

City of Glen Cove

Request for Proposal (RFP) RFP No. 2020-019



LEASE OF BUTLER BUILDING GYMNASIUM LOCATED AT: 27 CEDAR SWAMP ROAD GLEN COVE, NY 11542

Proposals Due: December 18, 2020 by 10:00 a.m.

PROPOSER'S NAME: _____

PHYSICAL ADDRESS: _____

MAILING ADDRESS: _____

EMAIL ADDRESS: _____

PLEASE MAKE COPY OF DOCUMENTS FOR YOUR RECORDS

Posted on: <https://www.bidnetdirect.com/new-york/cityofglencove>

**CITY OF GLEN COVE
9 GLEN STREET, GLEN COVE, NY 11542**

**REQUEST FOR PROPOSALS (RFP)
FOR:**

LEASE OF BUTLER BUILDING GYMNASIUM

Proposals Due:

Term of Contract (approximate): January 1, 2021 – December 31, 2024 (City holds the option to renew for one (1) additional three (3) year term upon mutual consent of the City.

SECTION 1. INTRODUCTION

1. Locations

The location of the Butler Building Gymnasium is located at 27 Cedar Swamp Road adjacent to the Tiegerman Middle School property. Please see last page for a map illustration.

2. Description

The City of Glen Cove ("City") is seeking proposals to lease 8,750 square feet of warehouse/gymnasium space with brand new lighted parking lot which contains 30 parking spaces. Currently, the site is occupied as a sports facility and professional office space.

SECTION 2. SCOPE OF SERVICES

The successful proposer shall agree to provide the following services:

1. This RFP is being presented to maximize the rental potential for the property as well as generate revenue for the City.
2. City of Glen Cove has established a preference to local vendors in participation of this solicitation but reserves the right to award to multiple vendors and split the space as the City sees fit.
3. Complying with the provisions of the lease agreement such as supplying insurances to the City. No utilities, surveillance or other repairs and/or maintenance will be supplied by the City of Glen Cove.
4. The City is seeking a minimum monthly rental fee of \$ 8,000 per month.

SECTION 3. PROPOSAL REQUIREMENTS

- The Proposer shall demonstrate that it has relevant experience in performing projects of comparable value and scope to the type described in this RFP. Each proposal shall be prepared concisely, avoiding the use of elaborate promotional materials beyond those sufficient to provide a complete, accurate and reliable presentation.
- As part of responding to this RFP, the Proposer should demonstrate familiarity with the City property.
- Proposals shall be signed by an authorized representative of the firm.
- Proposals shall be single spaced, with font size not less than 12 point, double sided typed on 8 1/2" x 11" sized paper. Cover letter, certificates of insurance, fee proposal, and resumes that must be included with the submission.
- Incomplete proposals that do not include all the requested components will not be accepted for review and consideration.

The proposal shall be presented in separate tabs as noted:

- 1) Team: Identify the authorized person for this project.
- 2) Project Approach and Understanding: Provide a project approach and understanding describing how each of the tasks in the Scope of Services section will be addressed.
- 3) Describe the overall expertise and experience of the firm and subconsultants relative to the Scope of Services contained in this RFP, as well as availability of key personnel.
- 4) Provide the geographic location of the firm. The firm should include a street address of the office proposed to handle the work. In addition, provide a working email address for a representative of the responding firm. All Requests for Information (RFI) will be received and posted on BidNet as an addendum.
- 5) The scope of services proposed to provide the services requested in this RFP noting the reason for any deviations from the Scope of Services provided herein.
- 6) Rent Schedule: The rent schedule section must include all proposed rent due to the City for the property mentioned in this RFP.
- 7) References: Must address proposer's qualifications and experience to carry out the proposed services, inclusive of, but not limited to; qualification to do business in NYS, number of years in business and length of experience.
- 8) W-9 form to be included with proposal
- 9) Certificates of Insurance:

The Proposer and its subconsultants shall meet the following insurance requirements:

Contractor shall not commence any work until it has obtained, and has approved by The City of Glen Cove, the following insurance policies, with at least the following policy limits, which policies shall be maintained in full force and effect for the duration of the Contract:

a. Commercial General Liability Coverage:

i. Per Occurrence: \$1,000,000

ii. Aggregate: \$2,000,000

b. Workers Compensation Coverage: Statutory

i. Employer's Liability \$1,000,000/\$1,000,000/\$1,000,000

c. NYS Disability Coverage:

Statutory

d. Professional Liability Insurance:

\$5,000,000/wrongful act

(if work involves contractor providing a professional service)

\$5,000,000/aggregate

e. Automobile:

\$1,000,000 Combined Single Limit

f. Umbrella/Excess Liability:

\$10,000,000/occurrence

\$10,000,000/aggregate

g. Contractor's Pollution Liability*:

\$2,000,000/occurrence

(if work involves pollution sensitive operations, as deemed by the City)

\$2,000,000/aggregate

All policies above shall be written by a carrier admitted to do business in the State of New York and with an AM Best Rating of A-VII or better.

