



**REQUEST FOR PROPOSALS (RFP) FOR
ADA Doors
FOR
THE CITY OF JACKSON**

RFP RELEASE DATE: 6/22/2023

PROPOSER INQUIRY DEADLINE: 6/29/2023

INQUIRY ANSWER DEADLINE: 7/3/2023

RESPONSES TO RFP DUE: 7/11/2023

SUBMIT ALL PROPOSALS TO:

City Clerk's Office of Jackson—RFP
219 South President Street 1st Floor
Jackson MS 39201

Print On Outside Envelope:
Company Name with Return Address
RFP: ADA Doors

CONTACT:

Chloe Dotson Director of Planning
Department of Planning and Development
Office of City Planning
PO Box 17
Jackson, MS 39205
Telephone: (601) 960-1172
Email: cdotson@jacksonms.gov
www.jacksonms.gov

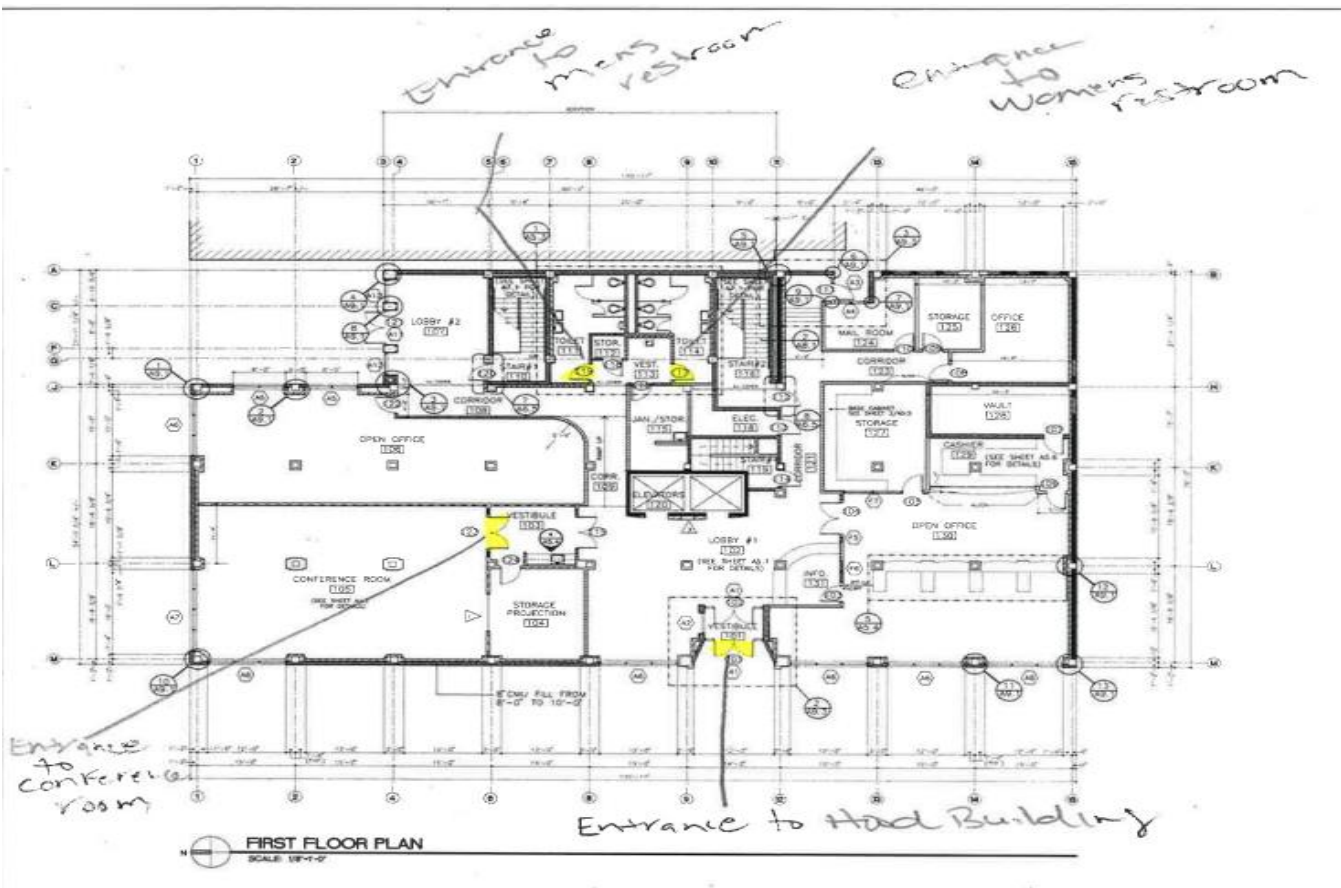
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General Information

