



**THE CITY OF SMYRNA
2800 KING STREET
SMYRNA, GEORGIA 30080**

INVITATION TO SUBMIT PROPOSAL RFP 18-016

**REQUEST FOR PROPOSAL FOR
MOBILE HYDRAULIC STAGE FOR COMMUNITY RELATIONS**

The City of Smyrna located in Smyrna, Georgia is requesting proposals for a 24' x 20' mobile hydraulic stage with components to support an annual outdoor summer concert series along with other appropriate City managed uses. The minimum size of newly constructed equipment - 24' x 20' mobile hydraulic stage - is understood to be of quality construction and design direct from manufacturer, easily managed by approximately two certified persons, and transported/hailed by a standard pickup truck.

Proposals are due on **Friday, April 6, 2018 by 2:00 p.m.** at City Hall, 2800 King Street, Purchasing Department.

As described in the Scope of Work/Specifications information attached, all proposal submissions for City of Smyrna's RFP 18-016 must comply with all general and special instructions. The City of Smyrna reserves the right to accept or reject any or all Proposals and award in the best interest of the City. Proposals must be delivered to the address listed above no later than the time and date indicated. The accepted bid package must have the Sealed Proposal Label attached. Electronic submissions will not be accepted.

QUESTIONS: All questions or requests for additional information must reference RFP 18-016 and must be submitted **by 2:00 pm, Thursday, March 29, 2018**, to Kelly Brown, Purchasing Manager. Email questions or inquires shall be submitted to kbrown@smyrnaga.gov. Answers to questions will be posted in an Addendum on the City of Smyrna website – www.smyrnacity.com. The Purchasing office phone number is 678-631-5406.

IMPORTANT DATES

- RFP Issued: Friday, March 16, 2018
- Deadline for Questions: Thursday, March 29, 2018 by 2:00 p.m.
- Questions Answered and posted on website: Friday, March 30, 2018
- Proposal Due Date: Friday, April 6, 2018 by 2:00 p.m.

Thank you,

Kelly Brown, CPPB
Purchasing Manager

GENERAL INSTRUCTIONS

1. All Proposals must be delivered to the City of Smyrna Purchasing Division, 2800 King Street, Smyrna, Georgia 30080, no later than the time and date indicated in the Request for Proposal. Any Proposal received after that time will not be considered for award.
2. The City of Smyrna is a tax exempt Municipal Corporation. No sales tax will be charged on any products or services. The City's FEI number is **58-6000664**.
3. The City of Smyrna reserves the right to waive any and all technicalities, formalities or irregularities. The City may also accept or reject any or all Proposals, and award the bid to the lowest responsive and responsible bidder in the best interest of the City. The City may reject the Proposal of any vendor that has previously failed to perform properly or complete on time, contracts of a similar nature. Proposals by a vendor that, in the sole opinion and discretion of the City of Smyrna, is not in the position to fulfill the contract may also be rejected.
4. All Proposals must be submitted using the Proposal Pricing Form provided. All information regarding bidder name, address, telephone number and contact person must be provided. Bidders must fill in bid prices and other information as indicated.
5. All bidders shall provide appropriate proof of a current and valid occupational license issued by an agency from within the State of Georgia or one of the contiguous United States.
6. Proposals may be withdrawn by written or faxed request, provided such withdrawals are received prior to the time and date of the opening of bid Proposals.
7. **All Proposals must be submitted with one original and one copy.**
PLEASE NOTE: We encourage you to save paper. It is not necessary to return this entire document with your response. Please return only the relevant pages on which your company has included a response.
8. If a bidder chooses to not submit a Proposal, it is requested that a "NO BID" be submitted stating the reason for the "no bid". For our purposes, it is important that we know why bidders chose to not submit. Any bidder submitting a "no bid" will be recorded as such.
9. Bidders not responding will be recorded as "No Response". After three consecutive "No Responses", the bidder will be dropped from the bid list.