"The City of Glen Cove" shall be named as an Additional Insured for ongoing and completed operations on all policies except Contractor's Professional Liability Insurance. A Waiver of Subrogation will be granted in favor of "The City of Glen Cove". All policies shall be written on a primary, non-contributory basis. Additionally, all policies, except Contractor's Professional Liability Coverage, shall be written on an Occurrence-based form.

The City, as Additional Insured, shall be entitled to 30 days written notice of cancellation or renewal of any policy. If the evidenced insurance expires prior to completion of work a renewal certificate shall be furnished at least ten (10) days before the date of expiration. Contractor shall provide proof of insurance to The City upon demand in the form of a certificate of insurance and copies of policies, if so requested.

If Contractor retains or hires any subcontractors, of any tier, in the course of its performance under the Contract, the requirements of this paragraph shall be binding and transferrable to each

subcontractor so retained or hired, unless The City authorizes an exception prior to said subcontractor performing work for The City.

The City of Glen Cove reserves the right to amend the insurance requirements, as it deems necessary depending on the scope of work being provided.

SECTION 4. PROPOSAL CONDITIONS

1. Conditions Governing Proposals

Only those proposals, which contain complete information and are responsive to the RFP, will be considered. Proprietary or patented information, which may be included in the proposal, must be clearly identified and brought to the City's attention.

The City reserves the following rights:

- To accept or reject any of all proposals;
- To waive or modify minor irregularities in proposals received;
- To amend specifications after their release, with due notice given to all proposers to modify their proposals to reflect changed specifications;
- To award a contract for any or all parts of proposal and negotiate with the successful proposer, within the proposal requirements, to best serve the interests of the City.

By submitting a proposal, the proposer agrees that it will not make any claim for or have any right to damages because of any lack of information or misinterpretation of the information provided in this RFP.

The City will not utilize any of the materials submitted in the RFP process included in unsuccessful proposals without permission.

1. The City reserves the right, in its sole discretion, to:
 - a. Suspend the contract at any time due to inadequate or poor vendor performance.
 - b. Enter the unit and inspect same for compliance with Local, County, State and Federal Codes/Laws at any time.
 - c. Remove from the concession, at any time, vendor employees or persons who are violating any law, code, rule or ordinance.
2. Subletting of Contract/Subconsultants:

No contract shall be assigned or any part of the same subcontracted without the written consent of the City and in no case shall such consent relieve the Contractor from his obligation or change the terms of the contract.

2. Freedom of Information Law

All RFP submission materials become the property of the City of Glen Cove. The City is subject to the Freedom of Information Law, which, under the Public Officer's Law Sections 87 and 89, allows for a process for public disclosure of certain records in possession of the City. Portions of the proposals which contain proprietary information, trade secrets, or information which could cause substantial injury to the competitive position of the proposer can be excluded from public access. If there is such information included, and the proposer wishes it to be excluded from access, the proposer must notify the City in writing along with the specific reasons for the exception.

3. Notification of award

Award of contract occurs when a formal contract has been approved by City of Glen Cove City Council and executed by the City. A Recommendation of Award does not constitute award of contract. If a contract is awarded, it shall be awarded to the responsive and responsible proposer whose offer conforming to the Request for Proposals will be most advantageous to the City as set forth in the Evaluation Criteria. The City will notify the successful proposer by phone, followed by written confirmation. The City will notify each proposer whose proposal is rejected in writing. A contract defining terms and conditions of the parties will be drafted by the City. The contract may incorporate any or all the RFP and as much of the successful proposer's final proposal as may be appropriate. The successful proposer must show evidence of required insurance coverage per this RFP. The City of Glen Cove reserves the right to postpone, cancel, or reject all proposals, if in its judgment it deems it to be in the best interest of the City to do so. Proposers are advised that the City of Glen Cove has the option of selecting the Proposer without conducting interviews, discussions, or negotiations. Therefore, proposers should submit their best proposals initially, since discussions or negotiations may not take place.

4. Liability

The City is not liable for any costs incurred by any individual or firm for work performed to prepare its proposal or for any travel and/or other expenses incurred in the preparation and/or submission of its proposal. Further, the City is not liable for any costs incurred prior to approval of the contract.

5. Familiarization Costs

It is the sole responsibility of the prospective firms to familiarize themselves with the City's current programs, facilities, documents and any other information which is necessary and relevant to the Scope of Services detailed in this RFP. The City will not allow any claims for payment which include billable time for familiarization costs borne by the proposer in familiarizing themselves with the above, regardless of whether the costs were incurred prior to or following the submission of the proposer's proposal or prior to or after receiving an award.

