

REQUEST FOR PROPOSALS

RFP-S 1200492 Annual Contract for Major Mechanical Repairs and Services



RFP-S 1200492 Annual Contract for Major Mechanical Repairs and Services
The Purpose of this proposal is to establish a contract for the mechanical service for the City of Atlanta, Department of Watershed Management. This proposal will also identify Contractors capable of providing mechanical services; determine the rates charged for services; and to place contracts with Contractors for quick response in providing services on an as-needed basis. These services will be oriented towards completion of specific tasks.

5/15/20 10:42 AM

**Mikita Browning
Interim Commissioner
Department of Watershed Management**

**David L. Wilson II
Chief Procurement Officer
Department of Procurement**

PROJECT OVERVIEW

- **Services Being Procured:** To establish contract for the mechanical services for the City of Atlanta, Department of Watershed Management. This proposal will also identify Contractors capable of providing mechanical services; determine the rates charged for services; and to place contracts with Contractors for quick response in providing services on an as-needed basis.
- **Using Department:** Department of Watershed Management
- **Pre-Proposal Conference:** N/A
- **Deadline to Submit Questions in Writing:** May 21st at 12pm
- **Proposal Deadline:** June 18th at 2pm
- **City's Contact Person:** QuoVadis Wright (qwright@atlantaga.gov)

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1 Requirements

**Response is required*

1.1 Section 1. Information and Instructions to Proponents

1.

Part 1: Information and Instructions to Proponents

1. **Services Being Procured:** This Request for Proposals ("RFP") from qualified proponents ("Proponent" or "Proponents") by the City of Atlanta (the "City"), seeks to procure the services ("Services") detailed in the Scope of Services.

2. **Method of Source Selection:** This procurement is being conducted in accordance with all applicable provisions of the City's Code of Ordinances, including its Procurement and Real Estate Code, and the particular method of source selection for the services sought in this RFP is Code Section 2-1189; Competitive Sealed Proposals. By submitting a Proposal concerning this procurement, a Proponent acknowledges that it is familiar with all laws applicable to this procurement, including, but not limited to, the City's Code of Ordinances and Charter, which laws are incorporated into this RFP by reference.

3. **No Offer by City; Firm Offer by Proponent:** This procurement does not constitute an offer by City to enter into an agreement and cannot be accepted by any Proponent to form an agreement. This procurement is only an invitation for offers from interested Proponents and no offer shall bind City. A Proponent's offer is a firm offer and may not be withdrawn except under the rules specified in City's Code of Ordinances and other applicable law.

4. **Proposal Deadline:** Your response to this RFP must be received by the Department of Procurement, no later than 2:00 P.M., ET on the date specified in the Project Overview. Any Proposal received after this time will not be considered and will not be accepted by the electronic procurement system.

5. **Pre-Proposal Conference:** Each Proponent is highly encouraged to attend the scheduled Pre-Proposal Conference. Each Proponent must be fully informed regarding all existing and expected conditions and

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matters which might affect the cost or performance of the Services. Any failure to fully investigate the job requirements shall not relieve any Proponent from the responsibility of evaluating the difficulty or cost of successfully performing the Services properly. A site tour may be scheduled following the Pre-Proposal Conference. Further information will be located in the Project Overview.

6. Procurement Questions; Prohibited Contacts: Any questions regarding this RFP should be submitted in writing to the City's contact person as designated in the Project Overview on or before the date so designated. Questions received after the designated period will not be considered. Any response made by City will be provided in writing to all Proponents by addendum. It is the responsibility of each Proponent to obtain a copy of any addendum issued for this procurement by monitoring the City's website at www.atlantaga.gov. No Proponent may rely on any verbal response to any question submitted concerning this RFP. All Proponents and representatives of any Proponent are strictly prohibited from contacting any other City employees or any third-party representatives of City on any matter having to do with this RFP. All communications by any Proponent concerning this RFP must be made to the City's contact person, or any other City representatives designated by the Chief Procurement Officer in writing.

7. Ownership of Proposals: Each Proposal submitted to the City will become the property of the City, without compensation to a Proponent, for the City's use, in its discretion.

