



Welcome To Warren Memorial UMC

181 Joseph E. Lowery Blvd., SW. Atlanta, GA 30314 . 404-755-8931

REQUEST FOR PROPOSAL (RFP)
Bathroom Renovations and Upgrades 2019
Warren Memorial United Methodist Church

The Warren Memorial U.M.C. (“Warren Memorial”) is looking for a contractor (“Contractor” or “Bidder”) to renovate the Church Bathrooms. Renovation will include enlarging and remodeling existing bathrooms by combining with an existing meeting room or removing and installing new materials in bathrooms. This will include but not limited to a complete removal of existing drywall, floor tile, wiring, doors and designing a new room layout.

WALK-THROUGH TIMETABLE

Bidder walk through can be scheduled between 03/18/2019 and 03/29/2019. To schedule a walk-through contact the Church Office Secretary to obtain a walk-through time slot (404-755-8931).

REQUEST FOR PROPOSALS TIMETABLE

RFP Release Date: 03/5/2019

Proposals Due: 04/15/2019 @ 5:00 P.M

RFP must be emailed to: WarrenMemorialUMC@gmail.com by the Proposal Due Date and Time.

PROJECT BACKGROUND

Warren Memorial is in the process of renovating each bathroom. The successful bidder will be responsible for removal and disposal of all demolition and construction materials.

RFP PROCESS/PROPOSAL PROCEDURE

Proposals should include a detailed description of the professional qualifications and experience in doing this type of work. Information and experience of the on-site supervisor and contact information must accompany this proposal. Proposals should include the names and addresses of all corporate officers and include last three (3) references.

Bidders should submit by email their proposals to Warren Memorial Trustees at the email address: WarrenMemorialUMC@gmail.com.

All bidders must adhere to all conditions listed in the Appendix. Failure to comply with either Appendix will disqualify bidder.

The proposal must include descriptions of at least 3 similar or relevant projects with contact information for each project. The Trustees of Warren Memorial anticipates contacting one or more of the proposer's projects and will contact a representative to discuss proposer's qualifications. Any additional information that the proposer deems relevant should be included.

Proposals should be emailed in a PDF format. Proposals may include pictures, renderings of, and information to help explain previous or similar work. Most email services will transmit file sizes up to 21MB. For Proposals greater than 21MB, a Drop-Box can be used. Please email the Warren Memorial United Methodist Trustees for Drop-Box instructions if your proposal is greater than 21MB.

All Bidders will receive an email confirmation confirming receipt of their Proposal once received by the Warren Memorial United Methodist Church Trustees. No decisions will be made at the time of receiving the proposal.

EVALUATION AND SELECTION PROCEDURE

Proposals will be evaluated by a committee consisting of the Pastor of Warren Memorial United Methodist Church, Church Trustees and Church Council. The Evaluation Committee **is not required** to accept the proposal that includes the lowest fee. The Evaluation Committee acceptance of a proposal does not imply that every element of that proposal has been accepted. Proposals that do not meet the requirements below will not be evaluated.

The successful proposal will be the proposal that best meets the following criteria:

1. Experience with renovations and construction.
2. References and quality of work.
3. Satisfactory credit references and evidence of adequate Professional liability insurance.
4. Workman's Comp Insurance
5. Disclosure of ownership and business affiliations allowing a review of any potential conflict of interest.
6. The proposer must provide workmans comp information.
7. The proposer is responsible for obtaining all construction permits.
8. Work must be done Monday through Friday 8:00 AM – 6:30 PM – with daily Clean-up required.
9. End of week clean-up required on Friday by 6:30 P.M. the facility must be accessible and clear of construction materials for Church Activities.
10. One Bathroom must be accessible at all times during the construction period.
11. Remaining requires are included in Appendix- C. Please review Appendix - C.

OTHER GENERAL RFP REQUIREMENTS AND CONDITIONS

The Trustees of Warren Memorial reserves the right to postpone or cancel this RFP or reject any and all Proposals for any reason.

Warren Memorial is not liable for any costs incurred by proposers in the preparation of proposals or for any work performed in connection therein. A proposer may submit change orders but not conduct the work unless the Trustees of Warren Memorial approves the work ahead of time. Once a proposal is submitted, it cannot be changed. Late proposals and late modifications will not be considered for evaluation. Proposers may withdraw their proposals from consideration at any time before the proposal deadline. To withdraw a proposal, the proposer must provide an email notice to WarrenMemorialUMC@gmail.com, you must include "Warren Memorial Bathroom Renovation – Cancellation" in the email subject-line.

Following the award of this contract to the successful bidder, the Trustees of Warren Memorial may, in its sole discretion, reduce the scope of the project including changes in materials or methods used in the execution of the job. These changes shall not require the rebidding of the project. All Requests for Proposals submission materials become the property of Warren Memorial.

By submitting a proposal the Proposer acknowledges that he/she has investigated and satisfied himself/herself as to the conditions affecting the work, including but not restricted to those bearing upon transportation, disposal, handling and storage of materials, availability of labor. Any failure by the Proposer to acquaint himself /herself with the available information will not relieve him/her from responsibility for estimating properly the cost of successfully performing the work. Warren Memorial shall not be responsible for any conclusions or interpretations made by the

Proposer of the information made available by the Warren Memorial.

