REQUEST FOR BID PROPOSAL PACKAGE

#2022-RFP-12

for

Replacement of existing Wayfinding Signs throughout the City of Joplin

JOPLIN CONVENTION & VISITORS BUREAU
602 S. MAIN STREET
JOPLIN, MO 64801

NOTICE TO BIDDERS

The City of Joplin, Missouri will accept sealed bid proposals until Noon, Thursday, June 02, 2022, at the Joplin CVB located at 602 S. Main Street, Joplin, Missouri, 64801 seeks the following service SUPPLIER:

REPLACEMENT OF EXISTING WAYFINDING SIGNS THROUGHOUT THE CITY OF JOPLIN

The City of Joplin, Convention & Visitors Bureau and Public Works departments are seeking a supplier for replacing the existing wayfinding (trail blazer) signs throughout the City of Joplin, Missouri. See 2014 inventory on page 4 as an estimate. A few location changes may occur, but the quantity will not.

1. This request seeks a replacement design incorporating, as closely as possible, the City of Joplin's new logo and color palette. Most of the existing locations and verbiage will remain the same.
2. Existing uprights and bracketing are to be reused.
   - Note: 'J'con' details and full color palette are in the attached City of Joplin 2022 Style Guide
3. **This request is for the design, manufacturing, and installation of the wayfinding signs**.
4. Aesthetically appealing, traveler supportive, and regulatory compliant are key factors.
5. The project consist of thirty-eight (38) locations of which three (3) signs are double-sided for a total of forty-one (41) sign plates.
6. All signs, design, color, indicators must comply with the MoDOT Engineering Policy Guide and the Federal Highway Administration's *Manual on Uniform Traffic Control Devices* (MUTCD), namely Chapter 2D, and sign installation shall meet the standards found in MoDOT's Standard Plans for Highway Construction and Missouri Standard Specifications for Highway Construction.

7. Estimated that sixteen (16) of the signs require Legends with 6″ lettering.
8. Federal Standards states the entire signs to be Retroreflective, so the color of the sign is the same during the day and night.

This bid seeks:

- Bid design and manufacturing of all signs required for the project
- Bid installation costs and timeframe as a separate item
- Include all material and manufacturing costs
- Include any freight costs to Joplin, Missouri
- Specifications of materials to be used in basic design
- Warranty of information on all materials (prefer 7+ years)
- Proposed timeline for fabrication and installation
- Consideration in design should include the ability to upgrade/expand a sign's information (when/if new wayfinding routes are development)
- Renderings of basic design concept must accompany bid
- Sign lettering for names of places streets, and highways shall be composed of a combination of lower-case letters with initial upper-case letters
- Winning design becomes the intellectual property of the City of Joplin for unrestricted use

Notes:

1. City of Joplin Public Works and MoDOT will have full authority and oversight on all aspects of the project
2. Clearly separate cost for material and manufacturing from costs of installation
3. References from communities served over the past 3 years are encouraged

Selection will be based on (60 points possible):

1. Overall cost of the project (30 points)
2. Conceptual Design (incorporating new City logo) (20 points)
3. Meeting Warranty Requirements (5 points)
4. References from similar projects (5 points)

For estimating only – 2014 Inventory. There will be a few changes.



A larger format map of current wayfinding location is available at the Joplin CVB office, 1st Floor of City Hall or PDF via email request to Patrick Tuttle at ptuttle@joplinmo.org. For additional details/options contact Patrick at 417-625-4789.

MARK BID ENVELOPES: "BID 2022-RFP-12

REPLACEMENT OF WAYFINDING SIGNS, BY 12:00PM, THURSDAY, JUNE 02, 2022"

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: Tuesday, May 3, 2022.

INSTRUCTIONS TO BIDDERS

The City of Joplin, Missouri seeks the following service SUPPLIER for:

REPLACEMENT OF EXISTING WAYFINDING SIGNS THROUGHOUT THE CITY OF JOPLIN

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 ten (10) 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 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:

CITY OF JOPLIN, MISSOURI

BID PROPOSAL RESPONSE FORM

Description of Item: SUPPLIER for Replacement of existing
Wayfinding Signs throughout the City of Joplin

BID PRICE:

Materials/Manufacturing $_____.

Installation $_____

Once contract is awarded, this project will be completed in _____ days.

COMPANY NAME: _____

CONTACT PERSON: _____

EMAIL ADDRESS: _____

PHONE NUMBER: _____

ADDRESS: _____

_____

Signature of Company Representative: _____

Date: _____

MARK BID ENVELOPES: "BID 2022-RFP-12

REPLACEMENT OF WAYFINDING SIGNS, BY NOON, THURSDAY, JUNE 02, 2022"