



CITY OF WAYCROSS
SPECIFICATIONS FOR PERPETUAL WATER TANK MAINTENANCE PROGRAM
REQUEST FOR PROPOSAL

RFP #21-02

June 8, 2020

The City of Waycross is soliciting sealed proposals for a full service maintenance program for our elevated water tanks.

Proposals are to be returned, sealed and marked "RFP #21-02" by **10:00 a.m., Thursday, July 9, 2020.**

Courier:	City of Waycross Purchasing Dept.	Mail:	City of Waycross Purchasing Dept.
	417 Pendleton Street		PO Box 99
	Waycross, GA 31501		Waycross, GA 31502

All information outlined in the RFP, along with any other pertinent facts necessary for a proper evaluation of this proposal should be delivered with the proposal.

Proposals shall be submitted in duplicate, sealed, and mailed or delivered to be received no later than the above time and date.

Proposals received after the specified date and time will not be considered. All proposals submitted must be FOB Waycross, Georgia.

The City reserves the right to waive formalities in any proposal, and to reject any or all proposals in whole or in part with or without cause and/or to accept the proposal that in its judgment will be in the best interest of the **City of Waycross** irrespective of lowest cost. The Owners specifically reserve the right to reject any conditional proposal and will normally reject those which make it impossible to determine the intent of the proposal. The City reserves the

right to accept or reject any or all proposals, to waive formalities and technicalities, and to make an award in the best interest of the City.

Factors to be considered in making this award, if awarded, will be ability to perform requested work, price, and references. The City will be the sole judge of the weights given these factors.

Proposals will be opened in the conference room in the Purchasing Department, 417 Pendleton St., Waycross, Georgia, on the hour and date specified above, local time prevailing. No proposals will be accepted after the opening time. No faxed or e-mailed proposals will be accepted.

Prices quoted shall be firm prices and remain firm.

Please call Linda Jones, Purchasing Director, at 912-287-2956, or e-mail ljones@waycrossga.com should you have any questions regarding the proposal documents. Contact Tonya Miller at 912-287-2912 or tmiller@waycrossga.com with any technical questions concerning this proposal.

The **City of Waycross** reserves the right to waive any and all irregularities and refuse all proposals or award the RFP in the best interest of The **City of Waycross**.

Proposals shall be presented in a sealed envelope per instructions on the request for proposal. All information regarding opening date, description of the proposal, and R.F.P. number must be listed on the outside of the envelope.

NON-COLLUSION AFFIDAVIT

The following affidavit is to accompany the bid:

STATE OF _____

COUNTY OF _____

Partner or Officer of Firm

Owner,

Address, City and State

Company Name,

being of lawful age, being first duly sworn, on oath says that he/she is the agent authorized to submit the attached proposal. Affiant further states as bidder, that they have not been a party to any collusion among proposers in restraint of competition by agreement to propose at a fixed price or to refrain from submitted proposals. Affiant also states that they have not been a party to any collusion with any officer of the City of Waycross or any of their employees as to quantity, quality or price in the prospective contract; and that discussions have not taken place between proposers and any office of the City of Waycross or any of their employees concerning exchange of money or other things of value for special consideration in submitting a sealed proposal for:

Firm Name

Signature

Title

Subscribed and sworn to before me this _____ day of _____, 20____.

Notary Public

GENERAL INFORMATION

PURPOSE

The **City of Waycross** is soliciting proposals from qualified firms for the contract long term perpetual maintenance and management to include but not be limited to engineering and inspection services, rehabilitation, repair, repainting, inspection, washout, and preventative maintenance of seven (7) water tanks in the system. It is the intent of the RFP to determine the most qualified firm to which the **City of Waycross** could contract these services. In the event the **City of Waycross** elects to negotiate with the successful service provider, any agreement shall contain at a minimum the terms, conditions and specifications as hereinafter stated. The final selection and agreement negotiation rests solely with the **City of Waycross**.

