



PARKS & RECREATION

City of Temple, GA
Parks and Recreation Department

Request for Proposal

AC Services
TRD Gymnasium AC Project
Temple Recreation Department Complex

Proposal Due Date:
Tuesday, February 25, 2020, at 4 PM

Request for Proposal

TRD Gymnasium AC Project

Temple Recreation Department

General Information

The City of Temple, GA (hereafter also referred to as "The City") is seeking proposals for AC installation in the gymnasium at the Temple Recreation Department Complex located at 240 Rome Street, Temple, Georgia.

Elements of Proposals:

- Construction team: general contractor, sub-contractors and suppliers.
- Install 2 – 25 ton AC Rooftop Units for the gymnasium located at the Temple Recreation Department Complex, located at 240 Rome Street, Temple, GA.
- Provide itemized listing cost of work to be done on this installation.
- References and list of similar projects.
- Complete cost of entire turn-key project.
- Timeline of all phases of the project.
- All design and work is to meet or exceed federal, state and local cost, ordinances and requirements. All design and construction will meet all ADA guidelines.
- Construction will include all necessary fixtures and furnishings for project.
- Operation and Maintenance Manuals provided upon completion.

Pre-Proposal Meeting:

There will be one pre-proposal meeting. The date for this meeting is scheduled for 11:00 am, Monday, February 17, 2020 at City Hall, 240 Carrollton Street, Temple, GA, then moving on-site at the Temple Recreation Department Complex, 240 Rome Street, Temple, GA.

RFP Procedure

Tentative Project Schedule

A tentative timeline is set forth below. This timeline is subject to change by the City, at the City's sole discretion, as events and conditions warrant.

• Proposal Release Date	February 9, 2020
• Pre-Proposal Meetings	February 17, 2020
• Written Proposals Due	February 25, 2020
• Review of Proposals by City Staff	February 25, 2020
• Formal Acceptance/Award of Proposal by City (to include signature of contracts and work to commence on formal approval)	March 2, 2020
• Construction Timeline for Gymnasium AC	March 2020
TENTATIVE PROJECT SCHEDULE	

Method of Submission

Proposers are to submit one (1) original Proposal and one (1) copy. Envelopes used in submitting Proposals must be clearly marked, "**PROPOSAL: TEMPLE RECREATION DEPARTMENT GYMNASIUM AC PROJECT**" and be mailed to:

Bill Osborne, City Administrator
City of Temple, Georgia
P.O. Box 160
Temple, Georgia 30179

The deadline for submission **Tuesday, February 25, 2020, by 4 p.m., Eastern Standard Time.**

No faxed or email proposals will be accepted. Proposals received after the time and date listed above will not be considered.

The City will not be responsible for any expenses in the preparation and/or presentation of the proposals and oral interviews, if any, for the disclosure of any information or material received in connection with the solicitation, whether by negligence or otherwise.

The City reserves the right to request additional information, if necessary, or to request an interview with business(s), or to reject any and all proposals with or without cause, and waive any irregularities or infirmities in the proposals submitted. The City further reserves the right to make such investigations as it deems necessary as to the qualifications of any and all businesses submitting proposals. In the event that all proposals are rejected, the City reserves the right to re-solicit proposals.

Responding businesses may withdraw their proposals at any time prior to the final filing date and time, as indicated on the cover page of this RFP, by written notification signed by an authorized agent of the business. The proposal may thereafter be resubmitted, but only up to the final filing date and time.

The responding business assumes sole responsibility for the complete effort required in the RFP. No special consideration shall be given after proposals are opened because of a business's failure to be knowledgeable about all requirements of this RFP. By submitting a proposal in response to the RFP, the business represents that it has satisfied itself, from its own investigation, of all the requirements of this RFP.

Documents and information submitted in response to the RFP shall become property of the City of Temple and generally shall be available to the general public as required by applicable law, including the Georgia Open Records Act.

Questions and Answers

All questions regarding this RFP should be presented to either:

Bill Osborne
City Administrator
wosborne@templega.us

Lisa Jacobson
Recreation Director
ljacobson@templega.us

Please place TRD Gymnasium AC Project in the SUBJECT of all emails and/or written correspondence. All emailed dialog regarding the project are subject for discussion at the pre-proposal meeting.

General Terms and Conditions

Insurance

The City of Temple has certain insurance requirements that must be met. The BUSINESS will be responsible to purchase and maintain at its sole expense insurance coverage.

- BUSINESS shall furnish the City copies of all insurance policies or certificates of insurance relating to the insurance policies that must be maintained hereunder. In addition, insurance policies applicable hereto shall contain a provision that the City shall be given thirty (30) days written notice by the insurance company before each policy is substantially changed or cancelled.

Evaluation Process

- Cost of project
- References and similar projects
- Quality of materials and fixtures
- Timeline-demonstrated ability to complete projects on time