



REQUEST FOR SEALED PROPOSAL

ADVERTISEMENT for ELECTRICAL MATERIAL

ITB – POWER DISTRIBUTION MATERIAL - 102621

The City of College Park is accepting **sealed proposals** from qualified vendors for **POWER DISTRIBUTION MATERIAL**. Proposals will be received no later than **TUESDAY, OCTOBER 26, 2021 at 9:30 am** at the City of College Park Purchasing Department, 3667 Main Street, College Park Georgia, 30337. Proposals received after the above date and time, or in any other location other than the Purchasing Department will not be considered.

A bid packet may be obtained by clicking the related solicitation link on the City of College Park website www.collegeparkga.com under the Bids / RFPs section.

Timeline

| | | |
|---|------------------|----------------------------|
| Q&A and Clarifications (email only to wmoody@collegeparkga.com) Ref: Power Distribution Material | October 19, 2021 | 12:00 pm (EST) deadline |
| Addendum(s) published | October 22, 2021 | 4:00 pm (EST) |
| Open Sealed Bids | October 26, 2021 | 10:00 am (EST) |

Any/all addenda must be signed and dated and made a part of the bid packet. It is always the vendor's responsibility to check the City of College Park's website for any/all addenda.

The City of College Park reserves the right to reject any or all bids based on past performance waive technicalities and informalities and re-advertise. All Minorities, Woman and Small Businesses are strongly encouraged to apply. Only responsive bids that are determined to meet the requirements and criteria set forth by the City of College Park will be considered.



CITY OF COLLEGE PARK PURCHASING DEPARTMENT



“GENERAL INSTRUCTION TO PROPOSER”

1. The following instructions are to be considered an integral part of this proposal; unless otherwise requested and MUST BE TYPEWRITTEN OR PRINTED IN INK. See checklist for number of submittals to provide. The person signing the bid form must initial any changes or corrections made to this proposal, using blue ink.
2. The person, firm or corporation making the proposal shall submit their bid attaching the final page of this proposal to the front of their proposal to City Hall. The cover submittal page must be complete with the bidding company's name, bid title, bid number and bid date. No proposal may be withdrawn or modified in any way after the bid-opening deadline.
3. If descriptive literature is attached to the bid, bidding company's name, bid title, bid number and bid date must appear on all sheets.
4. If there is any question whatsoever regarding any portion of the instructions or specifications, it shall be the bidding company's responsibility to seek clarification immediately from the City of College Park Purchasing Department during the question period stated herein. **It shall be the bidder's responsibility to check the City's website (www.collegeparkga.com) for any/all addenda(s).** Answer(s) to all questions will be answered after the deadline for questions has expired, and posted on the City's web site, if applicable, within the specified timeline on page one (1).
5. Any variation from the specifications must be clearly stated by the bidding company in writing and submitted with his/her proposal.
6. The apparent silence of the specifications and any supplement specifications as to any details or the omission from it of a detailed description concerning any point shall be regarded as meaning that only the best commercial practices are to prevail and that only materials of first quality and correct type, size and design are to be used. All workmanship is to be of first quality. All interpretations of this specification shall be made upon the basis of this statement.
7. The following bid shall be awarded to one “responsible” bidder on a total lump sum price basis. An award shall be made to one vendor, or split between vendors, for the total bid. Unit prices and extensions will be verified and total checked. Unit price extension and net total must be shown. Unit price **SHALL** prevail.
8. In most cases, proposals shall be evaluated on the following items, but not necessarily in this order:
 - a. Lowest Price (not always the winning proposal)
 - b. Adherence to specifications
 - c. Delivery of good/service(s)
 - i. If Applicable to Scope of Work
 - ii. Though delivery will be a large consideration, please be as truthful and precise with your date(s) as possible.
 - d. Past record of vendor's delivery/performance to the City of College Park
9. The City of College Park desires delivery of the material or services specified at the earliest possible time after the date of award. An unreasonable delivery proposal may be cause for disqualification of a bid. Each bidder shall state a definite time and avoid using the terms ASAP or approximately so many days.
10. The bidder or contractor shall provide copies of **Workers' Compensation Insurance** with a limit of not less than required by the State of Georgia or otherwise stated in the bid instructions. In

addition, a copy of your **Commercial General Liability Insurance (if applicable)** shall be provided.

