

Request for Proposal: Event Gazebo, Village of Elmwood, Nebraska

November 2018, due in Elmwood Village Office December 19, 2018

1. General Description

Federal Funding from the National Parks Service’s Land and Water Conservation Fund will be used to assist with the development of this project; **Project #NPS 31-01037**. Compliance with all federal reporting requirements must be maintained.

The Village of Elmwood, (further referred to as “Project Sponsor”, or “Sponsor”, or “The Village”), seeks to purchase a pre-engineered ready-to-install “Event” Gazebo kit. The Gazebo will be installed by local labor in the city park. The Gazebo must be a minimum of 26’ in diameter.

This Request for Proposal is issued to request Bidder’s to provide a fixed priced line item cost for the minimum required components stated in this request. The Sponsor also requests that the Bidder offer alternate options and associated costs.

The project area is defined on a map that is included in the proposal package. The plan for this project intends complete installation of the Gazebo by May 31, 2019.

1.1 Project Area Map

The proposed Gazebo will be installed by local labor at the southwest corner of the city park. The expanse of lawn along this edge, along with the Gazebo, will provide event space.



1.2 Bidder Response Forms

Appendix A includes all forms that must be completed with each bidder response.

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2. RFP Schedule of Events

2.1 Vendor Questions and Response from Village Clerk

- Vendor Questions must be submitted in writing at the address below, or to villageofelmwood@msn.com by 4:00pm December 7, 2018
- The Village of Elmwood will post responses to questions and any updates to RFP materials at <http://elmwoodnebraska.com/nl/index.php/village-government/departments/park> by 4:00pm Tuesday December 11, 2018

2.2 Proposal Submission Required by 4:00 PM December 19, 2018

- Two (2) copies of proposal documents, must be submitted via mail or in person, within a sealed envelope; addressed and delivered to the following address:

Village of Elmwood
113 West E Street
Elmwood, NE 69349

Proposal documents must be received no later than 4:00 pm on December 19, 2018.

2.3 Vendor Selection

The Vendor Selection Process is expected to be completed by the January 2nd meeting of the Elmwood Village Board of Trustees.

3. Access to Request for Proposal documents online

The complete set of documents for prospective bidders is available online at

<http://elmwoodnebraska.com/nl/index.php/village-government/departments/park>

NOTE: **Response from bidders must be submitted in hard copy as instructed above** and will not be accepted via email.

4. Federal Contract Requirements Applicable

Federal Funding from the National Parks Service's Land and Water Conservation Fund will be used to assist with the development of this project; **Project #NPS 31-01037**.

Compliance with all federal reporting requirements; i.e. posting requirements, workforce/labor requirements, work place/environment requirements, record keeping, non-discrimination, fair labor practices, record keeping, etc. must be maintained.

Contractor must complete the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion" form provided in Appendix A, with the bid. Village of Elmwood will not permit any award to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order No. 12549, "Debarment and Suspension"

The contractor agrees that the owners, the Federal grantor agency (NPS), the Comptroller General of the United States, or any of their duly authorized representatives must have access to any books, documents,

papers and records of the contractor which are directly pertinent to a specific program for the purpose of making audit, examination, excerpts and transcriptions.

The Contract with the successful Bidder shall contain such contractual provisions or conditions which allow for administrative, contractual or legal remedies in instances in which contractors violate or breach contract terms and provide for such sanctions and penalties as may be appropriate.

The Contract with the successful Bidder shall contain suitable provisions for termination by the Village of Elmwood, the manner by which it will be effect and the basis for settlement, including conditions under which the contract may be terminated for default as well as conditions where the contract may be terminated because of circumstances beyond the control of the contractor.

5. Additional Terms

The Village of Elmwood reserves the right in its sole and complete discretion to waive technicalities and informalities. The Village of Elmwood further reserves the right in its sole and complete discretion to reject all proposals and any proposal that is not responsive, does not conform with proposal requirements or that is not attainable in consideration of available budget.

The Village of Elmwood reserves the right to remove components from the selected proposal to meet the project budget.

6. Work that will be sourced locally, not in proposal scope

- Site preparation including dirt work and grading
- Installation labor and materials including foundation footings, assembly
- Establishing utilities to the gazebo structure, such as electrical service
- If chosen as the floor solution, a concrete floor will be poured by local labor. (The Village may alternately choose to install the Gazebo on a raised deck floor.)
- Seeding and landscaping to create handicap access to the gazebo
- Any components defined in Cost Proposal of Optional Components may be sourced locally

7. Contract Billing Milestones

7.1 Billing Milestone 1 on Delivery of Components

The Village of Elmwood will receive an invoice for 50% of the total purchase upon contractor's knowledge of delivery of purchased goods.

7.2 Billing Milestone 2 on Validation of Assembly Components

Within 15 business days of Billing Milestone 1, Village of Elmwood will

- inventory the received goods to validate that all components have been delivered
- install the kit to insure all components work to complete the assembly

Upon validation of receipt and completion of the assembly of all components, the Village of Elmwood will receive an invoice for the remaining 50% of the total purchase.

Upon receipt of an invoice the Elmwood Village Clerk presents the invoice at the next meeting of the Board of Trustees for approval of payment to the Contractor. (The Board of Trustees meets the first and third

Wednesday of each month.) Invoices approved for payment are paid in a timely manner from receipt of an invoice as defined by the Nebraska Prompt Payment Act.

8. Contractor Selection

Selection of the winning Bidder will be based upon a combination of the following elements;

- Timely submission of Response
- Completion of Proposal Requirements
- Match to available project budget
- Alternate options provided for consideration
- Contractor integrity
 - Compliance with public policy
 - Record of past performance
- Bidder's ability to meet project timeline
- Bidder's support and willingness to coordinate with the Primary Contact appointed by the Village to have local labor install the unit, and for local suppliers to provide optional materials
- Bidder's qualifications
- Gazebo design and features that meet or exceed expectations

9. Proposal Requirements

The Proposal must include the following sections:

1. Completion of all federally required forms in Appendix A
2. Two references that can attest to the Bidder's past performance on
 - compliance with public policy
 - record of past performance
 - professional qualifications
3. Proposed delivery schedule
4. Contractor's recommendation for installing the gazebo in conformance with the Accessibility Guidelines for Buildings and Facilities, with compliance to Title II of the Americans with Disabilities Act (A.D.A.). The Bidder should detail the design and construction components that fulfill these requirements, and any additional recommended components
5. Cost Proposal of Required Components stated with line item price
6. Pictures of Required Components
7. Cost Proposal of Optional Components stated with line item price
8. Pictures of Optional Components
9. All product/material/labor warranties must be clearly identified
10. A statement of support acknowledging Bidder's willingness to coordinate with the Village of Elmwood primary contact in guiding a team of local labor to install the unit, and source optional goods locally.
11. Any exceptions taken by the Bidder to the requirements in this Request for Proposal must be explicitly stated

10. Cost Proposal of Required Components

Components to be Line Item Priced in "Cost Proposal of Required Components are;

1. Preference given to metal of vinyl or similar material that requires low or no maintenance. In all components describe material.
2. Minimum 26' White Gazebo kit, equal radius from center (not oval) to include
 - 2.1. All hardware for assembly
 - 2.2. Standard single tier roof; define the material and the quality of standard roof
 - 2.3. White upper rail (Spandrels)
 - 2.4. Standard white posts
 - 2.5. Standard white post bracing
3. Delivery cost to include unload of freight at delivery destination
4. Complete instructions for installing foundational footings
5. Complete installation instructions to allow local labor to assemble the structure
6. Engineered Drawings thorough enough to submit to County for building permits
 - 6.1. Must include Foundation Drawings

11. Cost Proposal of Optional Components

Components to be Line Item Priced in "Cost Proposal of Required Components are;

1. Preference given to metal of vinyl or similar material that requires low or no maintenance. In all components describe material.
2. A Gazebo kit one size larger than the minimum required; The size that meets the minimum width of 26' feet should be stated under "Cost Proposal of Required Components". Under Optional Components, list the next size up as an option. Next-size-up Option should meet all kit requirements stated above under "Cost Proposal of Required Components", such as freight, engineered drawings, etc.
3. Green Metal Roof, single tier, for minimum 26' Gazebo size and one-size-up
4. Green Metal Roof, two-tiered, for minimum 26' Gazebo size and one-size-up
5. Other roof options available, for minimum 26' Gazebo size and one-size-up
6. White Cupola with Green Metal roof, at least 2' in diameter
7. Decorative white posts
8. Decorative white post braces
9. White Lower Rails for 50% of the gazebo sides with straight balusters, for minimum 26' Gazebo size and one-size-up. Bidder to confirm that handrails can be installed later.
10. White Lower Rails for 50% of the gazebo sides with decorative balusters for minimum 26' Gazebo size and one-size-up. Bidder to confirm that handrails can be installed later.
11. Half-length rails with strait balusters to guide a user down one or two steps
12. Half-length rails with decorative balusters to guide a user down one or two steps
13. Other rail options available
14. Composite decking for Gazebo floor (prefer gray or light brown), for minimum 26' Gazebo size and one-size-up
15. Standard decking for Gazebo floor; state material and quality, for minimum 26' Gazebo size and one-size-up

16. Electrical Kit to hide wiring in posts
17. Additional outlets
18. Ceiling decking, for minimum 26' Gazebo size and one-size-up
19. Ceiling Fan at least 50" in diameter
20. Ceiling lights
21. Solar lights

Attachment A: Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion

See separate pdf labeled “Attachment A: Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion”.

Each prospective contractor should sign the form and provide it with the proposal as assurance to the Village of Elmwood that the contractor is not debarred or suspended from doing business with the federal government.