



Cherokee County Board of Commissioners
Purchasing Department
1130 Bluffs Parkway, Canton, GA 30114
Phone: (678) 493-6000
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REQUEST FOR PROPOSALS

RFP# 2024-010 TRAFFIC SIGNAL MAINTENANCE

THE PROJECT: The Cherokee County Board of Commissioners Purchasing Department (County) is requesting competitive sealed **proposals** in support of Traffic Signal Maintenance Annual Services for the Community Development Agency Transportation Engineering Department, meeting the specifications and as described herein.

There **will not** be a mandatory meeting to review the requirements.

All times in the solicitation are local times to Cherokee County, Georgia in the Eastern Time Zone.

This Request for Opportunity Description is one of two documents making up this solicitation. The second document is Cherokee County Standard Solicitation Terms and Conditions, which contains all the standard forms potentially required to accompany a submission. Both of these documents together constitute the entire solicitation at the time of issuance.

The County reserves the right to reject any or all bids/proposals, to waive technicalities and to make a selection and final award as deemed to be in the best interest of the County, including using any form of contract it deems most advantageous to the County.

SCHEDULE:

Issued	January 9, 2024
Questions Due	January 23, 2024, by 4:00 PM
Answers Due	January 25, 2024
Bids/Proposals Due	February 8, 2024, at 10:00 AM
Anticipated Award Date	March 5, 2024

THE EXPECTED PERIOD OF PERFORMANCE:

The base period of performance is broken down into two areas; Physical Delivery of Product(s) and Service Delivery. This is a function of the Statement of Work (SOW) and/or specification and reflects if there is physical item or items to be delivered and / or delivery of services. An X in the box corresponding to item 1 below, Physical Delivery indicates a physical item or items are to be delivered and an X in the 2. Delivery of Services indicates that Services are to be performed. Either or both may apply to the work contemplated by this solicitation.

Additionally, should there be an X in the box corresponding item 3. Option Grant, then the County requests the right to extend the period of performance beyond the Base Rate as specified.

1. NO PHYSICAL ITEMS/GOODS PHYSICAL DELIVERY OF ITEMS/GOODS REQUIRED:

For Physical Delivery solicitations, the period of performance for an award shall begin with either the placement of Purchase Order or the date indicated on the Agreement. All items to be delivered are to be FOB Cherokee County at the address indicated in the solicitation. Performance shall be complete upon final acceptance by the County. Time is of the essence for the delivery of each item specified. Warranty requested as below:

Warranty Term Requested: _____

2. NO SERVICES REQUIRED PERFORMANCE OF SERVICES:

For Performance of Services solicitations, the period of performance shall begin with the placement of either a Purchase Order or the date of the Agreement unless the Agreement, the SOW or the Solicitation Terms indicate that performance shall begin upon the issuance of a Notice to Proceed (NTP), in which case the NTP would represent the beginning of performance. Term of services requested are as below:

Services Term:

- One Year
 Two Years
 Three Years
 Other: With the option to automatically renew for an additional two, one-year terms

3. OPTION GRANT:

This solicitation contains requested options; please see Statement of Work for details.

SUBMITTAL INSTRUCTIONS:

Interested Bidders/Proposers should carefully review the requirements defined herein and provide complete and accurate submissions that should include the following items (**only items indicated with an “X” in the corresponding boxes are required for this solicitation**):