8. Georgia Open Records Act: Information provided to the City is subject to disclosure under the Georgia Open Records Act ("GORA"). Pursuant to O.C.G.A. § 50-18-72(a)(34), "[a]n entity submitting records containing trade secrets that wishes to keep such records confidential under this paragraph shall submit and attach to the records an affidavit affirmatively declaring that specific information in the records constitute trade secrets pursuant to Article 27 of Chapter 1 of Title 10 [O.C.G.A. § 10-1-760 et seq.]"

9. Insurance and/or Bonding Requirements: The Insurance and/or Bonding requirements for any Agreement that may be awarded pursuant to this RFP are set forth in Appendix B - Insurance and Bonding Requirements attached to this RFP.

10. Applicable City OCC Programs: The City's Office of Contract Compliance ("OCC") Programs applicable to this procurement are set forth in Appendix A - Office of Contract Compliance Requirements, attached to this RFP. By submitting a Proposal in response to this procurement, each Proponent agrees to comply with such applicable OCC Programs.

11. Special Rules Applicable to Evaluation of Proposals: A Proponent may be required to submit, in writing, the addresses of any proposed subcontractors or equipment manufacturers listed in the Proposal and to submit other material information relative to proposed subcontractors. The City reserves the right to disapprove any proposed subcontractors whose technical or financial ability, resources or experience are deemed inadequate.

12. Examination of Proposal Documents:

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12.1. Each Proponent is responsible for examining, with appropriate care, the complete RFP and all Addenda and for informing itself with respect to all conditions which might in any way affect the cost or the performance of any Services. Failure to do so will be at the sole risk of the Proponent, who is deemed to have included all costs for performance of the Services in its Proposal.

Each Proponent shall promptly notify the City in writing should the Proponent find discrepancies, errors, ambiguities or omissions in the Proposal Documents, or should their intent or meaning appear unclear or ambiguous, or should any other question arise relative to the RFP. Replies to such notices may be made in the form of an addendum to the RFP, which will be issued simultaneously to all potential Proponents who have obtained the RFP from City.

12.2. The City may, in accordance with applicable law, by addendum, modify any provision or part of the RFP at any time prior to the Proposal due date and time. The Proponent shall not rely on oral clarifications to the RFP unless they are confirmed in writing by the City in an issued addendum.

13. Oral Presentations and Demonstrations: All responsive Proponents may be required to make an oral presentation of their proposed solution to the City's Evaluation Committee. The Key Personnel (or some group thereof) as identified in the Proponent's proposal must be active participants in the oral presentation. The Proponent's presentation should focus on an understanding of the capabilities of the proposed solution. The City will notify responsive proponents of the date, time and location for the presentation, and will supply an agenda or topics for discussion.

14. Cancellation of Solicitation: This solicitation may be cancelled in accordance with the City's Code of Ordinances.

15. Disqualification of Proponents: Any of the following may be considered as sufficient for disqualification of a Proponent and the rejection of the Proposal:

- a.Submission of more than one Proposal for the same work by an individual, firm, partnership or Corporation under the same or different name(s);
- b.Evidence of collusion among Proponents;
- c.Previous participation in collusive bidding on Work for the City;
- d.Submission of an unbalanced Proposal, in which the prices quoted for same items are out of proportion to the prices for other items;
- e.Lack of competency of Proponent (the Agreement will be awarded only to a Proponent(s) rated as capable of performing the Work; the City may declare any Proponent ineligible at any time during the process of receiving Proposals or awarding the Agreement where developments arise which, in the opinion of the City, adversely affect the Proponent's responsibility;
- f.Lack of responsibility as shown by past Work judged from the standpoint of workmanship and progress; financial irresponsibility, including but not limited to, leaving retainage in City account;
- g.Uncompleted Work for which the Proponent is committed by Agreement, which in the judgment of the City, might hinder or prevent the prompt completion of Work under this Agreement if

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awarded to such Proponent; and
h. Being in arrears on any existing or prior contracts with the City or in litigation with the City thereon or having defaulted on a previous contract with the City.

16. Award of Agreement; Execution: If the City awards an Agreement pursuant to this procurement, the City will prepare and forward to the successful Proponent an Agreement for execution substantially in the form included in this RFP.

