

Request for Proposal
Mack Gaston Community Center – Gym Floor Resurfacing
Dalton Parks and Recreation Department

SCOPE OF WORK

The City of Dalton's Parks and Recreation Department is seeking a professional contractor to execute the resurfacing and painting of an existing hardwood sports flooring system at the Mack Gaston Community Center, located at 218 N Fredrick St, Dalton, GA 30721.

- Sanding and screening to eliminate sander marks.
- Seal with two coats of high-performance sealer designed for use on hardwood floors.
- Use specific product designed for marking game lines on sports floors, particularly on gymnasium or sports facility hardwood surfaces.
 - Paint package/Line Package to include:
 - (1) Main Basketball Game Lines
 - (2) Cross Court Basketball Game Lines
 - (1) Main Volleyball Game Lines
 - (3) Cross Court Pickleball Lines
 - 15' Multicolored Center Logo
 - Solid Painted Border
 - Install two new volleyball lids into the floor
 - Route and reinstall the existing square electoral box
- Three coats of WATER-Based gym floor finish will be applied to ensure the durability and longevity of the entire court surface
- Re-install a 4"x3" black vent cove base at the perimeter of the gymnasium floor and aluminum thresholds at gym door.
- Contractor will be required to detach, move and reattach the existing (2) bleacher sets to accommodate the resurfacing under these areas.

PROPOSED BUDGET

The total budget for the project is up to \$30,000. Bids must include the itemized costs for the project.

TIMELINE

- RFP Published – May 12, 2025
- Proposals due – June 11, 2025
- Project award – June 16, 2025

We will work with the selected vendor on start date, but anticipate the project being completed by August 8th.

Evaluation Criteria

The City intends to award the resurfacing contract to the responsible and responsive contractor whose Proposal is determined in writing to be the most advantageous according the following evaluation factors which are listed in their order of relative importance:

Evaluation Criteria		
Item	Description	Points Possible
1	Price	40

	<i>The contractor's proposed sum of contract price for full and complete construction of the Project in conformity with all requirements of the Contract Documents.</i>	
2	Qualifications & References <i>Will be required to list staff that would be included through the entirety of the project.</i> <i>Include references of constructing and completing similar projects on schedule and within budget including at least three projects comparable in size and scope to this project. For purposes of this factor, the Project should not be more than 30 percent greater in scope or cost than the similar projects identified by contractor.</i>	30
3	Time Line	20
4	Completeness and Accuracy of Proposal	10
	Total Points	100

An interview may also be requested to aid in the selection of a Supplier. The award will be made to the qualified Supplier whose proposal is deemed most advantageous to DPRD by June 2, 2025, all factors considered. Unsuccessful Suppliers will be notified in writing as soon as possible.

CITY OF DALTON REQUIREMENTS BEFORE SENDING RFP

- Copy of \$1,000,000 liability insurance certification form from your insurance company.
- All parties submitting RFP's must be on the City of Dalton Vendor list. Questions relating to this contact Rhonda Sisson - 706-529-2466 rsissom@daltonga.gov.
- EVERIFY paperwork MUST accompany RFP by due date or be turned into the City of Dalton Finance Department prior to RFP submittal. EVERIFY form available on city website: <https://www.daltonga.gov/>, Departments tab, then Finance tab, then Purchasing and Vendor Information, then Vendor Packets.

SUBMITTAL

- Envelopes containing RFP's must be sealed, addressed to City of Dalton – Finance Department
 - Addressed to: City of Dalton – Finance Department
 - Address: 300 W Waugh Street, Dalton, GA 30720
 - Marked – “The City of Dalton – Dalton Green Gym Floor Resurfacing – DO NOT OPEN”
- Proposals must be received by Monday, June 11th at 10:00 am
- Proposals will be reviewed on June 11th at 10:05 am

Proposals must include complete drawings for each design, specifications and pictures for each component in designs and colors available. Proposals must include a bid price for each design presented. Bids must list the cost of the equipment, fall zone material and labor separately. The Company reserves the right to reject any and all proposals with or without cause, and to accept proposals which it considers most favorable. All delivery, assembly, installation and supervision costs must be included in the proposal.

PROPOSAL RESPONSE REQUIREMENTS.

