



**Request for Qualifications RFQ 14-04
Standby Trades Contractors**

The City of Brookhaven is soliciting competitive sealed qualifications from qualified contractors for **Standby Trades Contractors**.

Bids will be accepted via email only at purchasing@brookhavenga.gov. The Subject line must read "RFQ 14-04 Bid ABC Company." A confirmation email will be sent by the City confirming receipt of the bid. Bids will be received until 2:00 P.M. local time on **Tuesday, November 25, 2014**. Any bid received after this date and time will not be accepted.

A **Pre-Bid Conference will be held at 10:00am, Tuesday, November 11, 2014** at the City of Brookhaven, 4362 Peachtree Road NE, Brookhaven, GA 30319. The conference will include a review of the Bid Documents, and a question and answer period. Attendance at the Pre-Bid Conference is strongly encouraged, but it is not required. Bidders are expected to be familiar with the Bid Documents and to provide the City with any questions regarding the Bid Documents at the Pre-Bid conference or by the deadline for questions to be submitted.

Questions regarding bids should be directed to Brad Middlebrook, Purchasing Manager, at purchasing@brookhavenga.gov, no later than COB **November 13, 2014**. Questions will only be accepted via email, to ensure all bidders are given the same information. The questions submitted and the answers will be published on the City's website as an addendum shortly thereafter.

Award will be made to the supplier submitting the lowest responsive and responsible bid. The City reserves the right to reject any or all bids to waive technicalities, and to make an award deemed in its best interest. Bids may be split or awarded in entirety. The City reserves the option to negotiate terms, conditions and pricing with the lowest responsive, responsible bidder(s) at its discretion.

Bid awards will be published on the City's Purchasing Page at www.brookhavenga.gov.

We look forward to your bid and appreciate your interest in the City of Brookhaven.

Brad Middlebrook,
Purchasing Manager

1. PURPOSE

1.1 The purpose of this Request for Qualifications (RFQ) is to select qualified contractors from the trades for standby services as required in City facilities. Bidders shall submit a Statement of Qualifications (SOQ) to the City which will be based on information provided herein. The term of contract shall be for a multi-year period beginning approximately January 1, 2015 through December 31, 2015. The initial term of this Agreement shall be through December 31, 2015. This Agreement shall terminate absolutely and without further obligation on the part of the City on December 31 of each succeeding and renewed year, as required by O.C.G.A. §36-60-13, as amended, unless terminated earlier in accordance with the termination provisions of this Agreement. This Agreement may be automatically renewed on an annual basis for 2 additional twelve-month terms. This Agreement will terminate on December 31, 2015.

The trades for standby services include:

1. **Handyman services (wall repairs, carpentry, gutter cleaning, minor painting)**
2. **Electrician (Boom truck/climbing required/sports field lighting)**
3. **HVAC including knowledge of commercial computer control systems.**
4. **Painting/Pressure washing**
5. **Plumbing**
6. **Locksmithing**
7. **Tree Removal**
8. **Masonry/Poured Concrete**
9. **Fencing**
10. **Roofing**
11. **Flooring/Hardwood Refinishing**

2. GENERAL CRITERIA

2.1 Bidders are requested to submit qualifications, references and rates for the purpose of being awarded a standby contract for their respective trade. As projects arise, the Facilities Director their appointee will contact the lowest rate bidder in each required trade for contractor commitment to the project and timeline. If the lowest rate bidder in a given trade is unable to commit to the project and timeline, then the next lowest rate bidder in that trade is contacted until the project has full commitments by contractors in all trades required.

- 2.2 At project initiation, each contractor shall be apprised of the project requirements and be required to submit a list of materials and quantities needed to the project manager. When able, the City will provide all the construction and renovation materials and supplies as submitted and agreed upon. When unable, the City will rely on the trade contractor to provide the construction and renovation materials and supplies as submitted and agreed upon. Each contractor shall be responsible for providing all necessary tools, equipment, safety gear and signage, labor and insurance for his respective trade for each project. Contractor shall also coordinate with the project manager as to the appropriate number and type of personnel required, number of estimated hours anticipated and a timeline for his project assignment.
- 2.3 The project manager shall instruct contractors to minimize noise and to limit disruption of City employees' work at the site, as well as to building access, usage of passenger elevators, use of parking lots and loading dock areas, and proper attire and actions. Offending persons will be dismissed immediately from the site and project.
- 2.4 All work will be performed and completed to the complete satisfaction and acceptance of the owner. Contractor shall guarantee all work for a period of one (1) year from the date of acceptance or first beneficial use, whichever is first, against defective materials, design, workmanship and improper adjustment. Contractor will abide by any and all applicable professional standards, local codes, manufacturers' recommendations, and safe work practices and will secure any or all applicable permits or licenses to complete the described work.
- 2.5 The City will waive any permitting fees required, but it is the contractor's responsibility to acquire them as needed.

