

# **City of Camilla, Georgia**

## **“Airport Hangar Repair Proposal” RFP# 2018-1220 Reissued**

**RFP Sealed Proposal Submittal Deadline:  
Wednesday, February 20, 2019, 3:00 PM EST**

**RFP Sealed Proposal Opening:  
Wednesday, February 20, 2019, 3:00 PM EST**

**City of Camilla, City Hall  
30 East Broad Street  
PO Box 328  
Camilla, GA 31730**

Re-issued : January 30, 2019

## City of Camilla, Georgia

The City of Camilla invites qualified firms to submit proposals to provide: "Airport Hangar Repair Services".

The City of Camilla is accepting Requests for Proposals from a firm(s) to provide services necessary for the project (the "Project") described herein.

The City of Camilla will receive sealed proposals until 3:00 PM E.S.T., Wednesday, February 27, 2019, at the Camilla City Hall Council Chambers, located at 30 E. Broad Street, Camilla, GA 31730. Faxed or e-mailed proposals shall be rejected and will not be accepted.

### **The City of Camilla's contact information for this RFP is:**

**City of Camilla, Georgia  
Randy Pool, Airport Manager  
30 E. Broad Street  
PO Box 328  
Camilla, GA 31730**

RFP documents may be obtained via the Internet at the City of Camilla website at [www.camillaga.net](http://www.camillaga.net). If you do not have internet access, you may obtain the documents by contacting the City Manager's Office.

The City of Camilla reserves the right to reject proposals with or without cause and for any reason, to waive any irregularities or informalities, and to solicit and re-advertise for other proposals. Incomplete or non-responsive proposals may be rejected by the City as non-responsive or irregular. The City reserves the right to reject any proposal for any reason, including, but without limitation, if the Proposer fails to submit any required documentation, if the Proposer is in arrears or in default upon any debt or contract to the City of Camilla or has failed to perform faithfully any previous contract with the City or with other governmental jurisdictions. All information required by this RFP must be supplied to constitute a proposal.

## RFP GENERAL INFORMATION

### A. DEFINITIONS

For the purposes of this Request for Proposal (RFP): **Proposer** shall mean the contractor, consultant, respondent, organization, firm, or other person submitting a response to this RFP. **The City** shall mean the City of Camilla, Georgia, as applicable, and any officials, employees, agents and elected officials.

Contact information for the purpose of this RFP shall mean:

The City of Camilla, Georgia  
Randy Pool  
30 E Broad Street  
PO Box 328  
Phone: (229) 336-2216  
Email: [rpool@cityofcamilla.com](mailto:rpool@cityofcamilla.com)

### B. INVITATION TO PROPOSE; PURPOSE

The City of Camilla solicits proposals from responsible Proposers to perform work for or provide goods and/or services to the City as specifically described herein.

### C. CONTRACT AWARDS

The City of Camilla anticipates entering into a contract with the Proposer who submits the proposal judged by the City to be most advantageous. If the City selects a Proposal, the City will provide a written notice of the award.

The Proposer understands that neither this RFP nor the notice of award constitutes an agreement or a contract with the Proposer. A contract or agreement is not binding until a written contract or agreement has been approved as to form by the City and has been executed by both the City of Camilla and the successful Proposer.

### D. PROPOSAL COSTS

Neither the City of Camilla nor its representatives shall be liable for any expenses incurred in connection with preparation of a response to this RFP. Costs of preparation of a response to this request for proposals are solely those of the proposers. Proposers should prepare their proposals simply and economically, providing a straightforward and concise description of the Proposer's ability to meet the requirements of the RFP. The City bears no responsibility for any costs associated with any administrative or judicial proceedings resulting for the solicitation process.

### E. INQUIRIES

The City of Camilla will not respond to oral inquiries. Proposers may, via electronic mail, submit written inquiries for interpretation of this RFP to the attention of the Airport Manager no later than Wednesday, February 13, 2019, 5 P.M. E.S.T. Please mark the correspondence "Airport Hangar Proposal". The City of Camilla will respond to written inquiries received no later than Friday, February 15, 2019, 5 P.M. E.S.T. The City will record its responses to inquiries and any supplemental instructions in the form of a written addendum. If addenda are issued, the City will email or fax written addenda to any potential Proposer who has provided their contact information to the City no later than Friday, February 15, 2019, 5 P.M.

E.S.T. Although the City will make an attempt to notify each prospective Proposer of the addendum, it is the sole responsibility of a Proposer to remain informed as to any changes to the RFP. Addenda will also be made available on the City website.

F. DELAYS

The City may postpone scheduled due dates in its sole discretion. The City of Camilla will attempt to notify all registered Proposers of all changes in scheduled due dates by written addenda.

G. PRE-PROPOSAL MEETING

Vendors are encouraged to visit the airport by appointment with Randy Pool to inspect the hangars, assess the damage and structure their proposal accordingly.

H. PROPOSAL SUBMISSION

Proposers shall submit one (1) original unbound and two (2) copies of the proposal in a sealed package. All copies will be on 8 ½" x 11" plain white paper, typed, and signed by an authorized representative who is able to contractually bind the Proposer.

The package shall be clearly marked on the outside as follows:

To: City of Camilla, Georgia

**Subject: "Airport Hangar Repair Proposal"**

Submitted by: \_\_\_\_\_

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

Proposals shall be submitted in person or by mail. Email submittals are not accepted.

Any proposal may be withdrawn until the date and time set above for the submissions of the proposals. Late submittals, additions, or changes will not be accepted and will be returned.

Proposals submitted by US Mail or other carrier must be received at City Hall by the deadline.

A postmark will not suffice.

## **Introduction**

The City of Camilla requires Airport Hangar Repair services in the Camilla Airport. The airport buildings and hangars sustained wind damage to hangar doors and roofing during Hurricane Michael.

### **1. Scope of Services**

- A. **Hangar 1** – Remove and replace metal sliding hangar door. Remove and replace steel eave trim. Remove and replace mercury light on front elevation.
- B. **Hangar 2** – Remove and replace metal walls panels on the right elevation. Remove and replace box gutter and gable eave trim on the front elevation.
- C. **Hangar 3 (T-Hangars)** – Remove and replace damaged roof panels, damaged ridge vent, damaged closure strips, damaged steel framing, and damaged gutters on the left and right elevations.

The scope of services described above is based on the insurance adjuster's inspection of the building damage. Cost proposals submitted should be based on the proposer's inspection and assessment of the damage incurred. Proposer must determine the best method of repair based on on-site inspection of the damage.

### **2. Tasks/Deliverables**

Specific tasks and/or deliverables are as outlined in the scope of services above.

### **3. Term of Contract**

The proposed contract term will end on the proposed and accepted completion date.

### **4. Required Proposal Submittal**

Specific submittal forms are as outlined in the General Information section above.

### **Tab 1: Cost Proposal**

Each Proposer must complete and submit the Cost Proposal Form/Fee Schedule included herein. The Cost Proposal will be evaluated on the cost proposal submitted.

**COST PROPOSAL FORM/FEE SCHEDULE**

Total Lump sum cost for repair to Airport Hangars \$ \_\_\_\_\_

A breakdown of the estimated cost of materials and labor must also be attached.

Proposed Earliest Date to begin work \_\_\_\_\_

Proposed number of calendar days to complete work after receiving Notice to Proceed \_\_\_\_\_

**5. Insurance**

The insurance described herein reflects the insurance requirements deemed necessary for this contract by the City of Camilla, Georgia. It is not necessary to have this level of insurance in effect at the time of submittal, but certificates indicating that the insurance is currently carried or a letter from the Carrier indicating upgrade ability will speed the review process to determine the most qualified Proposer.

The successful Proposer(s) shall not commence operations until certification or proof of insurance, detailing terms and provisions of coverage, has been received and approved by the City.

