

CITY OF BRUNSWICK, GEORGIA

October 2022

**WINDOW REPLACEMENT
AND
HVAC UNIT REPLACEMENT
AT
ST. MARK'S TOWERS**

REQUEST FOR PROPOSALS



**ST. MARK'S TOWERS WINDOW REPLACEMENT &
HVAC UNIT REPLACEMENT**

Invitation to Service Providers:

The City of Brunswick, Georgia (the City) will receive proposals for General Contractor services associated with the replacement of exterior windows and PTAC HVAC units at St. Mark's Towers residential community until Tuesday, November 8, 2022 at 10:00 a.m. EST. The City invites vendors to submit proposals responsive to the specific requirements set forth in this request for proposals (RFP).

The envelopes containing the proposal **must be sealed**, and addressed to:

Tim Nelson
City of Brunswick
Capital Projects Manager
525 Lakewood Ave
Brunswick, Georgia 31520
tnelson@cityofbrunswick-ga.gov

All proposals must be marked "**St. Mark's Towers RFP.**" The envelope must bear on the outside the name and address of the vendor. No proposal may be withdrawn or modified in any way after the deadline for proposal openings, and no faxed proposals will be accepted.

Questions regarding this request for proposals should be submitted in writing to Tim Nelson at tnelson@cityofbrunswick-ga.gov prior to 12:00 noon on Friday, October 28, 2022.

Proposals may also be submitted via e-mail. The subject of the email shall be noted as "**St. Mark's Towers RFP submittal.**" The e-mail submittals will remain unopened until 10:00 a.m. on November 8, 2022.

Proposals will be reviewed and evaluated by an evaluation committee from the City of Brunswick. The committee will select a preferred vendor from the submitted proposals within 14 days of the proposal due date. Proposals must be valid for ninety (90) days following the opening date.

1. Background:

The City of Brunswick, Georgia is located in the southeastern portion of Georgia in Glynn County, along the Georgia coast. St. Mark's Towers is a multi-story residential development for

senior citizens which is located on the east side of the city off of U.S. Highway 17. A location map is provided as Appendix A of this RFP. The development consists of two, six-story residential towers which are connected by a single-story dining and community area. There are approximately 288 residential units within the development. The development was constructed around 1998.

2. Project Description:

Many of the windows throughout the building have developed leaks, primarily due to the age of the structure. These leaks are allowing water intrusion into the interior and exterior walls of the structure. The City of Brunswick has secured funding through the Department of Community Affairs for the replacement of the windows throughout the structure. The grant may also fund replacement of the HVAC units in each of the residential units of the building. The HVAC replacement will be completed as funding allows following the window replacement.

The project will include replacement of window units for all 150 (approximate) residential spaces. The windows in stair wells and common areas of the buildings will be replaced as part of this project also. Specifications for the window units are provided in Section 4: Scope of Work.

If funding is available following the replacement of the window units, the project will include replacement of the HVAC units in each of the residential units of the facility. The existing HVAC units are packaged terminal air conditioner (PTAC) units, with one PTAC unit per residential unit.

This RFP seeks a general contractor for the window replacement and HVAC unit replacements. The contractor shall be responsible for providing all materials and labor necessary to complete the project.

Payment will be made on a monthly basis per work completed. Responses to this RFP shall include pricing of window units, furnished and installed. The response shall also include pricing of pricing of HVAC units, furnished and installed.

Arrangements can be made for potential vendors to visit the facility to examine the existing window units and HVAC units prior to submittal of proposals. Vendors can contact Tim Nelson at (912) 250-8755 or tnelson@cityofbrunswick-ga.gov to arrange a site visit at the facility.

3. Scope of Work:

- Remove and replace approximately 150 window units at residential units at St. Mark's Towers.
- Remove and replace approximately 34 mid-building and end-of-building window units in ends of towers (68 total).
- Project shall include removal, transport, and disposal of existing window units.
- Project shall include furnishing of all window units and ancillary supplies and materials necessary for installation.
- Project shall include replacement of approximately 150 PTAC HVAC units in the residential spaces of the facility.
- Project shall include removal, transport, and disposal of existing HVAC units.