Appendix A Non-Collusion

The undersigned certifies under penalties of perjury that:

1. The proposal has been created in good faith.
2. The proposal has been created and submitted without collusion or fraud with any other person or entity.
3. All statements of fact in the proposal are true.
4. The proposal was not created in the interest of or on behalf of any undisclosed person, partnership, company, association, organization, or corporation.

Appendix B – CONDITIONS

1. The contractor will be solely responsible for the accuracy of measurements. No requests for installation extras will be considered due to measurements or take-off errors by the installation contractor.
2. Materials shall be stored in an enclosed and dry area protected from damage and soiling. A storage container may be used on site with approval of the Warren Trustees ahead of time.
3. All adhesives shall be solvent free, environmentally safe, low volatile organic chemical content products fully compatible with all materials used or existing. No ACBM (Asbestos Containing Building Materials). MSDS sheets must be made available for materials used.
4. Removal and disposal of all the old materials is the responsibility of the bidder. If abatement is need then the removal will be conducted by a licensed abatement contractor hired by Warren Trustees.
5. Installation and construction of material is the responsibility of the contractor.
6. Installation of all materials shall be according to manufacturer's specifications.
7. Installer agrees to carry a one year work warranty on installation and workmanship of product.
8. Areas will be left broom clean and free of debris Friday afternoon by 6:30 P.M. prior to weekend Church activities.
9. One bathroom area must be operational at all times to allow for use for weekly Church activities.
10. A general clean-up will be performed by the contractor each day to leave work areas neat and safe.
11. Normal floor preparation is considered as part of the proposal.
12. All tile colors and manufacturer to be determined after the proposal has been awarded.
13. Any damage to the Church Facilities and its physical property during any portion of the work project will be the responsibility of the installer. Before work commences, the installer and the Warren Trustees will inspect the logistics of the installation before and after the project is completed to make sure no damage has occurred as the result of the bathroom renovations project.
14. Contractor must be Bonded and have Workmen's Compensation Insurance.
15. Contractor must have General Liability Insurance for bodily injury and property damage, including loss of use of property, arising out of any occurrence.
16. Contractor must provide a Payment and Performance Bonds covering 100% of the work performed.
17. Copies of the Contractors' Certified Bond documents and Workmen's Compensation Insurance must be

submitted in the RFP.

18. The contractor must be a licensed certified contractor.
19. No work shall be started at the site until appropriate policies of insurance are received by Warren Memorial.
20. Change Orders, all changes to the original proposal must be submitted and approved by the Warren Trustee.

Liquidated damages:

Failure to complete the bathroom renovation project by the projected date of the contractor may result in a two hundred dollar (\$200.00) per day fine for everyday that the project goes over.

Appendix C: (Men's Upstairs Bathroom)

1. (2) Vanities with LED lights
2. (3) Urinal Toilets
3. (1) Stall (handicap accessible – High Boys) with ventilation fan
4. (1) Stalls (regular – High Boy) – with ventilation fan
5. (1) Changing table
6. (1) Paper Towel Dispenser
7. (1) Hand Blower
 - a. Fixtures all water saver devices
 - b. Auto flush (want to receive estimates for waterless)
8. Flooring – Resilient Tile
9. Wall Flooring Design up 2/3 of each wall
10. Ceiling LED Lights
11. Photo Light sensors
12. Paint Room 3 Colors (Ceiling, Wall, Trim)
13. Add Heat/Air Vent to Room
14. Entry doorway must be handicap accessible

Fixtures all water saver devices

Auto flush (want to receive estimates for waterless)

Note: This bathroom will result from a combination of the existing Men's Bathroom and the Finance Room

Appendix D: (Downstairs Unisex Bathroom)

1. (1) Vanities with LED lights
2. (1) stall (handicap accessible – High Boys) with ventilation fan
3. (1) Urinal Toilets (enclose with door)
4. (1) changing table
5. (1) Automatic Paper Towel Dispenser
6. (1) Hand Blower
7. Flooring – Resilient Tile
8. Wall Flooring Design up 2/3 of each wall
9. Ceiling LED Lights
10. Photo Light sensors
11. Paint Room 3 Colors (Ceiling, Wall, Trim)
12. Entry doorway must be handicap accessible

Fixtures all water saver devices

Auto flush (want to receive estimates for waterless)

Appendix E: (Women Upstairs Bathroom)

1. (1) Full Length Mirror (positioned on the back of the a partition)
2. (1) stall (handicap accessible – High Boys) with ventilation fan
3. (1) stall (regular - High Boy)
4. (1) Stalls only change the seat (note for smaller children) -- seat to be changed by the Trustee.
5. (1) changing table (Keep existing changing table)
6. (1) Automatic Paper Towel Dispenser
7. (1) Automatic Hand Blower
8. Flooring – Resilient Tile
9. Wall Flooring Design up 2/3 of each wall
10. Photo Light sensors
11. Paint Room 3 Colors (Ceiling, Wall, Trim)
12. Entry doorway must be handicap accessible. View into the bathroom must be obstructed when the door is opened.

Fixtures all water saver devices

Auto flush