



REQUEST FOR PROPOSAL

Cassel Hills Golf Course Well Rehabilitation

Proposal Closing Date: January 8, 2018 at **5:00 p.m.**
Proposal to be returned PRIOR TO date and time above.

RETURN TO:

City of Vandalia
Attention: Steve Clark, Parks & Recreation Director
333 James Bohanan Drive
Vandalia, Ohio 45377
sclark@vandaliaohio.org

THIS IS NOT A COMPETITIVE BID. The request for proposal process allows the City to select a contractor that best meets the needs of the City, taking into consideration contractor and sub-contractor qualifications, price, products, and service capabilities.

PROPOSER'S CERTIFICATION

We offer to furnish to the City the products, services, and equipment requested in accordance with the specifications described herein:

Proposer: _____

Address: _____

City: _____ State _____ Zip Code _____

Telephone No. _____

Name: _____

Title: _____

Signature: _____

REQUEST FOR PROPOSAL

The City of Vandalia is seeking proposals for rehabilitation to the Cassel Hills Golf Course Wells, located at 201 Clubhouse Way, Vandalia, OH 45377. There are neither existing plans nor specifications for the project. Proposers are encouraged to look at the information available and develop a Well rehabilitation and cleaning proposal they feel will best serve the facility. It is important that the proposals are complete and succinct, as a contract will be awarded based on the adjudged value of the proposal.

City of Vandalia Parks and Recreation Department is requesting sealed proposals from qualified firms or individuals for rehabilitation and cleaning to the Cassel Hills Golf Course Wells to include all necessary equipment, engineering, supplies and labor necessary to complete the project.

Proposals are to be addressed and delivered to Marty Szturm, Golf Course Superintendent, in accordance with the Instructions to Proposers and all other requirements as referenced in this document. Proposals will be received until 5:00 PM on Monday, January 8. No public disclosure will be made until after award of contract. If any information submitted is considered a trade secret by the submitter it must be clearly marked as such. In the event of a public records request for any item deemed a trade secret, the submitter will have the burden of proving trade secret status and must take necessary to prevent disclosure at submitters sole cost.

The City will use the following tentative schedule for the selection process:

- Mail requests for proposals **December 15-December 29, 2017**
- Proposal Submittal Deadline **January 8 at 5:00 p.m.**
- Awarding of Contract **January 16 City Council Meeting**
- Project Work Period **February 1– March 30**
(Unless otherwise approved by the City)

INSTRUCTIONS TO PROPOSERS

1. Firms responding to this Request for Proposal (“RFP”) must submit their proposals in the overall format as outlined in this solicitation.
2. Each vendor proposal shall consist of two hard copies delivered to the below address. The proposals are to be submitted no later than **Monday, January 8, 2018 at 5:00 P.M.** to:

mstzurm@vandaliaohio.org

Or

Marty Szturm, Golf Course Superintendent

333 James Bohanan Drive
Vandalia, OH 45377

3. Proposals must be dated and signed by a duly authorized partner or corporate officer, with that person's name and title clearly identified. All of the proposal contents and fees must be guaranteed for ninety (90) days from the proposal date.
4. The content of all proposals must conform to the following:
 - Proposers must respond to the questions in the order presented.
 - Proposers may provide additional supporting documentation pertinent to clarification of the proposal.
5. The City reserves the right to:
 - Reject any and all proposals received as a result of this RFP.
 - Waive or decline to waive any informalities and any irregularities in any proposal or responses received.
 - Adopt all or any part of the Proposer's proposal.
 - Negotiate changes in the scope of work or services to be provided.
 - Withhold the award of contract.
 - Select the Proposer it deems to be most qualified to fulfill the needs of the City. The Proposer with the lowest proposal will not necessarily be the one most qualified, since a number of factors other than price are important in the determination of the most acceptable proposal. Factors to be considered will include but not be limited to the items in section 13 below.
6. The selected Proposer will be required to assume responsibility for all goods and services offered in the proposal, whether or not the Proposer produces them. Further, the selected Proposer shall be the sole point of contact and responsibility with regard to all contractual matters, including payment of any and all charges resulting from the contract. The selected proposer shall not assign or transfer any interest in the contract without prior written consent of the City. Any manufacturer warranties for goods provided must be transferable to the City.
7. The City shall not be liable for any costs incurred by the proposer in the preparation and production of the proposal or for any work performed prior to the execution of a contract.

