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**REQUEST FOR PROPOSALS
TO
RENOVATE TWO (2) CEMETERY MAINTENANCE BUILDINGS**

**PARKS & RECREATION DEPARTMENT
CITY OF GRAND ISLAND, NEBRASKA**

To: Building Construction Companies
From: Mark Sands, Cemetery Superintendent
Subject: Renovate two (2) Cemetery Maintenance Buildings
Date: December 11, 2020

The City of Grand Island Parks & Recreation Department Cemetery Division is seeking proposals to renovate two (2) Cemetery maintenance buildings at the Grand Island City Cemetery. Work to include replacing soffits, fascia, gable ends, gutters and exterior doors.

The Request for Proposals are due January 5, 2021 by 4:00 p.m. (Local Time). Three (3) copies of the Request for Proposals shall be submitted to:

City Clerk
Attn: RaNae Edwards
P.O. Box 1968
Grand Island, NE 68802

Any questions in responding to this RFP should be directed to **Mark Sands, Cemetery Superintendent at (308) 385-5359**. We look forward to receiving your response to this request.

**ADVERTISEMENT
REQUEST FOR PROPOSALS
TO
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**CITY OF GRAND ISLAND, NEBRASKA
PARKS & RECREATION DEPARTMENT**

The City of Grand Island Parks & Recreation Department Cemetery Division is seeking proposals to renovate two (2) Cemetery maintenance buildings at the Grand Island City Cemetery. Work to include replacing soffits, fascia, gable ends, gutters and exterior doors.

Sealed Request for Proposals will be **received at the City Clerk's office**, 100 East First Street, Grand Island, NE 68801 or P.O. Box 1968, Grand Island, NE 68802, **until 4:00 pm (Local Time), January 5, 2021** to renovate two (2) Cemetery maintenance buildings at the Grand Island City Cemetery. Request for Proposals received after the specified time will be returned unopened to sender.

The award winning offeror will be required to comply with the City's Insurance requirements.

The Purchaser reserves the right to reject any or all Proposals, to waive technicalities, and to accept whichever proposal that may be in the best interest of the City, at its sole discretion.

No bidder may withdraw its Request for Proposals for a period of ninety days (90) after date of bid opening.

RaNae Edwards, City Clerk

**REQUEST FOR PROPOSALS
TO
RENOVATE TWO (2) CEMETERY MAINTENANCE BUILDINGS**

NAME, LOCATION & DESCRIPTION

The City of Grand Island Parks & Recreation Department Cemetery Division is seeking proposals to renovate two (2) Cemetery maintenance buildings at the Grand Island City Cemetery located at 3168 W. Stolley Park Rd, Grand Island, Nebraska. Work to include replacing soffits, fascia, gable ends, gutters and exterior doors.

PROPOSED WORK

This work will be performed on both Cemetery buildings.

All material must be maintenance free and in the color of white.

- Rebuild soffits and cover
- Wrap two (2) garage door jambs
- Wrap nine (9) garage door tops
- Wrap post on office porch area
- Cover soffit area on office porch
- Cut and cover gable ends
- Replace three (3) exterior steel masonry doors with insulated glass and threshold
- Replace gutters.

PROPOSAL SHALL INCLUDE

- A proposed work schedule.
- Project must be complete by May 31, 2021.
- Steps for completing the project and a description of products to be used.
- A list of experience/references from similar projects.
- Warranty information.
- Any exceptions to the proposal requirements.

A site visit is highly suggested for contractors to fully understand the full scope of the project.

EVALUATION CRITERIA

The qualifications shall be evaluated with the following considerations:

- Experience
- Proposed approach to the project
- Proposed warranty
- Schedule of completion
- Material types and overall value to the City of Grand Island

QUALIFICATION PROTOCOL

Mark Sands, Cemetery Superintendent will be the City's contact person for additional information on this RFP (308) 385-5359. Interested firms shall send three (3) copies of their proposals to RaNae Edwards, City Clerk, P.O. Box 1968, Grand Island, NE 68802-1968. Proposals must be received **no later than 4:00 p.m. (Local Time) on January 5, 2021**. Proposals must remain firm for ninety (90) days from the due date. The City reserves the right to reject any or all proposals and to select the proposal which is deemed to be in the best interest of the City, at their sole discretion.

CONTRACT NEGOTIATIONS

The evaluation committee will rank the qualifications. Todd McCoy, Parks & Recreation Director, will negotiate a contract with the highest ranked proposer. If a satisfactory contract cannot be negotiated with the highest ranked proposer, then an attempt will be made to negotiate a contract with the next highest ranked proposer.

GRATUITIES AND KICKBACKS

City Code states that it is unethical for any person to offer, give or agree to give any City employee or former City employee, or for any City employee or former City employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, or preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, pertaining to any program requirement or a contract or subcontract, or to any solicitation or qualification therefore. It shall be unethical for any payment, gratuity, or offer of employment to be made by or on behalf of a consultant under a contract to the prime consultant or higher tier consultant or any person associated therewith, as an inducement for the award of an agreement or order.