17. Illegal Immigration Reform and Enforcement Act: This RFP is subject to the Illegal Immigration Reform and Enforcement Act of 2011 ("IIREA" or "the Act"). IIREA was formerly known as the Georgia Security and Immigration Compliance Act or GSCIA. Pursuant to the Act, the Proponent must provide with its Proposal proof of its registration with and continuing and future participation in the E-Verify Program established by the United States Department of Homeland Security. A completed Contractor Affidavit (Form 1), set forth in Part 4; Illegal Immigration Reform and Enforcement Act Forms, must be submitted with the Proposal. Under state law, the City cannot consider any Proposal which does not include completed forms. Where the business structure of a Proponent is such that Proponent is required to obtain an Employer Identification Number (EIN) from the Internal Revenue Service, Proponent must complete the Contractor Affidavit (Form 1) on behalf of, and provide a Federal Work Authorization User ID Number issued to, the Proponent itself. Where the business structure of a Proponent does not require it to obtain an EIN, each entity comprising Proponent must submit a separate Contractor Affidavit (Form 1). It is not the intent of this notice to provide detailed information or legal advice concerning the Act. All Proponents intending to do business with the City are responsible for independently apprising themselves of and complying with the requirements of the Act and assessing its effect on City procurements and their participation in those procurements. For additional information on the E-Verify program or to enroll in the program, go to: <https://e-verify.uscis.gov/enroll>. Additional information on completing and submitting the Contractor Affidavit (Form 1) precedes the Affidavit.

Potential Offerors may submit their Contractor Affidavit Forms for review via the City's IIREA Preview Participation Program, not less than ten (10) days prior to the solicitation due date. The IIREA Preview Participation Form is set forth in this solicitation.

18. Multiple Awards: The City reserves, at its sole discretion, the option to award to multiple Proponents. Multiple awards may be made on the total Scope of Services or components of the Scope of Services.

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1.2 Section 2. Contents of Proposal

*1.

Part 2: Contents of Proposals

Please Review Part 2: Contents of Proposals

Attachments:

File Name or URL	Type	Description
Contents of Proposal - Major Me	File	

Select one of the following:

- a. I have attached Volume I of my proposal (*Response attachments are required*)

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1.3 Section 3. Evaluation of Proposals

1.

Part 3: Evaluation of Proposals

Please review the Evaluation of Proposals attached for this solicitation.

Attachments:

File Name or URL	Type	Description
Part 3 Evaluation of Proposals	File	

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1.4 Section 4. Required Submittals

*1.

Required Submittals - Forms

All Respondents, including, but not limited to, corporate entities, limited liability companies, joint ventures, or partnerships, that submit a Proposal or Bid in response to this solicitation must fill out all forms in their entirety, and all forms must be signed, notarized or sealed with the corporate seal (if applicable), as required per each form's instructions.

If Respondent intends to be named as a Prime Contractor(s) with the City, then Respondent must fill out all the forms listed in this solicitation document; otherwise, Respondent may be deemed non-responsive.

Please download the Required Submittals package below, complete the forms with all required information, then scan and attach the completed forms package.

Attachments:

File Name or URL	Type	Description
RFP Required Submittals.pdf	File	

Select one of the following:

a. I have attached the completed forms. *(Response attachments are required)*

2.

Submittal Checklist

It is each Proponent's sole responsibility to ensure that their Proposal to the City includes all required forms and documents outlined on the checklist attached below.

Attachments:

File Name or URL	Type	Description
Submittal Checklist RFP-S 1200	File	

Select one of the following:

a. I have attached the Submittal Checklist. *(Response attachments are optional)*

*3.

Attach your Authority to Transact Business in Georgia

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Select one of the following:

a. I have attached the completed forms. *(Response attachments are required)*

*4.

Attach your Georgia Utility Contractor's License

Attachments:

File Name or URL	Type	Description
Georgia Utility Contractor's L	File	

Select one of the following:

a. I have attached the completed forms. *(Response attachments are required)*

*5.

Please complete the attached Statement of Proponent's Qualifications form.

Attachments:

File Name or URL	Type	Description
Major Mechanical - Statement o	File	

Select one of the following:

a. I have attached the required form. *(Response attachments are required)*

*6.

Please complete the attached Safety Record.