SCOPE

It is the intent of the **City of Waycross** to solicit a full service perpetual maintenance program from a firm that will provide professional asset management, internet reporting accessibility, engineering services (specific to the maintenance of existing water storage tanks covered by this RFP), all inspection services (washout & visual), all repair and painting services. The proposal shall address all of the information outlined herein. Additionally, each prospective firm may include such other information as he or she deems pertinent to the proper evaluation of their proposal. Typewritten proposals only shall be submitted in duplicate, bound to create a single document containing all required material. The City of Waycross has included in this document our last inspection and report of all 7 tanks.

Awarded firm is responsible for testing the current materials in place on the Tank for hazardous content. All work must comply with OSHA Confined Space Entry, Georgia Environmental Protection Division, A.W.W.A., S.S.P.C., Code of Federal Regulations, N.S.F. Regulations and all other state and federal regulations. Proposals will be considered, and should be written to provide maintenance of the following tanks:

- 500,000 Gallon Elevated Tank – 3375 Industrial Boulevard – 145.6 Feet #1**
- 500,000 Gallon Elevated Tank – 3200 Fulford Road – 137.2 Feet, Industrial Park #2**
- 500,000 Gallon Elevated Tank – 2260 Memorial Drive Lowes #3**
- 500,000 Gallon Elevated Tank – 2412 Alice Street #4**
- 500,000 Gallon Elevated Tank – 1506 Marion Street – 122.0 Feet #5**
- 500,000 Gallon Elevated Tank – 1603 MLK Street – 120.0 Feet #6**
- 750,000 Elevated Tank – 310 Stephenson Street – 118.5 Feet #7**

ITEMS TO BE ADDRESSED IN RFP

The details of this proposal shall include information on all of the following items. Additionally, each prospective firm may submit such other information as deemed appropriate for the proper evaluation of his or her proposal.

- A. Proposal shall include an informative narrative report introducing your firm. Additionally, a statement of qualifications and resume detailing the experience of all individuals responsible for providing service under this contract should be submitted. Principals involved should be listed along with their names and addresses of the individuals placed in charge for the administration of the terms and conditions of the contract. All full time employees with N.A.C.E. certifications **MUST BE** listed.

- B. Proposal shall include the details of appropriate work and renovation plan for the tank. This shall include but not be limited to, the evaluation of the tank with particular regard to the internal and external structural condition of the tank and any of its appurtenances, need for painting and condition of the foundation.

- C. A list of systems that are currently in your Maintenance Program should be submitted. Include the Name of the System, Person of Contact, Telephone Number of Contact, and Number of Tanks in the System under contract. A minimum of five (5) references in Georgia with a minimum of 20 tanks.

- D. Proposal shall describe the particular details on all structural or miscellaneous repairs necessary for the tank. This should include the need for steel replacement, steel parts, expansion joints, water level indicators, sway rods, manhole covers, and gaskets and any other components of the tank.

- E. Proposal shall also specify the frequency and degree of inspection and cleanout services the Owner could expect under the terms of the maintenance contract. A minimum of three (3) washout inspections with detailed engineering report shall be conducted in any ten (10) year period when an interior renovation is performed during the same timeframe. At a minimum, each tank shall be visually inspected once in a twelve (12) month period. At a minimum, a written report along with photographs shall be prepared and submitted to the **City of Waycross** within thirty (30) days of completion of inspections. Additionally, each perspective firm should address the requirements to assume responsibility for all corrections and repairs to the tank necessitated by acts of vandalism or through normal deterioration.

- F. A detailed proposal shall adhere to the specifications given in this Request for Proposal.

All surface preparation and coatings specified should be strictly adhered to; there will be no variance. These specifications are identified in this Request for Proposal as Tank renovation specifications. In addition, all rules and regulations of the **State of Georgia** will be strictly adhered to. **Any and all permits, approvals, etc., required by the State of Georgia will be the responsibility of the successful firm.**

G. Bidder is required to submit a waste management plan for disposal of materials from job site.

H. Each bidder shall submit a detailed firm's insurance certificate. This insurance certificate should detail all levels of insurance that may be required by the **City of Waycross** to accept a contractual obligation. **The insurance carrier must possess an AM Best rating of A- or better.** In addition, all firms shall provide a detailed certificate that indicates they carry Pollution Liability Insurance in the amount of no less than \$2,000,000.00 of coverage. A copy of this insurance certificate **must be** attached to the last page of this RFP and is mandatory for consideration of RFP response.

