



NOTICE OF REQUEST FOR PROPOSAL

REQUEST FOR PROPOSAL NO. 2021-RFP-09

Fabrication, Assembly and Installation of Wayside Trail Markers

RFP Due Date: Noon, March 24, 2021

Location: City of Joplin
Convention & Visitors Bureau
602 S. Main Street
Joplin, MO 64801

Staff: Patrick Tuttle, Convention & Visitors Bureau Director

Email: ptuttle@joplinmo.org

Phone: 417-625-4789

Proposals will be received by the Convention & Visitors Bureau on behalf of the Joplin Celebrations Commission at the specified location until the time and date cited above. Only proposals received by the correct time and date will be recorded.

Proposals must be submitted in a sealed envelope with the Request for Proposal number and the Consultant's name and address clearly indicated on the envelope. All proposals must be completed in ink or typewritten and submitted by the time and date above.

Consultants are strongly encouraged to carefully read the entire Request for Proposal.

February 23, 2021

Issue Date

CITY OF JOPLIN, MISSOURI

BACKGROUND

This request seeks bids for Wayside Trail Markers for the development of a Heritage Trail in Joplin, Missouri. Bids should be Not to Exceed estimates for the fabrication, assembly and installation of 18-24 markers, to be purchased between Spring 2021 and Summer 2023, but no less than six (6) each per year.

This wayside trail markers are to become part of a Heritage Trail being developed by the City of Joplin's, Centennial Celebrations Commission in preparation for Joplin's 150th Birthday in March 2023.

SCOPE OF WORK

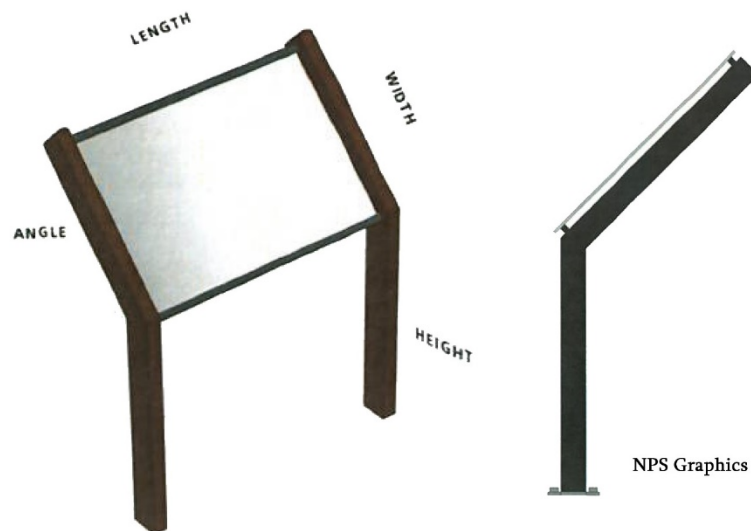
This project seeks Cantilevered Post and Panel System for Wayside Trail Markers following national parks Service Standards as much as possible.

- Purchase of 18-24 units in total, no less than six (6) each over the next three years.
- Bid must include Not to Exceed, per unit cost.
- Bid must include Not to Exceed, per unit installation cost (6 at a time).
- Overall dimensions, up to 36" wide x 34.5" tall x 14" deep, with 45 degree mounting.
- Support frame to be powder coated aluminum (black).
- Support posts to be no more than 2" square, mounted in-ground (countersunk into the ground, secured and stabilized in place with sub-surface concrete footers).
- Graphic sign panel mechanically fastened to support structure (no chemical adhesive).
- Fasteners to be hidden and shall not protrude the face of graphic panel.
- Graphics panels no less the 1/8" in thickness, with full backing.
- Graphic panels to be digitally imaged and shall include vandal-resistant and UV protective coating(s).
- National Parks Service suggestion:
Graphic Panel is FOSSIL Digital High-Pressure Laminate: <https://fossilgraphics.com/>
- Guaranteed panel lifespan of 10 years. Please provide details.
- 1/2" thick panel, fitted with threaded inserts (for attaching to posts without visible hardware).
- Full-color graphics. All exposed edges to be finished.
- Camera-ready graphics will be provided.
- Employees or agent completing the installation portion of the project must be bonded and insured.
- Area where the installation is completed will be restored as found and any debris or spoils removed.

SCOPE OF WORK continued

- Provide information of primary provider and any subcontractors.
- Consultants are encouraged to present in their proposals any alternate or creative means of providing any item specified in the Scope of Services, and the effect that would have on the proposed prices.
- Cost of materials, workmanship and installation will be selection criteria.
- Suggest samples for product and design clarity.

