

Date Issued: September 13, 2022

Request for Proposal No.: 22-035

The City of Decatur will accept sealed Request for Proposals (RFP) for the following:
Description:

Management Services for Retail Space in Parking Deck

RFPs must be received before 2:00pm on September 27, 2022

Email your RFP response to dshaw@decatur-al.gov

I/We agree to furnish at the prices shown and guarantee that each item offered will meet or exceed all specifications, terms and conditions, and requirements listed. I herein affirm I have not been in any agreement or collusion among respondents in restraint of freedom of competition by agreement to respond at a fixed price or to refrain from responding or otherwise. I have read and understand all terms and conditions of this RFP.

Company Name

Authorized Signature

Mailing Address

Typed/Printed Authorized Name

City, State, Zip

Title

Contractors License No. (if required)

Telephone

Email

PRICE SHEET

Opening Date: September 27, 2022

RFP No.: 22-035

Opening Time: 2:00pm

- A bid bond IS NOT required for this RFP.
- Evidence of insurance is not required for this RFP.
- Delivery can be made _____ days or _____ weeks after receipt of order.
- Prices valid for acceptance within _____ days (not to be less than 30 days)
- RFP responses **SHALL** include (1) original version with original signatures.
- Include any additional information that could assist in the City's decision making process.

NOTE: FOR THIS RFP TO BE CONSIDERED RESPONSIVE, ALL INFORMATION REQUESTED SHOULD BE SUPPLIED, AS APPROPRIATE OR THE ENTIRE RFP MAY BE DISQUALIFIED. RFP RESPONSE MUST BE IN INK OR TYPED WITH THE ORIGINAL SIGNATURE INCLUDED.

Bidder Signature

Company

STANDARD TERMS AND CONDITIONS

IN ORDER TO SUBMIT A RESPONSIVE RFP, IT IS VERY IMPORTANT THAT ALL TERMS AND CONDITIONS, SPECIFICATIONS AND INSTRUCTIONS ARE READ THOROUGHLY.

RFP responses and signature page must be submitted on this form in ink or typewritten or the RFP will be rejected.

The attached specifications are being provided to potential bidders as guidelines that describe the type and quality of equipment, supply, and/or service the City of Decatur is seeking to purchase. The bidder must indicate compliance or list exceptions to each specification item for consideration. Failure to comply with this provision could be cause for rejection of the RFP.

RFP responses must be received in the office of the not later than the date and time specified.

Non Appropriation of Funds: Continuation of any agreement between the City of Decatur and a bidder beyond a fiscal year is contingent upon continued legislative appropriation of funds for the purpose of this RFP and any resulting agreement. Non availability of funds at any time shall cause any agreement to become void and unenforceable and no liquidated damages shall accrue to the City as a result. The City will not incur liability beyond the payment of accrued agreement payment.

Descriptive Literature: Reference to brand names and numbers is not restrictive, unless otherwise specified. RFPs on equivalent items meeting the standards of quality indicated will be considered, providing the RFP clearly describes the item offered and indicates how it differs from the referenced brands. Descriptive literature on any supplemental information necessary for comparison purposes shall be submitted with the RFP or the Purchasing Agent may reject the RFP for that item. Reference to literature submitted with a previous RFP, or on file with the Purchasing Department will not satisfy this requirement.

The City of Decatur reserves the right to modify all or any portion of this Invitation to RFP when the best interest of the City is involved.

The City of Decatur reserves the right to seek clarification from vendors submitting responses to this RFP.

The City of Decatur is exempt from all State and local sales and use taxes.

All respondents shall maintain such insurance as will protect bidder and the City of Decatur from claims under Workman's Compensation Acts and from claims for damage and or personal injury, including death, which may arise from the operation and/or fulfillment of the resulting contract of this Invitation to RFP. Insurance shall be written by companies authorized to do business in Decatur, Alabama. Evidence of insurance shall be furnished to the City of Decatur Purchasing Department with submitted RFPs when requested.

