NOTICE OF REQUEST FOR PROPOSAL

REQUEST FOR PROPOSAL NO. 2024-RFP-18

Fabrication, Assembly, and Installation of Wayside Trail Markers

RFP Due Date: Noon, Wednesday, September 18, 2024

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

NOTICE TO BIDDERS

The City of Joplin, Missouri, will accept sealed bid proposals until Noon, Wednesday, September 18, 2024, at the Joplin Convention and Visitors Bureau at 602 S. Main Street, Joplin, Missouri, 64801.

The Joplin Convention & Visitors Bureau seeks bids from a PROVIDER for the FABRICATION, ASSEMBLY, AND INSTALLATION OF WAYFINDING TRAIL MARKERS.

This request seeks bids for Wayside Trail Markers to continue developing a Heritage Trail in the city of Joplin, Missouri.

Bids should not Exceed estimates for the fabrication, assembly, and installation of up to twelve (12) markers to be purchased between November 2024 through October 2026.

These wayside trail markers will become part of a Heritage Trail developed by the City of Joplin's Celebrations Commission to mark Joplin's 150th Birthday, Route 66 Centennial, and USA turning 250.

For questions, please contact Patrick Tuttle, Director, Visit Joplin, by calling 417-625-4789 or emailing ptuttle@joplinmo.org.

BACKGROUND:

Within the City of Joplin, developing a Heritage Trail is an ongoing project of the Joplin Celebrations Commission. Seven (7) markers already exist in three (3) different locations.

The RFP seeks a provider to continue the program's progress for up to twelve (12) markers between November 2024 and October 2026.

Maintaining the look and integrity of the existing markers is mandatory.

SCOPE OF WORK:

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

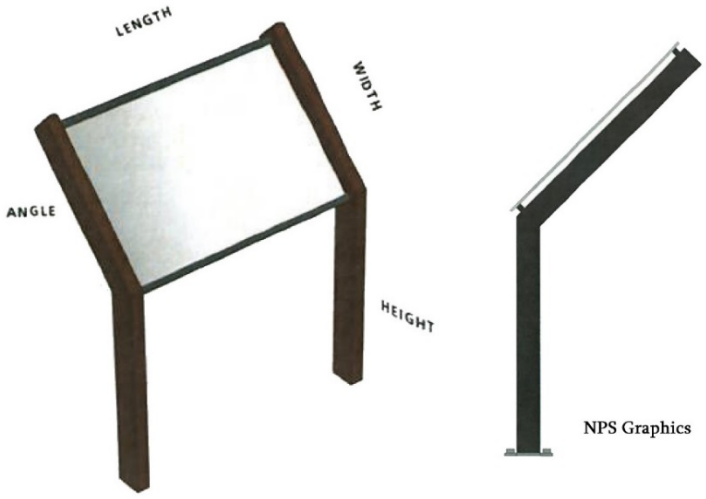
- Purchase of twelve (12) units over the next two years.
- Bid must include Not to Exceed, per unit cost.
- Bid must include Not-to-Exceed, per unit installation cost (2-3 at a time).
- Overall dimensions, up to 36″ wide x 34.5″ tall x 14″ deep, with 45-degree mounting.
- Support frame to be powder-coated aluminum (black).
- Support posts should be no more than 2″ square, mounted in-ground (countersunk into the ground), secured, and stabilized with sub-surface concrete footers.
- Graphic sign panel mechanically fastened to support structure (no chemical adhesive).
- Fasteners to be hidden and shall not protrude from the face of the graphic panel.
- Graphics panels no less than 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.
- ½″ thick panel, fitted with threaded inserts (for attaching to posts without visible hardware).
- Full-color graphics. All exposed edges are to be finished.

SCOPE OF WORK CONTINUED:

- Camera-ready graphics will be provided.
- Employees or agents completing the installation portion of the project must be bonded and insured.
- The area where the installation is completed will be restored as found, and any debris or spoils will be removed.
- Provide information on the 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 its effect 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 understand and agree that all images, photos, and branding are the intellectual property of the City of Joplin, whether intangible or tangible.

EXISTING MARKER:





BID RESPONSE:

The bid must include the following (on Bib Proposal Summary, see page 7):

1. Provide the per unit cost for each Wayfinding Marker.
    a. This price should include all materials, fabrication, assembly, and installation.
    b. This price should stand from November 2024 through October 2026.
2. Provide the Graphic Design hourly rate for content and digital image layout.

Additional information:

3. Submit warranty information on the display panels and any assembly, workmanship, and powder coating guarantee.
4. References of similar projects your company has completed.

SELECTION PROCESS:

Sealed bids must arrive in the CVB office NLT Noon, Wednesday, September 18, 2024.

Bid responses will be reviewed by a panel and scored using the following percentages:

40% = Overall unit cost per marker (fabrication, assembly, and installation)

30% = Cost for graphic design

20% = Guarantee of workmanship and materials

10% = References with providing like products

MARK BID ENVELOPES: "BID 2024-RFP-18

FABRICATION, ASSEMBLY, AND INSTALLATION OF

WAYFINDING TRAIL MARKERS

BY NOON, WEDNESDAY, SEPTEMBER 18, 2024"

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

The City reserves the right to evaluate all bids, reject any or all bids, and re-bid later. The city may waive any irregularities in the bid, negotiate variances from specifications, and make awards that are in the City's best interests. The city will have the final decision regarding the 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: Tuesday, August 20, 2024.

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

OVERALL UNIT COST:

Per Unit Cost $_____

GRAPHIC DESIGN RATE:

Hourly $_____

COMPANY NAME: _____

CONTACT PERSON: _____

EMAIL ADDRESS: _____

PHONE NUMBER: _____

ADDRESS: _____

_____

Signature of Company Representative: _____

Date: _____

MARK BID ENVELOPES: "BID 2024-RFP-18; WAYSIDE TRAIL MARKERS BY NOON, WEDNESDAY, SEPTEMBER 18, 2024"