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Elevated Tank Water Storage Maintenance Program
RFP 2025-01

March 3, 2025

The City of Perry, Georgia (“City”) is now accepting sealed proposals from qualified firms for the contract maintenance of a Water Tank Management Program that consists of the annual inspections and reports, tank renovations, repairs, emergency service and implementation and management of a Computerized Maintenance Management System (CMMS) for the City’s five elevated water storage tanks.

Instructions for the preparation and submission of a response are contained in this package. All submittals are due no later than 4:00 PM on April 7, 2025, and are to be submitted to:

*The City of Perry
Attn: Finance Department
1211 Washington Street
P.O. Box 2030
Perry, GA 31069*

Mitchell Worthington, Finance Director



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Project Scope

The intent of this Request for Proposals (RFP) is to solicit proposals from qualified firms for the contract maintenance of a Water Tank Management Program that consists of the annual inspections and reports, tank renovations, repairs, emergency service and implementation and management of a Computerized Maintenance Management System (CMMS) for the City's five elevated water storage tanks. It is the intent of the RFP to determine the most qualified firm to which the City of Perry could contract these services.

The submittal should include all costs associated with labor, materials, equipment, overhead, profit, travel, reimbursable, inflation, and all other expenses related to the provision of the necessary service as defined in the Scope of Work and the Schedule of Work.

Description

The City of Perry currently owns, operates, and maintains five (5) potable water storage tanks as part of the City's water distribution system. The tank names and sizes are the following:

1. 250,000 Elevated – Tucker Rd Tank
2. 500,000 Elevated – Valley Drive Tank
3. 200,000 Elevated – Armory Tank
4. 500,000 Elevated – Hwy 41 Tank
5. 300,000 Elevated – Kellwood Drive Tank

Proposals

The details of this proposal shall include information on all the following items. Additionally, each prospective firm may submit such other information as deemed appropriate for the proper evaluation of his or her proposal.

The Proposal shall include an informative narrative report introducing your firm. Each proposing company shall provide the names and resumes of key team members, including the Project Manager. All full-time employees with N.A.C.E. certifications must be listed along with associated certification numbers. Having at least (2) Level 2 N.A.C.E. certified employees on staff is preferred. All inspection reports must be signed by a Level 3 Certified Inspector.

The proposal shall include a sample inspection report, with location/specific information redacted as appropriate. Successful bidder will be responsible for supplying and implementing a Computerized Maintenance Management System (CMMS). The CMMS should be a web or server-based system that allows the city to have 24/7, read-only access to all tank data. The



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CMMS will be updated following each activity, and all inspection and maintenance reports are due no later than 14 days following an activity.

Proposal shall include the details of proposed work and renovation plan for the tank. This shall include, but not be limited to, the evaluation of the tank with particular regard to the internal and external structural condition of the tank and any of its appurtenances, need for painting, and condition of the foundation. A proposed schedule of work, specific to each tank, shall be provided which projects work needed and scheduled over the next 10-year period.

Each proposing company must provide a list of at least (5) current and similar projects/clients, have no pending litigation, and be and be within a driving distance to provide reasonable emergency response time as deemed appropriate by the City of Perry.

Each proposal shall include a formal **Safety Program** stating company policy on all safety procedures. Document procedures are to include workers protection, confined space, fall protection and general safety procedures.

Contractors who submit a proposal in response to the RFP may be required to give an oral presentation of their proposal to the Owner representatives. This provides an opportunity for the Contractor to clarify or elaborate on the proposal. This is a fact-finding and explanation session only and does not indicate selection. It is an option of the owner and at the sole discretion at the owner's request.

Proposals shall include specifications of work specific to each of the following categories listed below. This should outline procedures, products to be utilized, coatings and means and methods of applications. No "brush" blasting and/or overcoating shall be permitted on interior renovations.

- **Visual Inspection**
- **Washout and Disinfection Inspection**
- **Exterior Renovation**
- **Interior Renovation**

Tnemec Series is the preferred paint product to be used by the contractor, and any alternative product must be submitted along with data supporting performance and compatibility for approval by the city.



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The proposals will be evaluated based on objective criteria by a selection committee comprised of appropriate City staff. Responses to this RFP will be evaluated based on the following weighted criteria:

Quality of Submittal	30%
Experience of Key Personnel	30%
Demonstrated experience with similar projects	30%
Total price	10%

Licenses & Permits

The vendor shall obtain and pay for any permits and licenses required for the performance of the work, post all notices required by law, and comply with all laws, ordinances, and regulations bearing on the conduct of the work, as specified herein. For any work that requires an inspection certificate issued by local authorities or any other governing body, such inspection certificate(s) shall be obtained by and paid for by the vendor. The chosen vendor shall procure all required certificates of acceptance or completion issued by state, municipal, or other authorities and must deliver these to the City.

