

TOWN OF MOUNT AIRY

REQUEST FOR PROPOSAL

OLD MOUNT AIRY SCHOOLHOUSE

1231 DICKS HILLS PKWY

MOUNT AIRY, GA 30563

ELEVATOR

RFP # 2016-003

**TOWN OF MOUNT AIRY
869 DICKS HILL PARKWAY
PO BOX 257
MOUNT AIRY, GA 30563**

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Section I

RULES OF PARTICIPATION

A. Purpose/Objective:

The Town of Mount Airy (hereinafter, "Town") has issued this Request For Proposal (hereinafter, "RFP") for the sole purpose and intent of obtaining proposals from interested and qualified contractors to install an elevator at the Old Mount Airy Schoolhouse 1231 Dicks Hill Parkway, Mount Airy, GA.

B. Anticipated Schedule

RFP available for distribution:	January 20, 2016
Deadline for receipt of proposals:	February 17, 2016
Evaluation/Selection process :	February 17, 2016
Projected award date:	February 18, 2016

C. Proposal Submittals

One original document and two copies (three copies total) of the complete proposal must be received by 3:00 PM, on February 17, 2016 at which time all proposals (contractor's name) will be publicly announced.

The original and all copies must be submitted in a sealed envelope or container stating on the outside the firm's name, address, telephone number, RFP title, number and due date and delivered to:

Town of Mount Airy
Attn: Town Clerk
869 Dicks Hill Parkway
PO Box 257
Mount Airy, GA 30563

Firms are responsible for informing any commercial delivery service, if used, of all delivery requirements and for ensuring that the required address information appears on the outer wrapper

or envelope used by such service. Any proposal received after 3:00 PM, February 17, 2016 will not be considered and will be returned unopened.

An officer of the company who is legally authorized to enter into a contractual relationship in the name of the firm must sign the Proposal.

The submittal of a proposal by a firm will be considered by the City as constituting an offer by the firm to perform the required services at the stated fees.

D. Postponement /Cancellation/Waiver of Irregularity

The Town may, at its sole and absolute discretion, reject any and all, or parts of any and all, proposals; re-advertise this RFP; postpone or cancel, at any time, this RFP process; or waive any irregularities in this RFP or in the proposals received as a result of this RFP.

E. Qualification of Firms

No proposal shall be accepted from, nor will any contract be awarded to, any firm who is in arrears to Town upon any debt, fee, tax or contract, or who is a defaulter, as surety or otherwise, upon any obligation to Town, or who is otherwise determined to be irresponsible or unreliable by Town.

All firms submitting a Proposal must be enrolled and participating in the E-Verify program through the Department of Homeland Security and provide a signed affidavit stating such. A Certificate of Insurance must also be provided listing the Town as additional insured.

F. Negotiations

The Town may award a contract on the basis of initial offers received, without discussions. Therefore, each initial offer should contain the firm's best terms from a cost or price and technical standpoint.

The Town reserves the right to enter into contract negotiations with the selected firm. If the Town and the selected firm cannot negotiate a successful contract, the Town may terminate said negotiations and begin negotiations with another firm. This process will continue until a contract has been executed, all firms have been rejected, or the Town suspends the RFP process. No firm shall have any rights against the Town arising from such negotiations.

G. Terms and Conditions

The Town reserves the right to reject any or all proposals and to waive informalities in proposals or the proposal process. In the event that no proposal substantially satisfies the specified requirements as presented in the Request for Information, the Town reserves the right to call for new proposals, or to negotiate required services.

The Town reserves the right to reject any individual service contained in the bid if the bid price indicates that a better alternative is available. The Town reserves the right to reject any or all proposals, to waive technicalities, and to make an award in its best interest.

The award will be the bidder whose proposal, in the judgment of the Town, is in the overall best interest of the Town. The lowest net cost to the Town, the ability to meet service requirements and the completeness of proposals will be the primary criteria used in the evaluation process.

H. Rules, Regulations, Licensing Requirements

The firm shall comply with all laws, ordinances and regulations applicable to the services contemplated herein, including those applicable to conflict of interest and collusion. Firms are presumed to be familiar with all Federal, State and local laws, ordinances, codes and regulations that may in any way affect the services offered.

Section II

SCOPE OF WORK

A. Specifications

Please provide information for an elevator for our School (City Hall) project.

1. It will be for our second floor Community Room.
2. It must meet ADA requirements.
3. The downstairs ceiling height is 13 feet.
4. We would like a load capacity of approximate 1400 pounds.
5. Electrical can be Single Phase or Three Phase.
6. The door will open on the front on both levels.
7. There are personnel available at Town Hall to show you the construction site and our requirements.
8. We are looking for recommendations for design of the system.