

MACON-BIBB COUNTY, GEORGIA

Request for Proposals (RFP)

To provide

Sound Barriers for Animal Welfare

18-041-NT



MACON-BIBB COUNTY

ISSUE DATE: April 10, 2018

DUE DATE: May 10, 2018

Please direct questions related to this solicitation to Chauncey Wilmore, email preferred at ntharepe@maconbibb.us

MBE/WBE/DBE Participation: Minority, Women Owned, and other Disadvantaged Business Enterprises are encouraged to participate in the solicitation process. Additionally, respondents are encouraged to use M/W/DBE sub-consultants where possible. Small and other disadvantaged businesses requiring assistance with the competitive process can contact Dr. James Louis Bumpus, Director of Small Business Affairs at (478) 951-2192 or jbumpus@maconbibb.us

I. GENERAL

A. Invitation

Notice is hereby given that Macon-Bibb County will receive responses for Sound Barrier for Animal Welfare to the Request for Proposals (original copy **plus 5 copies**) in the Procurement Department, 700 Poplar Street, 3rd Floor, Macon, Georgia 31201, until **12:00 o'clock NOON** at the time legally prevailing in Macon, Georgia on Thursday, May 10, 2018 for Sound Barrier for Animal Welfare for Macon- Bibb County.

NO LATE RESPONSES WILL BE CONSIDERED

The names of responding firms will be publicly read on Thursday, May 10, 2018 at 2:00 P.M. in the Macon-Bibb County Conference Room, located on the 3RD Floor of the Government Center at 700 Poplar Street, Macon Georgia 31201.

B. Definitions

Wherever the term "Owner", "County", or "Macon-Bibb County" occur in this document, it shall mean Macon-Bibb County, a political subdivision of the State of Georgia acting through the Macon-Bibb County Board of Commissioners.

C. Solicitation Documents

Announcement of this Request for Proposals may also be posted on the Macon-Bibb County website at www.maconbibb.us/purchasing and on the Georgia Procurement Registry website https://ssl.doas.state.ga.us/PRSapp/PR_index.jsp

D. Mandatory Pre-Submittal meeting

A pre-submittal conference is scheduled for **2:00 o'clock p.m., Wednesday, April 18, 2018** at located at 4214 Fulton Mill Road, Macon GA 31201. Please meet in the main lobby. This conference is mandatory; contractor must be present in order to submit a proposal.

E. Bid Bond

Bids, in order to be considered, shall be accompanied by a bid bond, payable to the Owner, in amount not less than five-percent (5%) of the total base bid.

This bid security shall become payable to the Owner only if the bidder, to whom award is made, should fail to execute a contract with the Owner and furnish bond and insurance in accordance with terms of the contract within ten (10) days after notification of award.

F. Insurance Requirements

Insurance coverage shall be carried with an insurance company licensed to do business in the State of Georgia. All coverage should be written with insurance company with a Best Rating of A or better. Insurance shall be obtained prior to commencement of work and shall remain in force throughout the period of the contract. Macon-Bibb County shall be named as additional insured on the policy.

- Workers' Compensation: Statutory
- Errors and Omission: \$1,000,000
- General Liability: \$1,000,000
- Automobile Liability: \$1,000,000

G. Submittals

Responses must be sealed and identified on the outside of the package as and delivered to

“RFP # 18-041-NT – “Sound Barrier for Animal Welfare”

Macon-Bibb County Procurement Department

700 Poplar Street

Suite 308

Macon, Georgia 31201

Telephone: (478) 803-0536

Submissions may not be withdrawn for a period of one hundred-twenty (120) days after the deadline on date of closing. Macon-Bibb reserves the right to reject any and all submissions and to waive technicalities and formalities. Respondents shall carefully read the information contained herein and submit a complete response to all requirements and questions as directed. Submittals and any other information submitted by in response to the RFP shall become the property of Macon-Bibb County.

I. Evaluation, Selection and Award

A. General Selection Process

The services being sought under this Request are considered to be professional in nature. Consequently, the evaluation of the proposals will be based upon consideration of the demonstrated qualifications and capabilities of the respondents that will result in an award that is in the best interest of the Owner. The Owner may, at their discretion, short-list and interview firms.

B. Scoring Breakdown

Experience	40pts
Price	30pts
Project Approach	25pts
Project Timeline	5pts

II. Additional Conditions

The Owner reserves the right to reject any or all Proposals received. The Owner is not obligated to request clarifications or additional information but may do so at its discretion. The Owner reserves the right to extend the deadline for submittals.

Upon receipt of a proposal by the Owner, the proposal shall become the property of the Owner without compensation to the Respondent, for disposition or usage by Macon-Bibb County, Georgia at its' discretion. Subject to the provisions of the Open Records Act, the details of the proposal documents will remain confidential until final award.

The Owner assumes no responsibility or obligation to the respondents and will make no payment for any costs associated with the preparation or submission of the proposals. Costs incurred in responding to the request for qualifications are the Respondents' alone and the Owner does not accept liability for any such costs.