The City of Jackson is seeking to modernize its door systems on the first floor of the Hood Building (200 South President Street) to include electronic doors to adhere to ADA Compliance.

1. Entrance doors to building
2. Entrance doors to first floor conference center
3. Entrance doors to both men/women bathroom on the first floor.



Proposal Submission Procedures

Proposers shall submit one (1) original signed, six (6) copies and one (1) electronic (thumb drive w/pdf) copy of their responses. For this RFP, all responses will be received by the Office of the City Clerk until 3:30 p.m., Central Time on July 11, 2023. Electronic responses can be submitted at www.centralbidding.com. For any questions relating to the electronic submission process, please call Central Bidding at 225-810-4814. Prospective proposers should notify cdotson@jacksonms.gov to be added to the list to receive written addendum and inquiry responses.

■ Inquiries

Any inquiries, requests for an interpretation or comments regarding the RFP must be submitted by email no later than 3:30 p.m., Central Standard Time, **June 29th, 2023**. Questions and comments will not be responded to over the telephone. Responses to inquiries and comments will be emailed to all solicitors after receipt of said questions or request for an interpretation or comments by the City by **July 3, 2023**. Proposers shall rely only on written addenda provided by the City in submitting proposals.

Inquiries shall be directed to:

Chloe Dotson Director of City Planning
Department of Planning and Development
Telephone: (601) 960-1172
Email: cdotson@jacksonms.gov

■ Proposal Costs

Those submitting proposals do so entirely at their expense. There is no expressed or implied obligation by the City to reimburse any individual or firm for any costs incurred in preparing or submitting proposals, providing additional information when requested by the City, or for participating in any selection interviews.

■ Reservation of Rights

The City's rights include, but are not limited to, the following:

