Request for Bids for Pay by Space Signage

Traverse City, MI

Bid Closing Date

Thursday
September 4, 2014
2:00 p.m.

Bids Due To:

Julie Dalton
City Manager's Office
400 Boardman Avenue, 2nd floor
Traverse City, MI 49684

August 21, 2014

Bidder:

The City of Traverse City will receive sealed bids in the Office of the City Manager, Second floor, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan, 49684, until **Thursday, September 4, 2014, at 2:00 p.m.** for the following:

PAY BY SPACE SIGNAGE
(specifications attached)

If the specifications are obtained from the City's new updated website link at: http://www.traversecitymi.gov/bids_and_rfps.asp, it is the sole responsibility of the Bidder to check the website for updates and addenda prior to the bid being submitted. Bidder may also sign up to receive notifications when bids and RFPs are posted by sending an e-mail requesting same to jdalton@traversecitymi.gov. The City of Traverse City reserves the right to accept or reject any or all bids, waive irregularities, and to accept the bids either on an entire or individual basis that is in the best interest of the City.

The City accepts no responsibility for any expense incurred by the Bidder in the preparation and presentation of a bid. Such expenses shall be borne exclusively by the Bidder.

Only the successful Bidder will be notified. If you so desire, you may call for results.

You must indicate on the outside of the sealed envelope that the bid is for the **"Pay by Space Signage."**

You must submit **TWO (2) SEALED COPIES AND ONE (1) DIGITAL COPY** of the bid to the City Manager's Office prior to the above-indicated time and date or the bid will not be accepted. Telefaxed or E-Mail bids will not be accepted.

Please note that if you have previously submitted an informal quote, you will still need to submit a sealed bid prior to the date and time specified above in order to be considered. Please ensure that all requirements listed in the specifications are met.

If you have any questions, please contact Nicole VanNess, Parking Administrator, at (231) 922-0241 before the bid is submitted.

PLEASE SUBMIT BID TO: Julie Dalton, Purchasing Agent
City Manager's Office, Governmental Center
Second Floor, 400 Boardman Avenue
Traverse City, MI 49684

SPECIFICATIONS

PROJECT DESCRIPTION

In May of 2014, The City Commission approved the expenditure for twelve multi-space pay stations. The pay stations will be installed in five surface lots where they will replace single space meters. TCPS is seeking bids from qualified firms to provide signage to identify each space with a stall ID for payment at the multi-space pay station. This project will be managed by the Traverse City Parking Services Department.

PROJECT GOALS

- Replace meters with a stall ID signage that meets the criteria.
- Signage should be consistent with other parking location signage designs.

PROJECT SCOPE

The BIDDER should provide design drawings and complete descriptions of the materials to be used for the signs. The CITY is responsible for supplying the posts, mounting brackets, and installation of signs.

SIGNAGE REQUIREMENTS

Material

- Minimum requirement of .080 aluminum that can withstand weather elements.
- Sign dimensions should not exceed 12 inches wide by 8 inches in height (See attachment B-1 and B-2).
- Signs should include rounded corners to avoid potential injury from sharp/pointed corners.
- Should not be able to bend or break with moderate force (i.e. snowplow or vandalism).
- Signage will be used for single and double spaces mounted on existing meter housing posts.
- Signs should complement existing lot signage (See attachment A).
- Signs will include Signage Design Elements based on stall type (See attachment B-1).
- Signage will include informational text on the back of the sign (See attachment B-2).
- Installation will be completed by the Parking Services Department by mounting a bracket on the existing meter post.

Signage Key

This key should be used when reviewing the parking lots to identify the varying stall types.

Key	Stall Type	Definition
S	Single	Single Space – One stall ID number
D	Double	Double Space – Two stall ID numbers
D/HC	Double w/Handicap	Double Space – Two stall ID numbers; handicap space is on the right side
HC/D	Double w/Handicap	Double Space – Two stall ID numbers; handicap space is on the left side
HC	Single Handicap	Single Space – One stall ID number; handicap space
DMC	Double Motorcycle	Double Space – Two stall ID numbers; motorcycle spaces on both sides
MC	Single Motorcycle	Single Space – One stall ID number; motorcycle space
DMHC	Double Motorcycle w/Handicap	Double Space – Two stall ID numbers; handicap spaces on both sides

Signage Design Elements

- Hour Limit Indicator (2 hour, 4 hour, 10 hour, 30 minute, etc.)
- Space Number (Stall ID)
- Universal "P" parking symbol or TCPS Logo
- Designated area to affix Parkmobile sticker
- Include text "Pay at Pay Station"
- Include text "Enforced Monday-Saturday 8 AM-6 PM"
- Designated area to affix universal "Handicap" parking symbol if applicable.

Attachments

- Attachment A – Existing Parking Lot Signage Samples
- Attachment B – