CITY
OF
JOPLIN, MISSOURI

BID PACKAGE

2015-06

for

Installation of 2 City-owned Stadium Lights & Poles

Joplin Parks & Recreation Dept.
3010 W. 1st Street
JOPLIN, MO 64801

NOTICE TO BIDDERS

The City of Joplin, Missouri will accept sealed bid proposals until Monday, January 5, 2015; 2:00pm at the Joplin Parks Department located at 3010 W. 1st Street, Joplin, Missouri, 64801 to PURCHASE the following:

Installation of 2 City owned Stadium Lights & Poles

Bid forms are available from Chris Cotten, Parks & Recreation, by calling 417-624-6937 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.

Leslie Haase, CPA
Finance Director

Publication Date: ***Friday, December 12, 2014*** **.**

INSTRUCTIONS TO BIDDERS

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

Vendor will install two (2) existing poles and fixtures and new concrete bases and all necessary materials and labor to make the MUSCO poles and fixtures operational.

NOTE: INCLUDE BID FORM IF DESIRED

MARK BID ENVELOPES: "***BID #2015-06 - Installation of 2 City -owned Stadium Light Poles and fixtures , Monday, January 5, 2015 ; 2:00pm]***"

Questions concerning the specifications and bidding procedures should be directed to **Chris Cotten**, Joplin **Parks & Recreation** Department at 3010 W. 1st Street, Joplin, MO, 64801 or by phoning **417-624-6937** .

Request for Proposals

For the

Installation of 2 City -owned Stadium light poles and fixtures .

The City of Joplin

Submission Location: Parks and Recreation Office 3010 W. First Street
No facsimile or electronic transmissions will be accepted.
Submission Requirements: 5 Sealed Copies of proposal marked "Sand Volleyball Lights"

1. Scope of Work - Overview

The City of Joplin, Missouri is issuing this Request for Proposals (RFP) for the installation of two (2) existing Musco poles and features and new concrete bases and all necessary materials and labor to make poles and fixtures functional. This RFP invites companies to submit proposals describing their approach and proposed costs within the minimum criteria and scope of work set by the City of Joplin.

Background and Objectives: The City of Joplin desires to repurpose two existing light poles and utilize them on location for a new competitive sand volleyball court at the Joplin Athletic Complex.

Purpose of Solicitation: The new sand volleyball court will need to be lighted for nighttime play and tournament use.

2. Schedule

Request for Proposals Issued: Friday December 12, 2014
Deadline for Responses: Monday January 5, 2015 at 2pm.

3. Reservation of Rights, Disclaimers, Disclosures and Instructions for Proposal Submissions

The City of Joplin, at its sole discretion, reserves the following rights:
supplement, add to, delete from and change this RFP document;

determine which respondent, if any, shall be selected for negotiations;
reject any or all proposals or information received pursuant to this RFP;
supplement, amend, substitute or otherwise modify this RFP at any time;
cancel this RFP with or without the substitution of another RFP;
request additional data or information after the submittal date, if such data or information is considered pertinent, in the City of Joplin's sole view, to aid the review and selection process; if such information is not provided in a reasonable timeframe, the proposal may be deemed non-responsive;
conduct investigations with respect to the qualifications and experience of each respondent;
take any action affecting the RFP or the services or facilities subject to this RFP that would be in the best interests of the City;
require one or more respondents to supplement, clarify or provide additional information in order for the City to evaluate the RFPs submitted;
waive any defect or technicality in any RFP received reject any portion of any submittal and/or reject all submittals, to waive any informalities or irregularities in the submittals or to re-advertise.
accept or further negotiate terms or conditions of any proposal determined by the City to be in the best interests of the City. The City will select the proposal, which, in its sole discretion and judgment, is determined to be in the best interest of the City in accordance with lowest and best price, product quality and serviceability, bidder's qualifications and experience, responsiveness to this RFP, and any other factors the City deems relevant.
the City may determine the qualifications and acceptability of any party or parties submitting a response to this RFP.
Contact information for related to questions, comments or clarifications. Should a respondent desire to be included in written clarifications, or comments, they should request being added to an email list for such purposes by contacting:

Chris Cotten, Director, Joplin Parks and Recreation
3010 W. First Street
Joplin, MO 64801
417.624.6937 ccotten@joplinmo.org

Respondents shall at a minimum use the form provided. Be certain to sign the submittal. Electronic or facsimile submissions are not acceptable.

