# CITY OF JOPLIN
# COUNCIL AGENDA ITEM

**ITEM**
Council Bill 2023-611 – Authorizing the purchase of six (6) Park Entryway Signs from Park Beautification and amending the budget for the purchase.

**MEETING DATE**
November 6, 2023

**ORIGINATING DEPT**
Parks and Recreation

**ATTACHMENTS**
CB 2023-611 Ordinance; Exhibit "A" "Six (6) Park Entryway Signs bid proposal"; Exhibit "B" City of Joplin RFP.

**REVIEWED BY**
Department Head: Paul Bloomberg; Finance Director: Leslie Haase; City Attorney: Peter Edwards; City Manager: Nick Edwards

**SUMMARY**
This Council Bill authorizes the purchase of six (6) park entryway signs in the amount $121,967.00 from the Beautification Project and amends the parks and stormwater sales tax annual budget for the Fiscal Year 2023-2024.

**BACKGROUND**
In February of 2021, City Council was presented the Parks Master Plan, otherwise known as the Joplin Parks and Recreation Road Map. This "Road Map" provided project recommendations for the City of Joplin for the next 10 years, which were selected by City Council and the Parks and Stormwater ¼ Cent Sales Tax Committee for the renewal tax held in August of 2021.

Parks Beautification was one of several projects approved by the Joplin voters in the August of 2021 election. Within the Parks Beautification, six (6) Park Entryway Signs were included. An RFP was issued September 15th, 2023, with a due date of October 16, 2023. One bid was received from Sign Designs in the amount of $121,967.00. The original estimated budget for this project was $80,000.00.

**FUNDING SOURCE**
The fiscal year 2023-2024 budget is being amended for this item.

**RECOMMENDATION**
Staff recommends approval of this council bill on first reading.

# NOTICE OF REQUEST FOR PROPOSAL

## REQUEST FOR PROPOSAL NO. 2023-RFP-09

# Park Beatification Park Entryway Signs

**RFP Due Date: 10:00 A.M., October 16, 2023**

**Location:** City of Joplin
Parks Department
3301 West 1st Street
Joplin, MO 64801

**Staff:** Greg Bertoncino, Assistant Director
**Email:** gbertonc@joplinmo.org

**Phone:** 417-625-4750 EXT: 1506

***Proposals will be received by the Parks Department 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 an envelope with the Request for Qualifications number and the Vendor'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 Qualifications.

**September 15, 2023**
Issue Date

# NOTICE TO BIDDERS

The City of Joplin, Missouri will accept sealed bids until *10:00 a.m., Monday, October 16, 2023* at the *Joplin Athletic Complex* located at *3301 West 1st Street*, Joplin, Missouri 64801 to PURCHASE the following:

## SIX (6) PARK ENTRYWAY SIGNS

1. **OVERALL DIMENSIONS 80-IN. X 178-IN.**
2. **MATERIAL AND SIZE TO MATCH MERCY PARK**
3. **INCLUDE FOOTING AND INSTALLATION**
4. **CENTER SECTION WALL IS RED BRICK ALTERNATING COLORS**
5. **COLUMNS ARE STACKED LIMESTONE LOOK BROWN PATTERNS**
6. **TOP IS A MANUFACTURED 4-IN. THICK CAP STONE**
7. **SIGN LETTERS ARE 8-IN. BRUSHED CAST ALUMINUM**
8. **LOGO IS 2-FT. X 2-FT IN. BRUSHED CAST ALUMINUM**

**PARKS:**
**(2) RON RICHARD MEMORIAL PARK (Campbell Parkway) (2-Sided)**
**(1) WILDCAT PARK (1-Sided)**
**(1) MCINDOE PARK (2-Sided)**
**(1) MCCLELLAND PARK (1-Sided)**
**(1) SCHIFFERDECKER PARK (2-Sided)**

Specifications and bid forms are available from **Greg Bertoncino or Paul Bloomberg, by calling 417-625-4750 EXT 1506** or by writing to the address indicated above. 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.

Finance Director

Leslie Haase

*Publication Date:* ***Friday, September 15, 2023***

# INSTRUCTIONS TO BIDDERS

The City of Joplin, Missouri proposes to PURCHASE the following:

## SIX (6) PARK ENTRYWAY SIGNS

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.