- Information and Addenda Acknowledgement Form (Appendix A)
- Non-Influence and Non-Collusion Affidavit (Appendix B)
- E-Verify Affidavit (Appendix C)
- References* (Appendix D)
- Acceptance of County' Standard Agreement**, as below: (Appendix E)
 - Professional Services Agreement (Sample provided)
 - Construction Services Agreement (Sample Provided)
 - Architectural & Engineering Services Agreement (Sample Provided)
 - Other:
- Certification Regarding Debarment, Suspension, and Other Responsibility Matters Primary Covered Transactions (Appendix F)
- Contractor's License Certification (Appendix G)
- Bonds Requirements **if the price bid > \$100K**
 - Ability to Provide Performance, Labor & Matl. Payment Bond (Appendix H)
 - Bid Bond (See Appendix I)
- Evidence of/ability to provide Insurance at the limits identified herein,***
- Certifications, Licenses or Registrations as required by law and/or as requested
- Pricing on Proposer's Company Letterhead
- Pricing on included pricing form
- Contractor's Qualifications Statement (Appendix J)
- Added Terms to Construction Service Agreement (Attachment)
- ARPA Terms, Conditions, Certifications & Representations (Attachment)
- Substitutions Proposed: See Instructions Standard Solicitation Terms****, Item 9
- Any other requirements as requested under the scope of work

Notes:

*The County reserves the right to contact not only those references provided, but may also use previous performance for the County, other contacts it identifies and other sources of information believed to be viable to evaluate capability, viability and performance.

**If Acceptance of County's Standard Agreement is checked, all work/items defined herein are to be quoted according to these requirements. Copies of these agreements can be located at the County's Procurement web page.

***Insurance levels requested are those identified in the County's Standard Agreement, section "I."

****Standard Solicitation Terms Refer to Cherokee County Standard Solicitation Terms and Conditions

EVALUATION CRITERIA:

Bids/Proposals that contain options or additive work above and beyond the base bid will be evaluated financially according to the criteria described in the solicitation. However, should the use of options or additive work proposed exceed the County budget, the County retains its rights to address such situations as described in its Standard Terms For Bid and Proposal Solicitation as well as the right to award based on the base bid only or the base bid plus quoted additive work that is within its budget.

Bids determined to be Responsive and Responsible will be ranked based Bid Form Criteria.

OR

Proposals determined to be Responsive and Responsible will be evaluated on the following criteria:

60% **Price:** Price will be determined based on the total price submitted on the pricing form. The County will pay on an actual basis.

40% **Technical:** Technical to include response times proposed, previous demonstrated experience, references, approach to maintaining the County's signals, ability/demonstrated ability to invoice monthly and distance from home office (as listed on Appendix A Form) to the County's various signals and all other requirements outlined in the Statement of Work And / Or Specification.

100% TOTAL

References may be contacted should the evaluation team deem them necessary.

Proposals will be scored on the above evaluation criteria. Failure to provide information necessary to evaluate proposal, may result in a lower scoring proposal.

The County reserves the right to reject the bid of any vendor who has previously failed to perform properly or complete on time contracts of a similar nature, or who upon investigation shows is not in a position to perform the contract.

HOW AND WHERE TO SUBMIT BIDS AND PROPOSALS:

The County has two methods for receiving bids and proposals that are mutually exclusive; either electronically or by physical receipt. The box with the "X" below indicates how and where bids or proposals are to be submitted. The County will NOT accept proposals by fax, or e-mail unless authorized, in writing, by the Procurement Director. The solicitation submission deadline will be strictly enforced; no late bids/proposals will be accepted for any reason, please plan accordingly.

A. Electronic Submissions Only:

Bids and Proposals are to be submitted electronically ONLY to BidNet Direct. Physical copies are not to be submitted unless approved in advance by the Purchasing Director.

Proposals and all requested documentation to be provided electronically should in the Adobe Portable Document Format (PDF) as ONE file unless otherwise indicated in these solicitation instructions. Documents provided in response to this solicitation are to be named according to the following naming convention:

- a. [Solicitation Number]_[Vendor Name]_[Document Type]
Example: "2017-111_ABC Company_Proposal"

QUESTIONS/ADDENDA:

Only written inquiries will be permitted during the solicitation period. **Questions are to be submitted via BidNet Direct** for this solicitation no later than the date and time indicated in the Schedule, as may be amended. Answers will be posted via formal Addendum and only released as part of the solicitation documents on BidNet Direct. All interested parties are instructed to monitor BidNet Direct on a regular basis throughout the solicitation period. The final date for posting of Addenda is per the Schedule, as may be amended.

