

# CITY OF ST JOSEPH

Proposals Must Be Received No  
Later Than  
Time: 5:00PM Date: 3/1/2019  
For Information Contact  
Purchasing  
at (816) 271-5330

## REQUEST FOR PROPOSAL

NO RFP2019-20

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This document constitutes a request for sealed bids, including prices, from qualified individuals and organizations to furnish those services and/or items as described herein.

**Proposals must be mailed or delivered to the Division of Purchasing, 1100 Frederick Avenue Room 201, St. Joseph, MO 64501.**

### Hochman Park – Playground Equipment

#### **Please have the Bid Name and Number on the outside of the sealed proposals.**

The offeror must provide all information required in this document pursuant to the specifications attached and included herein.

The offeror hereby agrees to provide the services and/or items at the prices quoted, pursuant to the attached terms and conditions of Request for Proposal or Invitation to Bidders and Terms and Conditions of Purchase, and further agrees that when this document is countersigned by an authorized official of the City of St. Joseph, a binding contract, as defined herein, shall exist between the offeror and the City of St. Joseph.

#### SIGNATURE REQUIRED

Offeror's Signature: \_\_\_\_\_ Offeror's Printed Name: \_\_\_\_\_ Title : \_\_\_\_\_

Company Name: \_\_\_\_\_ Date of Proposal: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_

Social Security or Federal Tax No \_\_\_\_\_

NOTICE OF AWARD (This section for City of St. Joseph use only)

Requisition No. \_\_\_\_\_

This proposal is accepted by the City of St. Joseph as follows:

Purchase Order \_\_\_\_\_

Buyer

Purchasing Agent

Date

CITY OF ST. JOSEPH  
PURCHASING DIVISION  
TERMS AND CONDITIONS OF REQUEST FOR PROPOSAL  
OR INVITATION TO BIDDER

1. PREPARATION OF BIDS

- a. Bidder's are expected to examine the specifications, delivery schedule, bid prices and all instructions of the Request for Proposal or Invitation to Bid. Failure to do so will be at bidder's risk. In case of a mistake in extension, the unit price(s) will govern.
- b. Any manufacturer's names, trade names, brand names, information and/or catalogue numbers listed in a specification are for information and are not intended to limit competition. The bidder may offer any brand which meets or exceeds the specification for any item. If bids are based on equivalent products, indicate on the bid form the manufacturer's name and model number. The bidder shall explain in detail the reasons why the proposed equivalent will meet the specifications and not be considered an exception thereto. Bids which do not comply with these requirements are subject to rejection. Bids lacking any written indication of intent to bid on alternate brands will be received and considered in complete compliance with the specifications as listed on the bid forms.
- c. All supplies and equipment offered in a bid must be new and of current production unless the Request for Proposal or Invitation to Bidder clearly specifies that used or reconditioned supplies or equipment be offered.
- d. Firm fixed prices shall be bid and include all packing, handling and shipping charges.
- e. Unless otherwise indicated, prices quoted shall be firm for acceptance for ninety days (90) from bid opening and for the specified contract period.

2. TAX EXEMPTION

- a. Do not bill federal tax. Certificate number 44-6000256.  
Do not bill state tax. Certificate number 12493457.

3. SUBMISSION OF BIDS

- a. A bid submitted by a bidder must (1) be manually signed by the bidder on the Purchasing Division's Request for Proposal or Invitation to Bidder, (2) contain all requested information, (3) be priced as required, (4) be sealed in an envelope or container, (5) be attached to a security deposit if required, and (6) be delivered to: the Purchasing Division, 1100 Frederick, Room 201; St. Joseph, MO 64501, and officially clocked in no later than the exact time and date specified on the Request for Proposal or Invitation to Bidder.
- b. The sealed envelope or container containing a bid should be clearly marked on the outside left corner with (1) the official Price Inquiry number and (2) the official closing date and time.
- c. Submission of this bid constitutes an assignment by the bidder to the City of all rights, title and interest in and to all causes of action it may have under the antitrust laws of the United States or the State of Missouri, which causes of action have accrued or will accrue as the result of or in relation to the particular good or services purchased or procured by it in fulfillment of any contract with the City arising from this bid.

4. MODIFICATION OR WITHDRAWAL OF BIDS

- a. Bids may be modified or withdrawn by written or telegraphic notice received prior to the official closing date and time specified. A bid may also be withdrawn or modified in person by the bidder or his authorized representative provided proper identification is presented before the official closing date and time. Verbal phone requests to withdraw or modify a proposal will not be considered.
- B. After the official closing date and time, no bid may be modified or withdrawn.

