**DISCLAIMER**

**This Request For Proposal is provided for general informational purposes, may not apply to your city's specific situation and should not be considered a comprehensive RFP. It should be used for comparative purposes only. The RFP should be tailored to reflect the actual context of your city. You should consult with your city attorney before taking any action based on this document.**

**Request for Proposals**

Demand Services

Sewer Repair

The City of Cumming will accept proposals from interested Sewer Repair companies to provide demand services for the City.

All proposals should be submitted to: Phil Higgins, City Administrator

 City of Cumming

 100 Main Street

 Cumming, GA 30040

Proposals should be received at City Hall no later than 1:00 pm on March 9, 2018. All proposals should be sealed in an envelope or box and clearly marked **“Demand Services, Sewer Repair Proposal”** on the outside. Faxed or emailed proposals will not be accepted.

The City of Cumming reserves the right to reject any or all proposals and waive any informalities during the RFP process. The City may make such investigations as deemed necessary to insure that the companies have the requisite experience, skills, and resources to serve the needs of the City throughout the term of the contract. In all cases, the needs and requirements of the City will be considered first. The proposal will be used for the purpose of generating a negotiated agreement with the City of Cumming.

The agreement will be pursuant to GA Const. Art. IX, Section 2, Paragraph 3, O.C.G.A. § 30-613, and any other legal requirements.

The agreement is intended to provide for the Demand service of Sewer Repair for the City of Cumming. The vendor will provide all equipment, personnel, expertise, facilities, financial resources, and management for the project.

All bid proposals shall be presented in a unit price for labor, equipment and materials form when practical. The City realizes that in some cases prices will be dictated by market costs.

Requests for additional information and questions may be addressed to: Phil Higgins, City Administrator, City of Cumming, 100 Main Street, Cumming, GA 30040. Email: Phil.higgins@cityofcumming.net. Responses to questions or requests for information, as appropriate, will be via addenda issued and will be published on the City of Cumming website only. Any requests for information or questions must be actually received no later than Monday, March 2, 2018, at 5:00 PM.

Proposals will include, at a minimum, a description of action for and costs that will be billed to the City of Cumming for the following:

1. Hourly rates for labor.
2. Hourly charges for equipment generally used in scope of work.
3. In cases where charges will be billed based on market prices, proof of pricing and the validity of the amount charged will be required prior to any payment by the City.
4. Provide a local office, personnel, and contact number for inquiries.
5. All work 7:00 am and no later than 6:00 pm, unless approved by the City of Cumming.
6. Vendor will agree to provide Workers Compensation Insurance, Public Liability Insurance, Property Damage Insurance, and contractual liability coverage required for compliance with federal, state, and local licensing requirements.
7. Minimum Insurance Requirements:

Workers Compensation Statutory

 Employer’s Liability $1,000,000 each occurrence

 Bodily Injury $1,000,000 each occurrence Property Damage Liability $1,000,000 each occurrence

 Automobile Property Liability $1,000,000 each occurrence Excess Umbrella Liability $1,000,000 each occurrence \*The City of Cumming will be named as additional insured.

**The City of Cumming, Georgia is soliciting bids/proposals for the provision of Demand services to include Sewer Repair in the City of Cumming. The bid package and all other information regarding bids and proposals for these services may be found on the City of Cumming’s website at www.cityofcumming.net.**