NOTICE OF REQUEST FOR PROPOSAL

REQUEST FOR PROPOSAL NO. 2025-RFP-15

Cemetery Pavilion

RFP Due Date: 10:00 A.M., APRIL 28, 2025

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

Staff: Tim Tracy, Cemetery Superintendent
Email: ttracy@joplinmo.org

Phone: 417-625-4750 EXT: 1506

Proposals will be received by the Parks and Recreation 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 Proposal 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.

Companies are strongly encouraged to carefully read the entire Request for Proposals.

March 27, 2025
Issue Date

NOTICE TO BIDDERS

The City of Joplin, Missouri will accept sealed bids until *10:00 a.m., Monday, April 28, 2025 at* the *Joplin Athletic Complex* located at *3301 West 1st Street*, Joplin, Missouri 64801 to PURCHASE the following:

CEMETERY PAVILION

The city of Joplin, Missouri is issuing this request for proposal (RFP) to provide a 20' x 30' steel hip shelter/pavilion Package. Eave height to be 7'6'' with Powder coated tube steel frame, 24 ga roof deck. All drawings, templates, engineering drawings, and all hardware to be provided (all required fasteners). the pavilion will be **delivered to 3010 W. 1st street** Joplin MO 64801 (parks maintenance facility) and at least 24 hr. notice before prior to delivery. The awarding bid will be based on the total grand price.

Specifications and bid forms are available from **Tim Tracy, 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

INSTRUCTIONS TO BIDDERS

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

CEMETERY PAVILION

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: **"CEMETERY PAVILION– BID #2025-RFP-15, 10:00 A.M., Monday, April 28, 2025."**

Questions concerning the specifications and bidding procedures should be directed to Tim Tracy, Cemetery Superintendent (417)625-4750 EXT 1506 or Greg Bertoncino, Assistant Director 417-625-4750 EXT 1506 CITY OF JOPLIN, MISSOURI

CEMETERY PAVILION SPECIFICATIONS

- **Shelter/Pavilion Package shall be at least 20'x30'**
- **Steel Hip Shelter/Pavilion all four sides open for optimal viewing.**
- **Frame: Powder coated tube steel. White color**
- **Roof Deck: 24ga exposed fastener Mega-Rib. Green color**
- **Eave Height: 7'6"**
- **Roof Pitch: 4:12**
- **Anchor Bolts, hardware and templates to be included.**
- **To be Delivered to Parks @ 3010 W. 1st St, Joplin Mo 64801.**
- **Engineered drawings to be provided or available upon purchase.**
- **Pavilion will comply with city codes, i.e. snow loads, and wind codes.**
- **24 hr. notice before delivery.**

CITY OF JOPLIN, MISSOURI
BID PROPOSAL RESPONSE FORM

CEMETERY PAVILION

(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 Representative:_____

_____

Date:_____

Phone:_____

MARK BID ENVELOPES: **"CEMETERY PAVILION– BID #2025-RFP-15, 10:00 A.M., Monday, April 28, 2025."**

Park Addresses:

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

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.

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Affiant