Insurance

The vendor shall, at vendor expense, procure and maintain satisfactory public liability and casualty insurance to adequately protect the vendor's personnel and the City against damages for bodily injury, including death, that may arise from operations under this contract, whether such operations are by the vendor or by the vendor's subcontractor, or anyone directly or indirectly employed by the vendor.

The City will require the vendor with which a contract is established to provide evidence of appropriate professional liability insurance, errors and omission insurance, and workers' compensation insurance coverage prior to commencement of work.

Such coverage must be provided by an insurance company or companies authorized to do business in the State of Georgia. Certificates must name the City as an Additional Insured, shall provide that contractor's policy is primary over any insurance carried by the City, and shall provide that the policy will not be cancelled or materially changed without 30 days prior notice in writing to the City. The successful vendor must agree, if awarded a contract as a result of its proposal, to indemnify and hold harmless the City, its officers, agents, and employees from any and all claims and losses accruing or resulting to persons engaged in the work contemplated by its proposal or to persons who may be injured or damaged by the firm or its agents in the performance of the work. Provider minimum insurance coverages are:



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Workers' Compensation Insurance:

- State: \$100,000 or state-required coverage, whichever is greater
- Federal: \$200,000 or federally required coverage, whichever is greater

Employer's Liability Insurance:

- \$200,000 or the statutorily required coverage, whichever is greater

Comprehensive General Liability Insurance:

- Combined single limit for bodily injury and property damage: \$1,000,000 each occurrence; \$2,000,000 combined single limit.
- General aggregate- \$2,000,000
- Operations aggregate - \$2,000,000

Personal Injury Insurance:

- \$1,000,000 each occurrence

Excess/Umbrella Policy:

- \$1,000,000 each occurrence; \$2,000,000 general aggregate

Comprehensive Automobile Liability Insurance:

- Bodily Injury: \$1,000,000 each person; \$1,000,000 each occurrence
- Property damage: \$100,000 each occurrence; combined single limit of \$200,000
- Combined single limit per accident for property damage and bodily injury- \$2,000,000

E-Verify Requirement (Exhibit A)

All offerors shall provide a signed E-Verify affidavit with the proposal. Proposals will not be considered without the Contractor's affidavit. The successful offeror is responsible for obtaining a signed E-verify affidavit from their Subcontractors and Sub-subcontractors.

Prior to commencement of any work, these and other provisions will be established contractually.

Pre-bid Meeting

A non-mandatory pre-bid meeting will be held at the City of Perry Administration Building, 1211 Washington Street Perry, GA 31069, at 10:00 AM on March 19, 2025.

Submission Requirements

Offerors must submit one (1) original proposal and one (1) copy of the complete submittal.

All proposals must be received by April 7, 2025, by 4:00 PM Local Time. Submissions must be submitted in a sealed box/package either by USPS Mail, FedEx, UPS, or Hand Delivered and identified/labeled on the outside with The Offeror's name and address and project title as follows: "RFP 2025-01 Elevated Tank Water Storage Maintenance Program" and addressed to:



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*The City of Perry
Attn: Finance Department
1211 Washington Street
P.O. Box 2030
Perry, GA 31069*

Submissions may be hand-delivered to the above address only between the hours of 8:00 AM and 5:00 PM local time, Monday through Friday, excluding Holidays observed by the Owner.

Offerors are responsible for informing any commercial delivery service, if used, of all delivery requirements and for ensuring **the required address information appears on the outer wrapper** or container used by such service. Submissions received after said date and time will not be considered. Having the container postmarked by April 7, 2025, does not meet the requirements of this Request for Proposal. Delivering the document to a commercial delivery service is also not sufficient until the Proposal is actually received at the designated location.

The submissions must be signed by an officer or employee of the company, legally authorized to enter into a contractual relationship in the name of the Offeror.

RFP Questions

Any inquiries regarding this RFP must be submitted in writing no later than 4:00 PM local time on March 26, 2025, to:

*The City of Perry
Public Works Department
Attn: Ansley Fitzner
1211 Washington Street
P.O. Box 2030
Perry, GA 31069*

or via e-mail: ansley.fitzner@perry-ga.gov. Questions will be answered in writing by addendum. Questions received after this time will not receive a response.

Additional Information/Addenda

Answers to questions submitted that materially change the conditions and specifications of this RFP will be distributed to all addressees as an addendum. Any discussions or documents will be considered non-binding unless incorporated and distributed in an addendum.



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Proposers should check with the City of Perry Finance Department frequently during the time that this solicitation is open to Offerors to verify that they have received all issued addendums. Addendums will be posted on the City of Perry website (<https://perry-ga.gov/business-services/finance/bids-proposals>). While every attempt is made to make sure that registered proposers receive notice of addendums, proposers have the responsibility of making sure that they have received all issued addendums.



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Exhibit A “E-verify Affidavit”

Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1)

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of City of Perry has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Contractor

Name of Project

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, _____, 202__ in _____ (city), _____ (state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS _____ DAY OF _____,
202__.

NOTARY PUBLIC

My Commission Expires: _____