



Micanopy, Seminole Chief

## **TOWN OF MICANOPY**

### **REQUEST FOR PROPOSAL (RFP)**

### **HISTORIC DOWNTOWN PERGOLA**

Date Issued: March 20, 2018

Contact Person: Debbie Gonano, Town Administrator

Phone: (352) 466-3121

Email Address: townhall@micanopytown.com

Deadline: 12:00 noon on April 20, 2018

#### **I. GENERAL INFORMATION.**

A. Purpose. The intent of this RFP is to find a General Contractor capable of providing and constructing a 24' x 16' x 8' pergola, including brick pavers and landscaping, in the downtown median of the Historic Town of Micanopy.

B. Who May Respond. Only general contractors licensed to do business in the State of Florida may respond to this RFP.

C. Instructions on Proposal Submission.

1. Inquiries. The sole point of contact with the Town for purposes of this Request for Proposal is:

Debbie Gonano, Town Administrator

706 NE Chokolka Blvd.

PO Box 137

Micanopy, FL 32667-0137

352-466-3121

Email Address: townhall@micanopytown.com

Email is the preferred method of communication.

Proposers shall not contact any Commissioner, other employee or representative of the Town, unless otherwise instructed, with respect to this Request for Proposal. Nor shall the Town be bound by any information that is not expressly contained within this Request for Proposal or that is not properly developed, noticed and issued. Failure to comply with this requirement will result in disqualification of the proposal.

*RFP – Historic Downtown Pergola*

2. Questions. Substantive questions regarding this Request for Proposal must be submitted, via email, by 12:00 noon, April 16, 2018. Reasonable efforts will be made to answer Proposers' questions; however, the Town is not bound to provide responses that meet with individual Proposer's satisfaction. Written responses to all questions will be sent via email to Proposers.

3. Conditions of Proposal. All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Proposer and will not be reimbursed by the Town.

4. Instructions to Proposers. Your proposal should be addressed as follows:

Debbie Gonano, Town Administrator

706 NE Chokolka Blvd.

PO Box 137

Micanopy, FL 32667-0137

It is important that ten (10) copies of the proposal be submitted in an envelope clearly marked in the bottom left corner with the following information:

*Request for Proposal*

*(Date)*

**HISTORIC DOWNTOWN PERGOLA**

5. Closing Submission Date. Proposals must be submitted no later than 12:00 noon on April 30, 2018. It is the responsibility of the Proposer to ensure that the proposal is received by the Town by the date and time specified above. Late proposals will not be considered. It is neither the Town's responsibility nor practice to acknowledge receipt of any proposal.

6. Each proposal shall be considered binding and in effect for a period of ninety (90) days following the proposal opening.

7. Right to Reject. The Town reserves the right to reject any and all proposals received in response to this RFP. An order for the accepted proposal will be based upon the factors described in the RFP.

8. Notification of Award. It is expected that a decision selecting the successful Vendor will be made within sixty days after receipt of the proposals. Upon conclusion of final negotiations with the successful Proposer, all Proposers submitting proposals to this Request for Proposal will be informed, in writing, of the name of the successful firm.

9. Contract Award: The Town reserves the right to:

a. Make an award without further notice;

b. Reject any and all proposals, in whole or in part, received in response to the RFP and to waive irregularities and informalities in the submittal and evaluation process;

c. Waive or modify procedural and administrative irregularities due to honest or unintentional mistakes as identified in proposals received;

d. Negotiate with the firm(s) responding to this RFP, consistent with the objectives stated.

10. The award of this bid does not constitute an order. Before shipments or service are provided, the successful Proposer must receive a signed contract.

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## **II. THE PROJECT.**

The project consists of providing and constructing a 24' x 16' x 8' wood pergola in the downtown median of Historic Micanopy which will meet all state and local building codes, including providing and installing brick pavers and border on a compacted crushed concrete base, and landscaping plants. The proposed price shall include the **complete cost of the project** including, but not limited to, permits, labor, engineering costs, drawings, any excavation of soil and grass, lumber, rafters, hardware, supports, paint, brick pavers, concrete, landscaping plants and sod, debris removal, and/or any shipping charges. The project **will not** include electric or plumbing.

## **III. DEALING WITH THE TOWN.**

A. No employee of the Town who exercises any responsibilities in the review, approval, or implementation of the proposal or contract shall participate in any decisions, which affects his or her direct or indirect personal or financial interest.

B. It is a breach of ethical standards for any person to offer, give or agree to give any Town employee or designated contact, Commissioner, or for any Town employee or designated contact, or Commissioner to solicit, demand, accept, or agree to accept from another person or Vendor, a gratuity or an offer of employment whenever a reasonably prudent person would conclude that such consideration was motivated by an individual, group or corporate desire to obtain special, preferential, or more favorable treatment than is normally accorded to the general public.

C. Proposals shall be opened and submitted to the Town Commission who shall make a decision regarding the successful proposal at a regularly scheduled Town Commission Meeting. The successful proposal may not be based solely on cost.