Any individual, company, or corporation doing business with the City of Decatur must possess and show proof thereof all proper licenses and/or proper certifications required by Federal, state and local statutes and regulations prior to award.

The City of Decatur reserves the right to terminate any contract resulting from this RFP for just and reasonable cause whereby it appears to be in the best interest of the City.

The successful respondent agrees, by entering into this contract, to defend, indemnify, and hold the City of Decatur harmless from any and all causes of action or claims of damages arising out of or related to respondents performance under this contract.

The successful respondent shall abide by all Federal, State, and Local Statutes, laws, regulations, and ordinances.

An electronic version of this RFP is available on the City's website at www.decaturalabamausa.com or by emailing purchasing@decatur-al.gov.

The hard copy of the invitation to RFP on file in the City of Decatur Purchasing office shall serve as the master document. Any alterations, deletions, additions or other changes that materially change the intent of the RFP could be considered grounds for rejection of the RFP response.

A RFP RESPONSE MAY BE REJECTED IF:

- RFPs improperly submitted or identified
- RFPs not signed or not original signature
- Requested information, or documentation not submitted with RFP
- Failure to acknowledge receipt of addendum with RFP
- Material alteration of the master document
- Received late
- RFP not in ink or typed
- Proper licensing not included/provided as required by law

Notice: As a condition of contract, grant or incentive performance with the City of Decatur, compliance with the requirements of the Beason-Hammon Alabama Taxpayer and Citizen Protection Act must be provided. Please enter the name of your company and your name and complete the affidavit below. Your signature must be notarized.

BUSINESS NAME: _____

APPLICANT'S NAME: _____

E-VERIFY AFFIDAVIT

I am the applicant listed above. In my capacity as _____ of the business entity listed above, I do hereby execute this affidavit on behalf of the business listed above and, by executing this affidavit, I verify that business' compliance with Section 31-13-9 of the Code of Alabama, 1975, stating affirmatively that it does not knowingly employ, hire for employment or continue to employ an unauthorized alien. Further, the business has registered with and is participating and will participate during the performance of any contract with the City in the federal work authorization program known as "E-verify" web address <https://e-verify.uscis.gov/enroll> , operated by the United States Citizenship and Immigration Service Bureau of the United States Department of Homeland Security to verify information of newly hired employees pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P. L. 99-603, in accordance with the applicable provisions of Alabama's Immigration law.

The undersigned further represents that, should the business employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to the contract with the City, it will secure from such subcontractor(s) verification of compliance with Section 31-13-9 of the Code of Alabama, 1975, in a form substantially similar to this affidavit. The Business further agrees to maintain records of such compliance and provide a copy of each said verification on request of the City.

E-verify Employment Eligibility Verification User Identification Number

Applicant

Sworn to and subscribed before me on this the _____ day of _____, 20_____

Notary Public

My Commission Expires: _____

By signing this contract, _____ represents and agrees that it is not currently engaged in, nor will it engage in, any boycott of a person or entity based in or doing business with a jurisdiction with which the State of Alabama can enjoy open trade.

Request for Proposals Parking Deck Management Services for Retail Space

Project Overview:

The Decatur Municipal Parking Deck located at 109 Moulton Street East in downtown Decatur, Alabama will contain 4 retail “white boxed slips” at 1,200 square feet each. Currently, an 80 room Fairfield Inn, and an 80-room Calhoun College dorm are being constructed adjacent to the property. The projected completion dates for all the projects are May – September 2023. We are requesting proposals to manage the 4 retail spaces for eating establishments. Upper scale retail will also be considered.

Architectural Plans:

<https://www.dropbox.com/sh/ljw47r1d21sli4k/AACOBOcMhaf2owcmqiDKZOjia?dl=0>

Address: 109 Moulton Street East, Decatur Alabama 35601

Submission Requirements:

Please submit your proposals with fee structure to the email listed below before 2:00pm on September 27, 2022.

Contact: Dane Shaw

Email: dshaw@decatur-al.gov

Phone: 256.341.4505