SPECIAL INSTRUCTIONS

1. **Scope Reduction Clause**

The City of Smyrna (the "City") reserves the right to reduce or increase the scope of the project if the lowest responsible and responsive contractor's (or multiple contractors') Proposal is higher or lower than our budgeted amount for the project. The City of Smyrna, at its sole discretion, reserves the right to increase or decrease the scope of work to facilitate an award. This scope reduction clause will be enacted only if it is in the best interest of the City and constitutes no guarantee of scope.

2. **Additional Work**

The City of Smyrna reserves the right to add to the contract any future work, with the agreement of the contractor, at prices offered in this Proposal. This option will be enacted during the contract or within twelve months of the end of the contract, if in the best interest of the City, and with agreement of the contractor ("Contractor").

3. **Performance Bond**

Prior to beginning installation work, the successful Contractor may be required to furnish a corporate surety bond as security for the installation work. Said surety bond shall be in the amount of one hundred percent (100%) of the total bid amount of the Contractor for the equipment and successful installation.

The Contractor shall pay the premium for the performance bond. A certificate from the surety showing that the bond premiums are paid in full shall accompany the bond. The surety on the bond shall be a duly authorized corporate surety company approved to do business in the State of Georgia.

When the amount of the performance bond required under this article does not exceed \$500,000.00, the City may, in its sole discretion, accept an irrevocable letter of credit by a bank or savings and loan association in the amount of (the total bid amount) and in lieu of the bond otherwise required under this article.

No Bid Bond is required for this Project.

4. **Insurance Requirements**

All Proposals submitted must be accompanied by a Certificate of Insurance in compliance with the minimum requirements of the State of Georgia to include worker's compensation. Upon Bid Award, Contractor shall present a Certificate naming the City of Smyrna as Additional Insured. Contractor shall be responsible for all injuries or damages of any kind resulting from his work, to persons or property. The minimum insurance requirements are as follows:

- a. Commercial General Liability Coverage for personal injury and/or property damage with a minimum limit of \$1,000,000 per occurrence.
- b. Commercial Excess Umbrella for liability for bodily injury and/or property damage and in excess over other coverage in an amount of at least \$2,000,000 combined single limit.

- c. Worker's Compensation and Employers Liability – Statutory coverage at a minimum of \$100,000 per accident.
- d. Automobile Public Liability and Property Damage with limits of \$1,000,000 per person in any one claim and subject to that limit for each person; \$1,000,000 for two or more persons in any one accident for bodily injury liability and \$1,000,000 for property damage liability on the comprehensive form covering all owned, non-owned and hired vehicles used in conjunction with the contract.

Each policy shall contain an endorsement that, in the event of change or cancellation, a thirty (30) day prior written notice must be sent by mail to the City.

5. Indemnification

Contractor shall assume the obligation to indemnify and hold harmless the City, its officers, employees, engineers, associates, agents, subcontractors and representatives from and against any and all claims, damages, suits, fees, judgments, costs, expenses (including attorneys' fees), liability or payment arising out of, or through, injury to any person or persons including death and loss of services, or damage to property, suffered through any cause whatsoever in the work involved in the contract and to defend on their behalf any suit brought against them arising from such cause.

Any and all damages and costs associated with and to pedestrians, vehicles, buildings, etc. are the sole responsibility of Contractor. The City may review any disputes and the City's decision shall be final.

6. Georgia Security and Immigration Compliance

In compliance with the Georgia Security and Immigration Compliance act of 2006 Act 457, Section 2 of Senate Bill 529, Chapter 300-10-1 (O.C.G.A. 13-10-91) and further updated in House Bill 87 and Senate Bill 160, all Contractors must comply with the above mentioned State of Georgia regulations by completing the provided affidavits relative to Contractor and subContractor stating affirmatively that the Contractor and any subContractors are registered and participating in a federal work authorization program. All applicable affidavits have been included with this RFP and must be signed and provided with the Proposal submission. An individual, or company with no employees, should complete the SAVE documentation and include a copy of a principal's drivers' license or passport to verify U.S. citizenship.

