

# **CITY OF BRUNSWICK, GEORGIA**

**November 2018**

## **HOWARD COFFIN PARK ADMIN BUILDING AND RITZ THEATER ROOF REPAIRS**

### **REQUEST FOR PROPOSALS**



# HOWARD COFFIN PARK ADMIN BUILDING AND RITZ THEATER

## ROOF REPAIRS

### 1. Invitation to Service Providers:

The City of Brunswick, Georgia (the City) will receive sealed bids for Roof Repairs at the Howard Coffin Park Administration Building and the Ritz Theater until Wednesday, January 9, 2019 at 2:00 p.m. EST for the above referenced services which are described in the attached schedules. The City invites contractors and service providers to submit bids responsive to the specific requirements set forth in this request for proposals (RFP).

The envelopes containing the proposal **must be sealed**, and addressed to:

Garrow Alberson  
Director of Engineering and Public Works  
City of Brunswick  
601 Gloucester Street  
Brunswick, Georgia 31520  
[galberson@cityofbrunswick-ga.gov](mailto:galberson@cityofbrunswick-ga.gov)

All proposals must be marked **“HCP and Ritz Roof Repair ” RFP**. The envelope must bear on the outside the name and address of the Service provider. No proposal may be withdrawn or modified in any way after the deadline for proposal openings, and no faxed bids will be accepted.

There will be a pre-bid conference held on Wednesday, December 19, 2018 at 9:00 a.m. at the Public Works Administrative Office, 525 Lakewood Ave, Brunswick, Georgia 31520. The meeting is not mandatory; however all prospective vendors are strongly encouraged to attend so that an accurate assessment and bid can be made. Questions after the pre-bid conference should be submitted in writing to Garrow Alberson at [galberson@cityofbrunswick-ga.gov](mailto:galberson@cityofbrunswick-ga.gov) prior to 12:00 noon on Wednesday, December 19, 2018. Responses to any questions will be posted to the City of Brunswick’s website by Friday, December 21, 2018.

Proposals may also be submitted electronically through the online vendor service “Vendor Registry” where they will remain sealed until the deadline has passed. Service providers can sign up with Vendor Registry by visiting the City of Brunswick’s website at [www.brunswickga.org](http://www.brunswickga.org) and click the provided link found under the “News and Announcements” section and follow the instructions provided.

Proposals will be publically opened approximately 10 minutes after the deadline for proposals, the names and bid amounts received will be announced during the public opening; however a final determination of contract award will be made at a later date. Service providers are welcome to be present during the proposal opening. Proposals must be valid for ninety (90) days following the opening date.

### **Purpose:**

The City of Brunswick, Georgia (City) is in search of licensed, qualified roofing contractors to repair the roof of the Howard Coffin Park Administration Building and the Ritz Theater. Both roofs were damaged by Hurricane Irma in September 2017.

## **2. Background:**

In September 2017 the City of Brunswick was affected by heavy wind and rain associated with Hurricane Irma. Though the City was spared from facing the brunt of the storm there were some areas that were affected. The Howard Coffin Park Administration Building sustained mild to moderate damage as a result of the storm, with most of the damage occurring on the roof. Additionally, the historic Ritz Theater's roof was also slightly damaged during the storm. The damage has caused major leaks and interior damage at the HCP site, while minimal leaking and interior damage occurred at the Ritz Theater.

## **3. Scope of Work:**

### Howard Coffin Park Administration Building

- a. Remove existing Modified Bitumen flat roof system and dispose offsite;
- b. Furnish and install ½-inch insulation, mechanically attached per manufacturer's specifications;
- c. Furnish and install Versico (or equal) 60 mil TPO roof covering, mechanically fastened per manufacturer's specifications;
- d. Furnish and install new metal transition flashings from flat roof to existing sloped metal roof (shall match existing green color);
- e. Repair existing wind-damaged standing seam metal roofing where seams are unlocked;
- f. Remove all debris.

### Ritz Theater

- g. Remove existing Modified Bitumen flat roof system and dispose offsite;
- h. Furnish and install ½-inch insulation, mechanically attached per manufacturer's specifications;
- i. Furnish and install Versico (or equal) 60 mil TPO roof covering, mechanically fastened per manufacturer's specifications;
- j. Furnish and install Versico (or equal) 60 mil TPO fully adhered to walls per manufacturer's specifications;
- k. Furnish and install new TPO-clad metal thru-wall scupper;
- l. Furnish and install new premolded pipe boot collars;
- m. Remove all debris.