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 five (5) working 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 to 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.

Minimum information to be submitted with each bid shall consist of the following:

1. Verification of Bid Specifications (with variances noted)
2. Bid Form

MARK BID ENVELOPES: **"SIX PARK ENTRYWAY SIGNS – BID #2023-RFP-09, 10:00 A.M., Monday, October 16, 2023,"**

Questions concerning the specifications and bidding procedures should be directed to Greg Bertoncino, Asst. Director (417)625-4750 EXT 1506 or Paul Bloomberg, Director 417-625-4750 EXT 1506CITY OF JOPLIN, MISSOURI

## SPECIFICATIONS

***SPECIFICATION DETAIL VARIANCE***

1. Contractor shall prepare and furnish all the materials perform all the labor necessary for the completion of six (6) Park Entryway Signs.

2. Contractor shall be responsible for cleaning, preparing, and the installation as specified by specifications. All work to be completed in a workmanlike manner.

3. Contractor shall have 90 working days for completion of this project after issuance of the purchase order, with a $100.00 per day deduction for each working day over the finish date, except for rain days.

4. Contractor shall be responsible for the cost of all permits, sales taxes, and insurance.

5. Contractor must be licensed, bonded, and insured with the City of Joplin.

6. Wage rates for this project shall be in accordance with wage rate determination made by the Industrial Commission of Missouri on file in the Public Works Department.

7. Contractor must have 10 years verifiable experience and must submit references.

8. Contractor must be licensed Masonry

9. Park Entryway Signs Material:

   A. The center section material shall be red brick alternating colors.
   B. The columns are limestone look brown patterns.
   C. The top is a manufactured 4-in. thick Cap Stone.
   D. Sign lettering are 8-in. brushed cast aluminum.
   E. Parks logo 2-ft x 2-ft in brushed cast aluminum.

10. Contractor:

   A. Contractor shall provide the City with a list of at least 5 installations of this and similar material, performed by his company within the last 3 years.

   B. All Material and Labor to be guaranteed 1yr of project date completion.

   C. All work should be completed in a workmanlike manner.

   D. Upon Completion work area should be free of debris and cleaned up.

# CITY OF JOPLIN, MISSOURI
# BID PROPOSAL RESPONSE FORM

## SIX (6) PARK ENTRYWAY SIGNS

(PLEASE ATTACH SPECIFICATIONS IN BID REQUEST IF ALTERNATE PRODUCTS ARE SUBMITTED AS EQUIVALENT)

Manufacturer:_____

**BID PRICE: $**_____

Estimated Completion Time following receipt of purchase order: _____ days

COMPANY NAME:_____

ADDRESS:_____

_____

Signature of Company (Certified Tennis Court Builder) Representative:_____

_____

Date:_____

Phone:_____

MARK BID ENVELOPES: **"SIX PARK ENTRYWAY SIGNS – BID #2023-RFP-09, 10:00 A.M., Monday, October 16, 2023,"**

Park Addresses:

ATHLETIC COMPLEX
3301 W 1ST ST.
JOPLIN MO. 64801

The successful bidder will have to sign an agreement that they are enrolled and participating 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 Unauthoriz ed Alien Workers Act)**

My name is _____ (name) _____ and I am the _____ (Title) _____ of _____ (Company Name) _____. I hereby represent, affirm and certify 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

SIGN Designs
RISING HIGHER

# PROPOSAL

## Proposal #: 23765

Proposal Date: 10/16/23
Customer #: 30252
Page: 1 of 2

1720 W. 7th st. • Joplin. MO 64801

417-624-8688 1 @www.sign-designs.com

| SOLD TO: | JOB LOCATION: |
|---|---|
| CITY OF JOPLIN<br>602 S MAIN ST<br>JOPLIN MO 64801 | PARKS DEPARTMENT<br>3301 W 1ST ST<br>JOPLIN MO 64801<br><br>REQUESTED BY: GREG BERTONCINO |

