



City of Summerville

P. O. Box 180, Summerville, GA 30747

Phone: 706-859-0900

Web: <http://www.summervillega.org>

**CITY OF SUMMERVILLE
REQUEST FOR PROPOSAL
NEW EMERGENCY STAND BY GENERATOR
RFP# 2021-100-WTP**

Sealed proposals will be received by the City of Summerville, 120 Georgia Ave., Summerville, Georgia 30747 until **4:45 p.m.** on **6/28/2021** for the delivery and installation of one 300 kW emergency generator. All proposals are subject to the provisions of the conditions outlined in this document. Proposals shall be opened promptly at the council meeting the same day at 5:30 p.m. at the City Hall, Council Room, and their contents will be made public for the information of the Respondents, and others properly interested. The proposal will not be awarded until the applicable designated city officials have had ample time to review each proposal. Proposals must be submitted in sealed envelopes with "RFP# 2021-100-WTP" clearly marked on the outside of the envelope for easy identification by the City of Summerville. Any proposals received later than the specified time will not be accepted/considered. The City will not be responsible for late submissions caused by the postal service, other carriers, or any other delivery problems regardless of the reason. Proposals submitted by USPS should be addressed to:

**City of Summerville
PO Box 180
Summerville, GA 30747
ATTN: PURCHASING AGENT**

Proposal submitted by Federal Express, United Parcel Services, etc. and should be addressed to:

**City of Summerville
120 Georgia Ave
Summerville, GA 30747
ATTN: PURCHASING AGENT**

The City of Summerville reserves the right to engage in discussions with or request additional information from any or all responsible Respondents who submit proposals which appear to be eligible for the award, for the purpose of clarification to assure full understanding of and responsiveness to the RFP requirements herein. The RFP (Request for Proposal) is **not a bid**. In the event the City elects to negotiate a contract with the successful vendor, any contract shall contain, at a minimum, the term and conditions (or substantially the same term and conditions) as hereinafter stated. The City reserves the right, in its sole discretion, to reject all submissions, reissue a subsequent RFP, terminate, restructure or amend this procurement process at any time. The final selection and contract negotiation rest solely with the City. This solicitation does not commit the City of Summerville to award a contract/purchase order, to pay any costs incurred in the preparations of a proposal, or to procure or contract for services. The City of Summerville reserves the rights to reject any and all responses, to cancel this solicitation, and to make an award deemed in its own best interest.

INSTRUCTIONS FOR PROPOSERS:

All Proposals must include:

1. Signed Proposal
2. Signed Certificate of Non-Discrimination
3. Signed Affidavit of Non-Collusion
4. Signed Prompt Pay Act Affidavit
5. Signed Drug Free Workplace Certification
6. Signed E-Verify Compliance Affidavit
7. Signed Save Compliance Affidavit
8. Request for Taxpayer I.D. Number (W-9)
9. Certificate of Insurance

Signed Proposal

All proposals must be signed by an authorized officer or agent of the company submitting the proposal and delivered in sealed envelopes to City Hall no later than the time and dates indicated above. Proposals received after the time and date indicated above will not be considered. Faxed proposals will not be accepted under any circumstances. The City will assume no responsibility for oral instructions or suggestions. All official correspondences in regard to the specifications should be directed to and will be issued by the designated City official. No oral statement of any person shall modify or otherwise change, or affect the terms, conditions or specifications stated in the resulting contract. The City of Summerville shall not be legally bound by any amendment or interpretation

that is not in writing. The City will rank, based upon the evaluation criteria, all responsible and responsive vendors.

The City will begin negotiations with the top-ranked vendors and will continue with negotiation down the ranking until a satisfactory contract with the City is finalized if any. The terms and conditions of the contract will be no less advantageous than the provisions of the RFP or the Vendor's proposal. The City reserves the right to make a partial award or to split the award at its sole discretion. The City recommends that all prospective respondents visit the applicable site in order to verify field measurements before submitting proposals.

DEFINITIONS:

Responsible Respondent means a respondent who has the capability in all respects to fully perform contract requirements and the integrity and reliability, which will assure good faith performance.

Responsive Respondent means a respondent who has submitted a proposal, which conforms in all material respects to the Request for Proposal.

CHANGES:

Any changes in this request for proposal after the purchase order/contract agreement has been awarded must be with the written consent of the designed city official or the City Manager; otherwise, the responsibility for such changes lies with the vendor. Any changes to the specifications in this request for proposal package shall be in writing and an addendum will be distributed to all prospective respondents so each respondent can compete equitably.

INQUIRIES:

Questions concerning this Request for Proposal (RFP) should be directed to the Purchasing Agent by email at trey.goble@summervillega.org The deadline for the submission of all inquiries is **6/20/2021**. Any changes to the specifications in the proposal package shall be in writing and an addendum will go out to all prospective respondents so each vendor can compete equitably.

