



**Pelham**  
A path apart.

Development Services  
& Public Works  
205.620.6411

**REQUEST FOR STATEMENT OF QUALIFICATIONS  
FOR GENERAL FACILITIES MAINTENANCE  
CITY OF PELHAM-OWNED FACILITIES**

**VARIOUS TRADES**

The City of Pelham is seeking Statements of Qualifications (SOQ) from vendors to provide facilities maintenance services for all City-owned facilities as needed, when needed. Contractor shall provide all labor, tools, equipment, and supplies to complete assigned tasks. This document is a request for Statement of Qualification described below and does not obligate the City of Pelham to accept responses or guarantee any level of work. This SOQ request establishes minimum requirements a company must meet to be eligible for consideration.

The City intends to engage one or more respondents whose qualifications are most advantageous to the City; price and other factors included. Through this request, the terms Company, Vendor, Contractor all exchangeable, and have the same meaning.

**SCOPE OF SERVICES REQUESTED**

Multiple trades are identified in this SOQ request. Responding vendors are not required to submit qualification for all trades. Vendors should only submit qualifications for trades for which they are licensed and capable of performing work.

All vendors utilized by the City must have or obtain a City of Pelham business license and appropriate contractor's license.

All vendors utilized by the City must carry insurance acceptable to the City including General Liability and Workers Compensation. The City must be named as an Additional Insurance on all applicable policies.

All vendors must have on file with the City, Beason Hammon Certification.

**FACILITIES MANAGEMENT SERVICES**

The Vendor will provide information regarding an experienced Supervisor for supervision of all staff and subcontractors and report to the City's Manager of Building Services.

Normal work hours Monday – Friday 7:00 am – 5:00 pm. The company must also provide if needed emergency services after normal hours. The City has FIVE (5) Fire Stations that operate 24 hrs. per day 365 days per year, one Police Head Quarters Building that operates 24 hrs. 365 days per year. After hours are considered any time after 5:00 pm Monday – Friday, all day Saturday and Sunday and Holidays. Response time for non-emergency calls: **24 hrs.** Response time for emergency calls: **3 hrs.**

## **Major vs. Minor Repairs**

Major Repairs and Major Projects will be defined as any repair or project that exceeds a cost of \$2,000.00. Therefore any Minor Repair or Minor Project would be any repair with a cost under \$2,000.00.

## **SUPPLIES AND MATERIALS**

Vendor must supply all equipment, materials and supplies to complete all repairs.

## **EXTERIOR BUILDING MAINTENANCE AND REPAIR**

Maintenance, and repairs shall include but not limited to building structures, exterior lighting, concrete and sidewalks, masonry, evidence of water penetration, drains, gutters, awnings, balconies, sealants, and caulking.

## **GENERAL BUILDING MAINTENANCE AND REPAIR**

The general building maintenance and repair shall include but not limited to plaster and drywall repair, painting, wallpaper, acoustical ceiling tile and grid, doors, hinges, closers and locks, signage, windows, window coverings, various fixture mountings, minor electrical repairs including lights and light fixtures, wall outlets, trim, shelves and hardware, and cabinets.

**See attachment “A” for Additional Services that may be required**

## **SYSTEMS NOT INCLUDED**

Fire alarms, Intrusion alarms, fire sprinklers, back flows, HVAC, elevators, generators, landscaping, and irrigation.

## **BUILDING LOCATIONS**

*Contractor shall visit each location, tour, and inspect prior to submittal*

- Pelham City Hall 3162 Pelham Pkwy, Pelham AL 35124
- Pelham Water Works 3111 Cummings St, Pelham, AL 35124
- Pelham Police Department 32 Philip Davis St, Pelham, AL 35124
- Pelham Public Library 2000 Pelham Park Blvd, Pelham, AL 35124

## **BUILDING LOCATIONS (Continued)**

- City of Pelham Recreation Center 300 Ball Park Rd, Pelham, AL 35124
- Pelham Racquet Club 100 Racquet Club Pkwy, Pelham, AL 35124
- Ballantrae Golf Club 1300 Ballantrae Club Dr, Pelham, AL 35124
- Pelham Senior Center 50 Racquet Club Pkwy, Pelham AL 35124
- Pelham Civic Complex 500 Amphitheater Rd, Pelham, AL 35124
- Pelham Fire Stations

**THE CITY RESERVES THE RIGHT TO ADD OR DELETE FACILITIES DURING THE TERMS OF THIS CONTRACT**

## **EVALUATION**

**Vendor shall submit years of Experience, Key Staff and 3 References with SOQ**

**PRICING – Provide only for Trade(s) Contractor is Proposing to Perform**

Provide hourly billing labor rates for personnel, and/or crews. Provide a listing of additional charges for vehicles, equipment, mileage, trip charges, etc.

Note: Materials, supplies, removal equipment, etc. are paid at direct cost plus 10%. The city will select vendors based on price, availability and quality of work. Multiple vendors for the same trade may be utilized by the City.

**GENERAL PROCEDURES**

Selected vendors under this request will be required to enter into a General Services Public Work Agreement with the City. A copy of the Standard Agreement is available for review upon request. Specific tasks/projects to be completed will be identified by the City's Manager of Building services (Manager). The Manager or his designated representative will request an estimate for each task and/or project. Estimates for any task/project may be requested from multiple vendors. The City will select a vendor to perform the task/project and issue a purchase order for the task/project. Vendor may bill the City when tasks/projects are completed or on a monthly basis for longer tasks/projects. Payments are generally made to vendor within 2 weeks of approved invoice. Copies of Original Invoices for all material, supplies and equipment shall be submitted with each request for payment (Invoice).

## ATTACHMENT "A"

### General Scope of Work Facility Maintenance to include, but not limited to:

- Drywall repairs to include hanging, tape, mud and texture and acoustical tile and grid
- Minor framing and repairs
- Carpentry (ceiling, walls, woodwork doors/window, and other structural work)
- Finish carpentry work (base trim, door trim and window trim)
- Cabinetry (installation, removal, and repairs)
- Demolition work
- Interior and exterior door replacement and repairs
- Interior and exterior patching and painting except drywall
- Window adjustments and repairs of mechanical parts
- Window covering installation and repairs, equipment and furniture relocations, assembly
- All types of tile repair both wall and floor
- Laminate repair
- Carpet repair, removal, and replacement
- Finish work such as: base trim, door trim and window trim.
- Minor plumbing, i.e., fixing minor leaks, replacing under-cabinet hoses and traps, replacing faucets unclogging stop up drains
- Minor electrical, i.e., changing light bulbs, outlets, switches and covers
- Concrete installation and repairs
- Equipment and furniture relocation and assembly
- Wall mount TV installation, install wall mount brackets and stands
- ADA upgrades (rails, ramps, entries, approaches, etc.)
- Light welding
- Building damage/vandalism cleanup and/or disposal
- Emergency calls to perform any needed repairs