The following insurance coverage shall be required:

- a. Worker's Compensation Insurance covering all employees and providing benefits as required by Georgia Statute, Chapter 9, regardless of the size of the company (number of employees), but no less than \$1,000,000 for Employers' Liability. Said coverage shall include a waiver of subrogation in favor of the City of Camilla and its agents, employees and officials. The Contractor further agrees to be responsible for employment, control and conduct of its employees and for any injury sustained by such employees in the course of their employment.
- b. Liability Insurance
  - i. Naming the City of Camilla as an additional insured, on General Liability Insurance only, in connection with work being done under this contract.
  - ii. Liability coverage shall include coverage for all claims arising out of the services performed with limits not less than \$1,000,000.00 per claim. The aggregate limit shall either apply separately to this contract or shall be at least twice the required per claim limit.
  - iii. Such Liability insurance shall include the following checked types of insurance and indicated minimum policy limits.
  - iv. The certification or proof of insurance must contain a provision for notification to the City of Camilla thirty (30) days in advance of any material change in coverage or cancellation.

The successful Proposer shall furnish to the City of Camilla the certification or proof of insurance required by the provisions set forth above, within ten (10) days after notification of award of contract.

**6. Selection/Evaluation Process**

All properly submitted RFP packages shall be evaluated by the City Manager to select the most qualified firm. The successful proposer will be recommended to the City Council for contract approval. The contract will be awarded to the lowest, most responsive, responsible bidder. The City may make such investigations as deemed necessary to ensure that the services proposed serve the needs of the City and that the vendor has the ability to provide the services being proposed in the timeframe and manner required.

**7. Hold Harmless and Indemnification**

Proposer covenants and agrees that it will indemnify and hold harmless the City of Camilla and all of its officers, agents, and employees from any claim, loss, damage, cost, charge or expense arising out of any act, action, neglect or omission by the Proposer, whether direct or indirect, or whether to any person or property to which The City of Camilla or said parties may be subject, except that neither the Proposer nor any of its subcontractors will be liable under this section for damages arising out of injury or damage to persons or property directly caused by or resulting from the sole negligence of the City or any of its officers, agents or employees.

**8. Communications**

No negotiations, decisions, or actions shall be initiated or executed by the firm as a result of any discussions with any City employee. Only those communications, which are in writing from the City Manager, may be considered as a duly authorized expression on behalf of the City of Camilla. In addition, only communications from firms that are signed and in writing will be recognized by the City of Camilla as duly authorized expressions on behalf of firms.

**9. No Discrimination**

There shall be no discrimination as to race, sex, color, age, religion, or national origin in the operations conducted under any contract with the City of Camilla.

**10. Independent Contractor**

The selected firm will conduct business as an independent contractor under the terms of this contract. Personnel services provided by the firm shall be by employees of the firm and subject to supervision by the firm, and not as officers, employees, or agents of the City. Personnel policies, tax responsibilities, social security and health insurance, employee benefits, purchasing policies and other similar administrative procedures applicable to services rendered under this agreement shall be those of the firm.

**11. Acceptance Period**

Proposals submitted in response to this RFP must be valid for a period no less than ninety (90) days from the closing date of this solicitation.

**12. RFP Conditions and Provisions**

The completed and signed proposal (together with all required attachments) must be returned to the City of Camilla on or before the time and date stated herein. All Proposers, by submission of a proposal, shall agree to comply with all of the conditions, requirements and instructions of this RFP as stated or implied herein. All proposals and supporting materials submitted will become the property of the City of Camilla.

Any alteration, erasure, or interlineations by the Proposer in this RFP shall constitute cause for rejection. Exceptions or deviations to this proposal may not be added after the submittal date.

All Proposers are required to provide all information requested in this RFP. Failure to do so may result in disqualification of the proposal.

The City of Camilla reserves the right to postpone or cancel this RFP or accept or reject any or all proposals with or without cause if in its sole discretion it deems it to be in the best interest of the City to do so.