- Project shall include furnishing of all HVAC units and ancillary supplies and materials necessary for installation.
- Contractor shall provide means and methods for safe access to work areas
- Contractor shall provide safe access for inspection of exterior of window units and HVAC units.
- Contractor shall repair any damages to interior or exterior wall surfaces which may occur during the removal and replacement of window units and HVAC units. Any damaged wall surfaces shall be repaired and painted to match in texture, color and appearance of existing surfaces.
- Contractor shall communicate with building operators and residents regarding scheduling of window replacement and HVAC replacement.
- Change orders must be approved prior to initiating work scope.
- The facility is fully occupied, so the contractor must plan and coordinate work schedule to provide minimal disruption to residents.
- Number and dimensions of existing window units are as follows:
 - South Tower
 - Residential Units
 - 75 ea.
 - 131 1/2 in. wide x 67 1/2 in. high
 - Fixed glass in middle section with sliding sections on each side
 - Mid-Building windows
 - 24 ea.
 - 46 in. wide x 101 1/2 in. high
 - Fixed glass
 - End of Building windows
 - 10 ea.
 - 55 in. wide x 86 in. high
 - Fixed glass
 - North Tower
 - Residential Units
 - 75 ea.
 - 143 1/2 in. wide x 65 1/2 in. high
 - Fixed glass in middle section (73 in.) with sliding sections on each side
 - Mid-Building windows
 - 24 ea.
 - 48 in. wide x 82 in. high
 - Fixed glass
 - End of Building windows
 - 10 ea.
 - 55 in. wide x 86 in. high
 - Fixed glass

** All measurements of existing windows are taken from inside of window at finished wall. Vendors shall allow for exterior measurements.

- Existing HVAC units are Seasons 15,000 PTAC units.
- HVAC units are powered by the facility's 230 volt, 30 amp electric power.
- Replacement HVAC units shall be Amana (or equivalent) PTAC units capable of providing heating and cooling for a living space of 625 sq. ft. in the North tower, and 575 sq. ft. in the South tower.

4. City's responsibilities:

- Inspection of installed window units and HVAC units
- Payment of contractor's periodic pay applications

5. Addenda:

If the City determines that an amendment is required to this RFP, the City Representative will post a written addendum on the City Website at <http://www.brunswickga.org> (the "City Website") and upon posting will be deemed to form part of this RFP. No amendment of any kind to the RFP is effective unless it is posted in a formal written addendum on the City Website. Upon submitting a Proposal, Proponents will be deemed to have received notice of all addenda that are posted on the City Website.

6. Proposal Requirements

All proposals shall include pricing for the removal and replacement of the window units, and removal and replacement of the HVAC units. Proposals shall also include contractor's plan and methods for accessing the site and multi-story window and HVAC replacements, as well as the plan for minimizing residential disturbance. Proposals shall also include contractor's tentative project schedule, and any warranties or guarantees provided on the workmanship, product, or other aspects of the project.

All proposals shall include three (3) references where similar projects have been completed.

Proposals will be evaluated on:

- Conformance to requirements listed in this RFP;
- Total cost of project;
- Warranty (if provided)
- Contractor's plan for site access;
- Proposed schedule of project completion;
- References provided.

7. Conflict of Interest:

Proponents shall disclose any potential conflicts of interest and existing business relationships they may have with the City. If requested by the City, Proponents should provide all pertinent

information regarding ownership of their company within forty-eight (48) hours of the City's request.

8. Negotiations and Contract award:

The City is under no obligation to accept any Proposal submitted. The City reserves the right in its sole discretion to waive informalities in, or reject any or all Proposals, or to accept any Proposal deemed most favorable in the interest of the City or cancel the competition at any time without award. Thereafter, the City may issue a new Invitation / Request, sole source or do nothing.

-End of This Section

DRUG FREE WORK PLACE CERTIFICATION

In order to have a drug- free workplace, a business shall:

Publish a statement notifying employees that the unlawful, manufacture, distribution, dispensing, possession, or use of controlled substances is prohibited in the workplace and specifying the actions that shall be taken against employees for violation of such prohibition.

Inform employees about the dangers of drug abuse in the workplace, the business’s policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

As a condition of working on the commodities or contractual services then under Proposal, the employee shall notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any State, for a violation occurring in the workplace no later than five (5) days after such conviction.

Impose a sanction on, or require satisfactory participation in a drug abuse assistance or rehabilitation program if such in available in the employee’s community, by any employee who is so convicted.

Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign this statement, I certify that this firm complies fully with the above requirements.

Company Name

Authorized Signature

Title

Date

VENDOR AFFIDAVIT AND AGREEMENT

(Failure to submit will render Proposal non-responsive you must use this form, you must be enrolled in this program, and you must include your user ID #)

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 contracting with The City of Brunswick has registered with and is participating in a federal work authorization program [Employment Eligibility Verification (EEV) / Basic Pilot Program, operated by the U.S. Citizens and Immigration Services Bureau of the U. S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA)] in accordance with O.C.G.A. § 13-10-91. Further, the undersigned contractor states affirmatively that the individual, firm, or corporation contracting with The City of Brunswick will continue to utilize and participate in the EEV federal work authorization program throughout the term of this contract.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with The City of Brunswick, contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. § 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-.08 or a substantially similar form provided by The City of Brunswick. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to The City of Brunswick at the time the subcontractor(s) is retained to perform such service.

