

REQUEST FOR PROPOSAL
Solicitation No. 10-A002

CARROLL COUNTY VEHICLE FUELING FACILITY

I. Overview, Background, General Submission Information and Mandatory Pre-Bid Conference

Overview:

The Carroll County Board of Commissioners requests proposals from interested and qualified firms for the Design and Construction of a Fuel Dispensing Station at the New Vehicle Maintenance Facility located at 34 Horsley Mill Road, Carrollton, Georgia 30117. The dispensing station will be configured/designed to dispense diesel fuel and unleaded gasoline. Also, design must incorporate the future expansion to a CNG product by the County. Qualified proposers shall be builders with extensive experience in building a quality turnkey dispensing station. Proposals shall include all design costs, material and labor to construct the fuel facility.

Background:

Carroll County is a rural county in northwest Georgia with a resident population of approximately 110,000 located just west of Atlanta, Georgia. The area has one of the fastest growth rates in the state. The County's workforce consists of approximately 550 employees and approximately 500 vehicles that are distributed among 25 remote locations. In an effort by the county to improve our efficiency, and to upgrade our facilities, we are building a new state-of-the-art Vehicle Maintenance Facility, which will also include a fuel dispensing station for all County vehicles and equipment.

General Submission Information:

Three (3) unbound copies of the sealed proposal must be delivered to:

Carroll County Board of Commissioners
Purchasing Department, Room 410
423 College Street
Carrollton, GA 30117

The proposal shall be delivered no later than **2:00 PM ET, Friday, August 21, 2009**. Each response should be marked on the outside of the envelope with **“Sealed Proposal – Carroll County Vehicle Fueling Facility, (Solicitation No. 10-A002), August 21, 2009”**.

Any questions regarding this Request for Proposal should be directed to:

Teresa Loftin
Purchasing Clerk
Carroll County Board of Commissioners
Phone Number – (770)830-5804
tloftin@carrollcountyga.com

Carroll County reserves the right to waive any informality, to reject any and all bids, to evaluate all bids, to accept portions of any bid and to accept any bid which in its opinion may be in the best interest of the County. **The County reserves the right to modify the contract after its award.**

No proposals will be received or accepted after 2:00 PM ET Friday, August 21, 2009. Proposals submitted after the designated date and time will be deemed invalid and returned unopened to the proponent. Carroll County is not responsible for lost or misdirected mail. It is the bidder's responsibility to ensure no late bid is submitted. No proposal may be withdrawn within thirty days after the proposal opening and shall remain firm through this period.

Mandatory Pre-Bid Conference:

There will be a **Mandatory** Pre-Bid conference on Tuesday, August 4, 2009 at 2:00 PM. Conference will be held at the New Carroll County Vehicle Maintenance Facility site. All potential bidders **must** attend.

The address is: 34 Horsley Mill Road
 Carrollton, GA 30117

Carroll County is exempt from all Federal, State and local taxes, including excise taxes. Payment terms are NET 30 Days. Invoices must be mailed to:

Accounts Payable
Carroll County Board of Commissioners
P.O. Box 338
Carrollton, GA 30112

II. Project Specifications:

The Scope of Services, as may be modified through negotiation and/or by written addendum issued by the County, will be made part of the Agreement. Contractors interested in obtaining a contract with Carroll County for the installation of the fuel dispensing station shall prepare a written proposal to include, but not be limited to, the following terms and conditions:

Bidders shall quote on the following installation:

ELECTRICAL:

Carroll County will provide an energized 200 AMP sub-panel dedicated to the fuel dispensing station. The sub-panel will be located on an interior wall at a point closest to the fuel dispensing station. The bidder should quote on connection from this point.

UNDERGROUND TANKS:

1 - Underground Gasoline 20,000 gallon tank. This tank must be a double walled, jacketed tank meeting all EPA, state and federal regulations. (Tanks to have a minimum 30 year warranty against corrosion).

1 - Underground Diesel 20,000 gallon tank. This tank must be a doubled walled, jacketed tank meeting all EPA, state, and federal regulations. (Tanks to have a minimum 30 year warranty against corrosion).

- Tanks to have adequate openings for tank fittings including:
- Vent Extractors with overfill ball floats
- Spill containment manholes
- Gas tank to have Stage I EVR two point connection
- Tank Monitor
- Submerged pump and sump
- Tanks to be installed per NFPA 30

Tanks need to be placed in front of the fueling facility close to entrance of property.
(See attached drawing)

Fueling facility and underground tanks must be positioned at least 10 feet from the property line.

EXISTING TANKS:

Existing underground gas and diesel tanks on adjacent property will remain operational and will need to be connected to new fuel management system. This connection should be wireless (point-to-point) since hard wiring would be impracticable. Locations are within "line of site" of each other.

Existing fuel management system needs to be upgraded to be compatible with new system. This will include removing tank monitor console and replace tank probes to be compatible with new tank monitor system.

