

# **REQUEST FOR PROPOSALS**

**City of Johnstown**

**Roxbury Hockey Rink  
Resurfacing**

**RFP – October 2020**

**CITY COUNCIL OF THE CITY OF JOHNSTOWN**

# **PROCEDURE**

## **ORIGINAL PROPOSAL AND COPIES**

The proposal must contain the completed “Vendor Information” page provided within this RFP. The vendor must submit **one hardcopy Original Proposal and one digital version** to the City of Johnstown. All proposals must include a detailed budget narrative.

## **PREPARATION OF PROPOSALS**

Proposals **must** be placed in a sealed envelope and marked:

### **Roxbury Park Hockey Rink Resurfacing**

The name and address of the vendor must be marked on the sealed envelope.

## **DELIVERY OF PROPOSALS**

Proposals must be received in the *City of Johnstown’s Office at 401 Main Street, Johnstown, PA, 15901*, no later than **October 30, 2020 at 3:00 PM**. Said proposals shall be open in a public setting to be observed by any community member and attested to by the City Clerk on October 30, 2020 at 3:30 PM.

## **INQUIRIES AND ADDENDA**

Should the vendor find any discrepancies in, or omissions from the Request For Proposal, or should there be any doubt as to meaning or interpretations, or need clarification, he/she should at once notify John Dubnansky by e-mail at [jdubnansky@cojtw.com](mailto:jdubnansky@cojtw.com). The City of Johnstown will not be responsible for any oral instructions.

## **DUTY OF VENDOR TO MAKE NECESSARY INVESTIGATIONS**

Before submitting a proposal, each vendor shall make all investigations and examinations necessary to ascertain all conditions and requirements affecting the full performance of the contract and to verify any representations made by the City that the vendor will rely upon. Ignorance of such conditions and requirements resulting from failure to make such investigations and examinations will not be a basis for any claim whatsoever for any monetary consideration on the part of the successful vendor.

## **EXPENSES INCURRED IN PREPARING PROPOSAL**

The City of Johnstown accepts no responsibility for any expense incurred by the vendor in the preparation

and presentation of a proposal and any such expenses are to be borne exclusively by the vendor.

**RIGHT TO ACCEPT OR REJECT PROPOSALS**

The City of Johnstown reserves the right to accept or reject any or all proposals, to waive any informalities or irregularities in the proposals received, and to accept any proposal, which is deemed most favorable to the county.

**CHOICE OF LAWS**

Any contract awarded shall be adjudicated, governed, and controlled in all respects as to validity, construction, capacity, performance, or otherwise by the laws of the State of Pennsylvania.

**TERM OF CONTRACT**

The duration of any contract awarded is anticipated to commence upon the date an agreement is entered with the City of Johnstown and conclude by December 31, 2020. An extension of this deadline may be granted from the City of Johnstown to the contractor at the City's discretion.

**PROCESS BY WHICH THE CONTRACT SHALL BE AWARDED**

This contract will be awarded to the contractor judged to provide the best value. The terms of any contract may be subject to negotiation subsequent to the receipt of proposals. Proposals will be evaluated on the basis of the following:

1. Compliance with specifications and production of required and supporting documentation.
2. Ability of contractor to responsibly and reliably perform contract requirements.
3. Cost of service.
4. Ability to negotiate terms of a contract acceptable to the City of Johnstown.
5. Ability to complete all contracted work tasks.
6. Experience of the contractor completing similar work tasks.

# **SPECIFICATION OF SERVICE**

## **OBJECTIVES OF THE SERVICE**

The City of Johnstown owns and operates Roxbury Park within the City. This park contains many amenities, including a paved roller hockey rink. The existing hockey rink is approximately 160' x 80' in size and is surrounded by both hockey boards and chain link fencing. The existing paved surface of the rink is in poor condition and requires a new paved surface and proper sloping of the surface to better help drainage.

## **TASKS TO BE PERFORMED**

The contractor will provide staffing and resources to complete the following requested work tasks.

1. Hockey Rink Resurfacing: A contractor is needed to clean the existing paved hockey rink surface and then seal all existing cracks. A tack coat should then be applied to the surface before a new two-inch layer of pavement is installed. In addition, pavement should be added to the surface beyond the two-inch layer requirement to create adequate slope to allow water to runoff of the surface.
2. Hockey Board Removal and Reinstallation: Each proposal should include a separate labor cost to both remove and reinstall the existing hockey boards to allow for easier access for completing the resurfacing work.