The City of Camilla reserves the right to waive any technical or formal errors or omissions and to reject all proposals, or to award contract for the items herein, in part or whole, if it is determined to be in the best interests of the City to do so. The City reserves the right to request clarification of information submitted and to request additional information of one or more applicants. The City shall not be liable for any costs incurred by the Proposer in the preparation of proposals or for any work performed in connection therein.

**13. Standard Provisions**

a. Governing Law

Any agreement resulting from this RFP shall be governed by the laws of the State of Georgia, and the venue for any legal action relating to such agreement will be in Mitchell County, Georgia.

b. Conflict of Interest

For purposes of determining any possible conflict of interest, each Proposer must disclose if any City of Camilla employee is also an owner, corporate officer, or an employee of the firm. If any City employee is an owner, corporate officer, or an employee, the Proposer must file a statement with the City of Camilla, City Manager.

c. Drug Free Workplace

The selected firm(s) will be required to verify they will operate a "Drug Free Workplace" as set forth in the Official Code of Georgia, Section 34-9-410 et seq., as amended from time to time.

d. Patent Fees, Royalties, And Licenses

If the selected Proposer requires or desires to use any design, trademark, device, material or process covered by letters of patent or copyright, the selected Proposer and his surety shall indemnify and hold harmless the City of Camilla from any and all claims for infringement by reason of the use of any such patented design, device, trademark, copyright, material or process in connection with the work agreed to be performed and shall indemnify the City of Camilla from any cost, expense, royalty or damage which the City may be obligated to pay by reason of any infringement at any time during or after completion of the work.

e. Permits

The selected Proposer shall be responsible for obtaining all permits, licenses, certifications, etc., required by federal, state, county, and municipal laws, regulations, codes, and ordinances for the performance of the work required in these specifications and to conform to the requirements of said legislation.

f. Familiarity with Laws

It is assumed the selected firm(s) will be familiar with all federal, state and local laws, ordinances, rules and regulations that may affect its services pursuant to this RFP. Ignorance on the part of the firm will in no way relieve the firm from responsibility.

g. Withdrawal of Proposals

A firm may withdraw its proposal without prejudice no later than the advertised deadline for submission of proposals by written communication to **Randy Pool, Airport Manager, 30 E Broad Street, PO Box 328, Camilla, GA 31730.**

**14. Questions and Communication**

All questions regarding the RFP are to be submitted in writing to the Airport Manager via email at [rpool@cityofcamilla.com](mailto:rpool@cityofcamilla.com). All questions must include the inquiring firm's name, address, telephone number and RFP name. Questions must be received on or before Wednesday, February 13, 2019 at 5:00 P M EST. Oral and other interpretations or clarifications will be without legal effect.

**15. Addenda**

The issuance of a written addendum is the only official method whereby interpretation, clarification, or additional information can be given. If any addenda are issued to this solicitation the City will attempt to notify all known prospective Proposers. However, it shall be the responsibility of each Proposer, prior to submitting their response, to contact the City Manager's Office at (229) 336-2220 to determine if addenda were issued and to make such addenda a part of their proposal. Any addenda issued will be available on the City website at [www.camillaga.net](http://www.camillaga.net).

**PROPOSAL SIGNATURE PAGE**

**RFP Airport Hangar Repair Services**

To: The City of Camilla, Mitchell County, Georgia

The below signed hereby agrees to furnish the proposed services under the terms stated subject to all instructions, terms, conditions, specifications, addenda, legal advertisement, and conditions contained in the RFP. I have read the RFP and all attachments, including the specifications, and fully understand what is required. By submitting this signed proposal, I will accept a contract if approved by the City and such acceptance covers all terms, conditions, and specifications of this proposal.

Proposal submitted by:

Name (printed) \_\_\_\_\_ Title \_\_\_\_\_

Company (Legal Registered) \_\_\_\_\_

Federal Tax Identification Number \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Addendum Acknowledgment - Proposer acknowledges that the following addenda have been received and are included in his/her proposal:

Addendum No. \_\_\_\_\_ Date Issued \_\_\_\_\_