

Valley Greene Apartments

REQUEST FOR PROPOSAL (RFP) Replacement Of Cement East Tower Exit Landing Steps

REPLACEMENT OF CEMENT STEPS AND LANDINGS

Valley Greene Apartments
5720 Wissahickon Avenue
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RFP ID: 20170405
Prepared By: Madeline Haggans
Date: May 1, 2017

REQUEST FOR PROPOSAL
REPLACEMENT OF CEMENT STEPS AND LANDINGS
Philadelphia - Pennsylvania

RFP ID: 20170405

SUBMISSION DEADLINE: June 16, 2017, Close of Business @ 5:00 PM

QUESTION SUBMISSION DEADLINE: May 26, 2017

Questions may be submitted in written form no later than May 26, 2017 to:

RFP Contact Name: Madeline Haggans
Contact Address: 5720 Wissahickon Avenue
Philadelphia, Pennsylvania 19144
Telephone Number: 2674285430
Email Address: Themadhag@verizon.net

INTRODUCTION

Valley Greene Apartments invites and welcomes proposals for their Replacement of Cement Steps and Landings project. Based on your previous work experience, your firm has been selected to receive this RFP and is invited to submit a proposal. Please take the time to carefully read and become familiar with the proposal requirements. All proposals submitted for consideration must be received by the time as specified above under the "SUBMISSION DEADLINE."

BIDDERS SHOULD NOTE THAT ANY AND ALL WORK INTENDED TO BE SUBCONTRACTED AS PART OF THE BID SUBMITTAL MUST BE ACCOMPANIED BY BACKGROUND MATERIALS AND REFERENCES FOR PROPOSED SUBCONTRACTOR(S) – NO EXCEPTIONS.

PROJECT AND LOCATION

The bid proposal is being requested for Replacement of Cement Steps and Landings which is or shall be located at 5720 Wissahickon Avenue, Philadelphia, Pennsylvania 19144.

PROJECT MANAGER CONTACT INFORMATION

The following individual(s) are the assigned contacts for the following:

For questions or information regarding Approval of contract, finances and any Change Orders, contact:

Name: Madeline Haggans
Title: Board President
Phone: 2674285430
Fax:
Email: Themadhag@verizon.net

For questions or information regarding On Site Management , contact:

Name: Charles Fleming
Title: Maintenance Supervisor
Phone: (215) 480-5260
Fax:
Email: cfj215@yahoo.com

For questions or information regarding Project Oversight, contact:

Name: Charles Plinton
Title: Board Member
Phone: (610) 715-5082
Fax:
Email: chap8@aol.com

PROJECT OBJECTIVE

The objective and ultimate goal for this project is the replacement east tower exit landing and steps to the rear entrances of valley greene apartments.

the east tower exit landing and steps are 12' x 5' & 8' x 4' with three steps.

this project will be in two phases, each taking approximately one week. the successful bidder will complete both projects. .

PROJECT SCOPE AND SPECIFICATIONS

Project Scope and Specifications are detailed on an attached document.

SCHEDULED TIMELINE

The following timeline has been established to ensure that our project objective is achieved; however, the following project timeline shall be subject to change when deemed necessary by management.

MILESTONE	DATE
Demolition of existing landing and steps on the east exit from the building. :	July 10, 2017
Removal of debris from the premises.:	July 10, 2017
Preparation of the site. Lay out of new landing and steps.:	July 13, 2017
Replacement of Landing and Step Railing. :	July 13, 2017
Inspection of site.:	July 14, 2017

PROPOSAL BIDDING REQUIREMENTS

PROJECT PROPOSAL EXPECTATIONS

Valley Greene Apartments shall award the contract to the proposal that best accommodates the various project requirements. Valley Greene Apartments reserves the right to award any contract prior to the proposal deadline stated within the "Scheduled Timeline" or prior to the receipt of all proposals, award the contract to more than one Bidder, and refuse any proposal or contract without obligation to either Valley Greene Apartments or to any Bidder offering or submitting a proposal.

DEADLINE TO SUBMIT PROPOSAL

All proposals must be received by Valley Greene Apartments no later than Close of Business @ 5:00 PM on June 16, 2017 for consideration in the project proposal selection process.

PROPOSAL SELECTION CRITERIA

Only those proposals received by the stated deadline will be considered. All proposals, submitted by the deadline, will be reviewed and evaluated based upon information provided in the submitted proposal. In addition, consideration will be given to cost and performance projections. Furthermore, the following criteria will be given considerable weight in the proposal selection process:

- Proposals received by the stipulated deadline must be in the correct format.
- Bidder's alleged performance effectiveness of their proposal's solution regarding the Project Objective of Valley Greene Apartments.
- Bidder's performance history and alleged ability to timely deliver proposed services.
- Bidder's ability to provide and deliver qualified personnel having the knowledge and skills required to effectively and efficiently execute proposed services.
- Overall cost effectiveness of the proposal.

Valley Greene Apartments shall reserve the right to cancel, suspend, and/or discontinue any proposal at any time they deem necessary or fit without obligation or notice to the proposing bidder/contractor.

PROPOSAL SUBMISSION FORMAT

The following is a list of information that the Bidder should include in their proposal submission:

Summary of Bidder Background

- Bidder's Name(s)
- Bidder's Address
- Bidder's Contact Information (and preferred method of communication)
- Legal Form of Bidder (e.g. sole proprietor, partnership, corporation)
- Date Bidder's Company Formed
- Description of Bidder's company in terms of size, range and types of services offered and clientele.
- Bidder's principal officers (e.g. President, Chairman, Vice President(s), Secretary, Chief Operating Officer, Chief Financial Officer, General Managers) and length of time each officer has performed in his/her field of expertise.
- Bidder's Federal Employee Identification Number (FEIN)
- Evidence of legal authority to conduct business in Pennsylvania (e.g. business license number).
- Evidence of established track record for providing services and/or deliverables that are the subject of this proposal.
- Organization chart showing key personnel that would provide services to Valley Greene Apartments

Financial Information

- State whether the Bidder or its parent company (if any) has ever filed for bankruptcy or any form of Reorganization under the Bankruptcy Code.
- State whether the Bidder or its parent company (if any) has ever received any sanctions or is currently under investigation by any regulatory or governmental body.

Proposed Outcome

- Summary of timeline and work to be completed.

Equipment or Service

- List any and all equipment or services required for this proposed project and the number of each.
- Detailed estimated cost for each piece of equipment or service.
- List any or equipment or services required of a subcontractor, along with a brief explanation.

Cost Proposal Summary and Breakdown

- A detailed list of any and all expected costs or expenses related to the proposed project.
- Summary and explanation of any other contributing expenses to the total cost.
- Brief summary of the total cost of the proposal.

Licensing and Bonding

- Provide details of licenses and bonds (if any) for any proposed services that the bidder/contractor may plan on providing for this project.

Insurance

- Details of any liability or other insurance provided with regard to the staff or project.

References

- Provide 3 references

Bidder agrees that Valley Greene Apartments may contact all submitted references to obtain any and all information regarding Bidder's performance.