I. Each proposal should include a detailed contract document for the tank to be included in this RFP. The estimated timeframe for the contract document shall be ten (10) + years (to be renewed annually by the City Commission). Within the contract document shall be a specific cancellation clause, which indicates procedures that the **City of Waycross** may take for cancellation of the contract. The firm may never cancel the contract for any reason other than non-payment by the City of Waycross.

J. Each proposal shall include a formal **Safety Program** stating company policy on all safety procedures. Document procedures are to include workers protection, confined space, fall protection and general safety procedures.

K. Each proposal shall include provide evidence of a computerized asset management system to be utilized in the professional asset management of the water storage tanks identified in this RFP.

L. Each proposal shall include evidence of a Georgia contractor's license.

M. Each proposal shall include evidence of proposer's State of Registration and registration for the State of Georgia if not a Georgia firm.

N. A contract will not be awarded to any corporation, firm or individual who is, from any cause, in arrears to the City or who has failed in any former contract with the City to

perform work satisfactory, either as to the character of the work, the fulfillment of the guarantee, or the time consumed in completing the work.

- O. Each Proposal shall include in detail any and all lawsuits and/or litigation currently outstanding and/or having been settled within the previous 24 months.
- P. **Question are due no later than July 1, 2020 at 3:00 p.m. Answers will be given in an addendum. You must email me at ljones@waycrossga.com to let me know you have received a bid package and would like the addendums that are to be issued.**

Scope of Work

- 1. Engineering inspection annually inside and out include overflow exterior screen on top of tank.
- 2. Preventive maintenance as needed. Painting/Coating as needed.
- 3. Any needed repairs/touchup.
- 4. Provide emergency repair service.
- 5. Ensure tanks comply with all federal and state and local regulations.
- 6. Maintain as per the maintenance program.
- 7. Washout inspection, disinfection and preventive maintenance as needed.
- 8. The City requires Tnemec Series Epoxy for prime and Tnemec Series Urethane for finish coat as needed.
- 9. Provide Written Report with Photographs of Inspection within Thirty (30) Days. Include interior and exterior coating report. City will have final authority over maintenance schedule.
- 10. Antenna and Communications Equipment Management Services must be included.

NOTICE:

Each tank's renovation specifications, repairs, and routine maintenance and inspections outlined above must be strictly adhered to. The Firm shall not be allowed to deviate from these specifications. This includes surface preparation, coating selection, coating application, tank repairs, scheduled washout and engineering inspections, and preventive maintenance. All maintenance program costs must be calculated with the completion deadline of these projects in mind. No "brush" blasting and/or over coating shall be permitted on interior renovations. Should any tank experience premature coatings failure then the coatings must be repaired at once utilizing best practices including complete renovations of the existing surfaces utilizing the above specifications. All current graphics on tanks must be maintained and replaced as needed.

EVALUATION CRITERIA

Proposals will be evaluated on the following:

Experience	40%
Price	35%
Reference	25%

The Owner reserves the right to take up to a period of four [4] weeks to examine and evaluate all proposals before a decision is made and announced and may short list bidders for interviews prior to announcements.

INSURANCE REQUIREMENTS

Insurance coverage specified herein constitutes the minimum requirements and said requirements shall in no way lessen or limit the liability of the Firm under the terms of the Contract. The Firm shall procure and maintain at their own expense any additional kinds and amounts of insurance that, in their own judgment, may be necessary for their proper protection in the prosecution of the work. The Firm shall carry insurance as prescribed herein and all policies shall be with companies which carry an AM-Best financial rating at minimum of (A-).

If a part of this Contract is sublet, the Firm shall require each subcontractor to carry insurance of the same kinds and in like amounts as carried by the prime Firm.

Certificates of insurance shall state that ten [10] days written notice will be given to City Officials before the policy is changed. No Firm or subcontractor will be allowed to start any work on this contract until certificates of all insurance required herein are filed and approved by City Officials. The certificates shall show the type, amount, class of operations covered, effective dates, and the dates of expiration of policies. In addition, the certificates shall name the **City of Waycross** as additional insured.

