

Request for Proposals

RESURFACING OF PICKELBALL COURTS IN SOUTH ACRES PARK

CITY OF PLATTSBURGH, NY



RFP Release Date: **Tuesday, May 3, 2022**

Proposals Due: **Wednesday, May 18, 2022 at 3:00 p.m. EST**

It is recommended that proposals be submitted in advance, at least one day prior to the specified date and time to allow for a timely receipt. LATE PROPOSALS will NOT be considered.

All proposals are to be submitted via email to Scott Dubrey, Recreation Leader, at dubreys@cityofplattsburgh-ny.gov.

REQUEST FOR PROPOSAL DEFINITION:

An RFP defines the situation or object for which the goods and or services are required, how they are expected to be used and/or problems that they are expected to be addressed. Vendors are invited to propose solutions that will result in the satisfaction of the City's objectives in a cost-effective manner. The proposed solutions are evaluated against a predetermined set of criteria of which price may not be the primary consideration.

1. Introduction / Purpose

Proposals are requested from vendors that have a demonstrated ability to perform the tasks identified in this Request for Proposals (“RFP”).

The City owns and operates several tennis courts in South Acres Park, located at 23 Flynn Avenue, Plattsburgh, NY 12901. For several years, these tennis courts in this park have been used for pickelball and the playing surface is in need of substantial repairs.

2. Scope of Services

The City is seeking a vendor who can provide all the services requested herein regarding resurfacing of its pickelball courts in South Acres Park. The selected vendor shall provide the services required in the Scope of Services, attached hereto and incorporated herein as Exhibit A.

3. Schedule of Events

It is the goal of the City to select and retain a vendor by June 2, 2022. In preparation for that action, the following tentative schedule of events has been prepared:

Event	Date	Time
Request for Proposals Released	Tuesday, May 3	n/a
Final Questions Due	Wednesday, May 11	3:00 p.m. EST
Responses to Questions Released	Friday, May 13	n/a
Proposals Due	Wednesday, May 18	3:00 p.m. EST
Tentative City Council Meeting to Consider Awarding Contract	Thursday, June 2	5:00 p.m. EST

The City reserves the right to amend or withdraw this RFP. The City reserves the right to request or obtain additional information about any and all submittals before making an award. The City also reserves the right to seek clarification from any vendor about any statement in its proposal that the City finds ambiguous.

Questions concerning responses to this RFP must be submitted by email to Scott Dubrey, Recreation Leader, at dubreys@cityofplattsburgh-ny.gov and be received no later than 3:00 p.m. EST on Wednesday, May 11, 2022. Answers to all questions will be posted as an addendum to this RFP no later than Friday, May 13, 2022 on the City’s website: <https://www.cityofplattsburgh-ny.gov/bids>.

Proposals must be received by 3:00 p.m. EST on Wednesday, May 18, 2022. Proposers must submit all proposals via email to Scott Dubrey, Recreation Leader, at dubreys@cityofplattsburgh-ny.gov.

All submissions become property of the City of Plattsburgh upon submission.

4. Proposal Format and Content

Proposals must be submitted in the format set forth below. Failure to follow this format may cause for rejection of a proposal because adherence to this format is critical to the City’s evaluation process.

- Cover Letter
- Vendor Information
- Experience and References
- Process and Approach
- Pricing

A. Cover Letter

The cover letter shall include a brief general statement of intent to perform the services and confirm that all elements of the RFP have been reviewed and understood. The letter shall include a brief summary of vendor’s qualifications and vendor’s willingness to enter into a contract under the terms and conditions prescribed by this RFP. The letter must identify a single person for contact during the RFP review process.

B. Vendor Information

This section shall include contact person information, address and telephone number of the vendor’s main office and branch offices. Each vendor shall identify itself as to the type of organizational entity (corporation, sole proprietorship, partnership, joint venture, etc.). Any supplemental information that the vendor believes may be pertinent to the selection process may be provided.

C. Experience and References

Vendor shall provide at least three (3) references, within the past three (3) years, of clients for whom services have been performed that are comparable in quality and scope to that specified in this RFP. The references shall include names, addresses, and telephone numbers of the clients for whom prior work was performed and include an explanation of the services provided.

D. Process and Approach

All proposals submitted shall include the vendor’s understanding of the project and a description of the process and approach to be used.

E. Pricing

All proposals submitted shall have a stated dollar bid amount for providing services outlined in the Scope of Services. Vendors shall include a lump sum bid amount for the Scope of Services.

5. Examination of RFP and Sites of Work

The vendor shall carefully examine the RFP and all sites, if applicable, of the work contemplated. The submission of a Proposal shall be conclusive evidence that the vendor has investigated and is satisfied as to the conditions to be encountered, as to the character, quality, and quantities of work to be performed and materials to be furnished, the difficulties to be encountered, and to the requirements of the Proposal, RFP, and the services agreement to be entered into by the City and the selected vendor (the “Agreement”).

By submitting a Proposal, the vendor hereby certifies that it has: examined the local conditions, read every clause of this RFP, included all costs necessary to complete the specified work at its proposed prices, and agrees that if it is awarded a services agreement it will make no claim against the City based upon ignorance of local conditions or misunderstanding of any provision of the Agreement. Should the conditions prove to be other than anticipated, the vendor agrees to assume all risks incident thereto.

