

**REQUEST FOR QUOTATIONS (RFQ)**  
**EXTERIOR RENOVATION – FLEET MAINTENANCE GARAGE**

**Background**

The City of Forsyth is soliciting quotes from qualified contractors for exterior renovation work at the City's Fleet Maintenance Garage. The scope of work includes demolition, removal of existing components, installation of new wall panels and trim, painting, HVAC installation, and electrical work as outlined below.

**Scope**

The initial work documents required by the selected individual or firm will consist of cost estimates. These must be prepared in close communication with the City of Forsyth. The general contractor managing the process will be responsible for assuming risk from the owner. The City of Forsyth expects an emphasis on cost control under this project.

The following services must be provided at a minimum:

**Demolition and Removal:**

- Remove and dispose of existing gutters and downspouts.
- Remove and disposal of wall sheeting on the front of the building.
- Remove and replace overhead and personnel door trim.
- Remove existing window air conditioning unit.
- Remove existing wall exhaust fan and surrounding wood framing.

**Building and Panel Work:**

- Furnish and install 26-gauge colored wall panels on the front of the building.
- Furnish and replace overhead and personnel door trim.
- Perform wall sheeting repairs on the remaining three sides of building as needed.
- Allowance for wall insulation.
- Furnish and install two (2) new peak boxes.
- Furnish and install new gutters and downspouts.
- Install downspout elbows at the front of the building.
- Install a transverse pipe at the rear of the building to collect gutter runoff and route water to end of the building.
- Install one framed window opening and hang a single-hung window in the office.

**Painting:**

- Treat overhead and personnel doors with rust inhibitor, prime, and paint.
- Paint the exterior of the pre-engineered metal building to match new front panels.
- Additional Structures:
- Install a new five-foot overhead brace canopy or similar awning structure over the front door.

**HVAC & Ventilation:**

- Furnish and install two (2) mini-split HVAC units (one for office, one for storage room).
- Install one (1) 48-inch exhaust fan with gravity dampers.

**Electrical:**

- Furnish and install all electrical connections required for HVAC units and exhaust fan.

**Site Work:**

- No site work is required.

**Contractor Requirements**

- Contractor must furnish all labor, materials, tools, and equipment necessary to complete the work.
- Contractor must be licensed and insured to perform work in the State of Georgia.
- Contractor is responsible for all permits and inspections as required.
- Work must be performed in compliance with all applicable codes and safety standards.

**Schedule**

To be considered, proposals must be received by Will Campbell, at the Forsyth City Hall, Forsyth, GA 31029. All proposals must be sealed and should be clearly labeled. All submissions should include three hard copies of the proposal and one digital copy on a USB flash drive. Any proposals received after September 15<sup>th</sup> at 5:00 pm or at any location other than the Forsyth City Hall will not be considered. Bid opening will occur on September 17<sup>th</sup> at 11:00 am.

**Proposal Contents**

Responses are to be returned to Forsyth City Hall where an initial evaluation of the proposals will be completed. Those evaluations will be submitted to the City of Forsyth City Council for final selection.

Interested contractors are invited to submit a written quote including:

1. Your individual or company's experience, particularly with projects similar to this one.
2. References for at least two (2) similar projects. References must include names and telephone numbers, personnel involved, and a brief description of the projects.
3. Lump sum price for all work described in the Scope of Work.
4. Proposed project schedule, including anticipated start and completion dates.
5. Proof of current business license and insurance coverage.
6. A Performance Bond must be furnished as a corporate surety bond as security for the performance of services. The surety bond must be in the amount of one hundred percent (100%) of the annual gross revenue of the contractor under the service contract.
7. A sample contract containing, but not limited to, full descriptions of all goods, materials, and equipment including construction and maintenance services.

**Selection**

Procedures for selection of an individual/firm will be in accordance with the RFQ package and local procurement requirements. All proposals will be evaluated in terms of cost competitiveness, contractor qualifications and experience, proposed timeline for completion, and references from past clients. Past performance on other projects may be assessed in terms of timeliness, completion within budget, and other factors.

**Disclaimer**

The City of Forsyth reserves the right to accept or reject any or all proposals. The City of Forsyth is an Equal Opportunity Employer.

## **APPENDIX A**

### **Project Details**

Project: Exterior Renovations – City of Forsyth Fleet Maintenance Garage

Location: 483 Cabiness Road, Forsyth, Georgia 31029

Building Specifications:

- Width – 40 ft
- Length – 60 ft
- Height – 16 ft

Pictures of the building will be attached to this appendix to show current conditions and areas of work. Contractors should use these along with the Scope of Work in the RFQ to prepare price quotations. Contractors are responsible for field-verifying all measurements and site conditions before finalizing their quotes.