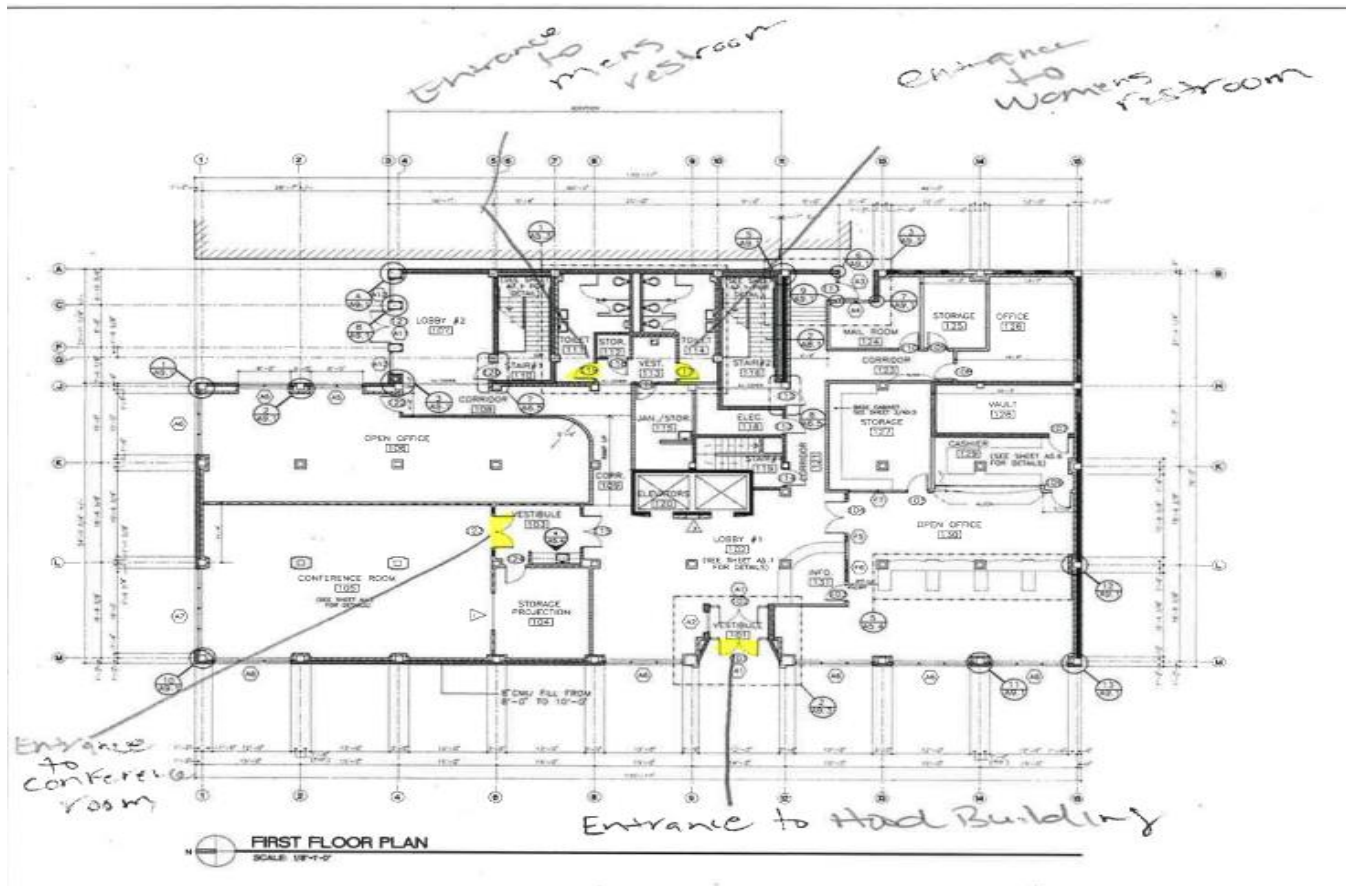
- Issuing addendum to the RFP, including extending or revising the time line for submittals.
- Withdrawing, reissuing, or modifying the RFP.
- Requesting clarification and/or additional information from any PROPOSER at any point in the procurement process.
- Executing an Agreement with a PROPOSER on the basis of the original response and/or any other information submitted by the PROPOSER during the procurement process.
- Rejecting any or all Proposals, waiving irregularities in any Proposals, accepting or rejecting all or any part of any Proposals, waiving any requirement of the RFP, as may be deemed to be in the best interest of the City.
- The City may, but is not bound to, commence negotiations with a selected PROPOSER.
- If progress is unsatisfactory in the sole judgment of the City, the City may discontinue its negotiations after commencing negotiations with a selected PROPOSER and commence discussions with another qualified PROPOSER.
- City reserves the right to audio and video record any and all live meetings, including conference and interviews, with potential and actual PROPOSERS and staff during any and all phases of this RFP process.

Errors in Proposals

Respondents are expected to fully inform themselves as to the conditions, requirements, and specifications before submitting their response to this RFP. Failure to do so will be at the respondent's risk. In case of an error in extensions or pricing in the proposal, the unit price provided shall govern. It is the sole responsibility of the respondent to insure that its response arrives at the proper place and time as required in the RFP. Late submissions will not be accepted. The City reserves the right to reject any incomplete or deficient proposals.