6. Withdrawal of Proposal

All proposals shall be firm offers and may not be withdrawn for a period of one hundred and twenty (120) days following the deadline date for submission of proposals noted herein. Submitted proposals may be withdrawn at any time prior to the submission deadline.

7. Public Records

All documents, conversations, correspondence, etc. between the City and vendor are public information subject to the laws and regulations concerning disclosure that govern the New York State municipalities, unless specifically identified otherwise.

The vendor must notify the City in advance of any proprietary or confidential materials contained in the Proposal and provide justification for not making such material public. The City shall have sole discretion to disclose or not disclose such material subject to any protective order that the vendor may obtain.

The City reserves the right to make use of any information or idea contained in the Proposal. All materials, ideas and formats submitted in response to this RFP will become the property of the City on receipt.

8. Evaluation of Proposals

The City reserves the right to amend, withdraw, or cancel this RFP. The City also reserves the right to reject all responses to this RFP at any time prior to agreement execution. Furthermore, the City reserves the right to request additional information about any proposal that, in the City's opinion, is necessary to assure that the vendor's competence, number of qualified employees, business organization, experience, and financial resources are adequate to perform the Scope of Services.

All proposals shall be reviewed to verify that the vendor has met the minimum requirements as stated in this RFP. Proposals that have not followed the rules, do not meet minimum content and quality standards, and/or do not provide references will be rejected as non-responsive.

Proposals will be evaluated on the basis of the following criteria:

- Pricing (80%)
- Qualifications (10%)
- Professional References (10%)

The vendor with the highest ranking shall then enter into exclusive negotiations with the City to formalize the Scope of Services and compensation. If the City is unable to obtain a fair and reasonable price or cannot reach agreement regarding the terms for the Scope of Services or compensation, then the City will end negotiations with that vendor and begin negotiations with the next vendor which best meets the needs of the City, and so on until the City and a vendor reach an agreement for services.

The City intends to select the vendor that offers the best value to the City based on the criteria outlined above.

9. Expenses

The City of Plattsburgh is not liable for any costs incurred by any vendor for the work performed to prepare its proposal or for any travel and/or other expenses incurred in the preparation and/or submission of its proposal or participation in subsequent interviews or presentations. Further, the City of Plattsburgh is not liable for any costs incurred prior to the approval of an Agreement with the vendor.

The proposer shall not offer any gratuities, favors, or anything of monetary value to any official, employee, or outside consultant associated with the project for purposes of influencing consideration of a response to this RFP.

10. Hold Harmless

By participation in this RFP process, the vendor agrees to hold harmless the City of Plattsburgh, its officers, employees and consultants from all claims, liabilities and costs related to all aspects of the selection process.

11. Cancellation

The City retains the right to cancel this RFP at any time, should it be deemed to be in the best interest of the City to do so. No obligation either expressed or implied exists on the part of the City to make an award based on the submission of any proposals.

EXHIBIT A
Scope of Services

The City is seeking a vendor who can provide all the materials and services requested herein. The selected vendor shall provide the services required below.

The vendor shall furnish all labor, materials, and insurance to install two (2) coats of acrylic coating to the five (5) existing pickleball courts in South Acres Park located at 23 Flynn Avenue in Plattsburgh, NY. The total area of the five (5) courts comprises approximately 1,928 square yards. The procedure is to be as follows:

1. Pressure wash the courts to remove all dirt, mildew, and other contaminants from the entire surface area and thoroughly air blow and clean the entire surface.
2. Rout, air blow, and clean a total of approximately 1,330 linear feet of existing structural cracks. Fill to refusal with acrylic crack and leveling binder patch. Multiple applications may be necessary.
3. Furnish and apply two (2) coats of acrylic resurfacer.
4. Furnish and apply two (2) coats of pigmented acrylic filler. Color is to be green.
5. Layout and hand paint five (5) sets of regulation pickleball playing lines per American Sports Builders Association (ASBA) specifications using textured white line paint.
6. Clean up of general work area.

The Scope of Services shall also include:

General

Service, supplies, and equipment to be provided by the vendor shall include, but not be limited to, the following:

- Labor
- Materials and supplies
- Tools and equipment
- Transportation vehicles
- Administration, management, and maintenance support to perform services as specified
- Traffic control, as necessary
- Selective demolition, as necessary, to complete the scope of work
- Removal and disposal of all waste
- Site control and safety
- General cleanup

Prevailing wages shall be paid to all workmen employed.

Project / Site Conditions

- a) Vendor must notify the City's Community Development Office prior to starting work.
- b) Vendor shall specify and dedicate a Project Manager for the duration of the project.
- c) Protect adjacent buildings, site, infrastructure, and/or landscape from damage during the project.

- d) Maintain safe access for employees and the public to existing walkways and building entries during the project.
- e) Vendor is responsible for all materials delivery, storage, and handling.
- f) All materials, equipment and debris shall be completely removed at the end of each shift.
- g) Vendor is responsible for the verification of all existing conditions and dimensions prior to bid.
- h) In the case of an emergency, work must stop immediately and continue only after prior authorization from the City.
- i) Payment and Performance Bonds equal to 100% of the construction (materials, equipment and labor to install) amount may be required by the City. If required, performance bonds shall be valid for a period of twelve (12) months.
- j) A minimum twelve (12) month warranty that covers all labor, workmanship, and equipment to be purchased, along with supporting documentation submitted to the City upon completion of the installation.
- k) Prevailing wages shall apply to this project.

Minority owned and women owned businesses are strongly encouraged to respond.