Contractor shall provide 20-year material warranty and 10-year workmanship warranty for TPO flat roofs.

Contractor's price shall include all mobilization costs, hoisting equipment, and safety equipment needed to complete the roof installations at both locations.

## **4. City's responsibilities:**

- a. Provide access to the building and work areas as necessary for the duration or the project.

- b. Provide prompt payment for the services rendered at each location upon satisfactory completion of the project at each location and receipt of detailed invoices from the service provider.

#### **5. Addenda:**

If the City determines that an amendment is required to this RFP, the City Representative will post a written addendum on the City Website at <http://www.brunswickga.org> (the "City Website") and upon posting will be deemed to form part of this RFP. No amendment of any kind to the RFP is effective unless it is posted in a formal written addendum on the City Website. Upon submitting a Proposal, Proponents will be deemed to have received notice of all addenda that are posted on the City Website.

#### **6. Evaluation and Selection:**

The City of Brunswick reserves the right to reject any and all bids, negotiate, waive informalities, and/or make the award in the best interest of the City. Each bidder should submit at least three (3) references for recent work that has been performed, along with photos (if any) showcasing their work. The City of Brunswick is not required to accept the lowest bid, but will consider all facets of each bid submitted and make an award accordingly.

#### **7. Conflict of Interest:**

Proponents shall disclose any potential conflicts of interest and existing business relationships they may have with the City. If requested by the City, Proponents should provide all pertinent information regarding ownership of their company within forty-eight (48) hours of the City's request.

#### **8. Negotiations and Contract award:**

The City is under no obligation to accept any Proposal submitted. The City reserves the right in its sole discretion to waive informalities in, or reject any or all Proposals, or to accept any Proposal deemed most favorable in the interest of the City, or cancel the competition at any time without award. Thereafter, the City may issue a new Invitation / Request, sole source or do nothing.

-End of This Section

**DRUG FREE WORK PLACE CERTIFICATION**

In order to have a drug- free workplace, a business shall:

Publish a statement notifying employees that the unlawful, manufacture, distribution, dispensing, possession, or use of controlled substances is prohibited in the workplace and specifying the actions that shall be taken against employees for violation of such prohibition.

Inform employees about the dangers of drug abuse in the workplace, the business’s policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

As a condition of working on the commodities or contractual services then under Proposal, the employee shall notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any State, for a violation occurring in the workplace no later than five (5) days after such conviction.

Impose a sanction on, or require satisfactory participation in a drug abuse assistance or rehabilitation program if such in available in the employee’s community, by any employee who is so convicted.

Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign this statement, I certify that this firm complies fully with the above requirements.

\_\_\_\_\_  
**Company Name**

\_\_\_\_\_  
**Authorized Signature**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Date**

**VENDOR AFFIDAVIT AND AGREEMENT**

***(Failure to submit will render Proposal non-responsive you must use this form, you must be enrolled in this program, and you must include your user ID #)***

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with The City of Brunswick has registered with and is participating in a federal work authorization program [Employment Eligibility Verification (EEV) / Basic Pilot Program, operated by the U.S. Citizens and Immigration Services Bureau of the U. S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA)] in accordance with O.C.G.A. § 13-10-91. Further, the undersigned contractor states affirmatively that the individual, firm, or corporation contracting with The City of Brunswick will continue to utilize and participate in the EEV federal work authorization program throughout the term of this contract.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with The City of Brunswick, contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. § 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-.08 or a substantially similar form provided by The City of Brunswick. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to The City of Brunswick at the time the subcontractor(s) is retained to perform such service.

\_\_\_\_\_  
EEV Number

\_\_\_\_\_  
Authorized Officer or Agent (Contractor Name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title of Authorized Officer or Agent

\_\_\_\_\_  
Printed Name of Authorized Officer or Agent

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

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

**Note:** As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV/Basic Pilot Program" operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security in conjunction with the Social Security Administration (SS)

**REPRESENTATION AFFIDAVIT**

**(TO BE SUBMITTED)**

This proposal is submitted to The City of Brunswick, Georgia Board of Commissioners (City) by the undersigned who is an authorized officer of the company and said company is licensed to do business in Georgia and The City of Brunswick. Further, the undersigned is authorized to make these representations and certifies these representations are valid. The Proposer recognizes that all representations herein are binding on the Company and failure to adhere to any of these commitments, at the City's option, may result in a revocation of the granted contract.

