

REQUEST FOR PROPOSAL

City of Houston, Missouri

Completion of Concrete Pad at Westside Park

Sealed Responses due before 2:30 p.m. CST, Tuesday, June 30, 2022.

To:

Heather Sponsler

City Clerk

601 S Grand Ave

Houston, MO 65483

Telephone: 417-967-3348

Proposal Guidelines

- **Response:** Three (3) hard copies of the Contractor's response with the signed Acknowledgement accompanying each should be submitted to the City of Houston, Missouri City Clerk, Heather Sponsler, 601 S Grand Ave, Houston, MO 65483. Responses are to be marked "Concrete Pad Construction for Westside Park". Electronic or facsimile offers will not be considered in response to this RFP, nor will modifications by electronic or facsimile notice be accepted. The City reserves the right to request clarifications concerning information provided in the response. The City is not liable for any cost or expense incurred by the bidder in responding to this Request for Proposal. All responses shall remain valid and binding for a period of ninety (90) calendar days from the proposal submission date. An authorized representative of Bidder shall sign all responses.

- **Response Deadline: Responses must be received by 2:30 p.m. CST, Thursday, June 30, 2022. Responses received after the deadline will not be opened and will be returned.**

- **Selection Criteria-** The criteria considered in selecting the contractor will include, but not be limited to:

- qualifications and experience of personnel,
- financial stability,
- cost for services.

- **Award:** The intent of the City would be to make the selection on or before Thursday, June 30, 2022. The City reserves the right to reject any and all proposals and to make the award at its sole discretion and for the benefit of the City. The City is not bound to accept the proposal solely based on the lowest monetary offer.

INVITATION TO BID TO COMPLETE CONCRETE SLAB LOCATED AT WESTSIDE PARK

The City of Houston is soliciting bids from qualified contractors for the completion of a concrete slab located at Westside Park, 110 King Street, Houston, Missouri 65483. Sealed bids will be accepted until 2:30 p.m., Thursday, June 30, 2022. Bids should be submitted to: Heather Sponsler, City Clerk, 601 S Grand Ave, Houston, MO 65483, Telephone: 417-967-3348. Bids may be delivered in person, by carrier or by mail. It is the sole responsibility of the vendor to see that his/her bid is received in proper time. No late bids will be considered. Bids must be submitted in a sealed envelope clearly marked "**Concrete Pad Construction at Westside Park**". Include the date and time of the bid opening on the front of the envelope. The city reserves the right to accept or reject any proposals as deemed in the best interest of the City of Houston. A Payments and Performance Bond issued to the benefit of the City in the amount equal to One Hundred (100.0%) percent of the contract sum as specified in the bid form, herein shall be required by the successful bidder. A 10% Bid Bond shall be provided with the bid. Questions regarding this bid should be directed to Brandon Maberry, Parks Director at parks@houstonmo.org or 417-260-1155.

CITY OF HOUSTON- Concrete Pad Construction at Westside Park

I. INSTRUCTIONS TO BIDDERS- Please Read All Instructions Carefully

1. Bids submitted in accordance with the specifications contained herein will be received by the City of Houston by 2:30 p.m., Thursday, June 30, 2022. All sealed bids should be delivered to the City of Houston City Clerk at 601 S Grand Ave, Houston, Missouri, 65483.
2. The City reserves the right to reject any or all bids, to waive any technicalities and to select the bid deemed by the Mayor and Board of Aldermen to be in the best interest of the City.
3. Please complete the bid proposal in duplicate. Bid proposal forms, Non-Collusion Affidavit, Affidavit of Compliance with Section 285.500 R.S.Mo., Et Seq. must be completed and signed. Failure to complete the bid forms is cause for rejection of bids.
4. All specifications listed are intended to be preferred function and performance specifications. No specification should be construed as representing any particular brand of materials. Bidders should propose to furnish materials that come closest to meeting the details of the specifications. Where deviations are necessary, bidder must specify such deviation in the "Bid Response Form," stating why the supplies he/she proposes will render equivalent reliability or performance. Failure to detail all such deviations will provide a basis for rejection of the entire proposal. The City of Houston has a preference for materials made in the U.S.A.
5. The City of Houston is exempt from all sales tax. Exemption certificates will be furnished upon request. Any and all discounts for which the City of Houston qualifies should be applied and included in the bid.
6. Questions regarding this bid request should be directed to Brandon Maberry, Park Director at parks@houstonmo.org or 417-260-1155.
7. No fax, e-mail or verbal bids will be accepted. Contractors are responsible for the timely delivery of bid packages to the Houston City Clerk. A postage meter mark is not sufficient evidence of mailing any bid package.

II. TERMS AND CONDITIONS

1. The proposed materials must be new. Substitutions must be approved before ordering.
2. The City of Houston reserves the right to cancel all or part of orders if shipment is not made as promised.
3. Materials must be shipped to 601 S Grand Ave, Houston, Missouri 65483. All shipping charges must be prepaid.
4. Prices quoted are to be firm and final; and prices shall be stated in full with packing, and shipping charges included. Any and all discounts for which the City of Houston qualifies should be applied and included in the bid.
5. Payment will be made through normal purchase order and invoice procedures. Before this payment is made, the Contractor shall furnish to the City a complete itemized bill and the appropriate lien waivers.
6. Warranty information must be provided and include warranties for material and workmanship.
7. The CITY OF HOUSTON in accordance with Title VI of the Civil Rights Act of 1964, 78, Stat. 252, 42 USC 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discrimination against on the grounds of gender, disability, race, color or national origin in consideration for an award.
8. Each bid shall be submitted on the attached "Bid Response Form", "Affidavit of Compliance with Section 285.500 R.S.Mo., Et Seq.," and "Non-Collusion Affidavit of Prime Bidder" which shall be signed with the full name of the company submitting the proposal. The proposal shall

be signed by an authorized agent or officer of the company, stating his/her title, along with the complete mailing address and telephone number stated. Affidavit of Compliance with Section 285.500 R.S.Mo., Et Seq. and Non-Collusion Affidavit of Prime Bidder must be signed and notarized.