11. All prices shall be for delivery, our destination, and F.O.B. freight prepaid and allows, College Park, Georgia unless otherwise shown. **(if applicable)**
12. Federal or State Sales Tax is *inapplicable*
 - a. The City of College Park's Tax Identification Number (TIN) is **58-6000542**
 - b. The City of College Park **is tax-exempt** under the code of Georgia, Charter 88-18
13. Cash discounts or end of month terms should be shown separately, even if terms are net.
14. The City of College Park:
 - a. Reserves the right to accept or reject any or all bids, due to past performance, etc. and waive any informality. Further, the City expressly reserves the right to postpone the opening of proposal for its own convenience and to reject any or all proposals in response to this RFP without indicating any reasons for such rejection(s).
 - b. Request and consider the submission of proposal modifications at any time before the award is made, if such is in the best interest of the City.
 - c. Request clarification and/or additional information from proposers during the evaluation process.
 - d. Negotiate with the selected consultant to include further services not identified in this RFP.
 - e. In the event of contract termination, enter into contract negotiations with other qualified companies that submitted acceptable proposals, rather than redoing the proposal process for the project.
 - f. The City of College Park will accept or reject all bids within 90 days from the date of the bid opening

The undersigned on the bid proposal certifies that he/she has carefully examined the instructions to bidders, terms and specifications applicable to and made a part of this proposal.

He/she further certifies; the prices shown in the schedule of items on which he/she is bidding, are in accordance with the conditions, terms and specifications of the proposal and that any exception taken thereto may disqualify the bid.

SIGNATURE: _____ **DATE:** _____

NOTE: This solicitation document is a standard boilerplate form in addition; take into consideration this may not be modified for every solicitation.



REF: Power Distribution Material
Show all exceptions and comments below

SIGNATURE: _____ **DATE:** _____



E-VERIFICATION AFFIDAVIT

The College Park contract holder, signed below, confirms and verifies its compliance with Georgia law (See OCGA § 13-10-91), and affirmatively states that the business (Sole Proprietor, Partnership, Corporation, Non-Profit, LLC Corporation, or LLC Partnership) which performs services for the College Park: *(check and complete #1 or #2 below)*

____ 1. Has registered with, is authorized to use, and uses the federal work authorization program commonly known as “E-Verify”, or any subsequent replacement program. Furthermore, the undersigned will continue to use the federal work authorization program throughout the contract period. The undersigned will contract for the physical performance of services for the contract only with subcontractors who present an affidavit to the contract holder with the information required by OCGA § 13-10-91, as amended. The undersigned hereby attests that its federal work authorization user identification number and date for authorization are as follows:

Federal Work Authorization User Identification Number (not Taxpayer ID)

Date of Authorization

Legal Business Name of City of College Park Contract Holder/Applicant

____ 2. Employs no employees, or otherwise does not fall within the requirements of OCGA § 13-10-91.

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, 20____ in _____ (city) _____ (state)

Signature of Authorized Owner/Officer

Printed Name and Title of Authorized Owner/Officer

NOTARY PUBLIC

My Commission Expires: _____



BID DOCUMENT REQUIREMENTS & CHECKLIST

Complete, sign and submit the following bid documents in the order listed below. The proposal shall be submitted using the forms included in the bid document.

- _____ 1. Form of Proposal completed, signed and dated
- _____ 2. Bid document requirements & checklist completed, signed and dated
- _____ 3. One (1) marked "Original", One (1) marked "Copy" of the proposal
- _____ 4. Exceptions Sheet
- _____ 5. Contract Affidavit
- _____ 6. Proofs of Insurance (must be included in proposal package)
- _____ 7. List of subcontractors
- _____ 8. Reference Request pages
- _____ 9. Any/All Addenda must be signed, dated and made a part of bid packet
- _____ 10. Current Form W-9
- _____ 11. Purchasing Vendor Questionnaire

1. Is the company's physical location within the College Park city limits? _____
2. Is your company a minority-owned business? _____
if yes, which category? _____ * **Include copy of current MBE certificate(s) in packet**

A "**Minority Business Enterprise**" (**MBE**) is a business, which is an independent and continuing operation for profit, performing a commercially useful function, owned and/or controlled by one or more minority group member(s).