Scope of Work

Ensuring that our public access doors to the Hood Building at 200 South President Street, the entrance to the first floor Conference Room, and the public restrooms on the 1st floor of the Hood Building will be transformed to ensure ADA Compliance with automatic doors. See floor plan below.



The Scope of Work includes the installation, permit fees, and all materials to ensure that each door is properly fit into place, and is ADA compliant.

Services, supplies, and equipment not limited to the following:

- Materials and supplies
- Any propriety tools neededd to install electronic doors
- Proper Permits
- Installation
- Removal of current doors with proper haul off

■ **Additional Services**

The Vendor may offer any additional or related services that may complement the core Scope of Work that is the purpose of this procurement process.

■ **Executive Summary**

Describe your understanding of the project and a description of the process/approach to be used, including, but not limited to:

- Experience in the City of Jackson
- Timeline for project completion
- Experience with ADA door compliance and retro fitting

■ Vendor Profile and References

Submit a brief history of the firm's qualifications and experience, including that of project team members. Identify all members of the proposer's project team that will be involved in the installation, maintenance, commissioning and training of the system.

Provide at least four (4) references of current municipal clients of similar scope with the proposal. Include name, title, address, phone number and email of contact person.

■ Project Management and Implementation Requirements

- The Vendor shall provide a structured approach, written plan and specific schedule for project implementation.
- The Vendor shall provide ADA compliant doors and entry
- The Vendor shall garner any and all building permits associated with construction

■ Cost Proposal

The City intends to award this Contract to the firm that it considers will provide the best overall value for the City. The City reserves the right to accept Proposals other than the lowest priced offer and to reject any Proposals that are not responsive to this request.

Proposers must quote firm, fixed, rate for all services and materials identified in this request for proposal. Total cost for services and materials must be included in the proposal.

■ Evaluation of Proposals

Once the proposals are opened, each will be evaluated by a committee selected by the City, taking into consideration the criteria stipulated in this RFP. The City, sole judge in evaluation considerations, may make an award to the vendor(s) who submit the proposal judged by the City to be the best value. The City anticipates awarding one contract only. A recommendation will be presented to the City Council which conforms to all requirements herein and whose award will be in the best interest of the City as determined by the Evaluation Committee. The City reserves the right to award on an all-or-none basis. The award will only be offered to responsible vendor(s) qualified by experience to perform the services specified herein. All proposals submitted shall be valid for a period of one hundred eighty (180) calendar days from the date of proposal opening.

Evaluation Criteria

Submissions will be evaluated based on the following criteria:

- Experience – 25 point
- References – 20 points
- Timeline – 30 points
- Cost – 25 points

Equal Business Opportunity (EBO) Plan Application

It is the City of Jackson's policy that all companies participating in the City's procurement process submit a completed Equal Business Opportunity (EBO) Plan Application. The EBO Plan Application/Wavier Request on your project team must be submitted with this proposal.

The City of Jackson is committed to the principle of non-discrimination in public contracting. It is the policy of the City of Jackson to promote full and equal business opportunity for all persons doing business with the City. The company selected for this project shall submit a completed and signed Equal Business Opportunity (EBO) Plan Application at the time of selection, in accordance with the provisions of the City of Jackson's Equal Business Opportunity (EBO) Ordinance. Failure to comply with the City's ordinance shall disqualify a contractor, bidder or offeror from being awarded an eligible contract.

For more information on the City of Jackson's Equal Business Opportunity Program, please contact the Office of Business Development at 601-960-1638. Copies of the EBO Ordinance, EBO Plan Application and M/FBE Directory are available at 200 South President Street, Second Floor, Jackson, Mississippi.

Attachments

- Attachment B: EBO Plan Application