

**Sample Publication Invitation to Bid/Request for Proposals
(Construction Projects)**

The City of West Nowhere invites bids for remodeling of the city toilets to meet federal requirements for flush volume. The toilets are located at the West Nowhere City Park on 100 East 2000 South, West Nowhere, Utah 84000.

The work includes removal of the old toilets and replacing with new low volume flush models per the construction specifications. Plumbing, flooring and other adjunct facilities should be included as part of the proposal.

This project is funded in whole or in part by a grant through the U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) program. The contractor will be required to comply with all federal labor standards and attendant laws, including the payment of the most current Davis-Bacon wages and compliance with Section 3 to provide employment opportunities for lower income persons and small businesses. Local, minority and woman owned business owners are encouraged to bid. The lowest responsible bidder will be selected.

Bidding documents and specifications, including Davis Bacon Wage Decision information, may be obtained from the office of zoning and planning located in the city building at 1 Main Center Street, West Nowhere, Utah 84000, beginning 10 September 2012, at 9:00 am. If award is not made within 90 days of Davis Bacon Wage Decision notice, the wages are subject to change.

Sealed bids will be received at the office of West Nowhere City, 1 Main Center Street, Utah 84000 on or before 10 October 2012 at 5:00 pm. Bids will be publicly opened and read at the city council meeting of the West Nowhere city council to commence at 6:00 pm on 10 October 2012 in the city council chamber.

Bid bond must accompany each bid to be considered.

SAMPLE RFB
Updated 11/30/2023

100 North 75 East
Town of Two, Utah 84000

**REQUEST FOR BIDS (RFB) - COMPETITIVE SEALED BID FOR A PROCUREMENT OF
UPGRADES AND IMPROVEMENTS TO THE TOWN PARK.**

DOCUMENT SUMMARY:

Town of Two is seeking Competitive Sealed Bids (CSB) for a procurement of upgrades and improvements to the Town of Two Park. The project may be funded in part through HUD's Community Development Block Grant (CDBG) or other federal funding. The Town will select one (1) Supplier to provide equipment, materials and labor for the project as outlined in this request.

SCOPE OF WORK:

Town of Two is seeking to make upgrades and improvements to the Town of Two Park, located at 75 East 100 North, Town of Two, UT 84000. This project will include all activities to purchase and install items below or similar items that could also be used to meet ADA compliance.

new swing set
standard 2 seat swing
toddler seat with a swing along seat
Two new spinners
a spinami
a unity rocker
replacement of safety ground cover

*(As a note, if you will be adding ADA elements to within the project, please specify within the scope the
ADA request, such as stating that the bathroom will be ADA accessible)*

Additional items that may be out for bid that are not included in this scope of work are NOT considered part of this project, but rather may be noted for information purposes.

Town of Two requires suppliers to provide playground equipment that meets or exceeds all current federal standards, including ADA requirements.

The CSB shall include all costs associated with proposed project.

QUESTIONS CONCERNING THE RFP SHOULD BE DIRECTED TO:

Town of Two
Attn: Mayor Mayhem
100 N 75 E
Town of Two, Utah 84000
Tel: (888) 867-5309
Mayhem@twotowns.gov

DESIGN ELEMENT GUIDELINES & SYSTEM SPECIFICATIONS:

Suppliers should base their designs on meeting all accessibility and safety standards as well as the guidelines & specifications listed in this RFP. Quality of system components, quality of design, handicapped accessibility, inclusiveness, cost, appropriateness to location and target demographic must be taken into consideration in the design of the proposed system (Contact the above listed number or address for further demographic information).

The bid should provide a list of the designed components being proposed for the park improvements and updates, as well as a time frame for completion once notified of award. Please include structure and component model numbers, materials, color choices and recommendations, estimated lifetime of equipment including manufacturers' warranty and any other relevant descriptive information. Suppliers are encouraged to take accessibility into account in their designs.