SIGN DESIGNS (HEREINAFTER CALLED THE "COMPANY") HEREBY PROPOSES TO FURNISH ALL THE MATERIALS AND PERFORM ALL THE LABOR NECESSARY FOR THE COMPLETION OF:

| QTY | DESCRIPTION | UNIT PRICE | TOTAL PRICE |
|---|---|---|---|
| 1 | QUOTE #20024 $121,967.00 JOPLIN PARKS AND RECREATION #2023-RFP-09 - (6) MONUMENT SIGNS AT AREA PARKS (*PREVAILING WAGE*):<br>- SIGNS PROPOSED TO MATCH MATERIALS AND SIZE OF MERCY PARK SIGN - @ OVERALL DIMENSIONS ARE go-IN. X 178-IN.<br>- MASONRY PROPOSAL INCLUDES FOOTING AND ALL MASONRY INSTALLATION AND SITE CLEAN<br><br>- CENTER SECTION WALL IS RED BRICK ALTERNATING COLORS<br>- COLUMNS ARE STACKED LIME STONE LOOK BROWN PATTERNS<br>- TOP IS A MANUFACTURED 4-IN. THICK CAP STONE<br>- SIGN LETTERS ARE 8-IN. BRUSHED CAST ALUMINUM<br>- 'J'CON LOGO IS @ 22-IN. X 18-IN. BRUSHED CAST ALUMINUM<br>- CITY OF JOPLIN SIGN PERMITS INCLUDED IN PROPOSAL<br><br>(2) RON RICHARD MEMORIAL PARK (CAMPBELL PARKWAY) - TWO SIDED<br>(1) WILDCAT PARK - ONE SIDED<br>(1) MCINDOE PARK- TWO SIDED<br>(1) MCCLELLAND PARK - ONE SIDED<br>(1) SCHIFFERDECKER PARK - TWO SIDED | | $121,967.00 |

SUB TOTAL: $121,967.00

ESTIMATED SALES TAXES: $0.00

ALL MATERIAL IS GUARANTEED TO BE AS SPECIFIED, AND THE ABOVE TO BE IN ACCORDANCE WITH THE DRAWINGS AND OR SPECIFICATIONS SUBMITED FOR THE ABOVE WORK AND COMPLETED IN A WORKMANLIKE MANNER FOR THE SUM OF:

TOTAL PROPOSAL AMOUNT: $121,967.00

TERMS: 0.0% DOWN, BALANCE DUE ON COMPLETION

THIS PRICE DOES NOT INCLUDE ELECTRICAL ~~LOOKUP, PERMITS, ENGINEERING~~ OR TAX UNLESS SPECIFICALLY STATED.

COMPANY INITIALS CUSTOMER INITIALS

# SIGN@f89M

# PROPOSAL

## Proposal #: 23765

1720 W. 7th St. • Joplin. MO 64801
417-624-8688 | Gwww.sign-designs.com

Proposal Date: 10/16/23
Customer #: 30252
Page:

NOTE: THIS PROPOSAL MAY BE WITHDRAWN IF NOT ACCEPTED WITHIN 5 WORKING DAYS. DUE TO PRICING VOLATILITY, PROJECTS CONTAINING COMMODITIES SUCH AS STEEL, ALUMINUM, PLASTICS, WOOD, ETC. ARE SUBJECT TO REVISED PRICING BASED ON CURRENT
PRICING OF MATERIALS WHEN THEY ARE PURCHASED. ANY REVISISIONS TO PRICING WILL BE APRPOVED BY THE CUSTOMER BEFORE MATERIALS ARE PURCHASED. THE PROPOSAL IS NOT ACCEPTED AND WORK WILL NOT BEGIN UNTIL DOWN PAYMENT IS RECEIVED, ALONG WITH WRITTEN ACCEPTANCE.

ANY ALTERATION FROM THE ABOVE SPECIFICATIONS INVOLVING EXTRA COSTS, WILL BE EXECUTED ONLY UPON WRITTEN ORDERS, AND WILL BECOME AN EXTRA CHARGE OVER AND ABOVE THE ESTIMATE TO BE PAID BY THE PURCHASER.