African American Business Enterprise (AABE), Hispanic Business Enterprise (HBE), Female Business Enterprise (FBE), Asian Business Enterprise (ABE), Native American Business Enterprise (NABE), Minority Veteran (MV)

3. Has the vendor previously conducted business with College Park? _____
4. Has your company ever been debarred from doing business with any federal, state or local agency?
_____ (If yes, on a separate sheet of paper, provide details including agency name, date(s) and reason for debarment.)

Vendor Contact Name (print)

Title

Vendor Contact Signature

Date

Faxed, emailed or late proposals will not be accepted. The City of College Park will not be held responsible for submissions not properly identified, late or undelivered mail or courier service(s).



Purchasing Department Vendor Questionnaire

The City of College Park Purchasing Department is seeking vendor information to create a database of current and new businesses doing business with the City of College Park. We ask that all vendors take this time to provide the following information so that we can update our records and develop a process to benefit the needs of the community. The information collected from this questionnaire will not be used in the award of bids. The City will continue to utilize a fair, equitable and impartial process and award bids based upon the lowest responsible bidder.

Vendor Name:

Vendor Category:

Physical Address:

City, State, Zip:

Telephone:

Fax:

Alternate Phone:

Remit To:

City, State, Zip:

- ◇ A **“Minority Business Enterprise” (MBE)** is a business, which is an independent and continuing operation for profit, performing a commercially useful function, which is owned and/or controlled by one or more minority group member(s).
African American Business Enterprise (AABE), Hispanic Business Enterprise (HBE), Female Business Enterprise (FBE), Asian Business Enterprise (ABE), Native American Business Enterprise (NABE), Minority Veteran (MV)
- ◇ An **“Owned”** is a minority or female owner which possesses an ownership interest 51% of the business
- ◇ A **“Controlled”** is a minority or female, which possess and exercise the legal authority and power to manage business assets, good will and daily operations of the business and actively and continuously exercise such managerial authority and power in determining the policies and directing the operations of the business.

Classification of your MBE Company (*requested*) _____

Vendor Contact Name (print)

Title

Vendor Contact Signature

Date



Insurance Requirements

Within ten (10) days of Notice of Award, and at all times that this contract is in force, the contractor shall obtain, maintain and furnish the City of College Park, Certificates of Insurance from licensed companies doing business in the State of Georgia and acceptable to the City of College Park covering:

1. Worker's Compensation Insurance
2. Comprehensive General Liability Insurance - Minimum limit of \$1,000,000
3. Automobile Liability - Not less than \$500,000
4. Umbrella Liability Insurance

Copies of these Certificates of Insurance shall be furnished to the City of College Park prior to execution of the contract. Such policies shall be non-cancellable except on thirty-day (30) written notice to the City of College Park.

Local Preference Policy

Local preference may be given to businesses that have a business location within the geographic boundaries of the City of College Park (Fulton County) as long as all requirements of the bid have been met. Should a local vendor submit a bid proposal that is not more than three percent (3%) greater than the bid of the lowest non-local vendor for bids up to \$150,000 or not more than three percent (3%) greater than the bid of the lowest non-local vendor for bids in excess of \$150,000, then the local vendor's bid shall be recommended for approval provided all requirements of the bid proposal/process have been met.

This policy shall not apply to any purchases of materials, equipment or services in excess of \$1,000,000. The term business location means that the business has a staffed, fixed, physical place of business located within City of College Park City Limits and has had the same for at least one (1) year prior to the date of the business' submission of its proposal or bid, as applicable and has held a valid business license from the City of College Park.

Sealed Bid Delivery Service(s)

If your company elects to use a delivery service (FedEx, UPS, USPS, etc.), the City assumes no responsibility for submittals received after the advertised deadline or at any office or location other than that specified herein, whether due to mail delays, courier mistake, mishandling, or any other reason.

If proposals are delivered other than by hand delivery, it is recommended that the proposer verify delivery. Any proposal received after the specified time and date will not be considered and may be returned unopened to the Proposer.

Permits (required)

The contractor shall be responsible for all inspections and ensuring compliance with all Federal, State, and County laws and codes. The contractor shall be solely responsible for obtaining all permits. The contract awardee will need to file with the Building & Inspections with the City of College Park projects; there is no cost for the permit.

Basis of Award

The contract, if awarded, will be awarded to the most responsive and responsible bidder, which may not be the lowest response. Each bid must be accompanied by a bid bond, on a surety company's standard bid bond form acceptable to the City in an amount no less than 5% of the amount bid.