Required Items:

1. All playground installation elements must meet and/or exceed all federal guidelines.
2. All installed parts must be of a commercial grade and quality. No residential grade equipment will be accepted.

Preferred System Qualities:

1. All playground equipment elements must demonstrate the highest level of durability in materials and finishes selected in consideration of health and safety.
2. "Green" construction practices and materials are highly desired.
3. Structures and elements should be unique to the parks so as not to duplicate others in the greater area.

ASSEMBLY/INSTALLATION, INSPECTION AND WARRANTY:

Assembly/Installation: The playground equipment and installation will be provided and managed by the Supplier. The Supplier must provide direct supervision from manufacturer or provide qualified and certified representative familiar with installation. All tools and equipment required to install playground equipment shall be provided by the Supplier for this project. The Supplier will be given **120 calendar days** to complete the proposed work including product manufacture, delivery and installation. Calendar days will begin as outlined in the awarding of the bid/contract. The Supplier will certify installation is in accordance with all manufacturers' requirements including, but not limited to warranty requirements.

Inspection: A certified representative of the Supplier is required to conduct a post installation inspection of playground equipment improvements and upgrades upon completion to insure proper installation. If not properly installed, modifications must be submitted in writing to the Town and remedied immediately. Co-inspection with the Supplier's representative of assembly and installation work will be conducted by a Town Representative. The Town will supply the punch list for final completion generated by this co-inspection. The Supplier shall submit to the manufacturer's certification of compliance and warrantee following punch list completion.

Warranty: Upon completion of installation, the Supplier must provide documentation attesting the equipment has been installed meeting all specifications required to be warranted by manufacturer. Additionally, it is the Supplier's responsibility to provide to the manufacturer's warranty of installed equipment.

COMPLIANCE:

All equipment must meet and/or exceed all federal guidelines. Documentation of compliance must be provided to the Town with the Supplier's Bid. All equipment must comply with Americans with Disabilities Act (ADA) and Build America, Buy America (BABA).

The selected Supplier will be required to comply with the requirements of the CDBG funding source and the Terms and Conditions (Attachment A). These requirements will be made part of the contract that will be entered into following Supplier selection. The CDBG requirements include but are not limited to compliance with HUD 4010 Federal Labor Standards (Attachment B), Section 3 of the Housing and Development Act of 1968 (Attachment C), Build America, Buy America (BABA) (Attachment D), and Department of Labor Davis-Bacon Wage Rates (Attachment E), referenced in applicable attachments.

The Supplier will ensure that hiring is made on the basis of merit and qualifications and that there will be no discrimination in employment on the basis race, ancestry, color, physical or mental disability, religion, national origin, sex, age, marital or familial status, creed, ex-offender status, physical condition, political belief, public assistance status or sexual orientation, gender identity or expression, except where these criteria are reasonable bona fide occupational qualifications.

The Supplier and any persons doing work on this project will be required to possess or obtain a Unique Entity Identifier (UEI) number through registration at SAM.GOV, and a business license registration with the State of Utah.

All laborers and mechanics employed by Supplier in performance of this construction work shall be paid fair and equal wages rates, required by law. The Supplier shall utilize the DOL Davis-Bacon Wage Rates for Heavy Construction effective to the most recent date posted prior to bidding and construction beginning.

The Supplier must provide an original Certificate of Product Liability Insurance.

DISCLAIMER:

Town of Two shall be exempt from any liability for costs incurred by unsuccessful suppliers in the preparation of a CSB.

BID SUBMITTAL DATE & TIME:

All CSB must be submitted to Mayor Mayhem at Town of Two Clerk's Office by 4:00 p.m. MST on August 1, 2023, at the address listed in the title of this RFP.