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8. All proposals and other materials submitted shall become the property of the City.
 9. No reports, information, or data given to or prepared by the selected proposer shall be made available to any individual or organization by a respondent or the selected proposer without prior written approval of the City.
 10. All changes in the RFP documents shall be through written addendum and furnished to all proposers. Verbal information obtained otherwise will not be considered in awarding of the proposal.
 11. The selected proposer may be required to enter into a written contract with the City on the City's approved form. All information contained in this request for proposal and acceptable provisions of the proposer's response may be attached to and made part of the executed contract.
 12. Proposers who have questions concerning the submission of proposals, the RFP process, or scope of work must contact:

Marty Szturm, Golf Course Superintendent
City of Vandalia Parks & Recreation
mszturm@vandaliaohio.org
Telephone: 937.898.1156
 13. The proposals will be reviewed by a selection committee. The committee may request additional information from proposers or request personal interviews with one or more proposers. Final evaluation and selection may be based on, but not limited to, any or all of the following:
 - Information presented in the proposal.
 - Ability of the proposer to provide quality and timely products and services.
 - Qualifications and experience of the proposer.
 - Reference checks.
 - Personal interview.
 - Total cost.
 - Proposed time lines.
 - Warranty on products
 14. The City is an equal opportunity employer. Businesses owned and operated by minorities or women are encouraged to submit proposals. Proposers to whom a contract is awarded shall not discriminate on the basis of age, race, color, national origin, gender, creed, or disability.

SPECIFICATIONS/SCOPE OF WORK

Background

City Profile: The City of Vandalia is soliciting proposals from qualified firms to perform rehabilitation work to the Wells at Cassel Hills Golf Course, 201 Clubhouse Way, Vandalia, OH 45377. Qualified firms that meet all criteria will be considered. This Request for Proposal should not be misconstrued as a formal bid. There is absolutely no commitment to purchase or enter into a formal contract. Upon completion of our evaluation of your proposal, we may recommend that a formal contract be established.

Scope:

A proposal and budgetary quote to provide rehabilitation and cleaning to the Wells at Cassel Hills Golf Course, located at 201 Clubhouse Way, Vandalia, OH 45377, to include all necessary equipment, supplies and labor.

- *Include an itemized breakdown of cost for each renovation item.*
- *Proposal shall include any necessary permits and fees required for the project.*

Anticipated renovations include:

- Removal and Inspection of the pump assembly (2 each)
- Video Inspection before and after cleaning (2 each)
- Flow Test before and after cleaning (2 each)
- Inspect and test each pump, column and motor (2 each)
- Chemical Treat and mechanically surge wells (2 each)
- Reinstall pumping equipment upon completion

AWARD OF CONTRACT

Selection shall be made of one or more Offerors deemed to be fully qualified and best suited among those submitting proposals. Negotiations and interviews may be conducted with one or more qualified Offerors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each Offeror so selected, the city may select the Offeror which in its opinion, has made the best proposal, and award the contract to that Offeror.

The city may cancel this RFP; reject proposals or any portion thereof at any time prior to an award or decide not to proceed with the project. Should the city determine at its sole discretion that only one Offeror is fully qualified, or that one Offeror is more qualified than the others under consideration, a contract may be negotiated and awarded to that Offeror.

It is anticipated that the award shall be in the form of a firm fixed price contract. The award document will be a contract incorporating by reference all the requirements, terms, and conditions in this solicitation and the contractor's proposal as negotiated.