INSURANCE

The award winning offeror will be required to comply with the City's Insurance requirements.

WORKERS' COMPENSATION AND EMPLOYER'S LIABILITY

1. "Worker's Compensation and Employer's Liability." This insurance shall protect the Contractor against all claims under applicable State worker's compensation laws. This insurance shall provide coverage in every state in which work for this project might be conducted. The Contractor shall also be protected against claims for injury, disease, or death of employees which, for any reason, may not fall within the provisions of a worker's compensation law. This policy shall include an "all states" endorsement. The liability limits shall be not less than the following:

Worker's Compensation	Statutory Limits
Employer's Liability	\$100,000 each accident
	\$100,000 each employee
	\$500,000 policy limit

2. "Business Automobile Liability." This insurance shall be written in comprehensive form and shall protect the Contractor, Contractor's employees, or subcontractors from claims due to the ownership, maintenance, or use of a motor vehicle. The liability limits shall be not less than the following:

Bodily Injury & Property Damage \$500,000 Combined Single Limit

3. "Comprehensive General Liability." The comprehensive general liability coverage shall contain no exclusion relative to explosion, collapse, or underground property. The liability limits shall be not less than the following:

Bodily Injury & Property Damage \$ 500,000 each occurrence
\$1,000,000 aggregate

4. "Umbrella Liability Insurance." This insurance shall protect the Contractor against claims in excess of the limits provided under employer's liability, comprehensive automobile liability, and commercial general liability policies. The umbrella policy shall follow the form of the primary insurance, including the application of the primary limits. The liability limits shall not be less than the following:

Bodily Injury & Property Damage \$1,000,000 each occurrence
\$1,000,000 general aggregate

5. Additional Requirements. The City may require insurance covering a Contractor or Subcontractor more or less than the standard requirements set forth herein depending upon the character and extent of the work to be performed by such Contractor or Subcontractor.

Insurance as herein required shall be maintained in force until the City releases the Contractor of all obligations under the contract.

The Contractor shall provide and carry any additional insurance as may be required by special provisions of these specifications.

6. Certificate of Insurance. Satisfactory certificates of insurance shall be filed with the City prior to starting any work on this contract. The certificates shall show the City as an additional insured on all coverage except Workers Compensation. The certificate shall state that thirty (30) days written notice shall be given to the City before any policy is cancelled (strike the "endeavor to" wording often shown on certificate forms). If the Contractor cannot have the "endeavor to" language stricken, the Contractor may elect to provide a new certificate of insurance every thirty (30) days during the contract. The Contractor shall immediately notify the City if there is any reduction of coverage because of revised limits or claims paid which affect the aggregate of any policy.

FAIR EMPLOYMENT PRACTICES

Each proposer agrees that they will not discriminate against any employee or applicant for employment because of age, race, color, religious creed, ancestry, handicap, sex or political affiliation.

LB 403

Every public contractor and his, her or its subcontractors who are awarded a contract by the City for the physical performance of services within the State of Nebraska shall register with and use a federal immigration verification system to determine the work eligibility status of new employees physically performing services within the State of Nebraska.

FISCAL YEARS

The City of Grand Island, Nebraska operates on a fiscal year beginning October 1st and ending on the following September 30th. It is understood and agreed that any portion of this agreement which will be performed in a future fiscal year is contingent upon the City Council adopting budget statements and appropriations sufficient to fund such performance.

QUALIFICATION TERMS AND CONDITIONS

The City will not pay any costs incurred by the firm in preparing or submitting the proposal. The City reserves the right to modify or cancel, in part or in its entirety, this RFP. The City reserves the right to reject any or all qualifications, to waive defects or informalities, and to offer to contract with any firm in response to any RFP. This RFP does not constitute any form of offer to contract.

TITLE VI

The City of Grand Island, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office the Secretary, Part 21, Nondiscrimination in Federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notified all bidden that it will affirmatively insure that in any contact entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin, sex, age and disability/handicap in consideration for an award.

SECTION 504/ADA NOTICE TO THE PUBLIC

The City of Grand Island does not discriminate on the basis of disability in admission of its programs, services, or activities, in access to them, in treatment of individuals with disabilities, or in any aspect of their operations. The City of Grand Island also does not discriminate on the basis of disability in its hiring or employment practices.

This notice is provided as required by Title II of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Questions, complaints, or requests for additional information or accommodation regarding the ADA and Section 504 may be forwarded to the designated ADA and Section 504 compliance coordinator.

Jerry Janulewicz
308-385-5444, extension 140
100 East First Street, Grand Island, NE 68801
Monday through Friday; 8:00 a.m. to 5:00 p.m.