EEV Number

Authorized Officer or Agent (Contractor Name)

Date

Title of Authorized Officer or Agent

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE DAY OF _____, 20__.

Notary Public

My Commission Expires: _____

Note: As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the “EEV/Basic Pilot Program” operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security in conjunction with the Social Security Administration (SS)

REPRESENTATION AFFIDAVIT

(TO BE SUBMITTED)

This proposal is submitted to The City of Brunswick, Georgia Board of Commissioners (City) by the undersigned who is an authorized officer of the company and said company is licensed to do business in Georgia and The City of Brunswick. Further, the undersigned is authorized to make these representations and certifies these representations are valid. The Proposer recognizes that all representations herein are binding on the Company and failure to adhere to any of these commitments, at the City's option, may result in a revocation of the granted contract.

Consent is hereby given to the City to contact any person or organization in order to make inquiries into legal, character, technical, financial, and other qualifications of the Proposer.

The Proposer understands that, at such time as the City decides to review this proposal, additional information may be requested. Failure to supply any requested for information within a reasonable time may result in the rejection of the Proposer's proposal with no re-submittal rights.

The successful Proposer understands that the City, after considering the legal, financial, technical, and character qualifications of the Proposer, as well as what in the City's judgment may best serve the public interest of its citizens and employees, may grant a contract.

The successful Proposer understands that this proposal is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a proposal for the same, and is in all respects fair and without collusion or fraud. I understand that collusive Proposing is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards.

Company Name: _____

Authorized Person: _____ Signature _____

(Print/Type)

Title: _____ Date: _____

Address: _____

Telephone : _____ Fax: _____

Name and telephone number of person to whom inquiries should be directed:

Name: _____

Address: _____

Title: _____ Telephone _____ Fax: _____

_____ E-mail: _____

LEGAL AND CHARACTER QUALIFICATIONS

Convictions: Has the Proposer (including parent corporation, if applicable) or any principal ever been convicted in a criminal proceeding (felonies or misdemeanors) in which any of the following offenses were charged?

		Y	N
a	Fraud		
b	Embezzlement		
c	Tax Evasion		
d	Bribery		
e	Extortion		
f	Jury Tampering		
g	Anti-Trust Violations		
h	Obstruction of justice (or any other misconduct affecting public or judicial officers' performance of their official duties)		
i	False/misleading advertising		
j	Perjury		
k	Conspiracy to commit any of the foregoing offenses		

Civil Proceedings: Has the Proposer or any principal ever been a party, or is now a party, to civil proceeding in which it was held liable for any of the following?

		Y	N
a	Unfair/anti-competitive business practices		
b	Consumer fraud/misrepresentation		
c	Violations of securities laws (state and federal)		
d	False/misleading advertising		
e	Violation of local government ordinance		

License Revocation:

	Y	N
Has the Proposer or any principal ever had a business license revoked, suspended, or the renewal thereof denied, or is a party to such a proceeding that may result in same?		

Responses: If "yes" is the response to any of the foregoing, provide Information such as date, court, sentence, fine, location, and all other specifics for each "yes" response.

Principals: The full names and addresses of persons or parties interested in the foregoing Proposal, as principals, are as follows:

NAME	ADDRESS
_____	_____
_____	_____
_____	_____
_____	_____

References: The Proposer lists below work he has done of similar nature as this solicitation, as references that will afford the City opportunity to judge as to experience, skill, business standing, and financial ability.

CONTACT	PHONE	
PERSON	TITLE	NUMBER/EMAIL
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

STATEMENT OF INSURANCE COVERAGE

This is to certify that

(Insurance Company)

of

(City/State)

(Insurance Co. Address)

has issued policies of insurance, as identified by a policy number to the insured name below, and that such policies are in full force and effect at this time. Furthermore, this is to certify that these policies meet the requirements described in the General Conditions of this project; and it is agreed that the insurer will endeavor, if allowed by the policy, to provide the Owner thirty (30) calendar days' notice of nonrenewal, cancellation, or termination of the coverage. Such notice shall be delivered to:

The City of Brunswick Georgia Board of Commissioners, Purchasing Agent, 601 Gloucester Street, City Hall, Brunswick, Georgia 31520.

It is further agreed that The City of Brunswick Board of Commissioners shall be named as an additional insured on the Contractors policy

- 1. Insured:
- 2. Project Name: **St. Marks Towers Window and HVAC Replacement**
- 3. Project Number:
- 4. Policy Numbers(s):

DATE:

(INSURANCE COMPANY)

ISSUED AT:

(AUTHORIZED REPRESENTATIVE)

ADDRESS:

NOTE: Please attach Certificate of Insurance form to this page

(Attach any endorsements)

St. Mark's Towers

Brunswick, GA

Project Site