### TERMS AND CONDITIONS

1. UPON DEFAULT IN PAYMENT OF ANY SUMS HEREIN AGREED SIGN DESIGNS MAY, AT ITS OPTION, DECLARE THE ENTIRE BALANCE FULLY DUE AND PAYABLE WITHOUT FURTHER NOTICE TO CUSTOMER; AND WHEN DECLARED DUE, CUSTOMER AGREES TO PAY INTEREST ON SAID BALANCE, AT THE RATE OF 1.5% PER MONTH. CUSTOMER FURTHER AGREES TO PAY ALL REASONABLE COSTS OF COLLECTION OF SAID BALANCE, INCLUDING ATTORNEY'S FEES.
2. IT IS FURTHER AGREED BY BOTH PARTIES THAT ALL PROVISIONS IN REGARD TO THE PROJECT ARE CONTAINED IN WRITING HEREIN.
3. ALL TERMS AND CONDITIONS OF THIS CONTRACT SHALL BE BINDING UPON ANY SUCCESSORS, ASSIGNEES OR OTHER LEGAL REPRESENTATIVES OF THE RESPECTIVE PARTIES BJT NO ASSIGNMENT SHALL BE MADE BY THE CUSTOMER WITHOUT THE WRITTEN CONSENT OF THE COMPANY UNLESS FULL PAYMENT OF THE TOTAL DUE HAS BEEN RECEIVED.
4. SIGN DESIGNS SHALL SECURE ALL NECESSARY PERMITS FROM THE MUNICIPALITY GOVERNING THE LOCATION OF THE SIGN. THE BUILDING AND/OR BUSINESS OWNER IS RESPONSIBLE TO SECURE PERMISSION FOR THE INSTALLATION OF THE SIGN FROM ANY OTHER ENTITY SUCH AS LANDLORD, PROPERTY MANAGER, ETC. AND CUSTOMER SHALL BE LIABLE FOR ANY OBSTRUCTION OF DELIVERY DUE TO DELAY IN OBTAINING SUCH PERMISSION. IF CUSTOMER EXECUTES THIS CONTRACT OF SALES WITHOUT EVER OBTAINING PERMISSION FROM PARTY OR PARTIES NECESSARY FOR THE INSTALLATION OF SAID SIGN, THEN HE PURCHASES SAME AND IS BOUND TO THE TERMS AND CONDITIONS OF THIS CONTRACT AS THOUGH HE HAD OBTAINED SAID PERMISSION AND HE AGREES TO RELIEVE THE COMPANY FROM ANY LIABILITY FOR ITS FAILURE WITHIN 10 DAYS OF DELIVERY TO ERECT OR INSTALL SAID SIGN.
5. WHERE APPLICABLE WITH ELECTRIC SIGNS, CUSTOMER AGREES TO PROVIDE SERVICE FEED WIRE OF SUITABLE CAPACITY AND APPROVED TO LOCATION OF SIGN IN ADVANCE OF INSTALLATION, AND MAKE CONNECTION THEREOF TO DISPLAY.
6. WHEN PIER DRILLING IS NECESSARY, THE COMPANY WILL CONTACT DIG RITE TO LOCATE PUBLIC UTILITIES. LOCATION OF PRIVATE UTILITIES IS SOLE RESPONSIBILITY OF THE CUSTOMER. IN THE EVENT ROCK IS ENCOUNTERED IN THE DRILLING PROCESS, TO THE POINT WHERE SPECIAL EQUIPMENT IS REQUIRED, ADDITIONAL MONIES WILL BE REQUESTED BY THE COMPANY.
7. ALL PRODUCTS MANUFACTURED BY THE COMPANY ARE GUARANTEED AGAINST DEFECTIVE PARTS, MATERIALS AND WORKMANSHIP FOR A PERIOD OF ONE YEAR, WITH THE EXCEPTION OF INCANDESCENT AND FLUORESCENT LAMPS AS THEY ARE GUARANTEED FOR A PERIOD OF NINETY DAYS.

THIS PROPOSAL DOES NOT BECOME EFFECTIVE UNTIL SIGNED AND DATED BY THE COMPANY.

THE ABOVE PRICES, SPECIFICATIONS, AND CONDITIONS ARE SATISFACTORY AND ARE HEREBY ACCEPTED. YOU ARE AUTHORIZED TO DO THE WORK AS SPECIFIED. PAYMENT WILL BE MADE AS OUTLINED ABOVE.

