



IWQ 14-10
Informal Request for Qualifications
Blackburn Park Pavilion Renovation
DUE Thursday, November 26, 2014 at 2:00pm

The City of Brookhaven Parks and Recreation Department is seeking qualifications from vendors for the renovation of Blackburn Park Pavilion. The City is requesting both qualifications and written quotes for renovations of the pavilion. The City will select vendor, and subsequently negotiate a contract with the selected vendor.

There will be an optional pre-bid meeting onsite at the Blackburn Park Pavilion:

- Monday, November 10, 2014 at 10:00am
- 3493 Ashford Dunwoody Road NE, Brookhaven, Ga 30319
- Meet at the Pavillion located on the north end of the park; across from the YMCA

Qualifications and written quotes shall be returned by email only to purchasing@brookhavenga.gov by Thursday, November 26, 2014 at 2:00pm. Submissions should not exceed ten (10) pages, and should be in .pdf format. If you have any questions, please email purchasing@brookhavenga.gov no later than 5:00pm Monday, November 17, 2014. All questions will be gathered and an addendum answering all questions will be issued shortly thereafter. Questions will only be accepted via email. No questions will be answered by phone to ensure the same information is given to all bidders. When awarded, the announcement will be made on the City's Purchasing Page, and the winning bidder will be contacted directly. Candidates may or may not be contacted for further information.

For further details about Blackburn Park Pavilion, please visit the City's GIS Website at:

<http://gis.brookhavenga.gov/webmaps/cobgis/>

All bidders are expected to read and comply with the City's Purchasing Policy posted at:

<http://www.brookhavenga.gov/city-departments/purchasing>

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Blackburn Park Pavilion Renovation**

General Scope of Service

1. Pressure wash the roof under decking and all exposed wood components.
2. Pressure wash the concrete slab and all tables/benches.
3. Replace damaged wood components, trim and fascia on the supporting columns.
4. Install additional trim on the upper part of the column, similar to that existing on the base.
5. Replacement of any damaged roof decking with fitted non T&G planking.
6. Stain all exposed wood components.
7. Apply and seal/clear coat all exposed wood components.
8. Remove and dispose of the existing roof shingles.
9. Install 30# felt underlayment on roof decking.
10. Install 26 gauge pre-painted (Hunter Green) standing seam metal roof with drip edge and all related flashing. The panels will be 16" wide smooth panel with 1 1/2" snap-lock --seams and hidden fasteners.
11. Install 6" pre-painted (Hunter Green) seamless aluminum k-style gutters with hidden hangers and a minimum of four downspouts.

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

Lump Sum Bid Amount _____

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