7. Personnel

Contractor shall only hire and employ individuals performing services hereunder with suitable training, experience and skills to perform the services and the position to which such individual is assigned. Contractor shall, at its expense, conduct (or cause to be conducted), in compliance with all applicable laws, the following checks on each individual performing services hereunder:

- a. a background check, including the: (i) name and all names used in the previous seven years, (ii) date of birth, (iii) city, state, and country of birth, and (iv) passport number (if one is held) and issuing country, issue date and expiration date;
- b. criminal checks; and
- c. drug testing.

At the City's request, and to the extent permitted by law, Contractor shall provide copies of such checks with respect to any individual performing services hereunder, and the City shall comply with the law with respect to the use, retention, disposal and confidentiality of such information.

With respect to any individual performing services hereunder that the City believes is (a) not conducting him or herself in accordance with the applicable code of conduct as provided to Contractor by the City from time to time, (b) improperly providing the services, (c) engaged in conduct that is criminal, fraudulent or likely to cause harm to the City's employees or property or (d) not adequately complying with the terms of the service contract, Contractor shall, upon the City's request, as soon as reasonably practicable: (i) if applicable, terminate such individual's access to City property, and (ii) remove such individual of his or her responsibility of providing services to the City.

8. Ordinances and Regulations

Selected contractor(s) must comply with all pertinent federal, state and local ordinances and regulations. Contractor shall adhere to all City of Smyrna ordinances pertaining to the work performed as found at <http://www.smyrnacity.com/> under Government / City Ordinances where services per this contract are provided unless stated in the specifications. A copy of the newest Sign Ordinance is included with this RFP.

9. Required Submissions

- a. All Proposals must be submitted with one original and one (1) copy. All copies must contain all the required documents, bid pricing forms, acknowledgements, the Contractors and Subcontractors affidavits of compliance with the Georgia Security and Immigration Act or a completed SAVE for with verifiable identification, a current occupational/business license, and a current and valid Certificate of Insurance showing the minimum insurance coverage as specified above.
- b. On the Vendor Questionnaire and Reference Forms provided in this RFP, all bidders must provide a minimum of three (3) business and/or government references to the City of Smyrna for which a project similar to the scope of this project was completed within the last three (3) years. This listing shall include names, addresses, telephone numbers and email addresses of the business/government official project manager.



**CITY OF SMYRNA
RFP 18-016**

SPECIFICATIONS FOR

MOBILE HYDRAULIC STAGE FOR COMMUNITY RELATIONS

The City of Smyrna located in Smyrna, Georgia is preparing to purchase a 24' x 20' mobile hydraulic stage with components to support an annual outdoor summer concert series along with other appropriate City managed uses and seeks quotes for all costs and associated assurances for the following (outlined in full document).

The minimum size of newly constructed equipment - 24' x 20' mobile hydraulic stage - is understood to be of quality construction and design direct from manufacturer, easily managed by approximately two certified persons, and transported/hailed by a standard pickup truck.

Responses should include explanation of variation from stated specifications and any justifications for alternative(s), clearly stated. Additional safety and performance features are stated herein.

Manufacturing Norms and Standards:

Manufacturer should certify or present evidence of ownership of Brand Name and trademark of the product and that the product is entirely fabricated and assembled at its manufacturing plant by qualified personnel, to include professional engineers specialized in design and fabrication of quoted model.

Verify/certify that no more than 20 percent of the product is fabricated by subcontractors.

Verify/certify ISO 9000 family / ISO 9001 or subsequent of / quality management systems certified – or state quality assurance certification(s) that apply. Purchaser is seeking evidence of well-established and proven design and manufacturing process(s) in addition to quality control manual demonstrating each checkpoint inspected during the manufacturing process.

Provide proof of proper accreditation/certification by welding authority and verification that all welders working on the manufacturing of the product have all certifications (U.S.A – AWS D1.1 Structural Welding Code – Steel” / Canada - CSA W47.1 and CSA W 47.2 / or equivalent for other countries / including third party verification if possible, if not included in governing system).

