



City of Morrow Request for Bids

City Hall Bathroom and Kitchen Renovations

Mandatory Pre-Bid Conference April 11, 2018 10am

Bid Deadline April 25, 2018 at 2pm

Be advised that any conversations (in reference to this bid) between vendors and any City employee or City official outside of the contact identified in this bid during the entire competitive bidding process is strictly prohibited. Such actions will result in removal of the vendor from the bidder's list and rejection of the vendor's bid. The ONLY official position of the City is that position which is stated in writing in this document. No other means of communication, whether written or oral, shall be construed as a formal or official response statement.

Purpose: The City of Morrow is seeking bids from qualified vendors for the renovations of the bathrooms at City Hall and the Community room kitchen.

The purpose of this RFB is to renovate the men's and women's restroom located in the lobby of City Hall. The scope of work includes, but is not limited to plumbing, electrical, and finishes.

Men's Restroom:

General Dimension: 9' 1.5" x 16'
General Description: Tile floors and Walls
3 Toilets with partitions
3 Sinks
1 Hand Dryer

Men's waiting room:

9' 6" x 10'
Tile Floors and Walls

Woman's Restroom:

General Dimension: 9' 1.5" x 16'
General Description: Tile floors and Walls
3 Toilets with partitions
3 Sinks
1 Hand Dryer

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Women's waiting room: 9' 6" x 10'
Tile Floors and Walls

Lobby area: 10' x 11'6"

Community Room Kitchen: 11'3" x 12'3"

It is the city's preference to award the project(s) as one award inclusive of all two renovation projects. However, after examination of the Quotation Bid Proposals, the City of Morrow reserves the right to separate and award the project(s) individually if it is more advantageous to the city. The vendor will be required to use the City of Morrow Sanitation services for an open top dumpster, unless the vendor has a company owned dump truck.

The City of Morrow will hereinafter be referred to as the "City." Respondents to the RFB shall be referred to as "Vendors." The Vendor to whom the contract is awarded shall be referred to as the "Contractor."

Scope: The City of Morrow, Georgia is seeking bids for vendors to provide the renovation services at our City Hall Lobby Restrooms and Community Room. The contractor will be responsible for any permits or licenses required, must have insurance and bonding as stated in the bid request. The Vendor will supply the proposal price for the following projects listed below.

City Hall Lobby Restrooms

Vendor will furnish and install all necessary materials, labor, tools, supplies to complete the City Hall Lobby Restroom renovation project. The Morrow representative shall select the color and finish materials for the work specified. Photos of the project are included. The restroom facilities are used daily and primarily used during court days scheduled throughout the month. A work schedule will be set up and the project will be completed in a timely manner. The project to be formally closed out and all responsibilities completed as agreed. The target start date is June 21, 2018 and the approved vendor will have approximately 14 business days. The lobby restrooms will be closed off to the public during this time and we ask the vendor to minimize any loud construction during business hours. Vendor will have the opportunity to work beyond normal operating hours and weekends to complete the project.

The following shall be included, but not limited to, the completion of the project to the satisfaction of the City of Morrow:

- Project to include all materials, tools, supplies, storage, freight, design, labor for the work to be completed.

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- Remove old countertops, cabinet, sinks, faucets, mirrors and associated fixtures. (*faucets will be preserved and used as part of the renovation)
- Remove existing toilets and associated fixtures and accessories
- Remove existing stainless steel partitions and hardware (*City will retain the bathroom partitions)
- Remove and replace light fixtures, hand dryers, and other minor miscellaneous items.
- Install new granite countertops, base custom cabinetry, new under mount porcelain sinks, re-install faucets, and commercial grade manual soap dispenser. The City of Morrow to select countertop and base cabinetry.
- Reinstall new commercial grade elongated toilets and supply new hardwired commercial grade sensor flush valves for each. New toilet seats to be included for all toilets.
- Install new color-thru phenolic bathroom partitions with door privacy strips utilizing the existing configuration.
- Retrofit all fluorescent lighting fixtures to comparable LED lighting.
- Supply and install new sensor electric high velocity hand dryers to be supplied and installed for each restroom.
- Removal of the mirror and replaced with 3 individual decorative mirrors.
- Paint all walls, ceilings, door's and trim of the Men's, Women's, and waiting area. Paint color and finish to be chosen by the City of Morrow.
- All carpentry, plumbing, electrical, painting, tile, and associated work necessary will be included in this project.
- The lobby area will have tile installed on the walls to closely match the existing tile in the restrooms. The tile height will be 7' 3/4". Tile will be approved by the City of Morrow.
- The water fountain will remain and will not be removed.
- Disposal of the old materials to be included. City of Morrow to retain any fixtures as needed.
- Jobsite to be kept clean and restrooms to be professionally cleaned after all work is completed.
- Provide 12 month warranty on materials, labor, and workmanship.

