

**RFP – GICC - 120816 – SWEEPER SCRUBBER MACHINE**

**ADVERTISEMENT for**  
**SWEEPER SCRUBBER MACHINE**  
**for the**  
**GEORGIA INTERNATIONAL CONVENTION CENTER**

The City of College Park is accepting **Sealed Proposals** from qualified vendors for **SWEEPER SCRUBBER MACHINE for the GEORGIA INTERNATIONAL CONVENTION CENTER**. Sealed proposals will be received no later than **10:00am, 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](http://www.collegeparkga.com).

No Pre-Proposal Meeting will be held. However, **questions** will be accepted **via email ONLY**, to Barbara Gregory, Purchasing Department, at [bgregory@collegeparkga.com](mailto:bgregory@collegeparkga.com) **until 4:00pm, Thursday, November 17, 2016 with subject line “QUESTIONS – RFP – GICC – 120816 – SWEEPER SCRUBBER MACHINE.”** An **Addendum** listing all Q&A, clarifications, etc. will be posted at [www.collegeparkga.com](http://www.collegeparkga.com) **on or about 4:00pm, Wednesday, November 30, 2016.** *It is always the vendor’s responsibility to check the City’s website for any/all addenda.*

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 **Should a larger envelope be required, the "YELLOW ENVELOPE" must be attached to the OUTSIDE.** No proposal may be withdrawn or modified in any way after the bid opening deadline.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 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](http://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: \_\_\_\_\_

**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. 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 the City of College Park? \_\_\_\_\_

Has the vendor previously conducted business **with** the City of 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.

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**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 11.07.2016
Informational Conference	None.
Email questions accepted until...	11.17.2016, 4:00pm
Addendum posted on City website	11.30.2016, 4:00pm
Responses Due	12.08.2016, 10:00am

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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: \_\_\_\_\_

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

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

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***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)

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(Contact Name)

\_\_\_\_\_  
(Phone Number)

\_\_\_\_\_  
(Fax Number)

\_\_\_\_\_  
(Email Address)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

## **Specifications for GICC Propane Sweeper Scrubber:**

The City of College Park is soliciting proposals to purchase one (1) new large commercial riding Combination Floor Sweeper Scrubber Machine with LP Gas powered engine.

All equipment manufacturers' make and models will be considered.

Examples of acceptable equipment are:

Tennant Company Model M30 Sweeper Scrubber.  
Advance Model CS7000PX-DG Sweeper Scrubber.  
Powerboss Model Nautilus HD Sweeper Scrubber.

The following equipment shall be included:

- LP Gas Tank
- Non Marking Tires
- Heavy Duty Front and Rear Bumper Guards
- Rear Squeegee Guard
- Automatic Transmission
- Power Steering
- Front and Rear Lights
- Warning Light and Backup Alarm
- Fire Extinguisher
- Spray Wash Attachment
- All Freight, Delivery, and Setup included
- Minimum Full 12 Month Warranty
- On Site Operator Orientation

Please include a trade in or disposal price for our existing sweeper scrubber unit if possible.

The equipment is a year 2000 Powerboss Model TSS-90, Serial #12558091 with 1200 hours.

The unit condition is fair, but needs a replacement hydraulic pump and squeegee tool assembly.

# QUOTE SHEET

## **RFP – GICC – 120816 – SWEEPER SCRUBBER MACHINE for the GEORGIA INTERNATIONAL CONVENTION CENTER**

**BID DATE and TIME: December 08, 2016, 10:00am**

**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

**to include minimum full twelve (12) month warranty; to include all freight, delivery, set-up and on-site operator orientation.**

**Trade-in or disposal price for a year 2000 Powerboss Model TSS-90, Serial #12558091 with 12 hours, fair condition, but needs a replacement hydraulic pump and squeegee tool assembly:**

**\$ \_\_\_\_\_ trade-in or disposal price or written out as**

\_\_\_\_\_ Dollars and

\_\_\_\_\_ Cents

# 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.

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