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MARK A. MITCHELL, Town Manager
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TOWN OF LEBANON

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405 West Main Street
P.O. Drawer 309
Lebanon, Virginia 24266

REQUEST FOR PROPOSAL FOR TOWN OF LEBANON POOL RENOVATION

September 14, 2018

General Information

The Town of Lebanon is seeking proposals from qualified contractors to inspect and renovate the Town of Lebanon Pool and add and upgrade equipment as specified herein.

All Proposals must be delivered to:

Mail To:
Mark A. Mitchell
Town Manager
Po Drawer 309
Lebanon, VA 24266

ALL PROPOSALS MUST BE RECEIVED BY 4:30 P.M. OCTOBER 05, 2018

Scope of Service:

The Town of Lebanon is Requesting Proposals from Qualified Contractor's to Inspect and Renovate the Town Pool and Add and Upgrade Equipment as Follows:

1. Main Pool-Inspect, Repair/Renovate and add Recessed Steps.
2. Wading Pool-Inspect, Repair/Renovate Wading Pool.
3. Chemical/Pump Room-Inspect, Repair/Renovate and Associated Plumbing.

The Town of Lebanon Pool was Constructed in 1984 and is in need of Renovation. The Current Plumbing, Skimmers, Filtration, Chemical Control and Pool Painting/Markings are in need of Evaluation and Upgrades.

The Town of Lebanon Request that anyone interested in submitting a Proposal Arrange an on site Pre-Proposal Meeting with the Town Staff on or before October 1, 2018.

"Progressing For Tomorrow"

CONDITIONS:

Bond Requirement:

Contractor agrees to furnish a surety bond or bonds as security for faithful performance of this contract and for the payment of all persons performing labor on the project under the contract and furnishing materials in connection with this contract. Both payment bond and performance bond shall be in the amount of 100% of the contract price. All bonds shall be on forms provided in the Contract Documents and written by companies LICENSED TO DO BUSINESS IN VIRGINIA and shall be administered through agent(s) registered in Virginia.

Work must be Completed by May 15, 2019

Successful Contractor Must Obtain Valid Town of Lebanon Contractors License on or before the date the proposed work commences. The Contractor's License can be obtained at the Town of Lebanon, 405 West Main Street, Lebanon, Virginia.

Insurance Statement:

Agreement to provide the Town of Lebanon a copy of their General Liability, Vehicle Liability, and Worker's Compensation Insurance prior to beginning work. Insurance shall be in amounts not less than \$2,000,000, \$500,000, and \$500,000 respectively and shall be written by companies licensed to do business in the Commonwealth of Virginia and shall list the Town as an additional insured.

ANTI-DISCRIMINATION

By submitting their proposal, offerors certify to the Town of Lebanon that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, the Virginia Fair Employment Act of 1975, as amended, where applicable and Section 2.2-4311 of the Virginia Public Procurement Act.

1. During the performance of this contract, the offeror agrees as follows:

a. The offeror will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the offeror. The offeror agrees to post in conspicuous places, available to employees and the reasonable restrictions to ensure the security and integrity of the records.

b. The offeror, in all solicitations or advertisements for employees places by or on behalf of the offeror will state that such offeror is an equal opportunity employer.

Review & Award:

To be considered for selection, offerors must submit a complete response to this Request for Proposal. Failure to submit all information requested may result in the rejection of the incomplete proposal.

Proposals shall be signed by an authorized representative of the offeror. Three (3) copies of the proposal must be submitted to the Town. Each copy of the proposal should be bound in a single volume as practical. All documentation submitted with the proposal also should be bound in the single volume.

The following criteria will be used in evaluating the responses to this RFP with weighting as determined in the sole discretion of the Town: Scale Follows:

- 1. Cost of proposed system. Detailed costs shall be provided to allow the Town to evaluate costs to select specific options. 20%**
- 2. Scope of services to be provided, as described in the proposal. 16%**
- 3. Timeframe for beginning and completing work. 16%**
- 4. Previous experience and applicability to services requested. 16%**
- 5. References. 16%**
- 6. Credentials of project team proposed to perform work. 16%**

Competitive Negotiations:

The procurement method is competitive negotiation of other than professional services, as defined in Section 2.2-4301 of the Code of Virginia (1950) as amended. This Request for Proposal indicates, in general terms, the nature of the program and services being sought. Each offeror is to submit the proposal(s) that best suits the needs of the Town.

The general requirements for the contents of the proposals are contained in the RFP. Offerors are encouraged to provide additional information not specifically identified as a requirement if that additional information enables the proposal to better suit the needs of the Town. In order to procure the program that best suits the needs of the Town, the competitive negotiation process and evaluation criteria consider factors in addition to cost.

Awarding the Contract:

The award of a contract shall be determined in the sole discretion of the Town based upon evaluation of all information as the Town may request. The Town reserves the right to waive any informality in proposals submitted in response to this RFP when such waiver is in the best interest of the Town.

The Town of Lebanon shall endeavor to award the contract within thirty (30) days from receipt of proposals. Notice of award will be posted on the Town's Web Site.

<http://www.lebanonva.net>

Rejection of Proposal's:

The Town reserves the right, at any time prior to award of the contract, to reject any and all proposals, or any part thereof, to make no award, and/or to issue a new Request for Proposal, or make modifications, corrections of additions to the information contained herein.

Offerors are cautioned this is a Request for Proposal, NOT a request to contract.