A prospective Proposer's response shall include the following information at a minimum. The proposal should address the requirements in a clear and concise manner in other order stated herein. Proposals that do not adhere to the following format or included the required information/documents may be

considered incomplete and therefore unresponsive by the City. The City reserves the right to seek additional/supplemental information on specific issues as needed.

- A total of 2 copies of the RFP, tabbed, in bound notebooks are required.
- First section of proposal should include a description and overview of contractor's services.
- Second section should include the abilities to address the project timeline. The contractor shall also provide a schedule with an anticipated starting date listed in "RFP Schedule". This schedule shall be detailed enough to highlight meeting project milestones other important dates, necessary updates with the City, and anticipated completion date.
- Third section of RFP response must include a completed price sheet that is included in the RFP documents. Include qualifications/references of similar past projects. Please use the form in this packet. This section should include completed forms such as the proposal form, bid bond form and vendor affidavit. The fourth section of response should include proof of completing the City's vendor packet.

RFP Response must include the following in the sequence listed below:

Solicitation Form (Page 1 of this Document)

- Checklist for Documents/Addenda Acknowledgement
- Section 1:
 - Description of Contractor and provided services
- Section 2:
 - Project Time Line; must include estimated start and finish date.
- Section 3:
 - Price Sheet
 - References of Past Similar Jobs
 - Completed forms –
 - Proposal Form
 - Bid Bonds Forms
 - Vendor Affidavit and Agreement
 - Checklist for Documents/Addenda Acknowledgement
- Section 4:
 - Completed City Vendor Packet <https://www.daltonga.gov/finance/page/vendor-packets>

PROPOSAL FORM

EXHIBIT "A"

NAME OF PROJECT: Mack Gaston Community Center Gym Floor Replacement

NAME OF OWNER: THE CITY OF DALTON, GEORGIA

NAME OF PROPOSED CONTRACTOR: _____ (The "Contractor") THE CITY OF DALTON (the "City"), pursuant to the provisions of O.C.G.A. § 36-91-1, et. seq., herein seeks competitive Proposals from Contractors for the construction of the: "Mack Gaston Community Center Gym Floor Replacement" at 218 N. Fredrick St, Dalton, GA, 30721. This Proposal is submitted in response to the City's Request for Proposals dated June 11, 2025.

This Proposal is for the full and complete construction of the Project in conformity with all requirements of the RFP. The submission of this Proposal constitutes a representation by the Contractor that it has carefully read the "Instructions to Proposers".

Contractor submits herewith its duly executed affidavit in accordance with the applicable Federal work authorization program. Contractor acknowledges that upon execution of any contract with the City, said affidavit shall be deemed a public record to the extent provided by Georgia law. The Contractor further

acknowledges that the Contract Documents provide no incentive provisions for early Completion of the Work.

A. Base Proposal

The Contractor proposes to properly renovate the infield of each field to meet safety standards in conformity with all requirements of the RFP and furnish all necessary labor, material and equipment for such construction, and, furthermore, to fully, completely, and strictly perform all obligations of the Contractor as set forth in the Contract Documents. As allowed by the Local Government Public Works Construction law, the City may offer a period for discussions, negotiations, and revisions to proposals after they are submitted for the purpose of obtaining the best and final offers. Said lump sum contract price is allocated, in its entirety, to the following elements of the work:

Attached hereto, and incorporated herein as part of this Proposal, Contractor submits the contractor's qualifications and proposed bunker renovations. Contractor acknowledges that the City may rely upon the truthfulness and accuracy of the responses set forth therein. In addition, Contractor has submitted herewith as part of this Proposal such documentation and information as the Contractor deems appropriate to establish that it is a responsible and responsive Contractor and that its Proposal is the most advantageous to the City, taking into consideration the specific evaluation factors, listed in order of relative importance, as set forth in the above-referenced Request for Proposals.

The Contractor proposes and agrees to commence actual construction (i.e., physical work) on site with adequate management, labor, materials and equipment within ten (10) days after receipt of Notice to Proceed and prosecute the Work diligently and faithfully to completion within the required Contract Time. Prior to commencing such Work, and prior to the issuance of the Notice to Proceed, Contractor shall furnish to the City duly executed Payment and Performance Bonds complying with all requirements of the Contract Documents along with Certificates of Insurance demonstrating that all required coverages are in place.