Consent is hereby given to the City to contact any person or organization in order to make inquiries into legal, character, technical, financial, and other qualifications of the Proposer.

The Proposer understands that, at such time as the City decides to review this proposal, additional information may be requested. Failure to supply any requested for information within a reasonable time may result in the rejection of the Proposer's proposal with no re-submittal rights.

The successful Proposer understands that the City, after considering the legal, financial, technical, and character qualifications of the Proposer, as well as what in the City's judgment may best serve the public interest of its citizens and employees, may grant a contract.

The successful Proposer understands that this proposal is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a proposal for the same, and is in all respects fair and without collusion or fraud. I understand that collusive Proposals is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards.

Company Name: \_\_\_\_\_

Authorized Person: \_\_\_\_\_ Signature \_\_\_\_\_

*(Print/Type)*

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone : \_\_\_\_\_ Fax: \_\_\_\_\_

**Name and telephone number of person to whom inquiries should be directed:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Title: \_\_\_\_\_ Telephone \_\_\_\_\_ Fax: \_\_\_\_\_

\_\_\_\_\_ E-mail: \_\_\_\_\_

**LEGAL AND CHARACTER QUALIFICATIONS**

**Convictions:** Has the Proposer (including parent corporation, if applicable) or any principal ever been convicted in a criminal proceeding (felonies or misdemeanors) in which any of the following offenses were charged?

		<b>Y</b>	<b>N</b>
a	Fraud		
b	Embezzlement		
c	Tax Evasion		
d	Bribery		
e	Extortion		
f	Jury Tampering		
g	Anti-Trust Violations		
h	Obstruction of justice (or any other misconduct affecting public or judicial officers' performance of their official duties)		
i	False/misleading advertising		
j	Perjury		
k	Conspiracy to commit any of the foregoing offenses		

**Civil Proceedings:** Has the Proposer or any principal ever been a party, or is now a party, to civil proceeding in which it was held liable for any of the following?

		<b>Y</b>	<b>N</b>
a	Unfair/anti-competitive business practices		
b	Consumer fraud/misrepresentation		
c	Violations of securities laws (state and federal)		
d	False/misleading advertising		
e	Violation of local government ordinance		

**License Revocation:**

	<b>Y</b>	<b>N</b>
Has the Proposer or any principal ever had a business license revoked, suspended, or the renewal thereof denied, or is a party to such a proceeding that may result in same?		

**Responses:** If "yes" is the response to any of the foregoing, provide Information such as date, court, sentence, fine, location, and all other specifics for each "yes" response.

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**Principals:** The full names and addresses of persons or parties interested in the foregoing Proposal, as principals, are as follows:

NAME	ADDRESS
_____	_____
_____	_____
_____	_____
_____	_____

**References:** The Proposer lists below work he has done of similar nature as this solicitation, as references that will afford the City opportunity to judge as to experience, skill, business standing, and financial ability.

CONTACT	PHONE	
PERSON	TITLE	NUMBER/EMAIL
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**STATEMENT OF INSURANCE COVERAGE**

This is to certify that

\_\_\_\_\_  
**(Insurance Company)**

of

\_\_\_\_\_  
**(City/State)**

\_\_\_\_\_  
**(Insurance Co. Address)**

has issued policies of insurance, as identified by a policy number to the insured name below, and that such policies are in full force and effect at this time. Furthermore, this is to certify that these policies meet the requirements described in the General Conditions of this project; and it is agreed that the insurer will endeavor, if allowed by the policy, to provide the Owner thirty (30) calendar days' notice of nonrenewal, cancellation, or termination of the coverage. Such notice shall be delivered to:

*The City of Brunswick Georgia Board of Commissioners, Purchasing Agent, 601 Gloucester Street, City Hall, Brunswick, Georgia 31520.*

It is further agreed that The City of Brunswick Board of Commissioners shall be named as an additional insured on the Contractors policy

1. Insured:

2. Project Name: **Howard Coffin Park Administration Building and Ritz Theater Roof Repair Project**

3. Project Number:

4. Policy Numbers(s):

\_\_\_\_\_

DATE:

\_\_\_\_\_  
**(INSURANCE COMPANY)**

ISSUED AT:

\_\_\_\_\_  
**(AUTHORIZED REPRESENTATIVE)**

ADDRESS:

\_\_\_\_\_  
\_\_\_\_\_

**NOTE: Please attach Certificate of Insurance form to this page**

**(Attach any endorsements)**