



Request for Proposal - RFP Bid # 25 -003

Project Title: Police Department Cosmetic Paint & Carpet Updates

Issued Date: February 7, 2025

Issued by:
City of Powder Springs

1. Introduction

The City of Powder Springs (hereinafter referred to as "the City") is seeking proposals from qualified contractors for cosmetic updates at the Police Department building located at 1114 Richard D Sailors Pkwy, Powder Springs, GA 30127. The scope of work includes the removal and replacement of carpet in common areas and the training room, as well as painting of common area hallways and selected interior offices. This project requires careful coordination to ensure minimal disruption to Police Department operations.

2. Scope of Work

The awarded contractor will be responsible for the following tasks:

Carpet Removal and Installation:

- Remove existing carpet in common areas and the training room.
- Remove existing cove base and replace it with a new cove base in a color complementary to the chosen carpet sample.
- Install new carpet squares in these specified areas.
- Vendor must provide five (5) carpet square samples for the City's selection.

Painting Services:

- Paint the common area hallways and all interior offices.
- Paint color and type (e.g., finish, durability, etc.) will be determined and approved by the City prior to work commencement.

General Requirements:

- Relocating office furniture will be required.
- Ensure that Police Department operations can continue during the project. Displacement of occupants must be minimized to avoid disruptions to services.
- All personnel assigned to work on this project must undergo and pass background checks as required by the City.

Work Plan and Scheduling:

- The painting tasks must be completed before the carpet replacement begins.
 - Coordinate furniture logistics and scheduling to minimize downtime in affected areas.
 - Provide a detailed work plan, including the number of workers who will be on-site daily.
 - ***Complete the full scope of work within twenty (20) calendar days from the Notice to Proceed (NTP) date.***
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3. Mandatory Site Visit

A mandatory site visit will be held at the Police Department building on February 18, 2025 at 9:00 am. The site visit will start promptly at 9:00 am and will take place in a secured area. Please note that anyone arriving after 9:05 am will not be allowed entry and will not be permitted to bid on the project.

This meeting will provide an opportunity for contractors to:

- Review site conditions.
- Understand the scope of work.
- Understand background check procedures.
- Develop your furniture logistics plan and ensure it aligns with strategies to minimize occupant displacement.

Thank you for your attention to these details.

4. Proposal Submission Requirements

Interested contractors must include the following information in their proposals:

Company Background:

- Overview of the company, years of experience, and previous similar projects.

Proposed Approach:

- Description of the process for completing the work, including sequencing and safety measures to ensure Police Department operations are not significantly disrupted.

Sample Submission:

- Confirmation that five (5) carpet square samples will be provided for selection.

Workforce Details:

- Number of workers proposed to be on-site and confirmation of background check compliance.

Timeline:

- Confirmation of the ability to complete the work within the 20-day period.

Cost Proposal:

- Detailed breakdown of costs, including labor, materials, and other associated expenses.

References:

- Contact information for at least three (3) previous clients with similar project experience.

5. Selection Criteria

The project will be awarded to the lowest bidder who meets all submission requirements, including providing a detailed plan of action for furniture logistics strategies that minimize occupant displacement, and who complies with the scope of work and background check procedures.

6. Submission Instructions

Proposals must be submitted no later than February 28, 2025 by 12 noon. Late submissions will not be considered. Proposals should be delivered to: 1114 Richard D Sailors Pkwy, Powder Springs, GA 30127 Attention: Kelly Axt

7. Contact Information

For questions or further information, please contact: Kelly Axt

Administrative Services Director

Email: kaxt@cityofpowdersprings.org

8. Terms and Conditions

- The City reserves the right to reject any and all proposals.
 - The selected contractor must comply with all applicable local, state, and federal regulations.
 - The City reserves the right to amend the RFP or scope of work.
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9. Proposal Timeline

- **RFP Issuance:** February 7, 2025
- **Mandatory Site Visit:** February 18, 2025, at 9:00 AM
- Questions Submitted By: February 21, 2025
- **Proposal Submission Deadline:** February 28, 2025
- **Anticipated Contract Award:** Week of March 24th (if not sooner)
- **Anticipated Notice to Proceed (NTP):** April 1, 2025 (if not sooner).