Contractor submits herewith its executed Bid Bond in accordance with the requirements of the City as set forth in the Instruction to Proposers.

Contractor herein acknowledges that this Proposal shall constitute an offer by Contractor to contract with the City for construction of the Project in conformity with all requirements of the Contract Documents for the contract price as set forth hereinabove. Said offer by Contractor is irrevocable and subject to acceptance by the City until the expiration of sixty (60) days following the date set forth in the Request for Proposals for receipt of Proposals by the City.

[CONTRACTOR]

By: _____ [SEAL]

Witness: _____ [SEAL]

Sworn and subscribed to before me this ____ day of _____, 202__.

NOTARY PUBLIC: _____

Commission Expirations: _____

Bid Bond

EXHIBIT "B"

NAME OF PROJECT: **Mack Gaston Community Center Gym Floor Resurfacing**

NAME OF OWNER: THE CITY OF DALTON, GEORGIA

NAME OF PROPOSED CONTRACTOR: _____

(THE "CONTRACTOR") KNOW ALL MEN BY THESE PRESENTS that

_____,
as Surety (the "Surety"), and _____, as
Principal (the "Contractor") are held and firmly bound unto the City of Dalton, Georgia (the "City"),
pursuant to the terms and conditions of this Bond (the "Bid Bond") as set forth herein:

WHEREAS, the Contractor, in response to a Request for Proposals issued by the City, has submitted its
Proposal for the construction by Contractor of the: **Mack Gaston Community Center Gym Floor
Resurfacing.**

NOW, THEREFORE, the condition of this obligation is such that if the City accepts the Proposal of the
Contractor as submitted, or as revised or negotiated in accordance with the provisions of O.C.G.A. § 36-
91-21(c)(2), and

- (a) The Contractor timely executes the Agreement between the City and Contractor (the
"Agreement") as provided by the City and as included in the Contract Documents; and,
- (b) The Contractor furnishes to the City fully executed Payment and Performance Bonds as
required by the Agreement, then this obligation shall be void: otherwise, the Surety and the
Contractor, shall be jointly and severally liable to the City, and shall make payment to the City, in
the amount of five percent (5%) of the lump sum contract price (exclusive of any pricing for
Alternates or unit prices) as set forth in the Proposal of the Contractor.

The Contractor agrees that the amount of this Bid Bond as set forth hereinabove constitutes a proper
and lawful sum for liquidated damages which the City will sustain in the event Contractor fails or refuses
to execute the Agreement or fails or refuses to furnish the required Payment and Performance Bonds.
The Surety shall cause to be attached to this Bid Bond a current and effective Power of Attorney
evidencing the authority of the officer, agent, or representative who executed this Bond on behalf of the
Surety to execute and deliver same.

This Bid Bond is intended to conform to all applicable statutory requirements. Any applicable
requirement of any applicable statute that has been omitted from this Bid Bond shall be deemed to be
included herein as if set forth at length. If any provision of this Bid Bond conflicts with any applicable
statute, then the provision of said statute shall govern and the remainder of this Bid Bond that is not in
conflict therewith shall continue in full force and effect.

IN WITNESS WHEREOF, the undersigned have caused this Bid Bond to be executed and their respective
corporate seals to be affixed and attested by their duly authorized representatives this ____ day of
_____, 202__.

[CONTRACTOR]

By: _____ [SEAL]

Witness: _____ [SEAL]

Sworn and subscribed to before me this ____ day of _____, 202__.

NOTARY PUBLIC: _____

Commission Expirations: _____

[NAME OF SURETY]

By: _____ [SEAL]

Witness: _____ [SEAL]

Sworn and subscribed to before me this ____ day of _____, 202__.

NOTARY PUBLIC: _____

Commission Expirations: _____

[ATTACH PROPERLY EXECUTED POWER OF ATTORNEY]

Vendor Affidavit and Agreement (E-Verify)

STATE OF GEORGIA
WHITFIELD COUNTY
CITY OF DALTON

VENDOR AFFIDAVIT AND AGREEMENT (E-Verify)

COMES NOW before me, the undersigned officer duly authorized to administer oaths, the undersigned contractor, who, after being duly sworn, states as follows:

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91 and Georgia Department of Labor Rule 300-10-1-.02, stating affirmatively that the individual, firm, or corporation which is contracting with the City of Dalton, Georgia has registered with and is participating in a federal work authorization program and will continue using the program throughout the contract period in accordance with the applicability provisions and deadlines established in O.C.G.A. § 13-10-91 and Georgia Department of Labor Rule 300-10-1-.02.