PROPOSAL TERMS & CONDITIONS

1. All participating proposers, by their signature, agree to comply with all of the conditions, requirements, and instructions of this request for proposal (“RFP”) as stated or implied herein. Should the city omit anything from this document which is necessary to a clear understanding of the work, or should it appear that various instructions are in conflict, then the proposer shall secure written instructions from the Director of Parks and Recreation at least 48 hours prior to the time and date of the scheduled opening of the proposals.
2. The proposer warrants that all equipment, materials, and work will conform within applicable drawings, specifications, samples, and/or other descriptions given to the city, and that they will be free from defects. Without limitation of any rights that the city may have at law or in equity, goods that are not as warranted and/or that are not in conformance with applicable drawings, specifications, samples, and/or other descriptions may be returned by the city at the proposer’s expense within a reasonable time after delivery, for either credit or replacement, as the city may direct.
3. The successful proposer shall comply with all applicable federal, state, and local laws, regulations, administrative rulings, and codes, and shall secure all necessary licenses and permits in connection with this RFP and any goods or services to be provided hereunder.
4. By submission of the proposal, the proposer certifies that the proposal has been arrived at independently and submitted without collusion with any other proposer, and that the contents of the proposal have not been communicated by the proposer, or to the proposer’s best knowledge and belief, by any one of its employees or agents, to any person not an employee or agent of the proposer, and will not be communicated to any person prior to the official opening of the proposals.
5. All information included as part of this proposal shall be subject to the Ohio Open Records Act. Merely marking information as confidential is not necessarily sufficient to prevent disclosure. The following information concerning the proposal shall not be considered as confidential commercial information even if it is clearly marked as such: prices, non-financial information concerning compliance with specifications, guarantees, and warranties.
6. The successful proposer shall indemnify and hold the city harmless from any and all claims, causes of action, suits and liabilities, including attorneys’ fees and costs,

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- arising out of or relating to disclosure of any information included in the successful proposer's proposal.
7. The city is exempt from sales, use, and excise taxes. Certification of tax exemption will be issued upon request. Any appropriate taxes shall be shown as a separate item in the proposal.
 8. The city reserves the right to cancel without penalty, at any time, any awards occurring as a result of this RFP. Time is of the essence. When a date is set for the delivery of goods or the performance of work, the goods must be delivered, and/or the work must be performed, in accordance with the proposal specifications or description on or before that date, or the order to the delinquent proposer may be canceled and re-awarded.
 9. The selected proposer must procure and maintain during the term of the contract the insurance as set forth in the attached **Insurance Requirement Addendum** as well as satisfactory evidence to the City before starting any work under the contract that all of its employees are covered by Worker's Compensation under and in accordance with the laws of the State of Ohio. Contractor shall make all premium payments promptly so as to maintain such protection in full force and effect during the term of this Agreement.
 10. Any subcontractors are to be covered by the terms and conditions of the final contract. The selected proposer must remain, fully responsible to City for the full and complete performance of all work
 11. The selected proposer must guaranty all work installed against defects resulting from the use of inferior materials, equipment or workmanship.
 12. All vehicles used in conjunction with the performance of the awarded Contract shall be properly insured for the specific type of work being performed. In addition, all vehicles as required by the State of Ohio, will be properly licensed with required commercial license plates. All drivers shall have valid Ohio driver's licenses.
 13. The selected proposer must acknowledge that it is an Equal Opportunity Employer and agree not to discriminate against employees or applicants for employment by reason of race, color, religion, sex, national origin, ancestry, handicap, age, political belief or place of birth nor knowingly permit subcontractors to do so.
 14. Upon submission of materials to the City, the City is granted a limited license to use and reproduce applicable portions of the materials, including but not limited to any drawings or other specifications appropriate to and for use in considering the award of a contract. The submitter shall defend suits or claims for infringement of copyrights and patent rights and shall hold the City and its elected officials, employees and contractors, harmless from loss on account thereof

PROPOSAL RESPONSE FORMAT

In order to maintain comparability and consistency in review and evaluation of responses, all proposals shall be organized as specified below. Avoid any elaborate promotional materials and provide only information that is required. All supporting materials should clearly reference the portion of the RFP to which they pertain. Each vendor proposal shall consist of one marked original copy and hard copy/USB in the format specified within this section. Proposals not meeting the requirements below may be determined to be non-responsive, non-responsive proposals will receive no further consideration.

- A. **Scope of Services:** The Proposer must acknowledge agreement with the specific requirements of the specifications starting on page 5 or provide an alternative for the city to consider. Indicate any exceptions to the scope of services of the RFP. Summarize your approach and understanding of the services and any special considerations of which the city should be aware.
- B. **Appendices:** The content of this tab is left to the Proposer's discretion. However, the Proposer should limit materials included here to those that will be helpful to the city in understanding the services provided for this specific contract.

Certification Regarding Debarment and Suspension

The respondent to this BID/RFP certifies to the best of its knowledge and belief that it and its principals:

- A. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
- B. Have not within a three year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- C. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (B) of this certification; and

D. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

Where the respondent is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

Signature of Official: _____

Name (typed): _____

Title: _____

Firm: _____

Date: _____