5. BID OPENING

- a. Bid openings shall be public on the date and at the time specified on the bid form. It is the bidder's responsibility to assure that his bid is delivered at the proper time and place of the bid opening. Bids which for any reason are not so delivered will not be considered. Offers by facsimile, telegraph or telephone will not be acceptable. Bid files may be examined during normal working hours by appointment. Bid tabulations will not be provided by telephone.

6. AWARDS

- a. Unless otherwise stated in the Price Inquiry, cash discounts for prompt payment of invoices will not be considered in the evaluation of prices. However, such discounts are encouraged to motivate prompt payment.
- b. As the best interest of the City may require, the right is reserved to make awards by item, group of items, all or none or a combination thereof; to reject any and all bids or waive any minor irregularity or technicality in bids received.
- c. Awards will be made to the bidder whose bid (1) meets the specifications and all other requirements of the Price Inquiry and (2) is the lowest and best bid, considering price, responsibility of the bidder and all other relevant factors.
- d. Each bid is received with the understanding that the acceptance in writing by the City of the offer to furnish any or all the materials, equipment, supplies or services described therein shall constitute a contract between the bidder and the City; and shall bind the bidder to furnish and deliver at the price, and in accordance with the conditions of said accepted bid and detailed specifications.
- e. The City of St. Joseph is not obligated for expenditures unless funds have been encumbered by Purchase Order or Contract. The completion of the "Notice of Award" by the City is not an authorization for shipment or to proceed with services.

7. OPEN COMPETITION

- a. It is the intent and purpose of the Division of Purchasing that the Price Inquiry permits free and open competition. However, it shall be the bidder's responsibility to advise the Purchasing Division if any language, requirements are, or any combination thereof, inadvertently restricts or limits the requirements, are, or any combination thereof, inadvertently restricts or limits the requirement to a single source or otherwise prohibits the submission of a bid. The notification should be received by the Purchasing Division at least ten days prior to the Price Inquiry closing date and time. The bidder may submit notification after the bid closing providing sufficient time is permitted for a thorough review by the Purchasing Division and its decision will be final.

# City of St. Joseph, Missouri

Request for Proposal  
for the Purchase  
Of Playground Equipment for  
Hochman Park (4900 Pickett Road)

Guidelines and Requirements for Submittal  
February 8, 2019



## REQUEST FOR PROPOSAL

Interested firms should submit six (6) copies (one of them being unbound) of their proposal to:

Office of the Purchasing Agent  
1100 Frederick Avenue, Room 201  
St. Joseph, MO 64501  
Attn: Purchase of Playground Equipment for Hochman Park

No later than 5:00 p.m. on March 1, 2019. Material to be submitted should respond to the evaluation factors listed below, preferably in the order stated. Each firm has the opportunity to submit up to three (3) proposals for each park, however the parks department will only be selecting one proposal in its entirety and not combining multiple proposals into one project.

The St. Joseph Parks, Recreation, & Civic Facilities Department will award the purchase agreement based on experience with similar projects, merit, and cost competitiveness. Therefore, the successful candidate will submit a response to this request for quotes by providing detailed information for the following:

- a. Quality, creativity, and quantity of play elements either within a play structure, independent play elements or a combination of both
- b. Ability to deliver a complimentary addition to the existing play equipment
- c. Ability to deliver the equipment in a timely fashion in one shipment, no later than April 22, 2019
- d. Cost competitiveness
- e. Five (5) references.
- f. Purchasing agreement, contract or terms to be negotiated with the awarded vendor.
- g. The City will require that the awarded vendor shall maintain Commercial General Liability insurance with the minimum limits of One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) general aggregate for bodily injury and property damage. The awarded vendor shall also maintain Workers' Compensation insurance with the statutory limits, including Employers' Liability coverage with the minimum limits of Five Hundred Thousand Dollars (\$500,000).

Firms having any questions or wishing to inspect the project site should contact:

Jeff Atkins		Chuck Kempf
Assistant Director of Parks & Recreation	or	Director of Parks & Recreation
(816) 271-5514		(816) 271-5517

PURCHASE OF EQUIPMENT FOR PLAYGROUND EQUIPMENT  
FOR HOCHMAN PARK  
ST JOSEPH, MO

RFP INFORMATION

**Purpose of the RFP**

This Request for Proposal (RFP) is issued by the City of St. Joseph, Missouri. The purpose of this RFP is to establish a contract with a qualified vendor for the design and purchase of play equipment or structures to be added to existing equipment at the playground.