STATEMENT OF WORK AND / OR SPECIFICATION LOCATED ON THE NEXT PAGE

STATEMENT OF WORK AND / OR SPECIFICATION:

On behalf of the Cherokee County Community Development Agency Transportation Engineering Department, the Purchasing Department (County) is requesting competitive sealed proposals for Traffic Signal Maintenance Annual Services. The Work to be done consists of furnishing all of the material, labor and equipment necessary for the maintenance of Cherokee County maintained traffic signals as per current Georgia DOT Standards and Specifications and in accordance with the Specifications listed herein at various locations throughout Cherokee County as needed, if and where directed by the County. Proposers must be unconditionally qualified prospective proposers in accordance with Chapter 672-5 of the Rules of the Georgia Department of Transportation and the awarded company must perform at least fifty percent (50%) of the work in the Contract.

The County intends to award a multi-term Agreement: The original term of the Agreement will be for one (1) year with two (2) auto one-year renewals; maximum total Agreement term is three (3) years. The awarded company must not sub-contract, transfer, assign or otherwise dispose of the Contract or any portion thereof without written consent of the County.

MAINTENANCE SERVICES

This solicitation involves the preventative maintenance on Cherokee County maintained traffic signal control cabinets, battery backup cabinets, school flashers, and replacement of LED modules. Cherokee County will provide the LED vehicle and pedestrian signal modules. The Contractor will provide all other materials to perform and complete the tasks as described. The bid unit rates shall include the cost of all materials supplied by the contractor and all labor or equipment necessary to perform the work. Contractor shall immediately notify Cherokee County of any observed problems with the operation of any traffic signal or any deficiencies requiring immediate attention.

1. Traffic Signal Control Cabinet Maintenance - For traffic signal control cabinets, the following activities shall be performed:
 - a. Clean the inside of signal cabinet. All dirt, dust and debris shall be removed using a shop vacuum and brush.
 - b. Graffiti and signs will be removed from the outside of signal cabinet and poles using an approved remover.
 - c. All filters will be replaced using approved filters and sealed in place with an approved tape.
 - d. All vehicle detectors and pedestrian push buttons will be checked for proper operation. Contractor shall notify the Assistant County Engineer of any malfunctioning vehicle detectors or pedestrian push buttons prior to leaving the signal cabinet.
 - e. Check the operation of the signal cabinet fan, using a hair dryer, and when finished set the thermostat to 90 degrees.
 - f. Check operation of the internal signal cabinet lights and replace bulbs as necessary.
 - g. The caulking between the signal cabinet and base shall be inspected and caulked as needed.
 - h. The signal cabinet grounding system resistance shall be tested and recorded on maintenance form.

2. Battery Backup Cabinet Maintenance - For battery back-up cabinets, the following activities shall be performed:
 - a. Check Voltage on batteries and record on maintenance form.
 - b. Check bypass switch.
 - c. Clean the inside of battery cabinet. All dirt, dust and debris shall be removed using a shop vacuum and brush.
 - d. Graffiti and signs will be removed from the outside of battery cabinet using an approved remover.
 - e. All filters will be replaced using approved filters and sealed in place with an approved tape.
 - f. Check the operation of the signal cabinet fan, using a hair dryer, and when finished set the thermostat to 90 degrees.
 - g. Check operation of the internal battery cabinet light and replace bulb as necessary.
 - h. The caulking between the battery cabinet and base shall be inspected and caulked as needed.
3. LED Module Replacement – Cherokee County will notify the contractor of LED Traffic Signal Modules that need to be replaced. Cherokee County will provide the LED Replacement Modules to the Contractor. LED Module replacement must be completed within 72 hours of notification.
4. The following items will be performed on an as needed basis during Traffic Signal Cabinet Maintenance and Battery Backup Cabinet Maintenance:
 - a. Approximately one tablespoon of fire ant killer bait shall be sprinkled on the bottom of the cabinet when ants are present.
 - b. Rat poison shall be distributed inside the cabinet when signs of rats are present.
 - c. Herbicide (Round Up, Finale or an approved alternate) shall be applied to the area that extends approximately 12" around the cabinet base and foot pad. Herbicide shall also be applied between the control box and footpad. This is to be performed on cabinets that are located where the lawn does not appear to be maintained on a regular basis.
 - d. A weed eater should be used in an area extending 36" minimum from the cabinet base, foot pads, sign posts/poles and pushbuttons when grass is over 6" tall.
 - e. Trim/cut all grass, brush and limbs that obstruct or interfere with pedestrian heads, flasher heads, cabinet doors and/or pushbuttons within a 10' (ten foot) radius.
 - f. All burnt or damaged signal head parts shall be replaced.
 - g. Install LED Vehicle and Pedestrian modules furnished by Cherokee County. This number will be determined by Cherokee County.
 - h. Foot pads shall be raised, leveled and dirt and debris removed as needed. Any missing foot pads at signal locations shall be noted on form in remarks.
 - i. Remove and dispose of any debris on top of signal cabinet and base.
 - j. Secure any and all loose wiring on span wires.
5. The contractor will provide the following: Filters, Filter Tape, Cleaning supplies, herbicide, and ant killer.

