ (City and State)

_____ (Phone number)

_____ (Date)

BADGETT STADIUM TENNIS COURTS

\$ _____ numerical quote amount or written out as
_____ Dollars and
_____ Cents

(Bidder Signature)

BARRETT PARK LOWER TENNIS COURTS

\$ _____ numerical quote amount or written out as
_____ Dollars and
_____ Cents

(Bidder Signature)

QUOTE SHEET (continued)

**RFP-REC-120816-TCRR
Tennis Court Repair and Resurfacing**

PROPOSAL DATE and TIME: December 08, 2016, 3:00pm

CITY OF COLLEGE PARK CITY HALL

BARRETT PARK UPPER TENNIS COURTS

\$ _____ numerical quote amount or written out as
_____ Dollars and
_____ Cents

(Bidder Signature)

PHILLIPS PARK TENNIS COURTS

\$ _____ numerical quote amount or written out as
_____ Dollars and
_____ Cents

(Bidder Signature)

ZUPP PARK TENNIS COURTS

\$ _____ numerical quote amount or written out as
_____ Dollars and
_____ Cents

(Bidder Signature)

All quote amounts shall include a three (3) year warranty against the recurrence of the cracks treated with either the Riteway Crack Repair product or the Armor Crack Repair product.

All quote amounts shall remain valid for the duration of the project and until City of College Park personnel declare project completion as satisfactory.

END OF ITEMIZED QUOTE SHEET

Form of Proposal

To: The City of College Park
College Park, Georgia 30337

I/We the undersigned, hereby offer and agree to supply and deliver the service as outlined in the Request for Proposal documents. The signature(s) below dignify that I/We have read and agree with the procedures outlined in the Request for Proposal document.

<i>PROPOSAL SUBMITTED BY:</i>	
Company Name	
Address	
City, State and Zip	
Phone	
Facsimile	
Email	
Website	
Signature	
Print/Type Name	
Title	
Date	



City of College Park

Tennis Court Resurfacing Specifications Scope of Work

R.W. "Bill" Badgett Memorial Stadium Tennis Courts

3631 College Street, College Park, GA 30337

- Remove net and net posts and set aside during the resurfacing process. To assure surface adhesion, pressure wash court surface, removing stain, mildew & all loose surface material.
- Repaint tennis net posts and install new tennis court nets and center straps.
- Clean all debris and loose materials from cracks and use Laykold acrylic patch binder, sand and cement mixture to fill in cracks. Flow fortified acrylics into any small cracks.
- Apply Riteway Crack Repair or Armor Crack Repair over all cracks on tennis court with three year warranty against the recurrence of the cracks treated.
- Apply two applications of fortified Acrylic Colorcoat over entire court.
- Apply acrylic resurfacer over areas of court where needed.
- Paint tennis court lines with two coats of Laykold textured latex line paint.

Barrett Park Lower Tennis Courts

2001 Walker Avenue, College Park, GA 30337

- Remove net and net posts and set aside during the resurfacing process. To assure surface adhesion, pressure wash court surface, removing stain, mildew & all loose surface material.
- Repaint tennis net posts and install new tennis court nets and center straps.
- Clean all debris and loose materials from cracks and use Laykold acrylic patch binder, sand and cement mixture to fill in cracks. Flow fortified acrylics into any small cracks.
- Apply Riteway Crack Repair or Armor Crack Repair over all cracks on tennis court with three year warranty against the recurrence of the cracks treated.
- Apply two applications of fortified Acrylic Colorcoat over entire court.
- Apply acrylic resurfacer over areas of court where needed.
- Paint tennis court lines with two coats of Laykold textured latex line paint.



City of College Park

Tennis Court Resurfacing Specifications

Barrett Park Upper Tennis Courts

2001 Walker Avenue, College Park, GA 30337

- Remove net and net posts and set aside during the resurfacing process. To assure surface adhesion, pressure wash court surface, removing stain, mildew & all loose surface material.
- Repaint tennis net posts and install new tennis court nets and center straps.
- Clean all debris and loose materials from cracks and use Laykold acrylic patch binder, sand and cement mixture to fill in cracks. Flow fortified acrylics into any small cracks.
- Apply Riteway Crack Repair or Armor Crack Repair over all cracks on tennis court with three year warranty against the recurrence of the cracks treated.
- Apply two applications of fortified Acrylic Colorcoat over entire court.
- Apply acrylic resurfacer over areas of court where needed.
- Paint tennis court lines with two coats of Laykold textured latex line paint.

Charles E. Phillips Sr., Esq. Park

4400 Herschel Road, College Park, GA 30337

- Remove net and net posts and set aside during the resurfacing process. To assure surface adhesion, pressure wash court surface, removing stain, mildew & all loose surface material.
- Repaint tennis net posts and install new tennis court nets and center straps.
- Clean all debris and loose materials from cracks and use Laykold acrylic patch binder, sand and cement mixture to fill in cracks. Flow fortified acrylics into any small cracks.
- Apply Riteway Crack Repair or Armor Crack Repair over all cracks on tennis court with three year warranty against the recurrence of the cracks treated.
- Apply two applications of fortified Acrylic Colorcoat over entire court.
- Apply acrylic resurfacer over areas of court where needed.
- Paint tennis court lines with two coats of Laykold textured latex line paint.



City of College Park

Tennis Court Resurfacing Specifications

Richard D. Zupp Jr. Park

1622 Hawthorne Avenue, College Park, GA 30337

- Remove net and net posts and set aside during the resurfacing process. To assure surface adhesion, pressure wash court surface, removing stain, mildew & all loose surface material.
- Repaint tennis net posts and install new tennis court nets and center straps.
- Clean all debris and loose materials from cracks and use Laykold acrylic patch binder, sand and cement mixture to fill in cracks. Flow fortified acrylics into any small cracks.
- Apply Riteway Crack Repair or Armor Crack Repair over all cracks on tennis court with three year warranty against the recurrence of the cracks treated.
- Apply two applications of fortified Acrylic Colorcoat over entire court.
- Apply acrylic resurfacer over areas of court where needed.
- Paint tennis court lines with two coats of Laykold textured latex line paint.

Additional general specification information:

Measurements of tennis courts at four (4) City parks include:

Phillips Park = 124'

Badgett Stadium Courts = 210'

Zupp Park = 90'

Barrett Park, upper = 10'

Barrett Park, lower = 1,254'

The surface materials are to be certified by the International Tennis Federation (ITF) and those materials include Pexipave, Laykold, Novacrylic and Decco.



City of College Park

Tennis Court Resurfacing Specifications

The City of College Park will waive fees for the water and power usage for this project until completion.

Successful vendor will pay a deposit on the water meter, but will not be charged for the water used.

Successful vendor will be refunded the water meter deposit upon completion of the project.

Tennis court color shall be “tennis court green.”

End of Tennis Court Resurfacing Specifications
for
RFP – REC – 120816 – TCRR
Tennis Court Repair / Resurfacing Project