**Background and Overview**

The City of St. Joseph is located in Buchanan County, Missouri, and has a population of approximately 77,000. Hochman Park is a medium size city park located in the southeastern section of the city. The park contains a ball field, restroom/concession building, shelter, playground, parking lot, and green space. The city does not intend on removing the existing playground or play equipment but would like to have appropriate play equipment and/or structures added to what currently exists. City officials prefer to have equipment that can either connect directly to the existing playground equipment or be installed in such a way that it compliments the existing play equipment. It should be universally designed, imaginative and age appropriate.

**Existing Playground Structures and Park Site**

The existing Playground Structure at this park location will be kept in service. Due to the park's unique location and the lack of other parks in the area, it is heavily used by children who live in the surrounding neighborhood. The park is also used frequently by people having family and social gatherings.

This RFP is for purchase and delivery of playground equipment to the park administration and maintenance campus at 1920 Grand Avenue, St. Joseph, MO. No demolition or installation by the awarded vendor will be necessary. Park maintenance will also address all necessary site work. A location map is attached to this RFP. The use zone for the additional play equipment will be determined by the proposals submitted, but vendors should account for sufficient and appropriate amount of use space without creating unnecessary expense for safety surfacing needs.

**Project Budget**

The City of St. Joseph has budgeted \$65,000 for playground equipment for the site included in this project.

The development of this project is being assisted with federal funds by a grant from the Department of Housing and Urban Development (HUD). The City hereby notifies all bidders

that it will affirmatively insure that in any contract entered into, pursuant to this request, disadvantaged business enterprises will be afforded full opportunity to submit bids in response to this invitation. In addition, interested bidders will not be discriminated against on the grounds of race, color, religion, creed, sex, age, ancestry or national origin in consideration for an award.

***It is the City's intention that the full budget be utilized completely and efficiently to maximize the play value of the playground.***

### **Hochman Park Playground Requirements**

The intent of this playground is to provide a play area and structures/equipment that would address diversity, inclusion, and social equity. Parks department staff is open for recommendations for themes for the playground but is NOT requiring customized design. Minimum play elements are not provided. The parks department would like to allow the vendor to recommend through the proposal their expertise and creativity to add onto the existing equipment to enhance the play value of the area. Additional structures and/or freestanding play features, including swing sets will be considered.

### **Proposal Format and Due Date**

Open format is acceptable but please be succinct and follow the format outline in the submission requirements. To be considered, six (6) hard copies (one of them being unbound) should be submitted no later than Friday, March 1, 2019 by 5:00PM.

Sealed Statement of Interest and Qualifications must be received by the City of St. Joseph, MO, at the time and location listed on the first page

### **Point of Contact**

Any questions, clarifications, or requests for general information should be directed to:

Jeff Atkins, Assistant Director of Parks & Recreation [jatkins@stjoemo.org](mailto:jatkins@stjoemo.org), 816-271-5514  
Chuck Kempf, Director of Parks & Recreation, [ckempf@stjoemo.org](mailto:ckempf@stjoemo.org) 816-271-5517

### **Selection Process**

The City's selection process will depend on the number and quality of responses received. Generally, the City uses a team of three to five staff members to participate in the review and analysis of submitted qualification statements. Staff narrows the proposer list to fewer than six for further comparisons and assessments. Staff then determines the need for additional inquiries. Once this process is complete, staff notifies the successful proposer, works the details of the purchase agreement out, and submits the agreement to the City Manager and City Council for approval.

Any and all costs incurred for the preparation of a proposal in response to this Request for Proposal shall be the sole responsibility of the firm submitting the proposal. The City of St. Joseph, MO reserves the right to accept or reject any proposal or any part thereof or any combination of proposal and to waive any or all formalities. This RFP does not constitute an offer by the City of St. Joseph, MO. By issuing the RFP and receiving proposal in response, the

City is under no obligation to accept any proposal resulting from this RFP. The City reserves the unilateral right to reject any or all proposals and to negotiate changes to proposal with any Respondent. However, the City intends to use this RFP and the process herein described as the preferred method of soliciting and evaluating responses and of negotiating with short-listed Respondents. The City of St. Joseph, MO also reserves the right to select any proposal that best meets its needs.

**Timetable**

The City will use the following approximate timetable:

February 10, 2019	Advertise Request for Proposal
March 1, 2019	Project proposals due by 5:00pm
March 1 - 3, 2019	Review proposals and select vendor
March 4 - 8, 2019	Finalize purchase agreement with selected vendor
March 13 - 15, 2019	Notice to Proceed