Track Record:

Purchaser prefers manufacturer of product have established product/model record of a minimum of 20 units of the same model in its facilities.

Provide list of references of buyers who have purchased and still own same model.

Provide comprehensive brochure and/or product manual for model described in quote.

Safety:

Provide statement attesting to safety of staging platform(s)/environment and the specified model for operators, performers and the public. Description of quality controls and measures welcome. Provide statement attesting that there are no ongoing or past lawsuits that are the result of past or recent accidents caused by any of the products manufactured within facilities (past and/or present).

Mobile Stage Structure:

Exhibit/certify that chassis and stage structure is to be made of series 6000 aluminum, designed and custom built by the manufacturer. If manufacturer aluminum series is alternative, identify and explain.

Purchaser specifies that no welding be done on chassis assembly and expresses that these components will be riveted with structural Huck type rivets. Client seeks strong, durable, and maintenance free with life expectancy of 25 years with proper maintenance. If manufacturer design varies from specification, explain.

Testing:

Outline quality testing procedures of product/model that are standard prior to delivery. Present results of model field testing at twice the working load / 1.2 times the working load.

Hydraulics:

1. Leveling and Set-Up (Hydraulic) – model/product must be outfitted with complete and fully hydraulic leveling and set-up system with double mast lifting mechanism. Purchaser preference – include ability to raise roof with up to 3,800 lbs of balanced lighting and sound equipment from stage level to highest point, in addition to leveling the stage floor. Purchaser seeks product with set up time at or less than 30 minutes with no tools required and no hand cranking required. If manufacturer product setup varies from preferred specifications, explain in detail – with diagramming/video (web provided)/illustration.
2. Double Mast Lifting Mechanism – Purchaser prefers that product/model include one galvanized steel mast per side, for a complete hydraulic set up of stage, sound, lighting and scenic equipment. Masts must be galvanized steel and have minimum dimensions of 7” x 7” – designed to support combined rigging and wind loads. Should manufacturer specifications vary from above and following, please explain differences and equivalencies.
 - a. Each mast comprised of three sections and pads.
 - b. Clearance between encased mast sections and pads must be maximum of 1/32” according to both main flex axes.
 - c. Equally, provide for flex strain caused by an unbalanced roof load of 1,550 lb. – to be properly compensated and controlled by the pads in order to maintain proper functioning of lifting mechanism.
3. Hydraulic Stabilizers – Include minimum of four hydraulic stabilizers to support up to 15,000 lbs. vertically and 2,000 lbs. laterally without installation of additional bracing.
4. Hydraulic Motor Power – Built-in, fuel powered engine for operating the hydraulic system. There must not be any other power source required.
5. Hydraulic Security and Safety – Hydraulic system should include a secondary locking mechanism composed of pins and posts when fully open. Main mast locking pins must be 3/4” in diameter and system should include safety valves on all hydraulic cylinders.

Additionally, system should include flow control valves for precise calibration. If safety/security system of product varies from purchaser preferences, please explain (include illustration).

6. Stage Height from Ground – Should be hydraulically adjustable from 3’6” to 4’3”. If manufacturer product varies, explain difference advantage(s).

Roof Structure:

1. Trussing – Shall be equipped with at least four roof trusses. Trusses shall run the complete width of the stage roof (24’). Trusses should be 2” aluminum tubing for rigging standard sound and lighting equipment. Front and rear trusses to extend at least 1’ 10” past edge of stage floor. Front/rear trusses should be able to hold up to 500 lbs. Two trusses should be located at the central section of the roof, each capable of holding up to 1250 lbs. balanced or unbalanced load. Shall not require tools, chain hoists or motors. Should manufacturer product/model design/engineering vary from stated preference, explain and illustrate – provide justification.
2. Rigging Points – Include four independent rigging points. Each rigging point should be able to hold up to 350 lbs. Should manufacturer product/model design/engineering vary from stated preference, explain and illustrate – provide justification.
3. Rigging Bar – Should include one aluminum rigging bar. Shall be 2” tubing, 14 ‘ long and mountable on several locations – 2” in diameter and clamping that joins two rigging points, close to the roof, at around 4”. Should manufacturer product/model design/engineering vary from stated preference, explain and illustrate – provide justification.
4. Side Overhang Rigging Beams – Shall include two 3’ side overhang rigging beams with a capacity of 800 lbs. each to handle/hold sound speakers. Should manufacturer product/model design/engineering vary from stated preference, explain and illustrate – provide justification.
5. Roof Structure – Shall be an aluminum frame roof structure and designed to support 6,500 lbs. of equipment or 20 psf. Shall not deflect beyond L/180 under live load. Should manufacturer product/model design/engineering vary from stated preference, explain and illustrate – provide justification.
6. Roof Covering – Roof Covering should consist of waterproof, UV resistant 1/8” thick fiberglass roof and gel coated. Fiberglass must be rapped and molded around the roof structure. No other type of material for roof covering may be considered equivalent. However, should manufacturer product/model design/engineering vary from stated preference, explain and illustrate – provide justification.
7. Secondary Roof Support (Corner Posts) – Design/product shall include four corner posts 3” x 3” connecting the roof corners to the stage floor, providing additional safety factor. Purchaser preference is that designs with posts from roof to ground be excluded from consideration. However, should manufacturer product/model design/engineering vary from stated preference, explain and illustrate – provide justification.
8. Height from Stage Roof to Floor – Upstage clearance of 13’3” with downstage clearance of 14’6” specified. Should manufacturer product/model design/engineering vary from stated preference, explain and illustrate – provide justification.
9. Roof Exceeds Floor – Roof shall overhang the floor surface by at least 42” width and 10” depth, providing protection for performers and equipment against elements.

Stage:

1. Stage Surface – Floor should be made of ½” thick birch plywood sheets. Floor should have a black non-skid surface with high wear resistance and be easily maintained. Should manufacturer product/model design/engineering vary from stated preference, explain and illustrate – provide justification.
2. Reinforced Deck Edges – Should include aluminum reinforced deck edges to protect entire perimeter of stage surface. Should manufacturer product/model design/engineering vary from stated preference, explain and illustrate – provide justification.
3. Stage Width – Should be no less than 24’ from left to right.
4. Stage Depth – Should be no less than 20’ from back to front.
5. Stage Expandability – Floor space should be easily increased to 40’ x 32”. Increased by adding, for example, optional 4’ x 8’ or 4’ x 4’ extension platforms. Should manufacturer product/model design/engineering vary from stated preference, explain and illustrate – provide justification.
6. Platform Support Brackets – Should include support brackets integrated to stage frame for easy installation of optional 4’ x 8” or 4’ x 4” extension platforms. Should manufacturer product/model design/engineering vary from stated preference, explain and illustrate – provide justification.
7. Quick Leveling Legs – Stage legs and screw jacks should be rated at a minimum of 10,000 lbs. and adjustable height should address irregular terrain and permit installing stage at 4’3” high. Should manufacturer product/model design/engineering vary from stated preference, explain and illustrate – provide justification.
8. Adjustable Stairway – Unit(s) should be aluminum, 6” adjustable and minimum width of 3’ with two handrails. Preference is for Teflon sliders for handling on deck surface. Should manufacturer product/model design/engineering vary from stated preference, explain and illustrate – provide justification.
9. Stage Guardrails (removable) – Should be lightweight, aluminum guardrails and mount to stage edge to protect the sides and back of upstage area. Guardrails should be tested at 400 lbs. Should manufacturer product/model design/engineering vary from stated preference, explain and illustrate – provide justification.
10. Work Lighting – Preference is for design/product to include at least one LED work light, with controls at stage level.
11. Floor Structure – Shall resist at least 100 psf.
12. Complete Stage Set Up – Process and complete set up should not require use of hand tools and not include loose nuts and/or bolts. Likewise, no chain hoists or motors and no hand cranking should be required. Expectation/preference of purchaser is that average set up time be approximately 45 minutes. Should manufacturer product/model design/engineering vary from stated preference, explain and illustrate – provide justification and/or alternative averages.