SECTION 5. M/WBE and Title VI Policy

1. M/WBE Policy

Minority and Women Owned Business Enterprises (M/WBEs) are strongly encouraged to participate in this procurement.

2. Title VI Policy

The City of Glen Cove, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§2000d to 2000d-4) and the Regulations, hereby notifies all proposers that it will affirmatively ensure that any contract entered into pursuant to this advertisement, Minority and Women-Owned Business Enterprises (M/WBEs) will be afforded full and fair opportunity to submit proposals in response to this RFP and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

SECTION 6: WALKTHROUGH

A site walkthrough is being conducted on **December 9, 2020 at 11:00 a.m.** at the facility located at 27 Cedar Swamp Road, Glen Cove, NY 11542. Proposers shall RSVP to this walkthrough by emailing Ms. Quiles at purchasing@glencoveny.gov. Each bidder may send no more than two (2) representatives to attend the site walkthrough.

SECTION 6. SUBMISSION REQUIREMENTS

The proposer shall submit this proposal electronically **via BidNet by the date and time stated in this solicitation.**

The RFP number for this solicitation is **RFP #2020-019**.

Emails with questions regarding submission requirements can be sent to Yelena Quiles at purchasing@glencoveny.gov.

SECTION 7. SUBMISSION DEADLINE

Respondents must submit their proposals, electronically, on or before **December 18, 2020**. All proposals must be received before the end of the submission period. A proposal may be withdrawn only by written request at any time prior to the date specified as the submission deadline. The successful candidate shall *not* modify the proposal after having been notified that the proposal has been accepted by the City, except at the written request of the City.

Submission shall attest to the proposer's ability to perform *all* tasks required under this RFP. The City reserves the right to reject any and all proposals received and to waive any informality in the procurement process, and to accept the proposal which in its judgement best serves the interest of the City.

The City is under no obligation to return proposals to proposers.

Proposals received after the scheduled time and date will not be accepted. Facsimile proposals will not be accepted. Each proposer must submit a complete proposal, which addresses each component of the RFP.

SECTION 8. REQUESTS FOR INFORMATION (QUESTIONS)

All requests for information should be submitted by **December 10, 2020** to the authorized contact person.

The authorized contact person for this procurement is Yelena Quiles, Purchasing Agent. **All questions are to be posted on the BidNet platform, please do not email questions. If you email your questions, they will not be answered.** If you require other information, please email purchasing@glencoveny.gov for further clarification.

Ms. Quiles will compile all responses which pertain specifically to this project and will distribute them to the BidNet list of registered proposers on or by **December 14, 2020**. The answers will only be posted on the BidNet website, <https://www.bidnetdirect.com/new-york/cityofglencove> as an addendum to the RFP. The proposer shall be responsible to check the City of Glen Cove's BidNet site to check for any addendums issued for this RFP.

No contact with any City personnel regarding this project is allowed until such time as an award has been made. Contact with personnel other than Ms. Quiles is grounds for elimination from the procurement process.

SECTION 9. PROPOSAL EVALUATION

Proposals will be evaluated and ranked by the City using the following criteria with the assigned weighted percentages. Proposals will be reviewed on quality, expertise, and completeness; potential for completing the work as specified in the RFP; experience with projects similar in nature/funding and previous experience with municipal clients; understanding of and approach to the project in conjunction with the proposed schedule; the organization, availability, and qualifications of key personnel; cost reasonableness; familiarity with State and Local requirements; logistics and familiarity with the project area; and ranking with competing proposers.

<u>CRITERIA</u>	<u>POINTS</u>
Revenue generated to the City of Glen Cove	40 points
Qualifications and Experience of Proposer	30 points
Intended use of the Leased space (intensity of use)	20 points
Local vendor preference	10 points
TOTAL:	100 points

The Review Committee for this RFP shall include, but is not limited to, purchasing department, Legal department and the Mayor's Office. The Committee is responsible for evaluating proposals and conducting interviews.

Proposers may be subjected to additional questions by the City. Non-responses will be grounds for disqualification. Companies submitting a proposal in response to this RFP, may be required to give a presentation (in person or remote) of their proposal. Additional technical and/or cost information may be requested for clarification purposes, but in no way will they change the original submitted proposal. Interviews are optional and may be conducted but are not obligatory.

The proposers must make their proposal with no expectation of reimbursement or compensation for time or material costs incurred in preparation of their proposal.