Additional Separate Line Item Bid

- Removing a bathroom toilet and installing a urinal for the men's restroom.
- Cost to match the new tile work to existing for the removal of the toilet
- Cost to surface acrylic refinish the existing tile to match (miracle method)
- Cost to surface acrylic refinish in the waiting room.

The following schedule of new fixtures, materials and accessories for the restroom are to be included:

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- Two (2) new counters to closely match countertop in our city hall lobby location. Morrow to approve and select color and finish. Granite commercial material or equal.
- Six (6) under counter sinks. Morrow to approve and select color and finish. Kohler K-2210 or equal.
- Four (4) wall mounted manual commercial soap dispensers.
- Two (2) Stainless steel wall mounted trash receptacles.
- Four (4) commercial electric high velocity hand dryers.
- Retrofit all toilets and the potential of a urinal with new sensor/manual flush valves Sloan Optima or equal. Hardwired permanent power installed.
- Replace existing lighting with LED light fixtures. Morrow to approve.
- New tissue dispensers for all restroom toilets supplied and installed.
- New premium quality paint throughout all restroom. Morrow will approve color and finish. Sherwin Williams paint shield microbicidal paint or equal.
- All floor plumbing drains and clean outs covers to be replaced and new brass covers to be supplies and install to match existing.
- Morrow to approve all products prior to acceptance.

Community Room Kitchen Renovation

Vendor will furnish and install all necessary materials, labor, tools, supplies to complete the Community Room Kitchen renovation project. The Morrow representative shall select the color and finish materials for the work specified. Photos of the project are included. The community room will be closed to the public and city staff during the renovation project. The project to be formally closed out and all responsibilities completed as agreed. The target start date has yet to be determined.

The following shall be included, but not limited to, the completion of the project to the satisfaction of the City of Morrow:

- Project to include all materials, tools, supplies, storage, freight, design, labor for the work to be completed.
- Remove old countertops, cabinet, sinks, faucet, and associated fixtures.
- Remove existing VCT tile and install new tile on the flooring in the kitchen. Morrow will approve color and finish of tile.
- Install new granite countertops, cabinets, commercial sink, commercial grade faucet, and all necessary plumbing.
- Allow water and drain connection for a future commercial ice maker at location determined by Morrow.
- Layout of the new countertops and cabinets will change for the most efficient use of space, vendor will provide the City of Morrow with a design of new layout. Approval will be provided by the City of Morrow.

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- Retrofit all fluorescent lighting fixtures to comparable LED lighting.
- Replace all doors, replace swing door with lockable door and add door in hallway.
- Paint all walls, ceilings, door's and trim kitchen area. Paint color and finish to be chosen by the City of Morrow.
- Jobsite to be kept clean and kitchen to be professionally cleaned after all work is completed.
- Provide 12 month warranty on materials, labor, and workmanship.

The bids should be submitted in such a way as to see the costs separated for:

- 1. The bathroom renovation without installing a new urinal;**
- 2. The bathroom renovation including the installation of a new urinal;**
- 3. The kitchen renovation.**

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Men's Restroom Photos



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Woman's Restroom Photos



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Community Room Kitchen Photos



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Communication:

It is the responsibility of the Vendor to inquire about any requirement of this RFB that is not understood. Responses to inquiries, if they change or clarify the RFB in a substantial manner, will be posted on the city's website as addenda to www.cityofmorrow.com. The City will not be bound by oral responses to inquiries or written responses other than addenda. Inquiries about the RFB must be made to:

Anou Sothsavath
Public Works Director
anou@cityofmorrow.com

The deadline for all inquiries is April 25, 2018 at 2pm.

Evaluation: Award will be made to the Vendor considered most qualified who will act in the best interest of the City and whose proposed approach and services meets the demands of the City's service level.

Evaluation Criteria: Bids will be evaluated on many criteria deemed to be in the City's best interests to include but are not be limited to:

- Ability to meet needs
- Proposal Price
- Demonstrated capacity
- Experience in providing the services and qualifications specified in this RFB
- Timeline

Bond: When required, the Vendor shall, before commencing the work, deliver to the City, the Public Construction Bond issued by a Surety insurer authorized to do business in the State of Georgia. The bond must state the name and principal business address of both the principal and the surety and must contain a description of the project sufficient to identify it and post in a conspicuous place at the project site. The successful vendor will be required to provide Performance and Payment Bond for one hundred percent (100%) of full contract amount before execution of the contract.

Insurance: The bidder or vendor shall provide copies of Workers' Compensation Insurance with a limit of not less than required by the State of Georgia. Copy of Commercial General Liability Insurance shall be provided.

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Pre Bid: There is a mandatory pre-bid conference. At this time, Vendors will have an opportunity to address any questions and to communicate the feasibility of the City's expectations.

The Mandatory Pre-Bid Conference will be held on April 11, 2018 at 10am, and begin at promptly 10am at City Hall – 1500 Morrow Rd, Morrow, GA 30260.