The Firm shall secure and maintain in effect for the period of the Contract and pay all premiums for the following kinds and amounts of insurance.

A. Workman's Compensation and Employer's Liability Insurance

This insurance shall protect the Firm against all claims under applicable State Workmen's Compensation Laws. The Firm shall also be protected against claims for injury, disease, or death of employees, which, for any reason, may not fall within the provisions of a Workmen's Compensation law. The liability limits shall not be less than the required statutory limits for Workmen's Compensation and Employer's Liability in the amount of One Hundred Thousand Dollars [\$100,000] for each person. This policy shall include an "all status" endorsement.

B. Firm's Comprehensive Public Liability and Property Damage Insurance

This insurance shall cover all operations in connection with the performance of this Contract in amounts not less than the following. Bodily injury liability in the amount of Five Hundred Thousand Dollars [\$500,000] for each person and One Million Dollars [\$1,000,000] for each accident and property damage liability in the amount of Two Hundred Fifty Thousand Dollars [\$250,000] for all damages arising out of the injury or destruction of property in any one accident and subject to that limit per accident a total (or aggregate) limit of Five Hundred Thousand Dollars [\$500,000] for all damages arising out of injury to or destruction of property during the policy period.

The Comprehensive Public Liability and Property Damage Policies carried by both the prime and the subcontractor shall contain an endorsement to include the coverage of the following hazards:

[1] Explosion collapse, and underground property damage to include any damage or destruction of property below the surface of the ground such as wires, conduits, pipes, mains, sewers, etc., caused by the Firm's operations.

[2] The collapse of or any structural injury to any building, structure, or property on or adjacent to the **City of Waycross** operations in the removal of other buildings, structures, or supports, or by excavation below the surface of the ground.

[3] Contractual Liability Coverage for the "Hold Harmless" segments of the Contract Documents.

C. Firm's Contingent or Protective Liability and Property Damage

In case part of this Contract is sublet, the Firm shall secure contingent or protective liability and property damage insurance to protect him from any and all claims arising from the operation of his subcontractor in the execution of work included in the Contract. In no case shall the amount of such protection be less than the limits of \$500,000/\$1,000,000 for Public Liability Insurance and \$250,000/\$500,000 for Property Damage Insurance. The coverage in each case shall be acceptable to the **City of Waycross**.

D. Automotive Public Liability and Property Damage

The Firm shall maintain automobile public liability insurance in the amount of not less than \$250,000 for injury to one person and \$500,000 for one accident; and automobile property damage insurance in the amount of not less than \$250,000 for one accident to protect him from any and all claims arising from the use of the following:

[1] Firm's own automobile and trucks.

[2] Hired automobiles and trucks.

[3] Automobiles and trucks owned by subcontractors.

The aforementioned is to cover use of automobiles and trucks on and off the site of the project.

E. Owner's Protective Liability Policy

The Firm shall maintain Owner's Protective Liability Insurance with the **City of Waycross**, and their servants, agents, and employees as additional insured in amounts not less than the following:

[1] Bodily injury in the amount of FIVE HUNDRED THOUSAND DOLLARS [\$500,000] for each person and ONE MILLION DOLLARS [\$1,000,000] for each accident, and property damage liability in the amount of TWO HUNDRED FIFTY THOUSAND DOLLARS [\$250,000] for all damages arising out of any injury or destruction of property in any one accident and subject to that limit per accident a total (or aggregate) limit of FIVE HUNDRED THOUSAND DOLLARS [\$500,000] for all damages arising out of injury to or destruction of property during the policy period.

F. Pollution Liability Policy

The Firm shall maintain Pollution Liability Insurance with the **City of Waycross**, and their servants, agents, and employees as additional insured in amounts not less than \$2,000,000.

AFFIDAVIT

I, _____, being an authorized representative of the firm of _____, located in the City of _____, State _____, Zip Code _____, Phone _____, have read and understood the contents of the formal proposal and hereby submit our proposal accordingly as of this date _____.

Signature of Authorized Representative

Attest