The successful bidder will be required to furnish a performance bond and payment bond, on or before the issuance of Notice to Proceed, each for 100% of the Contract Amount. All other required contract documents must be fully completed and executed by the contractor and his/her Surety, and submitted to the Owner on or before the issuance of the Notice to Proceed.

The performance bond shall remain in effect for one (1) year after final acceptance of the work or the guaranty period under the agreement, whichever is the larger. The payment bond shall remain in effect for the period required under Georgia law for the payment bonds on public construction agreements. Do not date these bonds, the City will date this bond the same date or later than the date of the Agreement.

Professional Licenses (if applicable)

The State of Georgia requires that the following professions be required by state law to be licensed:

1. Electricians
2. Plumbers
3. Conditioned Air Contractors
4. Low voltage Contractors

Bidders and any sub-contractors performing any of the above-described work must provide a copy of current license(s) for the work they will perform on this project.

Ethics Hotline

The City of College Park has an ethics hotline for anyone with the knowledge of possible bid rigging, bidder collusion, or other fraudulent activities should use the "hotline" to report such activities, anonymously online or by phone.

Phone: 1-844-714-0962

Online: collegeparkga.ethicspoint.com



Subcontractor

I will / will not propose to subcontract some of the work on this project? _____
(response)

I propose to subcontract work to the following:

| | Subcontractor Print Name | <i>Brief Description of Work to be Performed by Subcontractor</i> | Percent of Work |
|----|-------------------------------------|--|----------------------------|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |
| 7 | | | |
| 8 | | | |
| 9 | | | |
| 10 | | | |

Vendor Contact Name (print)

Title

Vendor Contact Signature

Date

Note:

- 1. The City of College Park requires the (primary) contracted vendor to complete no less than fifty-one (51) percent of the proposed projected.***
- 2. It is the sole responsibility of the prime contractor to ensure any/all subcontractors are properly insured for the type and amount of work completing under the contract.***



Subcontractor Affidavit

Under O.C.G.A. § 13-10-91(b)(3)

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with _____ (name of subcontractor) on behalf of THE CITY OF COLLEGE PARK, GEORGIA has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the subcontractor with the information required by O.C.G.A. § 13-10-91(b). Additionally, the undersigned subcontractor will forward notice of the receipt of an affidavit from a sub-subcontractor to the contractor within five business days of receipt. If the undersigned subcontractor receives notice of receipt of an affidavit from any sub-subcontractor that has contracted with a sub-subcontractor to forward, within five business days of receipt, a copy of such notice to the contractor. Subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number (not Taxpayer ID)

Date of Authorization

Name of Contractor

Name of Project

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, 20____ in _____ (city) _____ (state)

Signature of Authorized Owner/Officer

Printed Name and Title of Authorized Owner/Officer

NOTARY PUBLIC

My Commission Expires: _____



Reference Request

The following references are from current and past government, educational and/or commercial accounts of similar size and scope. Your list should consist of a minimum of five (5) references, and will not include the City of College Park. Nor should your references be current of former City of College Park employees.

REFERENCE # 1:

Name of Company/Entity: _____

City/State: _____

Contact Person Name: _____

Contact Email: _____

Contact Person Telephone Number: _____

Date When Work Performed: _____

Brief Description of Work Performed _____

REFERENCE # 2:

Name of Company/Entity: _____

City/State: _____

Contact Person Name: _____

Contact Email: _____

Contact Person Telephone Number: _____

Date When Work Performed: _____

Brief Description of Work Performed _____

REFERENCE # 3:

Name of Company/Entity: _____

City/State: _____

Contact Person Name: _____

Contact Email: _____

Contact Person Telephone Number: _____

Date When Work Performed: _____

Brief Description of Work Performed _____

REFERENCE # 4:

Name of Company/Entity: _____

City/State: _____

Contact Person Name: _____

Contact Email: _____

Contact Person Telephone Number: _____

Date When Work Performed: _____

Brief Description of Work Performed _____

REFERENCE # 5:

Name of Company/Entity: _____

City/State: _____

Contact Person Name: _____

Contact Email: _____

Contact Person Telephone Number: _____

Date When Work Performed: _____

Brief Description of Work Performed _____



Non-Collusion

By signing below, I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid for same materials, supplies or equipment, and is in all respects fair and without collusion or fraud. I understand that collusive bidding is a violation of State and Federal law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of this bid, and certify that I am authorized to sign this bid for the bidder.