Award: It is the intent of the City to award this bid all to one Vendor but we reserve the right to choose multiple vendors if necessary. The City reserves the right to conduct any tests it may deem advisable and to make all evaluations. The City reserves the right to reject any or all bids, in whole or in part and is not necessarily bound to accept the lowest price but instead will accept the bid best suites the City and the City's services. The City reserves the right to waive minor irregularities. A bid may be rejected if it is in any way incomplete or irregular and preference will be given to local Vendors.

It is the responsibility of the Vendor to inquire about any details of this RFB that are not understood. All inquiries must be submitted by email (anou@cityofmorrow.com). Responses to inquiries, **if they change** the RFB in a substantial manner, will be posted on the city's website as addenda.

Submission: A Sealed Bid with a **SIGNED** original and three (3) copies of the bid must be received at Morrow City Hall, 1500 Morrow Road, Morrow, and GA 30260 no later than the **Deadline of April 25, 2018 at 2pm**. The bid must be date/time stamped by Morrow City Hall in order to be considered. Vendors are strongly encouraged to submit bids in advance of the due date/time to avoid the possibility of missing the deadline due to unforeseen circumstances. Vendors assume the risk of the methods of dispatch chosen. The City assumes no responsibility for delays caused by any package or mail delivery service or unforeseen condition. A postmark on or before the due date **WILL NOT** be a substitute for receipt of bid. Bids received after the due date and time will be not be returned. Additional time will not be granted to any single bidder, however, additional time may be granted to all Vendors when the City determines that circumstances require it. **FAXED OR E-MAIL BIDS WILL NOT BE ACCEPTED.**

Envelope: The signed bid original and copies should be submitted in a **SEALED** envelope or package and identified on the outside of the envelope with contact name, contact email, company name and due date.

Bid Opening:

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The bid packages will be opened and bid amounts recorded beginning shortly after due time of 2pm at Morrow City Hall, 1500 Morrow Road, Morrow, Georgia 30260. The list of submitted bids and the amounts will be posted on the city's website,

Materials to Include:

1. Information related to all components and services listed under the Scope of this bid;
2. Credentials of Relevant Staff
3. List of Proposed Subcontractors (if any)
4. Basis of Pricing
5. E Verify Affidavit or Statement (attached to this Bid)
6. Certificate of Insurance

Selection: All of the bids are due on or before **April 25, 2018 at 2pm**. Each bid will be evaluated by the appropriate staff. We reserve the right to ask for clarification or additional information contained so that a fair and comprehensive evaluation of all bids can be conducted. If three (3) or fewer bids are received, the City reserves the right to terminate this process and begin again or to choose from the submissions. Staff recommendations will be presented to Mayor and Council for final selection.

Debarment: Submission of a signed bids in response to this solicitation is certification that your firm (or any subcontractor) is not currently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any State or Federal department or agency. Submission is also agreement that the City will be notified of any change in this status.

E-Verify: All Vendors must submit an affidavit to certify that they participate in the Federal Employment Eligibility Verification. Participation in the E-Verify program must commence before the bid deadline, and E-Verify affidavit is included in the package.

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City of Morrow Restroom Renovation Project

1500 Morrow Rd

Date_____

Please provide in detail all proposed cost associated with project:

Separate Line Item bid Cost:

TOTAL: _____

Cost shall include all necessary materials, labor, tools, supplies, storage, freight, and design to complete the restroom renovation project. Cost should include disposal of old materials. Cost should include a full twelve (12) month warranty on materials, labor and workmanship.

Number of days to complete project _____.

Company _____

Contact Person _____

Title _____

Address _____

Telephone _____

Signature_____

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City of Morrow Community Room Kitchen Project

1500 Morrow Rd

Date_____

Please provide in detail all proposed cost associated with project:

TOTAL: _____

Cost shall include all necessary materials, labor, tools, supplies, storage, freight, and design to complete the restroom renovation project. Cost should include disposal of old materials. Cost should include a full twelve (12) month warranty on materials, labor and workmanship.

Number of days to complete project _____.

Company _____

Contact Person _____

Title _____

Address _____

Telephone _____

Signature_____

Vendor Information:

Quintech Solutions Inc.
Bidder/Vendor
Charles Halls
Contact Name
C4quintech@gmail.com 678-664-6268
Contact Information

Vendor Information:

EMPH 19 CONSTRUCTION
Bidder/Vendor
KAREN ABERRA
Contact Name
KAREN ABERRA - 678-778-2156 - cell
Contact Information

Vendor Information:

Bidder/Vendor
Contact Name
Contact Information

Vendor Information:

Bidder/Vendor
Contact Name
Contact Information

Vendor Information:

Bidder/Vendor
Contact Name
Contact Information

Vendor Information:

Bidder/Vendor
Contact Name