SALESPERSON:DATE:

ACCEPTED BY: _____ TITLE: _____

SIGNATURE: _____ DATE: _____

COMPANY INITIALS_____ CUSTOMER INITIALS_____

Designs
RISING HIGHER
1720 West 7th Street Joplin, MO 64801
417-624-8633 Phone 417-624-0933 Fax
www.sign-designs.com

# Request for Proposal - Park Beautification Entryway Signs - 2023-rfp-09

Introductory info:

Sign Designs is a full service custom sign manufacture and installation company, providing 32 years of quality, service and integrity within the communities we serve.

We specialize in client partnership providing a high level of project management and customer service.

Our team members are highly experienced in their respective strengths of sales, design, manufacture, installation and service.

Sales and project manager for City Park Entryway Signs project would be:
John Hipple, President and Sales Manager
417-434-6900 mobile - john@sign-designs.com

Relevant Experience: Attached examples

Description of Scope: Attached info on proposal

Design & Materials: Attached info on proposal

References: below (additional available)

Commerce Bank - Clive Veri, President MOKAN Region 417-626-4043
Clive.Veri@CommerceBank.com

Chad Greer - CGA Architects, Principal Architect
417-206-3134
Chad@cornergreer.com

Aaron Hight - Crossland Construction, Senior Project Manager
620-429-1414
AHight@crossland.com

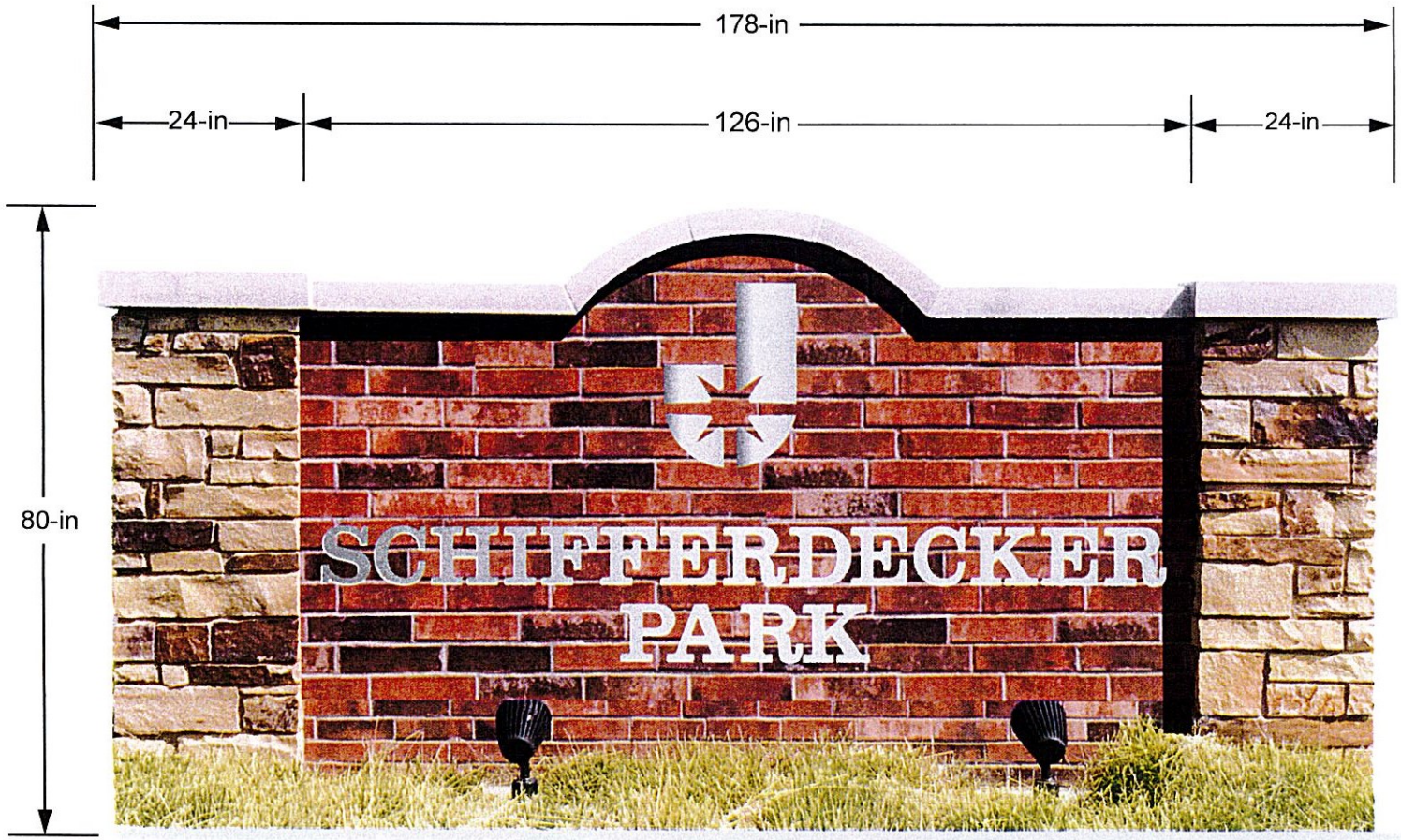
Patrick Tuttle - Joplin Convention & Visitors Bureau Director, City of Joplin
417-625-4789
PTuttle@Joplinmo.org