6. Maintenance of Traffic Signal Control Cabinets and Battery Backup Cabinets must be completed within a 10 week period upon receipt of the maintenance request.
7. All traffic signal materials that are removed shall be disposed of by contractor.
8. Prior to leaving each location, the person performing the work shall complete a report form documenting the services provided. The completed form for each intersection shall be turned into Cherokee County.
9. The following information will be indicated and recorded on the maintenance request and the Cabinet Log:
 - a. Missing footpads for control boxes.
 - b. Control box grounding system resistance without disconnecting the grounding electrode from the cabinet using a clamp-on tester.
 - c. Number and size of cabinet filters.
10. Failure to complete services within the requested timeframe upon notification results in a 25% reduction of the normal payment.
11. The County requires monthly invoices to be submitted for payment. Monthly invoice shall reflect services provided the previous month.

ON-CALL SERVICES

This section involves on-call services of traffic signals or other control devices and any miscellaneous maintenance or repairs at existing installations.

1. All work should follow Section 647 (Traffic Signal Installation) of the Georgia Department of Transportation Standard Specifications.
2. All materials should follow Section 925 (Traffic Signal Equipment) of the Georgia Department of Transportation Standard Specifications.
3. Method of payment shall be as follows:
 - a. Labor will be paid by the hourly rates established in the bid schedule.
 - b. Equipment will be paid by the hourly rates established in the bid schedule. Any equipment not covered under the hourly rates will be paid at the Blue Book Rental Rate.
 - c. Material not supplied by Cherokee County will be provided at cost plus the markup percentage on your bid schedule. Contractor shall submit copies of invoices, along with equipment and material specifications to Cherokee County for review and approval as requested.
 - d. Standard response time is 72 hours unless otherwise notified. An additional fee is added per response for 24 hour response time or immediate response time. This fee is in addition to the hourly rates in order to complete the work requested.

4. Contractor shall submit daily an itemized list per location of material, labor and equipment used and work completed. Additional substantiation shall be submitted upon request.
5. Failure to complete services within the requested timeframe upon notification results in a 25% reduction of the normal payment.

DETECTOR LOOP INSTALLATION

This section addresses the installation of detector loop wire and sealant in 3" deep saw cut slot in asphalt or concrete road surface. The typical installation and repair shall include the loop lead-in to the closest enclosed termination point. This could include a pull box, conduit or the traffic signal cabinet depending on location.

1. All work should follow Section 647 (Traffic Signal Installation) of the Georgia Department of Transportation Standard Specifications.
2. All materials should follow Section 925 (Traffic Signal Equipment) of the Georgia Department of Transportation Standard Specifications.
3. Detector Loop Installation must be completed within 7 days upon receipt of the maintenance request.
4. Failure to complete services within the requested timeframe upon notification results in a 25% reduction of the normal payment.
5. Any additional work necessary shall be performed under the hourly rates for labor, equipment and materials costs in the On-Call Services portion.

