

THE CITY OF JOHNSTOWN, PA
REQUEST FOR PROPOSALS

The City of Johnstown, Cambria County, Pennsylvania is seeking sealed proposals in response to a Request for Proposals (RFP) to install fencing and gates on an unimproved property located in the City of Johnstown.

One (1) original of the written proposal must be submitted to Ms. Katherine Purelli-Webb, Fiscal Officer, 401 Main Street Johnstown, PA 15901 by **12:00 PM. on March 19th, 2024.** Proposals must be submitted in a sealed envelope marked "Fire Training Facility Fence Installation." **Only written and sealed proposals will be accepted.** Faxed or emailed proposals will not be accepted. Any proposal received after the time and date proposals are due, will be returned unopened.

There will be Mandatory site visit on March 5, 2024 10:00am or March 6, 2024 at 1:00pm accommodations can be made if you cannot make either of these days (before March 19, 2024) . At 900 Oak Street Johnstown PA 15902 in the Hornerstown neighborhood of Johnstown.

In order to receive consideration, a proposal must be accompanied by a Certified Check or Bid Bond from a Surety Company authorized to do business in Pennsylvania, made payable to the order of the City of Johnstown in an amount equal to ten percent (10%) of the bid amount as a guarantee that, if the Proposal is accepted, the successful Bidder will enter into a Contract with the City.

Bid Documents are available and may be obtained at the following location:

City of Johnstown
Second Floor, City Hall
401 Main Street
Johnstown, PA 15901
or
On the City Website www.johnstownpa.gov

Pennsylvania State Labor Standard Provisions apply. Bidders shall comply with all State and Federal laws prohibiting discrimination in hiring or employment opportunities.

Should any bidder have any additional questions in regard to this request for proposals, please contact Ms. Katherine Purelli-Webb at kpurelliwebb@cotwn.com. The City of Johnstown reserves the right to reject any and all bids in whole or in part, or to waive any informality in bidding, if it is determined to be in the best interest of the City of Johnstown.

It is the policy of the City of Johnstown to provide equal opportunities for City contracting for small firms owned by socially and economically disadvantaged persons. It is also policy of the City to prohibit discrimination against any firm in pursuit of these opportunities, to conduct its contracting activities so as to prevent such discrimination, to correct present effects of past discrimination, and to resolve complaints of such discrimination.

I. GENERAL INFORMATION

1.1 Issuing Office: This Request for Proposals (RFP) is issued by the City of Johnstown, Cambria County, Pennsylvania.

1.2 Purpose: It is the intent of the City of Johnstown to install approximately 940' of 8' chain-link fencing, all posts and t-wires, with one 8'x8' double door gate and one 8'x12' cantilever gate.

Proposals must be all inclusive and include site preparation/clean-up and installation of the fencing and gates. The City of Johnstown will use Grant funds for this improvement.

1.3 Proposals: All Proposals received by the City in response to this RFP will be retained for up to ninety (90) days. Submissions must:

- A. Constitute a complete response to this RFP, using the Proposal Form provided in this document (pages 6 and 7) and items as detailed on the Required Checklist (page 8 and 9). A proposal will be considered incomplete and automatically rejected should any item on the Required Checklist not be included and/or acknowledged.
- B. Include one (1) original. The price proposal must include costs for the material and installation of the fencing and gates and the breakdown of each cost category such as surface material and site preparation/clean-up. Alternates may be included for all categories if desired.
- C. Sealed proposals must be received by no later than **12:00 Tuesday March 19, 2024**, and submitted to:

Katherine Purelli-Webb
c/o City of Johnstown
401 Main Street
Johnstown, Pa 15901
- D. The Proposal must be signed by an official authorized to bind the company to its price.
- E. The Proposal must include a statement that the proposal will remain valid for a period of at least ninety (90) days from the date of the bid opening.

1.4 Rejection of Proposals: The City reserves the right to reject any and all proposals received as a result of this RFP.

1.5 Communications Concerning RFP: All questions relevant to the development of a proposal are to be directed to:

Ms. Katherine Purelli-Webb
Fiscal Officer
City of Johnstown
401 Main Street
Johnstown, PA 15901
Phone: (814) 539-2504 Ext 113
Email: kpurelliwebb@cojtn.com

1.6 Site Location: The unimproved property in which the fencing will be installed is located at 900 Oak Street, Johnstown PA 15902.

**There will be a MANDATORY site visit:
Tuesday March 5, 2024 10:00 am
Or
Wednesday March 6th, 2024 at 1:00pm**

1.7 Bid Security: All Bidders must provide a Bid Security with their proposal. Bid Security shall be made payable to the City of Johnstown in an amount of not less than ten percent (10%) of the Bidder's maximum bid price in the form of either a certified bank check or a Bid Bond, issued by a Surety Company authorized to do business in Pennsylvania in meeting the requirements set forth at the bottom thereof.

The Bid Security of the Successful Bidder will be retained until such Bidder has executed a Contract and furnished the Required Contract Surety, whereupon it will be returned; if the successful Bidder fails to execute and deliver the Contract and furnish the required Contract Security within 15 days of Notice of Award, the City may annul said Notice and the Bid Security of that Bidder will be forfeited. The Bid Security of any Bidder whom the City believes to have a reasonable consideration for receiving the award may be retained by the City until after the effective date of the Contract.

1.8 Additional Information:

- A. Experience:** Companies must have experience in installing chain-link fencing.
- B. Incurring Costs:** The City will not be liable for any costs incurred in the preparation or submission of a proposal.
- C. Civil Rights Compliance:** Companies must comply with Title VI of the Civil Rights Act of 1964, the Equal Employment Act, and Section 109 of the Housing and Community Development Act of 1974.
- D. Acceptance of Proposal Content:** The contents of the successful proposal may, at the City's option, become part of the contract entered into by the successful company and the City of Johnstown, PA.
- E. Code of Ethics Certificate and Indemnification Certificate:** At the time of award of the contract, the Code of Ethics Certificate will be in the form of the local Contractors' Association and signed by the Bidder. The Indemnification Certificate will be provided by the selected contractor and will be in the form of the Certificate of Insurance, which names the City of Johnstown as an "additional insured party."
- F. Bonding Requirements:** The successful Contractor will be required to furnish a Performance Bond and Payment Bond prior to the Authorization to Proceed. The amounts shall be for 100% of the Contract amount.

II. CONTENT OF PROPOSALS

2.1 Scope of Services

The City seeks a contractor to install a chain-link fence with gates on an unimproved property located within the City of Johnstown.

General information:

Fire Facility Fencing

- **Install Approximately 940 feet of 8 foot high, 9 gauge, Galvanized Chain-link fence**
- **3" CQ-40 Corner End Posts**
- **2 1/2" CQ-40 Line Posts**
- **9 Gauge T-Wire on Top and Bottom**
- **8 foot high x 8 foot wide double Gate**
- **8 foot high x 12 foot wide Cantilever Gate**
- **5-year contractor warranty**

2.2 Other Requirements

Proposals must include a written narrative on company letterhead describing the following:

- A. Brief statement as to the company's abilities and qualifications related to this project.
- B. List of municipalities in Pennsylvania and other states for which the company has provided similar services in the last three (3) years. Please include the name and contact information for these references.
- C. Additional information or documentation that would be useful and applicable to this project.
- D. Prior to contract, the awarded company will be required to show evidence of insurance coverage of a kind and an amount satisfactory to the City.
- E. Information concerning any suits filed, judgments entered, or claims made against the company during the last five years with respect to playground paving provided by the company or installer or any declaration of default or termination for cause against the company with respect to such services. In addition, state whether during the past five years the company has been suspended from bidding or entering into any government contract.
- F. Bid Security in the amount of ten percent (10%) of the Bid amount must be included in the Proposal.
- G. Prior to contract execution, the awarded company will be required to show evidence of City Business/Contractors License and registration to pay City Business and Occupation (B&O) taxes. Selected contractor must possess a valid Pennsylvania contractor license and attach copy with proposal.

III. SELECTION PROCESS

3.1 Review Process

All proposals will be reviewed by a committee comprised of the Director of Public Works, the Fire Chief, the Assistant Fire Chief and the Fiscal Officer for the City of Johnstown, PA. The City reserves the right to waive non-material deficiencies in any proposal. Any item not attached and/or acknowledged per the Required Checklist will be cause for automatic rejection of proposal.

Proposals will be evaluated based on what is deemed to be in the best interests of the City, including such factors as the bidder's experience and expertise in providing similar installation in other municipalities, the quality of products proposed, recommendations of entities for which the bidder has previously provided services, and total cost. Cost will not be the sole factor in evaluating proposals.

Bids will be received until 12:00 PM. on Tuesday March 19, 2024. Bids will be opened and read aloud on, Tuesday, March 19, 2024, at 12:15 PM. in City Hall 2nd floor conference room. Notification to the lowest bidder will be made by April 2nd 2024.

Selection of the company with the preferred proposal does not provide any contact rights to that company. Any such rights shall accrue only if and when the City and the company execute a binding contract. The City reserves the right to negotiate with the successful company in any manner necessary to best serve the interests of the City. If the City fails to reach an agreement with the successful bidder, the City may commence negotiations with an alternative bidder or reject all bids and reinstate the RFP process.

CONTRACTOR'S AFFIDAVIT
AND PROPOSAL FORM

The undersigned has read, understands, and affirms their compliance with the requirements contained in the Request for Bids **FIRE TRAINING FACILITY FENCING** for the City of Johnstown, Pennsylvania. The undersigned submits this proposal in good faith and without collusion with any other person, individual, or company.

The submission consists of this signature page and the proposal page.

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Name, Title, and Contact Information (phone, fax, email) of *Authorized Representative*:

Signature of *Authorized Representative*: _____

Date: _____

PROPOSAL
All items must be bid.

Fire Training Facility Fencing

- A. Site Preparation/Mobilization: \$ _____
- B. Base Construction (as needed): \$ _____
- C. Installation of Fence: \$ _____
- D. Site Clean-up/ Demobilization: \$ _____

Fire Training Facility Fencing

Total \$ _____ (not including alternates*)

Fire Training Facility Fencing

Total dollar amount in written words: _____

*Alternates

Should contractor wish to suggest any alternates for consideration, provide description of activity, materials, etc. and proposed cost. (Attach additional pages if necessary.)

Description of proposed alternate:

Materials, etc.:

Total \$ _____ (Proposed alternates*)

Total dollar amount in written words: _____

REQUIRED CHECKLIST
(To be attached with Proposal)

<p>Items A. through H. below are detailed in the REQUEST FOR PROPOSALS FIRE TRAINING FACILITY FENCING</p> <p><u>II. Contents of Proposal – Section 2.2 Other Requirements.</u> Items I through S are additional requirements and/or information which must be included with the proposal. The Contractor must initial each item that the requirement has been met and/or attached or acknowledged.</p>		Contractor's Initials
A.	Brief statement as to the company's abilities and qualifications related to this project.	
B.	List of municipalities in Pennsylvania and other states for which the company has provided similar services in the last three (3) years. Please include the name and contact information for these references.	
C.	Additional information or documentation that would be useful and applicable to this project.	
D.	Prior to contract, the awarded company will be required to show evidence of insurance coverage of a kind and an amount satisfactory to the City.	
E.	Prior to contract execution, the awarded company will be required to show evidence of City Business/Contractors License and registration to pay City Business and Occupation (B&O) taxes.	
F.	Information concerning any suits filed, judgments entered, or claims made against the company during the last five years or any declaration of default or termination for cause against the company with respect to such services. In addition, state whether during the past five years the company has been suspended from bidding or entering into any government contract.	
G.	Bid Security in the amount of ten percent (10%) of the Bid amount must be included in the Proposal.	
H.	Completed MBE/WBE/Section 3 Contact Solicitation and Commitment Statement including evidence of outreach.	N/A
I.	Selected contractor must possess a valid Pennsylvania contractor license and attach copy with proposal.	
J.	Site Visit – required March 5 th , 2024 10:00 am or March 6 th , 2024 1:00pm	
K.	Affidavit and Proposal Form – required	
L.	Product Cut Sheets	N/A
M.	Product Warranty Information – required	
N.	Material List – required	
O.	Supplementary Condition of the Contract for Construction	

P.	Davis-Bacon Act/Copeland "Anti-Kickback" Act – attached for review	N/A
Q.	Federal Wage Rates – attached	N/A
R.	Performance Bond – provide if awarded contract	
S.	Payment Bond – provide if awarded contract	
T.	Payroll and Employee Interview Forms – provide weekly payrolls if awarded contract, City will conduct employee interviews – attached for review	N/A

Any item, as detailed above, not included and/or acknowledged in this proposal will be cause for automatic rejection of the proposal.

I _____ as authorized representative of
 (Print Name)

_____ acknowledge by signing this form.
 (Print Company Name)

I have read and understand the provisions of this Request for Proposal for.

Authorized Representative: _____ Date: _____
 (Signature)