Trailer:

1. Towing Vehicle – Can be pulled and maneuvered with a standard pickup truck.
2. Unit Weight – Shall be no more than 8,752 lbs. unladen. Should manufacturer product/model design/engineering vary from stated preference, explain and illustrate – provide justification.

3. Extra Cargo Capacity – In closed position, the trailer should have at least 766 cu. Ft. of storage area where up to 5,000 lbs. of extra cargo may be stored for transport. Should manufacturer product/model design/engineering vary from stated preference, explain and illustrate – provide justification.
4. Trailer Height – Should have a maximum height of 11' 1". Should manufacturer product/model design/engineering vary from stated preference, explain and illustrate – provide justification.
5. Trailer Lights – Outfitted with LED lights. Should manufacturer product/model design/engineering vary from stated preference, explain and illustrate – provide justification.
6. Hitch Mechanism – Should be equipped with drawbar and pintle eye or ball coupler.
7. Leaf Spring Axles – Suspension should be provided by two leaf spring axles and should be easy to inspect 16,000 lb. capacity.
8. Tires – Should have four 16" tires.
9. Spare Tire – Should come with a full-size spare tire on standard rim, complete with integrated storage.
10. Brakes – Should include electronic brakes on all wheels and emergency breakaway system.
11. Storage Compartment – Should provide a compartment for storage within reach in closed position with minimum dimensions of 18" x 18" x 16".
12. Tie Downs – Shall include a minimum of 10 tie downs for fastening cargo.

Standards:

1. Manufacturer must be fully conforming to applicable regulations. State exceptions.
2. Wind Resistance – Shall withstand sustained winds of no less than 102 mph without windwall and up to 77 mph with windwall installed. Should manufacturer product/model design/engineering vary from stated preference, explain and illustrate – provide justification. However, inferior wind safety rating/resistance will not be considered.
3. Vertical Load – Floor at 100 psf. / Roof at 20 psf.
4. Rigging Load – Up to 6,500 lbs. net roof capacity with sound wings. Should manufacturer product/model design/engineering vary from stated preference, explain and illustrate – provide justification.
5. Training / Certification – Include a minimum of three days of a comprehensive training in structured training program. Purchaser preference is on purchaser site with purchaser equipment and that training include thorough individual evaluation and certification evidenced.

Documentation:

1. Operation(s) Manual(s) – Include a minimum of two complete operations manuals.
2. Certification / Drawings – Drawings shall be indicative of specifications / purchased product/model and shall include stamped certification from a licensed engineer, stating that the stage meets the required safety standards as per International Building Code of 2007 the National Building Code of 2005 for live loads, point loads and wind resistance, at a minimum. Certificate from licensed engineer shall be provided with the bid.

Service:

1. Warranty – Shall cover the stage for a minimum of one year from the date of acceptance by the City, including all hydraulic components, mechanical devices, electric brakes, axles and hitch mechanism, and all items not considered under normal wear and tear. A sample of the warranty shall be included with bid proposal.
2. After Sales Service – Assurance of 24-hour technical support / 1-800 hotline also a preference.
3. Delivery – Please outline and explain terms, costs and process. State amount of time required between award of bid and delivery of product/model.
4. Maintenance/Service Options – Please outline services options/recommendations.

