



TEMPLE RECREATION DEPARTMENT

City of Temple, GA
Temple Recreation Department

Request for Proposal

Gymnasium and Office
Electrical Improvement Project

Proposal Due Date:
Friday, August 26, 2022, at 4 PM

Request for Proposal

Gymnasium and Office Lighting Improvement Project

Temple Recreation Complex

General Information

The City of Temple, GA (hereafter also referred to as “The City”) is seeking proposals from qualified contractors to replace existing HID bay fixtures with LED fixtures in the gymnasium and to replace 2 x 4 lay-in fixtures with new LED fixtures in the offices, along with additional electrical repairs, located at the Temple Recreation Complex, 240 Rome Street, Temple, Georgia.

Elements of Proposals:

- Construction team: general contractor, sub-contractors, and suppliers
- Replace Gym and office lights with LED lights in the Yearty Gymnasium, along with additional electrical repairs, located at 240 Rome Street, Temple, Georgia
- Provide an itemized listing of the cost of work to be done
- Reference and list of similar projects
- The complete cost of the entire turn-key project
- Timeline of all phases of the project
- The installation will include all necessary fixtures, removal, and clean-up of replaced fixtures
- Qualifications of the firm, project manager, and the project team, including resources, workload, and performance history:
 - Must be bonded for at least \$25,000.00
- All design and work must meet or exceed federal, state, and local laws, ordinances, and requirements

Pre-Proposal Meeting:

There will be one pre-proposal meeting. This meeting is scheduled for 4:00 pm, Thursday, August 4, 2022 at the Temple Recreation Gymnasium, 240 Rome Street, Temple, GA. Attendance at this meeting is mandatory.

Please place **Gymnasium and Office Electrical Improvement Project** in the SUBJECT of all emails and/or written correspondences. All emailed dialog regarding this project is subject to discussion by all prospective companies.

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	July 18, 2022
• Pre-Proposal Meeting	August 4, 2022
• Questions & Site Visit Requests Completed by	August 11, 2022
• Written Proposals Due	August 26, 2022
• Formal Acceptance/Award of Proposal by City (to include signatures of contracts and work to commence on formal approval)	September 12, 2022
• Project Completion Date	October 14, 2022

Method of Submission

Proposers must submit one (1) original Proposal and one (1) copy. Envelopes used in submitting Proposals must be clearly marked, **"PROPOSAL: TEMPLE RECREATION GYMNASIUM AND OFFICE ELECTRICAL IMPROVEMENT PROJECT"** and be mailed or hand-delivered to:

William Osborne, City Administrator
City of Temple, Georgia
240 Carrollton Street
P.O. Box 160
Temple, Georgia 30179

The deadline for submission is **Friday, August 26, 2022, by 4 p.m., Eastern Standard Time**. 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; and 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(es), 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.

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 the required 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

Scope of Work

The selected proposer shall furnish all labor (including subcontractor), transportation, tools, equipment, and materials necessary to execute and complete all the assigned work.

This project includes the following specifications:

- ✓ Replace existing HID lamps with new UFO-type LED fixtures, 135 watts with 5000k lamps
- ✓ Replace existing 2 x 4 lay-in fixtures with new LED fixtures in two offices
- ✓ Troubleshoot/Repair gymnasium ceiling fans
- ✓ Troubleshoot electrical lighting issues in Director's office, Conference room, and Equipment room
- ✓ Supply own lift
- ✓ Clean up and remove all debris

The project completion deadline is Friday, October 14, 2022.