CHEROKEE COUNTY MAINTAINED TRAFFIC SIGNALS:

Main Roadway

Arbor Hill Road
 Arnold Mill Road
 Arnold Mill Road
 Arnold Mill Road
 Barnes Road
 Bascomb Carmel Road
 Bells Ferry Road
 Bells Ferry Road
 Bells Ferry Road
 Bells Ferry Road
 Bells Ferry Road
 Bells Ferry Road
 Bells Ferry Road
 Bells Ferry Road
 Bells Ferry Road
 Bells Ferry Road
 Bells Ferry Road

Intersecting Roadway

Owens Store Road / Trinity Church Road
 Mill Creek Road / River Ridge HS
 Trickum Road
 Barnes Road / North Arnold Mill Road
 Fire Station 7
 Putnam Ford Drive / Pritchett Drive
 Butterworth Road
 Bridgemill Avenue / Liberty ES
 Sixes Road / Bridgemill Parkway
 Ridge Road
 Victoria Drive
 Wyngate Parkway
 Fire Station 20
 Countryside Lane / Kingland Street
 Towne Lake Parkway / Othello Drive
 Kellogg Creek Road

CHEROKEE COUNTY MAINTAINED SCHOOL FLASHERS:

<u>School Name</u>	<u>Number of Flashers</u>
Arnold Mill ES	2
Avery ES	4
Bascomb ES	3
Carmel ES	2
Cherokee Charter	2
Clark Creek ES	3
Clayton ES	2
Hickory Flat ES, Dean Rusk MS, Sequoyah HS	4
Indian Knoll ES	2
Johnston ES	2
Liberty ES, Freedom MS	2
Macedonia ES	2
Mountain Road ES	2
Oak Grove ES	2
Sixes ES	2
Creekland MS, Creekview HS	2
Cherokee Christian	2
Kings Academy	2

18 sites**22 schools****42 flasher units total****Solar panels:**

Avery ES

Cherokee Charter

Clark Creek ES

Indian Knoll ES

Oak Grove ES

Kings Academy

END OF STATEMENT OF WORK/SPECIFICATION

RFP# 2024-010**TRAFFIC SIGNAL MAINTENANCE***PRICING FORM*

Item	Description	Unit	Qty	Unit Price	Total Price
<u>Maintenance Services</u>					
1	Traffic Signal Control Box Maintenance	Ea	54		
2	Battery Backup Cabinet Maintenance	Ea	20		
3	Installation of LED Traffic Signal Module provided by Cherokee County	Ea	75		
<u>On Call Services (Hourly Charges for Labor)</u>					
4	IMSA Level III Technician	Hour	10		
5	IMSA Level II Technician	Hour	80		
6	IMSA Level I Technician	Hour	120		
7	Laborer	Hour	120		
8	Equipment Operator	Hour	40		
<u>On Call Services (Hourly Charges for Equipment Usage)</u>					
9	Aerial Boom Truck	Hour	120		
10	Pickup Truck	Hour	10		
11	Line Truck	Hour	1		
12	Trencher	Hour	1		
13	Utility Trailer	Hour	60		
14	Pole Trailer	Hour	4		
15	Backhoe	Hour	1		
16	Digger/Derrick Truck	Hour	4		
17	Boring Machine	Hour	1		
18	Dump Truck	Hour	1		
<u>Materials (Mark-Up)</u>					
19	State Percentage markup above Cost for Materials (not to exceed 7%)	Ea	1		
<u>Fee for Specified Response Time</u>					
20	Immediate Response Requested (arrival on job within 2 hours)	Ea	4		
21	24 Hour Response Requested	Ea	8		
<u>Detector Loop Installation</u>					
22	Install 6' x 40' Quadrapole Loop	Ea	10		
23	Install 6' x 20' Quadrapole Loop	Ea	1		
24	Install 6' x 6' Standard Setback Loop	Ea	15		
	TOTAL PRICE				

Company Name: _____

Authorized Representative: _____

Signature

Date