The contractor in submitting a proposal, agrees not to discriminate against any employee or applicant for employment, with respect to hire, tenure, terms, conditions or privileges of employment, or any matter directly, or indirectly related to employment, because of sex, race, color, religion, national origin, ancestry, handicap, or age, The respondent further agrees that every subcontract or order given for the supplying of this project will contain a

provision requiring nondiscrimination in employment, as herein specified. Any breach thereof may be regarded as a material breach of the contract or purchase order awarded under this RFP.

A bidder, by submitting a proposal, represents that he has obtained any rights and licenses necessary to fulfill bidder's obligations under its proposal.
All responses, inquiries, and correspondence relating to the RFP, and all reports, charts, displays, schedules, exhibits, and other documentation produced by any vendor and submitted as part of a proposal shall be deemed the property of the City of Joplin upon opening of the proposal.

The successful bidder will be required to enter into a written agreement with the City. As one of the conditions of that contract, the bidder shall be required to have in place public general liability insurance and professional liability insurance in a minimum amount of $1,000,000, prior to commencing work on the project.

All costs incurred by a respondent in preparing and responding to this RFP are the sole responsibility of the respondent. Any recipient of this RFP who responds hereto, fully acknowledges all the provisions of Section 3 of this RFP and agrees to be bound by the terms hereof. Any response submitted pursuant to this RFP is at the sole risk and responsibility of the party submitting such response.

4. Detailed Scope of Work and Specifications

Scope of Work:

Site familiarization visit and meetings with Parks and Recreation Director. : View park site, provide input on location considerations taking into account current park activity and potential future developments, relation to utilities, access and parking, pedestrian flow, support facilities, etc., and provide project timeline.

Installation Plan: Design layout, construction budget, timeline and present to Park and Recreation Director.

Documents and Specifications: Develop construction documents, shop drawings and specifications for accepted plan, including any above ground structures needed to accommodate park infrastructure.

Develop material lists needed for the construction; and, procure all required related materials (such as fixtures and control equipment) at Bidder's expense

Construction: Provide oversight and technical expertise during installation of base, installation of poles and wiring and that installation is of a workman like manner.

Final Review: Inspect final project with Parks Director, develop and complete final checklist, and turn over construction, as built and operations documents. Provide staff training to ensure proper long-term operations.

Specifications:

Vendor will install two (2) existing Musco poles and fixtures and new concrete bases and all necessary controls and materials and labor to make poles and fixtures operational. As these are Musco products all components are expected to be compatible with Musco products.

5. Detailed Response Instructions

Respondents should include the following information and forms in their proposal.

Statement of Expertise:

State experience in providing services within the scope of work; identify staff members who will be working on the project and their experience levels.

State that the respondent is an authorized representative of the equipment manufacturer and warrant that it is licensed to do work in the jurisdiction and holds appropriate professional registrations, permits and/or meets other requirements by authorities having jurisdiction.

Provide three references, including a specific contact person and phone number, for projects completed that are similar in nature and scope.

Description of Approach to the Detailed Scope of Work:

Briefly describe how your company will approach and complete the scope of work described herein.

Proposed Costs:

Include Attachment A an itemized cost breakdown for project, including unit costs, and associated hardware and control mechanisms necessary for installation of the poles and lights to operational status.

Attachment A
Cost Summary

Scope of Work Item	Unit Cost	Units	Total Cost
Site Familiarization	_____	____	$_____
Documents and Specifications	_____	____	$_____
Construction - Materials	_____	____	$_____
Construction – Oversight	_____	____	$_____

Final Review _____ ____ $_____
Total Proposal Amount $_____
Company Information:
Company Name:_____
Authorized Signatory – Name Typed:_____
Authorized Signatory – Signature:_____
Title:_____
Street or Mailing Address:_____
City, State, Zip:_____
Telephone, Fax_____
Email:_____
Federal Tax ID #:_____
Date:_____

Unauthorized Aliens Workers Act

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 Unauthorized 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