Attachments:

File Name or URL	Type	Description
Safety Record Form .pdf	File	

Select one of the following:

a. I have attached the required form. *(Response attachments are required)*

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1.5 Section 5. IIREA Preview Program

1. IIREA Preview Participation Program

1. Potential offerors may submit the Contractor Affidavit to the Department of Procurement ("DOP") not less than ten (10) days prior to the due date for responses to a Solicitation. Submission of the Contractor Affidavit after that date will NOT extend the time for submitting Bids/Proposals ("offers") and DOP is not required to review Contractor Affidavits submitted less than ten (10) days prior to the due date for responses to a Solicitation.
2. All Contractor Affidavits must be submitted via email or delivery to the following address:
 - Email: iireapreview@atlantaga.gov
 - City of Atlanta
 - Department of Procurement
 - ATTN: IIREA Preview
 - 55 Trinity Avenue, SW, Suite 1900
 - Atlanta, GA 30303
3. DOP will review the timely submitted Contractor Affidavit and provide a response not less than five (5) days prior to the due date for responses to the solicitation.
4. Potential offerors that are deemed non-compliant must submit a compliant contractor Affidavit on the due date for responses to the solicitation of offers in order to be qualified for evaluation.
5. If a due date for the Contractor Affidavit or the acknowledgement and determination falls on a weekend or a City recognized holiday, the document shall be due on the next business day after the weekend or holiday. However, DOP shall not be required to change the due date for Proposals to accommodate a later due date for the Contractor Affidavit. In no event will the due date for the Contractor Affidavit be later than the due date for responses to the solicitation.
6. The determination of a potential offeror's compliance with the State's immigration compliance mandates shall not automatically deem that offeror's timely submitted offer to be responsive to any solicitation. Offerors must also be responsive to and compliant with other requirements set forth in the solicitation of offers, as well as all applicable laws. Untimely offers from compliant potential offerors shall not be eligible for award of the solicited contract.
7. Potential offerors that submit an incomplete or incorrect Contractor Affidavit with their offer or fail to submit a compliant Contractor Affidavit after a determination of non-compliance, will not be qualified for evaluation and their timely submission of an offer may not be considered for the award of the solicited contract.

Attachments:

File Name or URL	Type	Description
IIREA Preview Form	File	

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1.6 Section 6. Exhibit A: Scope of Services

1.

**Exhibit A
Scope of Services**

Please review the Scope of Services

Attachments:

File Name or URL	Type	Description
Scope of Services.pdf	File	

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1.7 Section 7. Exhibit A.1: Cost Proposal

*1.

**Exhibit A.1
Cost Proposal**

Please complete Exhibit A.1 Cost Proposal and upload to ATL Cloud

Attachments:

File Name or URL	Type	Description
Cost Proposal Form.pdf	File	

Select one of the following:

- a. Review attached Cost Proposal. *(Response attachments are required)*

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1.8 Section 8. Appendix A - Office of Contract Compliance

*1.

**Appendix A
Office of Contract Compliance Requirements**

Please review Appendix A and upload the required OCC documents to ATL Cloud.

Attachments:

File Name or URL	Type	Description
Appendix A _Annual Contract fo	File	

Select one of the following:

- a. Please Review *(Response attachments are required)*

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1.9 Section 9. Appendix B - Insurance and Bonding Requirements

1.

**Appendix B
Insurance and Bonding Requirements**

Please review the Insurance and Bonding requirements in Appendix B

Attachments:

File Name or URL	Type	Description
APPENDIX B- RFP-S 1200492 Annu	File	

2.

* This document is only to be provided upon award.

Attachments:

File Name or URL	Type	Description
Performance and Payment Bond.p	File	

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2 Lines

2.1 Line Information

Line	Estimated Quantity	Response Price	Line Amount	Response Minimum Release Amount
1-Total Proposal Amount				

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2.2 Line Details

2.2. Line 1 Total Proposal Amount

Category Name	961.0000 - MISCELLANEOUS SERVICES, NO. 1 (NOT OTHERWISE CLASSIFIED)	
Allow Alternate Lines	No	
Target Minimum Release Amount (USD)		Estimated Total Amount (USD)
Start Price (USD)		

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Note: Contract terms are associated with this RFQ. If you received this RFQ by e-mail, the contract terms document is attached. Otherwise, the contract terms document is faxed or mailed separately. The contract terms document is an inseparable part of this RFQ.