## Joplin Parks & Recreation

## 80-in. x 178-in. Monu

## Joplin, MO

Letter sizes may vary per sign due to amount of



# CITY OF JOPLIN, MISSOURI
# BID PROPOSAL RESPONSE FORM

SIX (6) PARK ENTRYWAY SIGNS

(PLEASE ATTACH SPECIFICATIONS IN BID REQUEST IF ALTERNATE PRODUCTS ARE SUBMITTED AS EQUIVALENT)

Manufacturer: ~~ICnN DESLGNS~~

**BID PRICE: $** 121,967.00 (WITH PREVAILING WAGE

Estimated Completion Time following receipt of purchase order: *@ 90 days (DEPENDANT ON WEATHER & MATERIALS

COMPANY NAME: SIGN DESIGNS

ADDRESS: 1720 W. 7TH ST.

JOPLIN, MO 64801

Signature of Company ~~(Certified Tennis Court Builder)~~ Representative: John Hipple

Date: 10/15/2023

Phone: 417 624 8688

MARK BID ENVELOPES: "SIX PARK ENTRYWAY SIGNS - BID #2023-RFP-09, 10:00 A.M., Monday, October 16, 2023,"

Park Addresses:

ATHLETIC COMPLEX
3301 W 1 ST ST.
JOPLIN MO. 64801

**COUNCIL BILL NO. 2023-611 ORDINANCE NO.**

AN ORDINANCE authorizing the City of Joplin to issue a purchase order to Sign Designs in the amount One Hundred Twenty-One Thousand Nine Hundred Sixty-Seven Dollars and No Cents ($121,967.00) for the installation of six (6) Park Entryway Signs, authorizing the City Manager to execute the same by and on behalf of the City of Joplin; and, amending the Annual Budget of the City of Joplin for the Fiscal Year 2023-2024 as adopted by Ordinance 2023-158 on October 16, 2023; and containing an emergency clause.

**BE IT ORDAINED BY THE COUNCIL OF THE CITY OF JOPLIN, as follows:**

Section 1. That Sign Designs has submitted the lowest and best bid for the purpose of installing six (6) Park Entryway Signs for the price of One Hundred Twenty-One Thousand Nine Hundred Sixty-Seven Dollars and No Cents ($121,967.00), a true and accurate copy of said proposal being attached hereto and incorporated as "Exhibit A," be and the same is hereby approved.

Section 2. That the City Manager of the City of Joplin, Missouri, or his designee, is hereby authorized and directed to execute said purchase order by and on behalf of the City of Joplin.

Section 3. That fiscal year 2023-2024 budgeted appropriations as adopted by Ordinance 2023-158 be amended by increasing appropriations by the total amount of One Hundred Twenty-One Thousand Nine Hundred Sixty-Seven Dollars and No Cents ($121,967.00).

Section 4. That the Director of Finance is hereby directed to make all necessary entries on the City records to show the increase in appropriations.

Section 5. That this ordinance shall be in full force and effect from and after its passage and approval by the Mayor and City Council.

PASSED BY THE COUNCIL OF THE CITY OF JOPLIN, MISSOURI, this _____ day of

_____, 2023, by a _____ vote.

_____
Douglas W. Lawson, Mayor

ATTEST:

_____
Holly Nagy, City Clerk

APPROVED AS TO FORM:

_____
Peter C. Edwards, City Attorney