CONCEPT



INTELLECTUAL PROPERTY

The consultant and/or its parties understands and agrees that all images, photos and branding are the intellectual property, whether intangible or tangible, of the City of Joplin.

MARK PROPOSAL ENVELOPES:

"BID 2021-RFP-09; WAYSIDE TRAIL MARKERS, by NOON, Wednesday, March 24, 2021"

QUESTIONS CONCERNING SPECIFICATIONS:

Directed questions concerning specifications and bidding procedures to Patrick Tuttle
by mail: Joplin CVB, 602 S. Main Street, Joplin, MO, 64801
by email: ptuttle@joplinmo.org
or by phone: (417) 625-4789.

INSTRUCTIONS TO BIDDERS:

The City of Joplin, Missouri seeks the following service SUPPLIER for:

FABRICATION, ASSEMBLY AND INSTALLATION OF WAYSIDE TRAIL MARKERS

All bids shall have firm-fixed F.O.B. Joplin, Missouri price and shall be honored for a minimum of ninety (90) days following the bid opening. Winning bid will secure unit cost for the 3-years of the project.

All bids shall be exclusive of Federal, State, and City taxes.

It is the intent of the specifications included with this bid document to generally describe the item(s) desired in sufficient detail as to secure bids on comparable items. All parts not specifically mentioned which are necessary in order for the item(s) to perform as intended shall be included. The strength, quality of workmanship, and material shall be in accordance with the best trade practices.

Specification variances, manufacturer's literature and additional information should be attached to the bid form. All blanks on the attached bid specifications shall be filled in completely and accurately. Any bid not meeting this requirement may be considered non-responsive.

Any protest or grievance must be issued in writing and delivered to the office of the Director of Finance within ten (10) days following the bid opening. Any protest filed after this time period has elapsed will not be considered.

The City encourages selection of products manufactured, assembled and/or produced in the United States, as long as the quality and price are comparable with other items bid.

Businesses which are located within the city limits of Joplin may be given preference in the awarding of a bid, providing the bid from the local business does not exceed the lowest bid by more than 3% or \$2,500, whichever is less.

The City may give preference to vendors handling products that contain post-consumer recovered materials, providing the bid does not exceed the lowest bid by more than 5% or \$2,500, whichever is less.

Once the bids are reviewed and evaluated, the successful vendor will be notified, in writing, and will receive an authorized City of Joplin purchase order. Verbal acknowledgments will not be considered as official notification and will not obligate the City in any way. Delivery or performance should not be completed without the receipt of an authorized purchase order.

Any bids received after the specified deadline will be returned to the vendor.

The City reserves the right to evaluate all bids, to reject any or all bids and re-bid at a later date. The City may waive any irregularities in the bid or negotiate variances from specifications and make awards that are in the best interests of the City. The City will have final decision in all matters regarding acceptance of bids and issuance of awards.

The City encourages minority and female owned businesses to submit bids on all City purchases.

UNAUTHORIZED ALIENS WORKERS ACT:

The successful bidder will have to sign an agreement that they are enrolled and participating in a Federal Work Authorization Program ("FWAP") that ensures that all of its employees or agents or subcontractors have the legal right to work in the United States, as defined in 8 U.S.C. 1324a(h)(3) and RSMo § 285.525-285.555, and that it will maintain this compliance for the entire duration of its contract with the City of Joplin, and will provide an Affidavit of Compliance to the City stating the same.

AFFIDAVIT OF COMPLIANCE
(Missouri Unauthorized Alien Workers Act)

My name is _____ and I am the _____ of
(name) (title)

_____. I hereby represent, affirm and certify
(company name)

to the City of Joplin that my company does not knowingly employ any person who is an unauthorized alien in connection with contracted services with the City. I further affirm that my company is actively enrolled and participating in a federal work authorization program with respect to all employees working in connection with the contract services provided to the City.

Affiant

CITY OF JOPLIN, MISSOURI

BID PROPOSAL RESPONSE FORM

Description of Item: SUPPLIER for Fabrication, Assembly and Installation of Wayside Trail Markers throughout the City of Joplin

BID PRICE (F.O.B. JOPLIN): \$_____.

Please provide an estimated cost for this project.

COMPANY NAME: _____

CONTACT PERSON: _____

EMAIL ADDRESS: _____

PHONE NUMBER: _____

ADDRESS: _____

Signature of Company Representative: _____

Date: _____

**MARK BID ENVELOPES: "BID 2021-RFP-09; WAYSIDE TRAIL MARKERS
BY NOON, Wednesday, MARCH 24, 2021"**