



REQUEST FOR PROPOSALS (RFP) FOR GATEWAY ENTRANCE SIGNAGE DESIGN, FABRICATION AND INSTALLATION FOR THE VILLAGE OF SPARTA

INVITATION TO SUBMIT PROPOSALS

The Village of Sparta is accepting sealed bids from individual Vendors to provide qualifications for Gateway Entrance Signage Design, Fabrication and Installation of Entrance Signs within this Request for Proposal.

Sealed bid proposals should be sent to:

Village of Sparta
Attn: Village Manager
156 E. Division St
Sparta, MI 49345

All bid proposals must be received by 10:00 a.m. Monday March 19, 2018, after which time no further bids will be accepted, and at which time the bids received will be publicly opened and read. Please submit two envelopes – one with qualifications and a second with bid pricing information. All bids must be in separate sealed envelopes identifying the item being bid as “**Vendor Name - Qualifications**” and “**Vendor Name – Bid**”.

The Village is not obligated to reimburse responding Vendors for any expenses incurred in preparing or submitting proposals in response to this request, nor is the Village responsible for such expenses. All such expenses are solely the responsibility of the Vendor.

Julius Suchy
Village Manager

I. PROJECT BACKGROUND

For purposes of this proposal the Village of Sparta will hereby be referred to as the “Village” and the individual Vendor will hereby be referred to as “Vendor”.

The Village of Sparta is a tax-exempt municipal government located in Kent County. The Village provides services to approximately 4,140 residents. The Village has six (6) entrance signs welcoming citizens to the Village of Sparta and would like to replace these signs with updated signage that better represents the Village of Sparta. The Village has not identified a specific sign style to replace these signs, instead they would like to find a qualified vendor who they can then work with to design the signage, fabricate the signage and install the signage.

II. EXAMINATION OF PROPOSAL MATERIALS

Once the Village reviews the qualifications packets submitted it will determine which vendors meet the qualification requirements. All vendors who are deemed qualified will have their bid price envelopes opened and reviewed prior to award of the bid. Any vendors who do not meet the outlined qualification requirements will not have their bid envelope opened. The Village reserves the right to reject any and/or all proposals received, waive informalities, or accept any proposal it deems to be in the Village’s best interests. The Village is not obligated to accept the lowest bid or bids.

The submission of a proposal shall be deemed a representation and warranty by the Vendor that it has investigated all aspects of the RFP, that it is aware of the applicable facts pertaining to the RFP process and its procedures and requirements, and that it has read and understands the RFP. Statistical information which may be contained in the RFP or any addendum thereto is for informational purposes only.

During the evaluation process, the Village reserves the right where it may serve the Village’s best interest to request additional information or clarification from Vendors, or to allow corrections of errors or omissions. At the discretion of the Village, Vendors submitting proposals may be requested to make oral presentations as part of the evaluation.

III. INTERPRETATION

Request for additional information should be submitted via email to Julius Suchy, Village Manager, at email: jsuchy@spartami.org

Such request for clarification of this RFP shall be delivered to the Village via email at least seven business days prior to the date for receipt of proposals and must include the name, phone number and email address of the Vendor.

IV. PAYMENT PROCEDURES

The Village will pay invoices twice; first when design work has been completed, and final payment for

fabrication and install once the project has been completed.

Acceptance is defined as the mutual agreement by the Village and the Vendor of the acceptance of all of the criteria specified in the contract. Both this document and the successful bidder's response to this proposal will both be considered contractual components.

V. PROPOSAL RESPONSE FORMAT

In order to facilitate the analysis of response to this request for proposal (RFP), Vendors are required to prepare their proposals in accordance with the instructions outlined in this document.

One (1) unbound original and eight (8) copies of the proposals must be received in the office of the **Village Manager, 156 E. Division Street Sparta, MI 49345** by 10:00 a.m. on Monday March 19, 2018. Vendors whose proposals deviate from these instructions may be considered non-responsive and may be disqualified at the discretion of the Village of Sparta.

Proposals should be prepared as simply as possible and provide a straight forward, concise description of the Vendor's capabilities to satisfy the requirements of the RFP. All parts, pages, figures, and tables must be numbered and labeled clearly. The proposal should be organized into the following major parts:

Qualification Submittal:

1. Executive Summary
2. Company Background
3. Municipal Project Experience (include photos)
4. Client References

Instructions relative to each part of the response to this RFP are defined in the remainder of this section. Failure to closely follow the proposal format shall be cause for rejection of the proposal.

Executive Summary (Section 1)

This part of the response to the RFP should be limited to a brief narrative describing how your company (and possibly subcontractors) is qualified for this project. The summary should contain as little technical language as possible and should be oriented toward non-technical personnel. The Executive Summary should not include cost quotations. If the Vendor utilizes any third party subcontractors, information for those subcontractors must be submitted in the following sections as well.

Company Background (Section 2)

Vendors must provide the following information about their company so that the Village of Sparta can evaluate the Vendors' stability and ability to support commitments set forth in the response to the RFP. The Village, at its option, may require a Vendor or subcontractor to provide additional documentation to support and/or clarify requested information.

The Vendor should describe the company and any subcontractor's background including:

- How long the company has been in business
- A brief description of the company, including past history, present status, future plans, etc.
 - Note any parent/subsidiary relationships
 - Note any name changes/acquisitions
- Company size and organization
- Location of company headquarters
- Total number of employees. Number of full-time and part-time employees. Number of technical staff and certifications.
- Identify specific vendor and subcontractor representatives that will be assigned to this project.

Municipal Project Experience (Section 3)

The Vendor shall provide a list of municipal projects that were designed, fabricated or installed within the past five years and include photos of these projects. Ground sign experience is preferred.

Client References (Section 4)

Include in your proposal a list of three or more customers for whom the vendor has provided ground signs. The Village is particularly interested in local government related clients located in Michigan of comparable size and service model. Information must include the following:

- Name of client with contact person with phone and email address
- Description and date of service that Vendor provided
- Any photos of work provided

Pricing Submittal:

1. Design Plan, Timeline, and Pricing
2. Fabrication & Installation Plan, Timeline, and Pricing
3. Contract Terms and Conditions

Design Plan, Timeline, and Pricing (Section 1)

The Vendor must provide, as part of the response, a detailed plan of the design plan and timeline for design. All pricing stated as a response to this request for proposals is a not to exceed bid amount. No additional charges, other than those listed on the bid form, shall be made. Prices quoted should include all costs for meetings, design time, and presentation to village council. If a subcontractor will be used during the design process, please include contact information and services performed by the subcontractor. Provisions for obtaining additional discounts (i.e. municipal discount, full payment within payment terms period, etc.) should be clearly explained. Any price rollback and/or lower price revisions during the time of the bid process and prior to final contract will be afforded to the Village.

Fabrication & Installation Plan, Timeline, and Pricing (Section 2)

The Vendor must provide, as part of the response, a detailed plan for the fabrication and installation timeline. Due to the unknowns of the sign design it is unlikely that any bidder will be able to respond with a not to exceed amount for pricing. Please respond with your hourly rates regarding fabrication and installation. Please include any additional fees or rates that would be associated with fabrication and installation. If a subcontractor will be used during the fabrication and installation stage, please include contact information and services performed by the subcontractor. Implementation will not occur until all contract(s) are signed.

Contract Terms and Conditions (Section 3)

The Vendor is to state any exceptions to the conditions listed and add any conditions/terms deemed important by the Vendor. Sample contract (license) and support (service) agreements should also be provided in this part of the Vendor's response. Any forms and contracts the Vendor(s) proposes to include as part of any agreement resulting from this bid between the Vendor(s) and the Village must be submitted as part of the proposal. Failure to include a contract for such items will be interpreted as meaning that support for any items not specifically contracted for, and provided by said Vendor, are supported by the Vendor at **no additional cost**. This requirement includes, but is not limited to, the following types of forms: licensing agreements, maintenance contracts, and systems support agreements. Inclusion of contracts does not imply acceptance of that contract format and/or verbiage by the Village.

VI. QUALIFICATION CRITERIA WILL INCLUDE:

- Understanding of project as demonstrated in the proposal including conciseness and thoroughness and identification of issues and approaches/solutions.
- Extent of experience on similar ground sign projects including developing Gateway Signage Plans and completion of comparable projects.
- References

VII. BID EVALUATION CRITERIA WILL INCLUDE:

- Review of plan for design process
- Design price
- Fabrication and installation pricing
- Review of proposed schedule

VIII. GATEWAY ENTRY SIGNAGE PROJECT PHASES

The following gateway entry signage project phase outline is provided to demonstrate what the Village anticipates the project will involve. This outline shall be further discussed with the awarded Vendor.

A. Initial Planning

a. Preliminary planning meeting

B. Design

- a. **Draft design**
- b. **Present design to council**
- c. **Approve design**
- C. **Fabrication**
 - a. **Fabrication of new signs**
 - b. **Inspection of new signs**
- D. **Installation**
 - a. **Removal of existing signs**
 - b. **Installation of new signs**

IX. TERMS AND CONDITIONS

1. This Request for Proposals is not an offer of contract. Receipt of a proposal neither commits the Village to award a contract to any vendor, even if all requirements stated in this proposal are met, nor limits the Village's right to negotiate in its best interest. The Village reserves the right to contract with a vendor for reasons other than lowest price.
2. Expenses incurred in the preparation of proposals in response to this Request for Proposals are the bidder's responsibility.
3. No work performed by the contractor that is out of the scope as defined by the vendor's proposal will be reimbursed unless specifically authorized by the Village in writing.
4. The contractor, subcontractors and their employees shall be considered independent contractors and shall not be deemed employees of the Village for any reason.
5. All proposals are subject to the Michigan Freedom of Information Act. Once bids are opened, the information contained therein becomes freely accessible by the public.
6. For the duration of the contract, the contractor and all subcontractors must maintain the following insurance coverage at the stated amounts below and must name the Village of Sparta as additionally insured.

Type of Insurance:

Workmen's Compensation Insurance and Employer's Liability
 Limit: As required by laws of State of Michigan

Public Liability & Property Damage:

Bodily Injury: Each Occurrence: \$1,000,000
 Aggregate: \$2,000,000
 Property Damage: Each Occurrence: \$1,000,000
 Aggregate: \$2,000,000

Owner's and Contractor's Protective Liability & Property Damage:

Bodily Injury: Each Occurrence: \$1,000,000

Aggregate: \$2,000,000
Property Damage: Each Occurrence: \$1,000,000
Aggregate: \$2,000,000

Motor Vehicle (including Owner, Hired and Non-Owned Vehicles):
Bodily Injury: Each Occurrence: \$1,000,000
Property Damage: Each Occurrence: \$1,000,000
Combined single limit: \$2,000,000

Thirty (30) days advance written notice of insurance cancellation, non-renewal, reduction and/or material change in coverage, will be provided to the VILLAGE. Notice of cancellation, material change or reduction must be attached to the Certificate of Insurance, or otherwise evidenced as in effect under the policy listed.

7. Bids submitted may not be withdrawn or modified for sixty (60) days following the date on which they are opened by the Village and must remain valid for sixty (60) days.
8. Non-Assignability: There shall be no change, modification, or alteration of the agreement, except in writing, signed by both of the parties. Neither party shall assign any of the rights under the agreement without prior approval, in writing, of the other.
9. Indemnity: The contractor agrees to the fullest extent permitted by law to defend, pay on behalf of, indemnify and hold harmless the Village of Sparta, its elected and appointed officials, employees and volunteers and others working on behalf of the Village of Sparta against any and all claims, demands, suits or loss, including all costs connected therewith, and for any damages which may be asserted, claimed or recovered against or from the Village of Sparta, its elected and appointed officials, employees, volunteers or others working on behalf of the Village of Sparta by reason of personal injury, including bodily injury and death and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with the contract.

VILLAGE OF SPARTA ENTRANCE GATEWAY SIGN RFP BID FORM

TO BE COMPLETED BY SUBMITTING FIRM.

Firm/Bidder Name: _____

Item	Total
Design Lump Sum (# of meetings included _____)	\$
Additional Price per Extra Meetings	\$ /per mtg
Fabrication (Please attach or enclose pricing info)	Attach Pricing Models
Installation (Please attach or enclose pricing info)	Attach Pricing Models

BIDDER'S AGREEMENT

In submitting this proposal, as herein described, the bidder agrees that:

1. They have carefully examined the specifications and all other provisions of this form and understand the meaning, intent, and requirement of same.
2. They will enter into written contract and furnish the item or items in the time specified in conformance with the specifications and conditions contained therein for the price quoted by the proponent on this proposal.

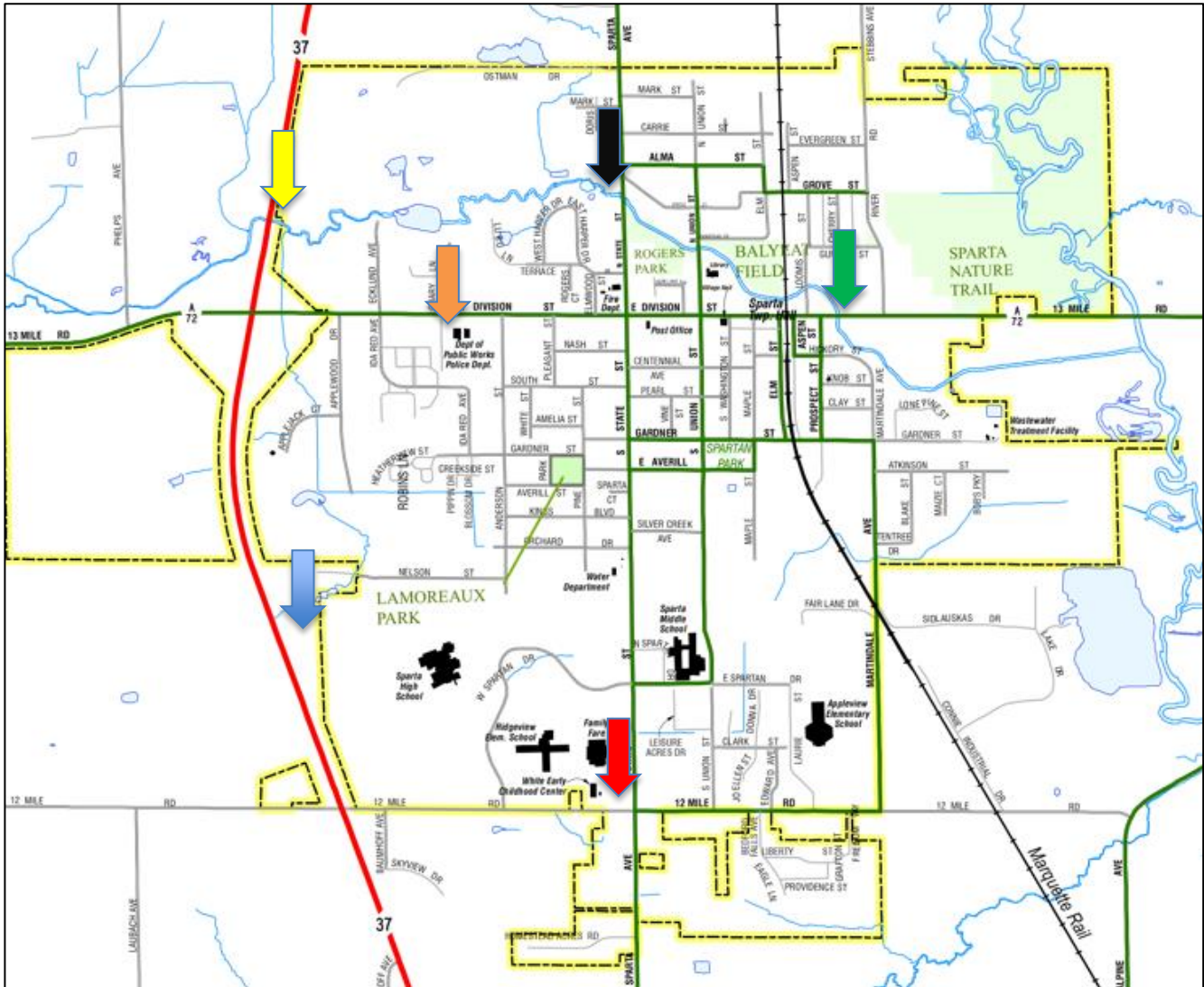
SIGNED BY: _____ *TITLE:* _____

COMPANY/FIRM: _____

ADDRESS: _____ *DATE:* _____

E-MAIL ADDRESS: _____

Map of Existing Sparta Entry Signs



(Please see following pages for more details of each sign)

Red Sign Location



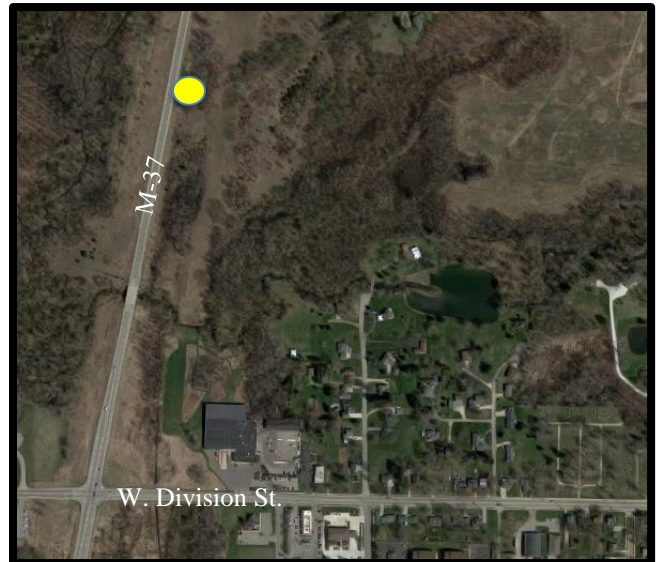
Sign facing southbound, on west side of S. State St



Yellow Sign Location



Sign facing northbound on east side of M-37



Blue Sign Location



Sign facing southbound on east side of M-37



Black Sign Location



Sign facing northbound on west side of N. State St.



Green Sign Location



Sign facing eastbound on north side of E. Division St.



Orange Sign Location



Sign facing westbound on south side of W. Division St.