9. Any bid proposal may be withdrawn prior to the closing time for receipt of the bids; but no bid proposal shall be withdrawn for a period of ninety days after the closing time for the receipt of the bids.

10. All conditions and specifications are incorporated by reference in any purchase order issued or contract signed.

11. All pages of the "Bid Response Form" must be returned in its entirety, along with any deviations from the specifications noted on separate sheets. Failure to do so is cause for rejection of any bid proposal.

12. Signature of bidder on "Bid Response Form" indicates that he/she has examined the information herein and is familiar with requirements as to equipment and supplies; and he/she has prepared, examined and checked the Proposal to ascertain that no mistake or error is contained in the Proposal, and that he/she will make no claim for correction or modification after the closing time for the receipt of the bids.

III. GENERAL PROVISIONS OF THE SPECIFICATIONS SCOPE OF WORK

The City of Houston is requesting proposals for the completion of a concrete slab at Westside Park. The concrete slab is already in the process of construction. The bidding company is responsible for looking at previously completed construction, determining steps necessary for completion of concrete slab, submitting plan and quote for completion of concrete slab. The concrete slab will need to include two volleyball pole ground sleeves.

A. Concrete Slab

1. The City of Houston is interested in a concrete slab for pickleball and volleyball at Westside Park, 110 King Street, Houston, Missouri, 65483.

2. The dimension of the top of the slab must be 80' x 40'.

3. There must be two ground sleeves installed into the concrete for the purpose of a volleyball pole/net.

4. Bidders shall submit acknowledgement of plan to include ground sleeves with their bid.

IV - CHANGES AND EXTRAS

The City may make changes within the general scope of the Contract by altering, adding to or deducting from the Work, the Contract Sum being adjusted accordingly. All such changes in the Work shall be executed under the conditions of the Contract. No extra work or change shall be made except pursuant to a Change Order from the City in accordance with the General Conditions. Any claim for an increase in the Contract Sum resulting from any such change in the Work shall be made by the Contractor and must be agreed upon in writing by the City prior to beginning such work. Any adjustment in the contract sum resulting for authorized extra work or change in work shall be determined based on unit prices previously specified, to the extent that such unit prices are applicable. If such unit pricing is not applicable, the adjustment in Contract Sum shall, at the option of the City be determined by an acceptable lump sum properly itemized and supported by sufficient substantiating data to permit evaluation, or by an acceptable cost plus percentage or fixed fee.

V – **WARRANTY** Bidders shall supply a Statement of Warranty for materials.

BID RESPONSE FORM

Houston Parks and Recreation; Concrete Slab Construction at Westside Park

Name of Supplier _____

Item Total Cost (including delivery)

Manufacturer:

Warranty: \$

TOTAL: \$

I, (print name) _____, authorized representative
of (print company name) _____ have
read and understand the terms and conditions of this bid. I agree to all stated conditions.
Materials quoted which do not meet the preferred specifications are described in separate
sheets attached to this response form. Please mark the envelope with 'Concrete Pad
Construction at Westside Park' (City Clerk,, Do Not Open)

Signature of Representative and Title

Date

Address _____

City _____

Zip _____

Phone _____

Email _____

*** RETURN THIS PAGE 1 of 2 ***

BID RESPONSE FORM NON-COLLUSION AFFIDAVIT OF PRIME BIDDER

State of MO, ss County of (Texas) _____, being first duly sworn, deposes and says that: 1. He/She is owner, partner, officer, representative or agent of _____, the Bidder that has submitted the attached bid; 2. He/She is fully informed respecting the preparation and contents of the attached bid and of all pertinent circumstances respecting such bid; 3. Such bid is genuine and is not a collusive or sham bid; 4. Neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affidavit, has in any way colluded, conspired, connived or agreed, directly or indirectly, with any connection with the contract for which the attached bid has been submitted or to refrain from bidding in connection with such contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other bidder, firm or person to fix the price or prices in the attached bid or of any other bidder, or to fix any overhead, or to secure any advantage against the City or any person interested in the proposed contract; and 5. The price or prices quoted in the attached bid are fair and proper, and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affidavit. Signed

_____ Title
_____ Subscribed and sworn to before me this
_____ day of _____, 20____. Notary Public:
_____ My Commission expires:

*** RETURN THIS PAGE 2 of 2***

BID RESPONSE FORM Affidavit of Compliance with Section 285.500 R.S.Mo., Et Seq. For all Agreements in excess of \$5,000.00. Effective January 1, 2009 STATE OF _____

)) ss. COUNTY OF _____) Before me, the undersigned Notary Public, in and for the County of _____, State of _____, personally appeared (Name) _____ who is _____ (Title) of _____ (Name of company), (a corporation), (a partnership), (a sole proprietorship), (a limited liability company), and is authorized to make this affidavit, and being duly sworn upon oath deposes and says as follows: (1) that said company is enrolled in and participates in a federal work authorization program with respect to the employees working in connection with the contracted services; and (2) that said company does not knowingly employ any person who is an unauthorized alien in connection with the contracted services. The terms used in this affidavit shall have the meaning set forth in Section 285.500 R.S.Mo., et seq. Documentation of participation in a federal work authorization program is attached to this affidavit.

Signature
Name: _____

Subscribed and sworn to before me this _____ day of _____, _____.

Notary Public My commission expires:
