



REQUEST FOR PROPOSAL
FOR
BID NO. 019-10
PARKING LOT RESURFACING
Riverside Landing
Riverside, Alabama
FOR THE
City of Riverside
RIVERSIDE, ALABAMA

ITEM I

Sealed proposals will be received by the City Clerk until **November 4th, 2019 at 4:00 pm** and will be opened and read at **4:00 pm, November 5, 2019** in the Council Work Session held in the Community Shelter behind Riverside City Hall, located at 379 Depot Street, Riverside, Alabama 35135.

Questions or comments pertaining to this proposal must be presented in writing or sent as E-mail to the attention of the City Clerk, Candace Smith, e-mail: riversideclerk@riverside-al.com, 379 Depot Street, Riverside, AL 35135 no later than Five (5) working days prior to the proposal opening or will be forever waived.

RFP documents will be available and may be obtained by emailing: riversideclerk@riverside-al.com. Specifications are on file and may be seen in the Clerk's Office of the City of Riverside, Alabama, 379 Depot Street. Prior to opening, RFP packages may be picked up at that location during normal operation, between 9:00 am and 4:00 pm local time.

The City of Riverside is an Equal Opportunity Employer and requires that all contractors comply with the Equal Employment Opportunity laws and the provisions of the Contract Documents in this regard. The City also encourages and supports the utilization of Minority Business Enterprises on this and all public proposals.

No proposals will be considered unless the bidder, whether resident or non-resident of Alabama, is properly qualified to submit a proposal for this type of work in accordance with all applicable laws of the State of Alabama. Where applicable, this shall include evidence of holding a current license from the State Licensing Board, Montgomery, Alabama, as required by Chapter 8 of Title 34, of the Code of Alabama, 1975. In addition, non-residents of the State if a corporation, shall show evidence of having qualified with the Secretary of State to do business in the State of Alabama. Bidder must have a current State business license prior to proposal being awarded. No proposals shall be withdrawn for the period of thirty (30) days subsequent to the opening of proposals without the consent of the City of Riverside, St. Clair County, Alabama.

City of Riverside
By: Candace Smith
City Clerk

Posted 10-16-19
Proposal Deadline: 11-4-19

ITEM II

Purpose

The City of Riverside is seeking proposals from qualified firms, hereinafter referred to as the bidder, for the purpose of parking lot repair and resurfacing at Riverside Landing per all applicable regulations. The successful bidder agrees to furnish all necessary labor, tools, equipment and materials required to perform and complete all work required for the purpose listed above in full accordance with the specifications, terms, and conditions contained in the Request for Proposal (RFP) Specifications.

Information or Clarification

For information concerning procedures for responding to this RFP, contact City Clerk, Candace Smith at 205-338-7692 Ext. 4. Such contact is to be for clarification purposes only. Material changes, if any, to the technical specifications or bidding procedures will only be transmitted by written addendum.

Questions and Addendum

Any questions wished to be addressed and which might require an addendum must be submitted to the City of Riverside City Clerk in writing at least 5 days prior to proposal due date. Any verbal statement regarding same by any person prior to the award shall be unauthorized and not binding.

Site Visit

There is no pre-proposal conference or mandatory site visit scheduled. However, it is recommended that bidders inspect the location prior to submission of a proposal. No variation in price or conditions shall be permitted based on a claim of ignorance. Submission of the proposal is evidence that the bidder has familiarized himself with the nature and extent of the work and any conditions that may, in any manner, affect the scope of the work and/or materials required.

Competency of Bidders

Proposals shall be considered only from firms that have been continuously engaged in providing services similar to those specified herein for a reasonable period and that are presently engaged in the provision of these services. It may be necessary to produce evidence that they have established a satisfactory record of performance for a reasonable period of time.

Contract Term

Proposal should include pricing reflecting a **December 31, 2019 completion date**.

Price

Bidder will quote a firm, fixed cost. Pricing shall include all costs associated with completion of project, such as but not limited to; labor, equipment, fuel charges, management, supplies, permitting, etc. Payment will be made only after service is completed and approved by the City.

ITEM III

Basis of Proposal

Repair and Resurfacing of Parking Area at Riverside Landing, located at 230 Depot Street, Riverside, Alabama. Specs can be obtained by contacting the City Clerk's Office at Riverside City Hall.

ITEM IV

Submission of Proposal: It will be the sole responsibility of the Bidder to ensure that their proposal reaches the City of Riverside – City Clerk (379 Depot Street, Riverside, Alabama 35135) prior to the proposal cutoff date and time listed below.

Do not submit by email or facsimile. Facsimile and emailed proposals will not be accepted.

All proposals shall be submitted on or before November 4, 2019 at 4:00pm to:

**The City of Riverside - City Clerk
379 Depot Street
Riverside, Alabama 35125**

All proposals shall be sealed and clearly marked on the lower left-hand corner:
“Proposal – Riverside Landing Resurfacing”

ITEM V

PROPOSAL

Date ____/____/____

RFP Bid 019-10

RFP for Repair and Recycling at Riverside Landing

Base Proposal _____

Vendor Certification: I, the below signed, hereby agree to furnish the required article(s) or service(s), at the price(s) and terms stated subject to all instructions, conditions, specifications, and all attachments hereto. I have read all specifications and fully understand what is required. By submitting this proposal, I certify that I will accept a contract if approved by the City and such acceptance covers all terms, conditions, and specifications contained in this proposal. I certify that I have not divulged to, discussed with, or compared this proposal with any other bidder(s) and have not colluded with any other bidder(s) or parties to this proposal. I certify I am authorized to contractually bind the bidding firm.

COMPANY NAME

AUTHORIZED REPRESENTATIVE SIGNATURE

AUTHORIZED REPRESENTATIVE _____

Address _____

City _____ State _____ Telephone _____

Email _____

Federal ID Number _____

This Proposal Sheet must be completed, signed and submitted with your proposal.

Questionnaire

Please print or type:

1. Provide three references for which you have performed similar services.

Company Name: _____

Address: _____

Contact Name: _____ Telephone: _____

Company Name: _____

Address: _____

Contact Name: _____ Telephone: _____

Company Name: _____

Address: _____

Contact Name: _____ Telephone: _____

2. Number of years experience the proposer has had in providing similar services:

_____ Years

3. Have you ever failed to complete work awarded to you? If so, where and why?

The proposer understands that the information contained in these proposal pages is to be relied upon by the City in awarding the proposed contract, and such information is warranted by the proposer to be true. The proposer agrees to furnish such additional information, prior to acceptance of any proposal relating to the qualifications of the proposer, as may be required by the City.

Please review the questionnaire to make sure all questions have been answered. Attach additional sheets if necessary. Failure to answer each question could result in the disqualification of your proposal.