SECTION 10: TIMELINE FOR PROCUREMENT

Release of RFP: December 4, 2020

Facility Walkthrough: December 9, 2020 at 11:00 a.m. at 27 Cedar Swamp Road, Glen Cove, NY 11542

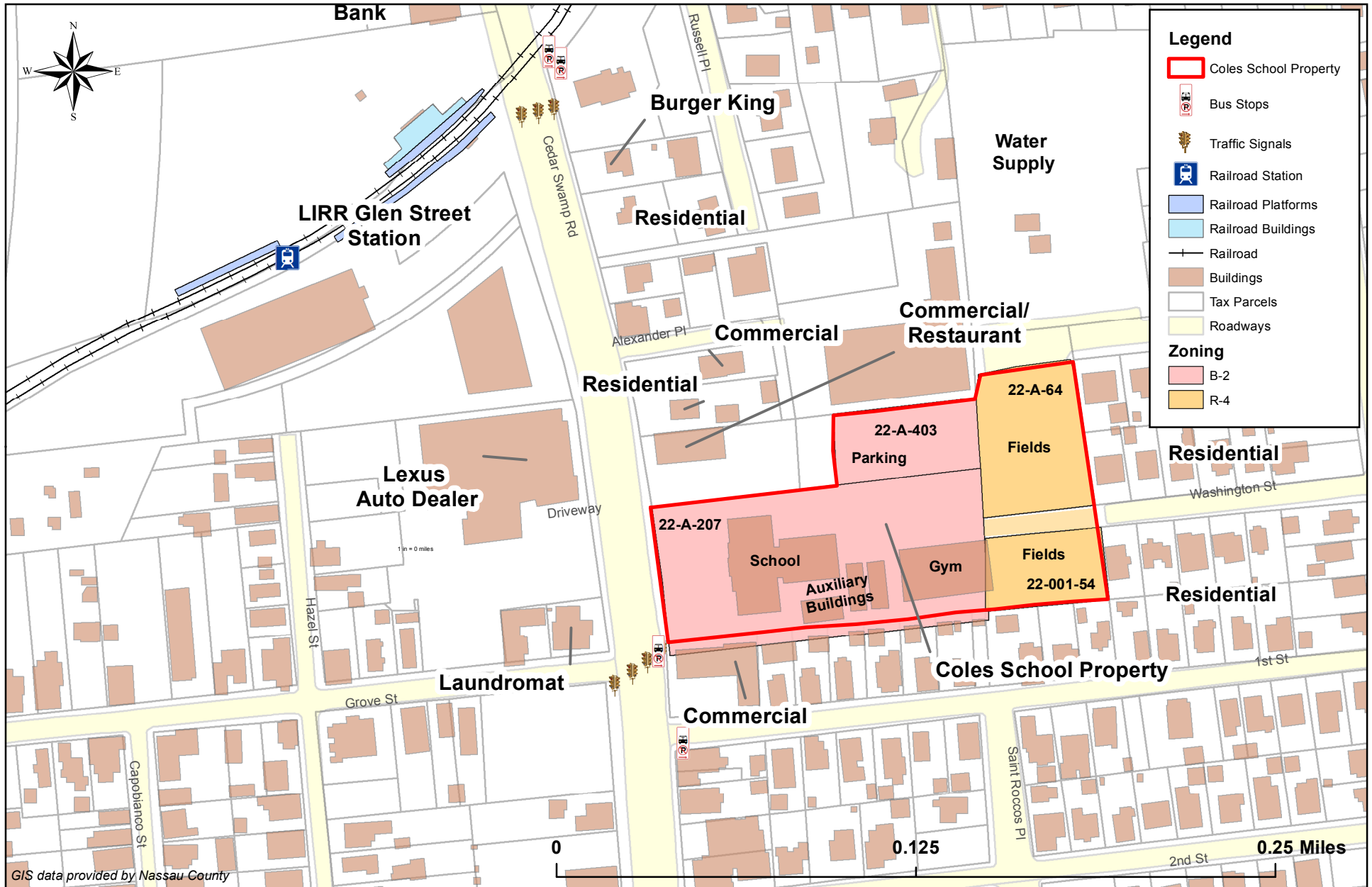
Deadline for RFIs: December 10, 2020 via the BidNet platform by 4:00 p.m. EST. Questions can also be asked directly on the BidNet platform.

City Response to RFIs: By or before December 14, 2020 and posted to
<https://www.bidnetdirect.com/new-york/cityofglencove> as an addendum.

Deadline for submission of proposals: December 18, 2020 no later than 10:00a.m. EST. Please submit your proposals electronically via the BidNet platform.

Anticipated Review Period: December 2020

Anticipated Award of Contract: January 2020



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GIS data provided by Nassau County



Coles School
27 Cedar Swamp Road
Glen Cove, NY

*NICE Bus Route N27 runs along Cedar Swamp Road (Stops shown on map may represent "as requested stops" on the N27 line).

**B-2: Peripheral Commercial District
R-4: 6,500-7,500 Square Foot
One and Two Family Residence District

Figure 1-1