NUMBER OF PROPOSALS SUBMITTED:

Each Vendor must submit four (4) copies of the proposal. Only original documents will be accepted; faxed or electronically mailed versions will not be accepted. The Vendor must mark on the envelope or wrapping containing the proposal, the RFP identification specification specified in the RFP and note "Original" on the original proposal. All proposals shall include an itemized statement of materials to be utilized.

AWARD OF CONTRACT:

Selection shall be made of one or more Respondents deemed fully qualified and best performing among those submitting proposals on the basis of the evaluation factors listed below. Negotiations shall be conducted with the Respondents so selected. Price shall be considered, but may not be the sole determining factor. After negotiations have been conducted with each Respondent so selected, the City shall select the Respondent(s), which in its opinion, has made the best proposal, and recommend that a contract(s) be awarded to the Respondent.

All contracts shall be in accordance with the laws of the State of Georgia. The City of Summerville may cancel this RFP; reject proposals or any portion thereof at any time prior to an award, and is not required to furnish a statement of the reason why a particular proposal was not deemed to be the most advantageous.

EVALUATION PROCEDURE:

All proposals will be evaluated and ranked by the City of Summerville. Negotiations and/or award of a contract may be initiated without further contact with the other Respondents.

BASIS FOR AWARD:

A committee consisting of the City of Summerville, City Manager, Utilities Director, and WTP Plant Superintendent will review RFP submittals and will base its recommendation on the "Evaluation Criteria" set forth in this RFP. The committee will evaluate each proposal and individual coverage selections and will rank them according to the Evaluation Criteria. The Committee may make such reasonable investigation, as it deems proper and necessary to determine the ability of the Respondent to perform the work/services.

SELECTION PROCESS:

The City shall select the most qualified Respondent based on the Evaluation Criteria listed in the solicitation. In making this decision, the City shall consider all established evaluation criteria listed herein. Each response shall be subject to the same review and evaluation process.

RFP EVALUATION CRITERIA:

Each submitted will be evaluated based on the following required information. Criteria Weight

- A. Qualifications/Experience with This Type of Work 10%
- B. Use of Existing Equipment as Appropriate 20%
- C. Detailed Approach to Work 20%
- D. Warranties 20%
- E. Cost 30%

Each category will be scored by the evaluators on a 0-100 point scale.

INSURANCE REQUIREMENTS:

The successful respondent shall agree to hold harmless, indemnify and defend the City of Summerville, its agents, and employees from any claims for property damages or personal injury (including death resulting therefrom). Such claims, but are not limited to actual, consequential, incidental or punitive damages. The successful respondent shall agree to maintain sufficient comprehensive general liability insurance in the amount of \$1,000,000.00 per occurrence and \$1,000,000.00 per person. Proof of such insurance shall be given to the City by an appropriate certificate-of-insurance issued by the successful respondent's insurance agent. The successful respondent shall maintain vehicle liability insurance with minimum combined single limits of \$1,000,000.00 per occurrence.

SCOPE OF WORK:

The vendor will provide and install one emergency generator as individually specified and at the locations provided. Installation and hookup of generator should be included as an individual line item in the proposal.

Upon completion of generator installation, the vendor shall test and certify the system as ready and operational. The vendor is responsible for obtaining any and all permits that may be required for this project. Vendor shall make all efforts to propose equipment so similarly manufactured as to reduce any burden of inventories of recommended spare parts on the part of the City.

The Vendor shall provide annual or manufacturer recommended maintenance services.

NEW EMERGENCY STAND BY GENERATOR - Water Filter Plant - Stationary

Option 1

Delivery to job site (1082 Filter Plant Rd, Summerville, GA 30747) of one (1) 300 kW natural gas powered generator or (1) appropriately sized, natural gas powered generator. Also, includes offloading equipment, installation, witness test, startup and 4 hours on site testing, and annual or manufacturer recommended maintenance included. Stamped electrical drawings.

Option 2

Delivery to job site (1082 Filter Plant Rd, Summerville, GA 30747) of one (1) 300 kW diesel powered generator or (1) appropriately sized, diesel powered generator. Also, includes offloading equipment, installation, witness test, startup and 4 hours on site testing, and annual or manufacturer recommended maintenance included. Stamped electrical drawings.

CERTIFICATE OF NON-DISCRIMINATION

In connection with the performance of work under this contract, the vendor agrees as follows:

The vendor agrees not to discriminate against any employee or applicant for employment because of race, creed, color, sex, national origin, ancestry, or disability. The vendor shall take affirmative action to insure that employees are treated without regard to their race, creed, color, sex, national origin, ancestry, or disability. Such action shall include, but not be limited to the following: employment, upgrading, demotion, transfer, recruiting or recruitment, advertising, lay-off or termination, rates of pay or other compensation and selection for training, including apprenticeship.

In the event of the vendor’s non-compliance with this non-discrimination clause, the contract may be cancelled or terminated by the City of Summerville. The vendors may be declared, by the City of Summerville, ineligible for further contracts with the City of Summerville until satisfactory proof of intent to comply shall be made by the vendor.

The vendor agrees to include this non-discrimination clause in any sub-contracts connected with the performance of this agreement.