Please note that the contractor is not expected to repaint the hockey play lines or reinstall the hockey goals.

## **PROPOSAL PLANNING**

Questions about this proposal may also be directed to John Dubnansky by email at [jdubnansky@cojtw.com](mailto:jdubnansky@cojtw.com) or by phone at 814-288-9181.

## **REQUIREMENTS**

The selected contractor will be required to:

- Be adequately insured/bonded to complete the specified work requested by the City of Johnstown.
- Provide the City of Johnstown with Liability insurance and Workers Compensation Insurance
- Licensed to work within the State of Pennsylvania
- Complete all work tasks by December 31, 2020
- Provide weekly email progress reports to the City of Johnstown
- Provide monthly invoices to the City of Johnstown for work completed
- Have no outstanding violations within the City of Johnstown for their business/sole practitioner

## **DISCRIMINATION PROHIBITED**

- According to 62 Pa.C.S.A. 3701, the contractor agrees that:
  1. In the hiring of employees for the performance of work under the contract or any subcontract, no contractor, subcontractor or any person acting on behalf of the contractor or subcontractor shall by reason of gender, race, creed or color discriminate against any citizen of this Commonwealth who is qualified and available to perform the work to which the employment relates.
  2. No contractor or subcontractor or any person on their behalf shall in any manner discriminate against or intimidate any employee hired for the performance of work under the contract on account of gender, race, creed or color.
  3. The contract may be cancelled or terminated by the government agency, and all money due or to become due under the contract may be forfeited for a violation of the terms or conditions of that portion of the contract.

**HUMAN RELATIONS ACT**

- The provisions of the Pennsylvania Human Relations Act, Act 222 of October 27, 1955 (P.L. 744) (43 P.S. Section 951, et. Seq.) of the Commonwealth of Pennsylvania prohibit discrimination because of race, color, religious creed, ancestry, age, sex, national origin, handicap or disability, by employers, employment agencies, labor organizations, contractors and others. The contractor shall agree to comply with the provisions of this Act as amended that is made part of this Specification. Your attention is directed to the language of the Commonwealth’s non-discrimination clause in 16 PA. Code 49.101.

**PROVISION FOR THE USE OF STEEL AND STEEL PRODUCTS MADE IN THE U.S.**

- In accordance with Act 3 of the 1978 General Assembly of the Commonwealth of Pennsylvania, if any steel or steel products are to be used or supplied in the performance of the contract, only those produced in the United States as defined therein shall be used or supplied in the performance of the contract or any subcontracts thereunder. In accordance with Act 161 of 1982, cast iron products shall also be included and produced in the United States. Act 144 of 1984 further defines “steel products” to include machinery and equipment. The act also provides clarifications and penalties.

**IMPLEMENTATION TIME FRAME**

An award of this project is expected to be made to the contractor by November 18, 2020, with work beginning on November 19, 2020. All work should be completed during hours that will minimize impact on the staff that work within City Hall, Monday – Friday, 8:00 AM – 4:30 PM. Work performed by the contractor on weekends will be permitted. Should the contractor need to perform work during the staff working hours the contractor shall ensure that all construction “zones” are safe and secure and will not create a hazard to the staff during this time (i.e. fencing, yellow tape, etc. to secure the areas).

**BUDGET**

The contractor must provide to the City of Johnstown within their proposal a price breakdown for this requested service. The contractor will submit to the City a monthly invoice for payment. The cost provided must be comprehensive of all costs associated with this service.

## **CONTRACTOR DELIVERABLE IN RESPONSE TO THIS RFP**

Each proposal sent to the City in response to this RFP should include:

- A budget that details a price for each work task
- An estimated project schedule to complete all work tasks
- Examples of similar work the contractor has completed in the last five years
- Experience of the assigned contractor staff
- A signed contract with a section for the City to sign and accept the provided work proposal
- A completed Vendor Identification sheet

## VENDOR INFORMATION

**VENDOR NAME (PRINTED):** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_

**AUTHORIZED SIGNATURE:** \_\_\_\_\_

**NAME (PRINTED):** \_\_\_\_\_

**TITLE:** \_\_\_\_\_