In addition, the selected company will be required to comply with all existing State and Federal laws, including applicable equal opportunity employment provisions. The Contract between the company and the City shall be construed and governed in accordance with the law of the State of Georgia and the City of College Park. The company, at its own expense, shall secure all occupational and professional licenses and permits necessary for the fulfillment of its obligations under this contract.

It shall be unethical for any City Employee or City Official to transact any business or participate directly or indirectly in a procurement contract when the City Employee or City Official knows; the City Employee or City Official or immediate family of such has a substantial interest pertaining to the procurement contract, except that the purchase of goods and services from businesses, which a member of the city council or other City Employee has a substantial interest is authorized as per O.C.G.A. § 36-1-14, or the procurement contract is awarded pursuant to O.C.G.A. § 45-10-22 and § 45-10-24, or the transaction is excepted from said restrictions by O.C.G.A. § 45-10-25, interpreting such statutes as if they were applicable to a municipality.

Vendor Name:

Physical Address:

City, State, Zip

Phone: _____ Fax: _____

Signature: _____

Date: _____



PURPOSE & SPECIFICATION(s)

GENERAL PURPOSE

The City of College Park Power Department is soliciting requests for bid for distribution material. Specifications are included and items that do not meet the included specifications may be considered only if deviations are noted and manufacturer's specification accompanies the bid response.

Deliveries requiring assistance must be shipped in open container(s) or positioned for forklift off load. Failure to comply with this requirement may result in shipment refusal. College Park will not be responsible for additional shipping or handling charges if refused due to the above. Shipping and receiving FOB Destination only; in addition the delivery location is an unmanned facility without a loading dock and requires a 24-hour call ahead appointment with Samuel Martin at 404-669-3772.

SPECIFICATIONS

The City of College Park Power Department is requesting the following items listed on the Quote Sheet to purchase, with specifications included. Items that do not meet the included specifications may be considered ONLY if deviations are noted and manufacturer's specification accompanies the bid response.

Form of Proposal

To: The City of College Park
College Park, GA 30337

I/We the undersigned hereby offer and agree to supply and deliver the service(s) as outlined in the Request for Proposal documents. The signatures(s) below dignify the I/We have read and agree with the procedures outlined in the Request for Proposal documents.

Proposal Submitted By:

| | |
|------------------|--|
| Company Name | |
| Address | |
| City, State, Zip | |
| Phone | |
| Email | |
| Website | |
| | |
| Print/Type Name | |
| Signature | |
| Title | |
| Date | |

QUOTE SHEET

Bidding Company: _____

Company Rep: _____

Project Name: Power Distribution Material

| Qty. | Description | Unit Cost | Total Cost | Est. Delivery Time |
|--------|--|-----------------|------------|--------------------|
| 300 ea | 300EA 200 AMP, RINGLESS, OH/UG, METER SOCKET W/DISCONNECT 18.23"H x 19.58"W x 4.67" D (SQUARE D RC200S) 200A 2-POLE BREAKER (SQUARE D QOM2200VH) | | | |
| 100 ea | COMPACT LED FLOOD, 150 WATTS, 18,000 MINIMUM LUMENS, MULTIVOLT, 6X6 DISTRIBUTION, 4000K , TENON SLIPFITTER, BLACK, 10KVIL SURGE PROTECTION, 7 PIN ROTATING PC RECEPTACLE, 5FT 12GA 3 CONDUCTOR WIRE, TOOL LESS ENTRY | | | |
| 75 ea | COMPACT LED FLOOD, 261 WATTS, 32,000 MINIMUM LUMENS, MULTIVOLT, 6X6 DISTRIBUTION, 4000K , TENON SLIPFITTER, BLACK, 7 PIN ROTATING PC RECEPTACLE, 5FT CORD, 12GA 3 CONDUCTOR WIRE, TOOL LESS ENTRY | | | |
| | | LUMP SUM TOTAL: | \$ | |

BIDDERS SIGNATURE

DATE

AFFIX THIS LABEL TO FRONT OF SEALED BID

From: _____

Bid Title: _____

Open Date: _____

DELIVER ONLY TO:

CITY of COLLEGE PARK
Attn: Purchasing Department
3667 Main Street
College Park, GA 30337

**TO REMAIN SEALED UNTIL BID OPEN BY
PURCHASING DEPARTMENT AT BID OPEN**