Available Options:

Purchaser prefers availability of the following options and requests list of items included in bid and/or additional costs clearly stated:

1. Windwall – weatherproof and fire retardant to protect the sides and rear of stage. Preference is 18 oz. grey vinyl and installation ease. Installation anticipated to be keder and rail system and not require hand tools and shall include two standard size doors at least a 9'10" wide door at the back. State approval ratings. Should manufacturer product/model design/engineering vary from stated preference, explain and provide justification.
2. Windwall Scrim – Preference is 70 percent mesh material allowing for air to pass through the windwall while still providing a measure of protection from the elements. State approval ratings. Should manufacturer product/model design/engineering vary from stated preference, explain and provide justification.
3. Skirting – Weatherproof, fire retardant, for front and sides of the stage. Preference is 18 oz. black or grey vinyl and must be quick to install. Please state applicable ratings. Should manufacturer product/model design/engineering vary from stated preference, explain and provide justification.
4. Extension Platforms – Shall be of size stated in earlier justification if varying from previously stated purchaser preference and must easily attach to stage floor to extend stage size. Height shall be adjustable with screw jacks and legs. Extension platforms shall be made of $\frac{3}{4}$ " thick birch plywood coated with quality black non-skid finish and high wear resistance. No tools shall be required. Should manufacturer product/model design/engineering vary from stated preference, explain and illustrate – provide justification.
5. Bracing System for Extension Platforms – Shall be lightweight, 2" aluminum tubing and bracket must be easily mounted under stage floor to hold down extension platforms and rear windwall to prevent uplift up to a maximum of 77 mph wind gusts. Should manufacturer product/model design/engineering vary from stated preference, explain and illustrate – provide justification.
6. Platform Guardrails (Removable) – Shall be lightweight, removable aluminum guardrails, which easily mount to the edges of the extension platforms, capable of protecting the sides and back of the extended surfaces.
7. Lateral Banner Supports and Rooftop Banner Extension – Shall include on lateral banner support with a lower bar banner tie down on each side which accepts lateral banners of 6' x 16" and shall include vertical supports to increase rooftop banner possibilities from 24'

- to 36'9". Should manufacturer product/model design/engineering vary from stated preference, explain and illustrate – provide justification.
8. Rooftop Banner Support – Shall include four vertical posts easily mounted to the roof edge and shall accept banners 3'8" x 24' or 36'9" with no tools required.
 9. Banner Framing Bars – Shall include a set of horizontal aluminum slide-in tracks which allows for straight and improved esthetic installation of rooftop banners.
 10. Cylinder Locking Devices – Shall include cylinder locking devices to allow installation without corner posts when sound and lighting equipment are not required. Should manufacturer product/model design/engineering vary from stated preference, explain and illustrate – provide justification.
 11. Rainproof Speak and Motor Cover – Rainproof cover shall be mounted on each side overhand rigging beam. It shall be made of lightweight aluminum frame and covered with 18 oz. weatherproof fire retardant vinyl material. Rainproof cover is designed to protect speakers, chain hoists or motors from rain. Should manufacturer product/model design/engineering vary from stated preference, explain and illustrate – provide justification.
 12. Hitch Options – Hitch mechanisms must be mechanically mountable to allow for the user to install hitch options with minimal effort. Should manufacturer product/model design/engineering vary from stated preference, explain and illustrate – provide justification.
 13. Stage Reversibility – The Upstage and Downstage shall be reversible to fit in tight spaces or backing up against a wall.
 14. Handicapped Access Device – Shall allow handicapped access to stage via a disability lift or ramp that can be installed anywhere on the stage's perimeter for stage access locations that vary depending on the event. Should manufacturer product/model design/engineering vary from stated preference, explain and illustrate – provide justification.
 15. Loading Ramp – Shall be 12' 3" or 4' lightweight aluminum that locates to the stage perimeter.
 16. Electric Motor Option – Shall be 1HP for indoor use of stage or as a back-up power source (dual power).
 17. Trailer Graphics – Trailer side panels that allow for customized paint or lettering graphics to be applied.



PROPOSAL PRICING FORM

RFP 18-016 MOBILE HYDRAULIC STAGE

COMPANY _____

ADDRESS: _____

CONTACT: _____ PHONE _____

EMAIL: _____

Total Price for this Project*

\$ _____

* In addition to this proposal pricing form, proposal responses should also include the detailed pricing information. Please include delivery, warranty, training, etc. Vendor shall supply pricing for any proposed options that have been included in the response as well.