Vendor

Signature

Title

NON-COLLUSION AFFIDAVIT

The following affidavit is to accompany the proposal:

STATE OF GEORGIA

COUNTY OF _____

Owner, Partner or Officer of Firm

Company Name, Address, City and State

Being of lawful age, being first duly sworn, on oath says that he/she is the agent authorized by the vendor to submit the attached proposal. Affiant further states as vendor, that they have not been a party to any collusion among vendors in restraint of competition by agreement to quote at a fixed price or to refrain from quoting; or with any office of the City of Summerville or any of their employees as to quantity, quality or price in the prospective contract; or any discussion between vendors and any official of the City of Summerville or any of their employees concerning exchange of money or other things of value for special consideration in submitting a sealed proposal for:

FIRM NAME: _____

SIGNATURE: _____

TITLE: _____

Subscribed and sworn to before me this _____ day of _____, 20____.

Notary Public
My commission expires: _____

STATE OF GEORGIA PROMPT PAY ACT AFFIDAVIT

This Affidavit is to accompany the proposal.

GEORGIA PROMPT PAY ACT: The Georgia Prompt Pay Act (O.C.G.A. §13-11-1) was enacted by the General Assembly in 1994 and took effect January 1, 1995. This act requires owners to pay contractors within 15 days of receipt of a pay request by the owner or the owner’s representative. If payment is not made the owner shall pay the contractor 1% per month interest on the delayed payment. Additionally, the contractor must pay subcontractors within 15 days of receipt of payment from the owner.

STATE OF GEORGIA

COUNTY OF _____

Owner, Partner or Officer of Firm

Company Name, Address, City and State

Being of lawful age, being first duly sworn, on oath says that he/she is the agent authorized by the vendor to submit the attached proposal. Affiant further states as vendor, that if awarded the contract, we will comply with the Georgia Prompt Pay act by paying contractors within 15 days of receipt of a pay request by the owner or the owner’s representative. If payment is not made, we acknowledge that we are liable for payment to the contractor at the rate of 1% per month interest on the delayed payment. Additionally, the contractor must pay subcontractors within 15 days of receipt of payment from the owner.

FIRM NAME

SIGNATURE

TITLE

Subscribed and sworn to before me this _____ day of _____, 20____.

Notary Public
My commission expires: _____

DRUG FREE WORKPLACE CERTIFICATION

By signature on this certificate, the Vendor certifies that the provisions of O.C.G.A. §50-24-1 et seq. related to the “Drug-Free Workplace Act” will be complied with in full. The Vendor further certifies that:

1. A drug-free workplace will be provided for the Vendor’s employees during the performance of the contract; and,
2. Each contractor who hires a subcontractor to work in a drug-free workplace shall secure from the subcontractor the following written certification: “As part of the subcontracting agreement with (contractor’s name), (subcontractor’s name) certifies to the contractor that a drug-free workplace will be provided for the subcontractor’s employees during the performance of this contract pursuant to O.C.G.A. §50-24-3(b)(7).

By signature on this certificate, the Vendor further certifies that it will not engage in the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana during the performance of the contract.

_____	_____
Name of Individual, Partner or Corporation	Company
_____	_____
Title	Address
_____	_____
Authorized Signature	City, State, Zip Code

Company phone number	

City of Summerville, Georgia

E-Verify Compliance Affidavit

STATE OF GEORGIA
COUNTY OF _____

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 engaged in the physical performance of services on behalf of the City of Summerville, 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 contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. §13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User ID Number

Signature (if less than 10 employees)

Date of Authorization

Name of Contractor/Company

Name of Project

Name of Public Employer

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

Executed on _____ day of _____, 20_____.

Signature of Authorized Officer or Agent

Printed Name of Officer or Agent

Subscribed and sworn before me

This _____ day of _____, 20_____.

My Commission Expires: _____

CITY OF SUMMERVILLE, GEORGIA

**SAVE COMPLIANCE AFFIDAVIT
O.C.G.A. §50-36-1(f)(1)(B)**

By executing this affidavit under oath, as an applicant for a Contract, as referenced in O.C.G.A. §50-36-1, from the City of Summerville, Georgia, the undersigned applicant verifies one of the following with respect to my application for public benefit:

- 1) _____ I am a United States citizen.
- 2) _____ I am a legal permanent resident of the United States.
- 3) _____ I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien number issued by the Department of Homeland Security or other federal immigration agency.
My alien number issued by the Department of Homeland Security or other federal immigration agency is: _____

The undersigned applicant also hereby verifies that he or she is 18 years of age or older and has provided at least one secure and verifiable document, as required by O.C.G.A. §50-36-1(f)(1)(A), with this affidavit.

The secure and verifiable document provided with this affidavit can best be classified as:

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. §16-10-20, and face criminal penalties as allowed by such criminal statutes.

Executed on _____ day of _____, 20_____.

Signature of Authorized Officer or Agent

Printed Name of Officer or Agent

Subscribed and sworn before me
This _____ day of _____, 20_____.

My Commission Expires: _____