NOTICE OF REQUEST FOR PROPOSAL

REQUEST FOR PROPOSAL NO. 2025-RFP-21

REPLACEMENT OF FABRIC ON EXISTING SHADE STRUCTURES

RFP Due Date: 10:00 A.M., Monday, Aug 18,2025

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

Staff: Josh Simmons, Athletic Facility Superintendent
Email: Jsimmons@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.

ISSUE DATE: 07/16/2025

NOTICE TO BIDDERS

The City of Joplin, Missouri will accept sealed bids until 10:00 A.M., Monday, August 18, 2025, at the *Joplin Athletic Complex* located at *3301 West 1st Street*, Joplin, Missouri 64801 to PURCHASE the following:

REPLACEMENT OF FABRIC ON EXISTING SHADE STRUCTURES

Specifications and bid forms are available from **Josh Simmons, 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

7/16/2025

Issue Date

SCOPE OF PROJECT

REPLACEMENT OF FABRIC ON EXISTING SHADE STRUCTURES

The City of Joplin is issuing this request for proposals (RFP) to provide replacement fabric, cable, and fasteners on existing shade structures. All drawings, templates, engineering drawings, and all hardware to be provided (all required fasteners). The fabrics will be **delivered to 3301 W. 1st Street** Joplin MO 64801 (athletic maintenance facility) and at least 24 hr. notice prior to delivery. The awarding bid will be based on the total grand price. Due to limited original documentation regarding the size and geometry of these structures, vendors will be required to verify all dimensions prior to fabrication and installation.

REPLACEMENT OF FABRIC ON EXISTING SHADE STRUCTURES

- CONDUCT A MANDATORY SITE VISIT on a selected day to measure and verify all existing shade structures. Attendance is required for eligibility to submit proposals. Failure to attend will result in disqualification.
- Total of 18 shade fabrics to be replaced.
- Ensure that the new fabric is compatible with all existing frame structures.
- Ensure compliance with all applicable codes, safety regulations, and industry standards.
- Provide a detailed proposal for fabric replacement, including all hardware and material specifications. Detail pricing, materials, and any additional costs.
- Supply the replacement fabric, cabling, and fasteners.
- Provide alternate pricing for installation.
- If the city pursues installation from the winning bid, ensure installation is performed by trained and certified professionals.
- Outline the proposed timeline for project completion.
- Obtain all necessary permits and approvals required for the project.

MATERIAL REQUIREMENTS:

The replacement fabric shall:

- Be high-quality, UV-resistant, and weather-resistant.
- Meet industry standards for durability, fire resistance, and safety.
- Be available in existing colors approved by the City of Joplin.
- Be resistant to mold, mildew, and fading.
- Provide warranties if available.

PROPOSAL SUBMISSION REQUIREMENTS

Proposals must include:

- Company background and experience with shade structure fabric replacement.
- Product specifications, warranties, and sample materials (if requested).
- Vendors are responsible for product fit within 60 days of delivery.
- A proposed schedule, including lead times and installation duration if the city pursues installation.
- Proof of insurance and any relevant certifications.

SITE VISIT

A mandatory pre-bid site visit will be held on **July 29, 2025, at 1:00 pm at the Joplin Athletic Complex,** 3301 W 1st ST. Joplin MO 64804. Vendors must attend in order to be eligible to submit a proposal. Failure to attend will result in disqualification.

INSTRUCTIONS TO BIDDERS

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

REPLACEMENT OF FABRIC

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: **"REPLACEMENT OF FABRIC ON SHADE STRUCTURES– BID #2025-RFP-21, 10:00 A.M., Monday, August 18, 2025."**

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

CITY OF JOPLIN, MISSOURI
BID PROPOSAL RESPONSE FORM
REPLACEMENT FABRIC ON SHADE STRUCTURES

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

Fabric: $ _____

Installation: $ _____

Total Grand Price: $_____

Estimated Completion Time following receipt of purchase order: _____ days

COMPANY NAME:_____

ADDRESS:_____

_____

Signature of Company Representative:_____

_____

Date:_____

Phone:_____

MARK BID ENVELOPES: **"REPLACEMENT OF FABRIC ON SHADES STRUCTURES– BID #2025-RFP-21, 10:00 A.M., Monday, August 18, 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.

_____

Affiant