Submitted By: _____

Printed Name: _____

Title: _____

Date: _____



Please complete and submit the Acknowledgements below:

ACKNOWLEDGEMENTS

_____ We acknowledge that we take no exceptions to the terms or specifications.

OR

_____ We acknowledge that we do take exceptions to the terms or specifications and an itemized list of exceptions is attached.

_____ We acknowledge that we have read and signed the Contractor and Subcontractor Affidavits OR the SAVE affidavit (for companies with no employees)

Company Name

Signature

Printed Name

Title

Date _____



City of Smyrna, Georgia
CONTRACTOR AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. §13-10-91 (b) (1), stating affirmatively that the individual, firm, or corporation which is engaged in the physical performance of services on behalf of the City of Smyrna has registered with and is participating in a federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicability 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:

_____/_____/_____
EEV/ Federal Work Authorization User Identification Number Date of Authorization

Name of Contractor _____

Name of Project _____ Public Employer _____

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

BY: Authorized Officer or Agent

Printed Name and Title of Authorized Office or Agent

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
____ DAY OF _____/_____

Notary Public
My Commission Expires:

VENDOR QUESTIONNAIRE

Questionnaire must be completed by ALL Vendors and returned with Proposal response. Any additional pages provided should be clearly labeled.

1. How long have you been in business?

2. Give us background information on your company, including the number of employees available to service the City of Smyrna, the closest office location, as well as any financial ratings and reports available. Separate attachment is acceptable.

A. How many employees are available to service the City of Smyrna?

B. Please provide the name and address of your local office:

3. Have you done similar business with other governmental agencies in the past three (3) years?

Yes _____ No _____

If yes, name agency and volume and total value of projects:

Sealed Proposal Label

This label **MUST** be affixed to the outside of the envelope or package. Failure to attach the label may result in your quote being opened in error or not routed to the Purchasing department.

SEALED PROPOSAL

DO NOT OPEN

Deliver to: City of Smyrna Purchasing
2800 King Street
Smyrna, GA 30080

Vendor: _____

RFP 18-016 MOBILE HYDRAULIC STAGE

Due Date: Friday, April 6, 2018 - 2:00 PM

ADVERTISEMENT

INVITATION TO SUBMIT PROPOSAL RFP 18-016

**REQUEST FOR PROPOSAL FOR
MOBILE HYDRAULIC STAGE FOR COMMUNITY RELATIONS**

The City of Smyrna located in Smyrna, Georgia is requesting proposals for a 24' x 20' mobile hydraulic stage with components to support an annual outdoor summer concert series along with other appropriate City managed uses. The minimum size of newly constructed equipment - 24' x 20' mobile hydraulic stage - is understood to be of quality construction and design direct from manufacturer, easily managed by approximately two certified persons, and transported/hailed by a standard pickup truck.

Proposals are due on **Friday, April 6, 2018 by 2:00 p.m.** at City Hall, 2800 King Street, Purchasing Department.

QUESTIONS: All questions or requests for additional information must reference RFP 18-016 and must be submitted **by 2:00 pm, Thursday, March 29, 2018**, to Kelly Brown, Purchasing Manager. Email questions or inquires shall be submitted to kbrown@smyrnaga.gov. Answers to questions will be posted in an Addendum on the City of Smyrna website – www.smyrnacity.com. The Purchasing office phone number is 678-631-5406.

IMPORTANT DATES

- RFP Issued: Friday, March 16, 2018
- Deadline for Questions: Thursday, March 29, 2018 by 2:00 p.m.
- Questions Answered and posted on website: Friday, March 30, 2018
- Proposal Due Date: Friday, April 6, 2018 by 2:00 p.m.

The City of Smyrna reserves the right to accept or reject any or all Proposals and award in the best interest of the City.

Thank you,

Kelly Brown, CPPB
Purchasing Manager