SUBMERGED PUMPS:

- 1EA 1 ½ H.P. for Diesel
- 1EA ¾ H.P. for gasoline

- Parts must be readily available
- Must be U.L. listed
- Explosion proof electrical disconnect positioned in accordance with industry standards
- Must come with mechanical leak detectors

FUEL MANAGEMENT SYSTEM:

- 24 hour access
- Battery backup
- U.L. approved
- Control and accountability of fuel
- Windows software for PC (PC furnished by Carroll County)
- Ability to manage/control (9) fueling positions
- Transaction printer
- Key Encoder - Needs to be a Mag Card
- 800 Blank Mag Cards

TANK MONITOR:

- 2-Magnostriuctive Probes
- Water Detection
- 2-Install Kits
- 1-Diesel Float Kit
- 1-Gas Float Kit
- High Level Alarm
- Low Level Alarm
- Reports Printer
- 4-Sump Sensors
- 2-Interstitial Sensors
- Ability to record and print:
- Delivery Reports
- Tank Testing
- Reconciliation Reports

DISPENSERS:

- 2- Single product twin hose dispensers with electronic register
- 1-For Diesel with 1" outlet and satellite outlet
- 1-For Gasoline with ¾" outlet
- 1-Satellite diesel dispenser with 1" outlet
- Automatic 1" nozzles for Diesel
- Automatic ¾" for Gasoline
- Internal Filters
- Swivels and Breakaways
- 1" Hoses for Diesel
- ¾" Hoses for Gasoline

PIPING SUMPS:

- Tanks to have submerged pump sump with mounting adapter
- Dispensers to have sumps with stabilizer bars
- Sumps to have entry boots for piping and electrical penetrations

PIPING:

- Product piping to be double wall fiberglass
- 2" Primary piping with 3" secondary piping
- Piping to have fireguard flex connectors at tank sump with full port ball valves connected to sub pumps
- Piping to have fireguard flex connector at dispenser sump and impact valve anchored in sump
- Vent piping to be single wall fiberglass terminated 12' above finished grade and protected by a U Shape Bumper Post

CONCRETE PAD:

- Thickness of concrete should be 8" reinforced with 6" x 6" x 6" x 6" wire mat

CANOPY:

- 24' X 30' 2-Column Canopy with a minimum of 15' clearance
- .063 Aluminum 36" Flat FASCIA
- White Steel Embossed Decking
- Internal PVC Drains
- Structural Engineered Drawings
- Anchor Bolts
- 8-Canopy Lights with photo cell

ISLAND:

1EA - 4' X 24' X 13" Steel form with 2-6" Bollards at each end
1EA - 4' X 4' X 13" Steel form with 2-6" Bollards at each end
(For Satellite Dispenser)

Contractor will set dispenser sump, supply line and electrical source stubbed out for CNG dispenser. County will furnish CNG tank, at a later date, to be located within 75 feet of island.

County will furnish #7 wash stone and will remove all spoils from excavation.

All work shall be in accordance with accepted industrial standards, OSHA standards and in accordance with Federal, State and local regulations.

All permits and licensing shall be the responsibility of the bidder.

III. Submittal Requirements/Format:

Format: The Parties interested in acquiring this contract with Carroll County shall submit three (3) unbound copies of the proposal package to meet the requirements below:

- A. The Proposal shall set forth an itemized cost for the Project including an itemization of the cost for materials, type of materials to be used and cost for labor.
- B. A list of current Georgia clients, including the names and addresses, for which your company has completed similar work within the last three years.
- C. Any listing of unique products or services offered and how they would apply to this Proposal.
- D. Provide a written statement outlining the timeline as well as a completion date.
- E. Indicate how the resources of your firm (e.g. number and type of personnel, equipment, etc.) will be allocated for this project.
- F. Degree of work, if any, that is to be subcontracted.
- G. Ability to meet insurance requirements and attach a copy of a valid insurance certificate for the firm's general liability and proof of adequate worker's compensation coverage for employees.
- H. Ability to meet Bid Bond and Performance Bond requirements.
- I. Complete exhibits 1 through 3 and include in proposal.

IV. Minimum Criteria Used to Determine Responsibility and Responsiveness of Proposals:

Proposals shall be reviewed and evaluated based on their relative responsiveness to the criteria described above and with those criteria's outlined below. The Carroll County Board of Commissioners will make the final approval.

- A. Whether the Bid demonstrates an understanding of the project(s)?
- B. Whether the Bid demonstrates an ability to complete the project in a timely manner?
- C. Whether the Bidder provided references or otherwise demonstrated it has performed satisfactorily in previous contracts of similar size and scope
- D. Whether the Bidder has demonstrated the appropriate capacity, skill and financial resources to provide the requested service?
- E. Whether the Bidder met the insurance requirements and provided proof of same.
- F. Whether the Bidder met Bid Bond and Performance Bond requirements.

All work performed shall be of the highest quality in accordance with good practices, procedures and industry/OSHA standards. The Bidder must conform to all Federal, State and local laws and governmental regulations.

V. Subcontracting:

Any person undertaking a part of the work under the terms of the proposal, by virtue of an agreement with the Contractor, must receive the approval of the Carroll County Purchasing

Manager prior to any such undertaking. The County may terminate the proposal if the subcontracting is done without this approval.