3. Contractor Qualifications

- 3.1 To be qualified in your respective trade, your company must have been in business for a minimum of five (5) years. The supervisor assigned to the contract must have been working at his trade for a minimum of three (3) years and laborers for at least two (2) years.
- 3.2 The Contractor shall submit WITH THE BID the following information supporting their qualifications:
 1. Indicate the construction or renovation trade for standby services for which the Statement of Qualifications pertain. See Section 1.1 for trades list. Listing a trade not on the list shall be cause for rejection of the SOQ.
 2. Copy of business license and proof of being in business at least five (5) years.
 3. Name and telephone number of the Contractor's designated contact.
 4. A list of industry trained personnel on staff and their qualifications. This will, at a minimum, be one (1) industry trained and certified supervisor, and one (1) laborer or technician. Supervisor must be able to communicate verbally with the project manager. Include copies of certifications. All workers must be documented.
 5. A reference list of five (5) similar projects successfully completed by contractor including contact name and telephone number, project dates, and project value.
 6. **Salary Rate Schedule for industry-trained and certified supervisors and laborers. Include regular or standard rates, for the hours between 8:00 a.m. and 5:00 p.m., Monday**

through Friday. These rates shall be the determinant factor in ranking qualified firms. Also, provide premium or overtime rates for the hours outside of regular or standard. Note: Most work will be attempted to be accomplished during regular working hours.

7. Percentage mark-up, above cost, for construction and renovation materials and supplies when required to provide when the City is unable.
8. Proof of Commercial general liability insurance with coverage of not less than ONE MILLION DOLLARS (\$1,000,000.00) combined single limit per occurrence, and with contractual liability coverage for Contractor's covenants to and indemnification of the City under the Contract.

4. STATEMENT SUBMISSION AND EVALUATION

4.1 Economy of Presentation

SOQ shall be prepared simply and economically, providing straight-forward, concise delineation of Offeror's capabilities to satisfy the requirements of this RFQ. Emphasis on each statement must be on completeness and clarity of content. To expedite the evaluation of statements, it is essential that Offerors follow the format and instructions contained herein.

All SOQs received will be reviewed by the Purchasing Manager to ensure that all administrative requirements of the RFQ package have been met by the Offerors. Each SOQ will be reviewed to ensure that the Offeror submitted all information required in the RFQ and that all documents requiring a signature have been signed. Failure to meet these requirements may be cause for rejection. All SOQ that meet the administrative requirements will then be turned over to the evaluation committee for further evaluation.

4.2 Evaluation Committee

The Evaluation Committee will review all submittals received and rank Offerors based on submittal information required in RFQ Section 3.2, Contractor Qualifications. Discussions may be conducted by the City with responsible Offerors who submit SOQ determined to be reasonably susceptible of being selected for award for the purpose of clarification to assure full understanding of and responsiveness to the solicitation requirements. Offerors shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of statements; and such revisions may be permitted after submissions and prior to award. In conducting any such discussions, there shall be no disclosure of any information derived from proposals submitted by competing Offerors.

4.3 Award of Contract

Awards of contract shall be made to the responsible Offerors in each trade who have successfully submitted an SOQ and been ranked by the Evaluation Committee taking into account all of the evaluation factors set forth in this RFQ. The City reserves the right to reject any and all SOQ submitted in response to this RFQ.

RFQ 14-04 Standby Trades Contractors

The following must be completed and returned with Qualifications:

Legal Business Name _____ Federal Tax ID _____

Address _____

Representative Signature _____ Printed Name _____

Telephone Number _____ Fax Number _____

Email _____

Bid Form

Trade _____

Laborer Hourly Wage _____

Supervisor Hourly Wage _____

Materials and Supplies Mark-Up % _____

Note: If bidding on multiple trades, please submit separate bid forms for each trade

E-Verify Private Employer Affidavit Pursuant to O.C.G.A. § 36-60-6(d)
****This form is required by Georgia State Law****

By executing this affidavit under oath, as an applicant for a(n) _____

[business license, occupational tax certificate, or other document required to operate a business] as referenced in O.C.G.A. § 36-60-6(d), from the City of Brookhaven, Georgia the undersigned applicant representing the private employer known as _____ [printed name of private employer] verifies one of the following with respect to my application for the above mentioned document:

1. Fill out this section yearly between July 1, 2012 and June 30, 2013

- (a) _____ On January 1st of the below signed year the individual, firm, or corporation employed one hundred (100) or more employees.
- (b) _____ On January 1st of the below signed year the individual, firm, or corporation employed less than one hundred (100) or more employees.

If the employer selected 1(a) please fill out Section 2 below.

2. The employer has registered with and utilizes the federal work authorization program in accordance with the applicable provisions and deadlines established in O.C.G.A. § 36-60-6(a). The undersigned private employer also attests that its federal work authorization user identification number and date of authorization are as listed below:

E-verify number / Federal Work Authorization User Identification Number (not your FEI

number) Date of Authorization

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. § 16-10-20, and face criminal penalties allowed by such statute.

Executed on the _____ date of _____, 20__ in _____ (City),
_____ (State).

Signature of Authorized Officer or Agent Date

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE _____ DAY OF, 20_____.

NOTARY PUBLIC/SEAL

My Commission Expires