The undersigned contractor further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to the contract with the City of Dalton, Georgia of which this affidavit is a part, the undersigned contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. § 13-10-91 and Georgia Department of Labor Rule 300-10-1-.02 through the subcontractor's execution of the subcontractor affidavit required by Georgia Department of Labor Rule 300-10-1-.08 or a substantially similar subcontractor affidavit. The undersigned contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the City of Dalton, Georgia at the time the subcontractor(s) is retained to perform such service.

FURTHER AFFIANT SAYETH NOT.

BY: Authorized Officer or Agent

Date

Authorization Date for EEV Program

Contractor Name

Employment Eligibility (EEV) #

Title of Authorized Officer or Agent of Contractor

Printed Name of Authorized Officer or

Agent Sworn to and subscribed before me

This ____ day of _____, 20____

Notary Public

My Commission Expires:

*MUST BE NOTARIZED

*Any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603. As of the effective date of O.C.G.A. § 13-10-91, the applicable federal work authorization program is the "EEV/Basic Pilot Program" operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration.

GREEN GYM	
Flooring system approximately 7,800 sq ft	
	Costs
Resurfacing details	
<ul style="list-style-type: none"> Sanding and screening to eliminate sander marks. 	
<ul style="list-style-type: none"> Seal with two coats of high-performance sealer designed for use on hardwood floors. 	
<ul style="list-style-type: none"> Use specific product designed for marking game lines on sports floors, particularly on gymnasium or sports facility hardwood surfaces. 	
<ul style="list-style-type: none"> Paint Package/Line Package to include: 	
<ul style="list-style-type: none"> <ul style="list-style-type: none"> (1) Main Basketball Game Lines 	
<ul style="list-style-type: none"> <ul style="list-style-type: none"> (2) Cross Court Basketball Game Lines 	
<ul style="list-style-type: none"> <ul style="list-style-type: none"> (3) Cross Court Pickleball Court Game Lines 	
<ul style="list-style-type: none"> <ul style="list-style-type: none"> (1) Main Volleyball Game Lines 	
<ul style="list-style-type: none"> <ul style="list-style-type: none"> 15' Multicolored Center Logo – must clarify if company is pricing based on painted logo or vinyl logo. 	
<ul style="list-style-type: none"> <ul style="list-style-type: none"> Solid Painted Border - Green 	
<ul style="list-style-type: none"> Three coats of WATER-based gym floor finish will be applied to ensure the durability and longevity of the entire court surface 	
<ul style="list-style-type: none"> Re-install a 4"x3" black vent cove base at the perimeter of the gymnasium floor and aluminum thresholds at gym door 	
<ul style="list-style-type: none"> Contract will be required to detach, move and reattach the existing (2) bleacher sets to accommodate the replacement under these areas. 	
<ul style="list-style-type: none"> Install two new volleyball lids into the floor 	
<ul style="list-style-type: none"> Route and reinstall the existing square electrical box 	
Project Total	

Failure to include all required documents will result in proposal being removed for consideration for award.

- ___ Solicitation Form (Page 1 of this Document)
- ___ Checklist for Documents/Addenda Acknowledgement (this page)
- ___ Description of Contractor and provided services
- ___ Project Time Line
- ___ Price Proposal Sheet
- ___ References of Past Similar Jobs
- ___ Completed forms –
 - ___ Proposal Form
 - ___ Bid Bonds Forms
 - ___ Vendor Affidavit and Agreement
- ___ Completed City Vendor Packet <https://www.daltonga.gov/finance/page/vendor-packets>

Addenda Acknowledgement

Failure to acknowledge any addenda will result in a non-responsive bid.

The vendor has examined and carefully studied the Request for Proposals and the following Addenda, receipt of all of which is hereby acknowledged:

Addendum No. _____ Dated: _____

Addendum No. _____ Dated: _____

This affirms that all documents are included with the bidders bid package.

Company's Name: _____ Date: _____

Authorized Representative's Name: _____

Authorized Representative's Signature: _____