VI. Safety Measures:

Contractor shall take all necessary precautions for the safety of employees on the worksite and shall erect and properly maintain at all times, as required on job conditions and progress of the work, all necessary safeguards for the protection of the workmen and public.

VII. Proof of Insurance/Performance Bond/Bid Bond:

Insurance Requirements. Contractor shall procure and maintain for the duration of the contract, insurance against claims for injuries to persons or damages to property that may arise from or in connection with performance of the Work hereunder by the Contractor, his agents, representatives, employees, or subcontractors.

1. General Liability: \$ 1,000,000 combined single limit per occurrence for comprehensive coverage including bodily injury, personal injury and property damage for premises/operations, products/completed operations, contractual liability, independent contractors, and underground, explosion and collapse hazard.
2. Automotive Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage including all owned, hired and non-owned.
3. Workers' Compensation and Employers' Liability: Workers' Compensation limits as required by the Labor code of the State of Georgia and Employers Liability of \$100,000 per accident.
4. Performance Bond: A Performance Bond shall be required for an amount equal to the bid price. The Performance Bond shall be provided to the County, within (10) days, once the successful bidder has been selected by the County.
5. Bid Bond: A 5% Bid Bond is required with the proposal.

A "Certificate of Liability Insurance" showing the Carroll County Board of Commissioners, as the Certificate Holder, must be provided prior and incorporated as part of the award contract.

VIII. Price:

The prices and descriptions of material and labor should be in sufficient detail for the Board of Commissioners to be able to make a determination as to whether the price is "responsible and responsive" and in the best interest of County Government and consistent with this Request for Proposal.

- Invoices will be submitted to:

Carroll County Board of Commissioners

P.O. Box 338
Carrollton, GA 30112
Attention: Don Johnson, Finance Department

- Accounts are NET 30 DAYS.

XI. Method of Selection:

The County is using the Competitive Sealed Bids method of source selection for this procurement. An award, if made, will be made to the responsible provider whose proposal is most advantageous to the County, and most responsible and responsive as required by law, taking into consideration the factors set forth in this RFP.

Providers submitting proposals may be afforded an opportunity for discussion, negotiation and revision of proposals as authorized by O.C.G.A § 36-91-21. Discussions, negotiations and revisions may be permitted after submission of proposals and prior to an award for the purpose of obtaining the best and final offers. In accordance with their requests for proposals, all responsible Bidders found by the governmental entity to have submitted proposals reasonably susceptible of being selected for the award shall be given the opportunity to participate in such discussions, negotiations and revisions. However, during the process of discussion, negotiation and revision, the government entity shall not disclose the contents of proposals to competing providers. The final decision with regard to the selection of the bidder shall be made by the Carroll County Board of Commissioners. All proposals shall be valid for a period of sixty (60) days from the submission date.

T. Loftin
Purchasing Clerk
(770) 830-5804
tloftin@carrollcountyga.com

Exhibit "A"

CARROLL COUNTY BOARD OF COMMISSIONERS

SUMMARY SHEET

Vendor or Proprietor Name: _____

Ownership: _____

Address: _____

Telephone Number: _____

Fax Number: _____

Number of years in existence: _____

Management Contact (person responsible for direct contact with Carroll County and services required for this Request for Proposal):

Name: _____ Title: _____

Telephone Number: _____ Fax: _____

Email: _____

Project Manager (Person responsible for day-to-day servicing of the account):

Name: _____ Title: _____

Telephone Number: _____ Fax: _____

Email: _____

Types of services provided by : _____

Exhibit "B"

CARROLL COUNTY BOARD OF COMMISSIONERS

**ACKNOWLEDGEMENT OF COMPLIANCE WITH INSURANCE
REQUIREMENTS FOR CARROLL COUNTY VEHICLE FUELING FACILITY
REQUEST FOR PROPOSALS**

Vendor or proprietor agrees, acknowledges and is fully aware of the insurance requirements as specified in Insurance Requirements of the Request for Proposals for Carroll County Vehicle Fueling Facility, and accepts all conditions and requirements as contained therein.

Vendor or Proprietor: _____
Name (Please Print)

By: _____
Authorized Signature

Date: _____

This executed form must be submitted with proposal.

CARROLL COUNTY BOARD OF COMMISSIONERS

CERTIFICATION OF QUALIFICATIONS

1. The undersigned hereby submits its proposal and, by doing so, agrees to furnish Services to the County in accordance with the Request for Proposal (RFP), dated July 21, 2009, and to be bound by the terms and conditions of the RFP.
2. This vendor or proprietor has carefully reviewed its proposal and understands and agrees that the County is not responsible for any errors or omissions on the part of the proposer and that the proposer is responsible for them.
3. It is understood and agreed that the County reserves the right to accept or reject any or all proposals and to waive any informality or irregularity in any proposal received by the County.
4. The proposal includes all of the commentary, figures and data required by the Request for Proposal, dated July 21, 2009.
5. The proposal shall be valid for 60 days from August 21, 2009.

Vendor or Proprietor: _____

By: _____
(Authorized Signature)

Type Name: _____

Title: _____

Date: _____