All submitted CSB must be addressed as follows:

Bid for Town of Two Park Project

Attn: Town of Two Mayor Mayhem

BID FORMAT:

Bids shall be submitted in the following format:

- Project Name

- Supplier Name
- Statement that CSB will meet CDBG Guidelines, including previous experience of the Supplier
- The project's proposed description, photos, plans, etc.
- Designs showing all safety precautions necessary for this park project
- Warranty and insurance capabilities
- Statement of understanding of Davis-Bacon and non-discrimination requirement
- Project Cost Proposal & Timeline
- Any additional information relating to scoring criteria as listed below
- References

Bids must include a bid price for each design presented. Bids must list the cost of the equipment, materials, and labor separately. The Town reserves the right to reject any and all Bids with or without cause, and to accept Bids which it considers most favorable. Bids should include a minimum of two references of installations similar to that proposed for Town of Two. References shall include name of project, location, contact information including phone number and general cost of installation. All delivery, assembly, installation and supervision costs must be included in the Bid. Payment for the project will be sent within sixty (60) days after delivery and assembly/installation and invoicing of the park upgrades and improvements.

All Bids amounts shall be guaranteed for not less than sixty (60) days after the Bids submittal deadline date.

Each Bid must be accompanied by a Certified Check, Cashier's Check, or Bid Bond payable to Town of Two in an amount not less than ten percent (10%) of the total bid amount. The successful Supplier shall furnish approved Performance and Payment Bonds, each in the amount of one hundred percent (100%) of the bid amount. Workmen's Compensation, Comprehensive General Liability, and Transportation insurance and insurance certificates shall be provided by the successful Supplier. Successful Suppliers are required to comply with Town of Two Business Licensing requirements. Following execution of Bid receipt, Bids will be available to the public upon specific request.

No Bid may be withdrawn within a period of sixty (60) days after the bid opening date.

Prices shall include delivery f.o.b., freight paid by the bidder to the jobsite.

The Supplier must submit two (2) hard copies of the Bid to the address listed above. All Bids must comply with the specifications and guidelines provided in this document.

This solicitation is being offered in accordance with State statutes governing procurement. Accordingly, Town of Two reserves the right to negotiate an agreement based on fair and reasonable compensation for the scope of work and services proposed, as well as the right to reject any and all responses deemed unqualified, unsatisfactory or inappropriate at the sole discretion of Town of Two.

CIVIL RIGHTS STATEMENT:

Town of Two is an Equal Employment Opportunity Entity. Qualified women, veterans, minority and handicapped individuals are strongly encouraged to submit Bids.

EVALUATION AND SELECTION PROCESS:

Bids will be evaluated by a selection committee based on the following criteria:

Criteria & Points:

1. CSB Proposed Cost & Timeline (20 Points)
2. CSB addresses design guidelines and specifications (20 Points)
3. CSB Statement to meet CDBG guidelines (20 Points)
4. CSB Safety precautions, warrantee and insurance capabilities (20 Points)
5. Overall Quality of CSB and references (20 Points)

Maximum Points: 100

Following the submission of all CSB submittals, a Selection Meeting, made up of the Council and the Mayor will be held at 7:00pm. on September 3, 2023, in the Town of Two Hall located at 100 N 75 E. Town of Two Utah 84000. This meeting will be open to the public. All sealed bids shall be opened by the Mayor or designated representative in the above listed open public meeting, before one or more witnesses, at the time and place indicated in this bid packet.

The name of the bidder and the amount of each bid shall be recorded and made available to the public. Bids shall not be accepted after the time for submission of a bid has expired.

The Council shall consider an award the bid/contract to the lowest qualified bidder or the bidder who best satisfies the objective criteria described in the invitation for bids which may include: Experience, performance ratings, inspection of workmanship, suitability, quality, likely compatibility with existing assets or practices, availability, warrantee, references, licensure, proximity or other criteria reasonably specified in the RFP, including UEI and Utah business license clearance.

Tied bids may be resolved using any reasonable criteria and at the sole discretion of the Town Council. Please refer to State Code Title 63G - Chapter 6a for the procurement policy followed by Town of Two.

Attachments: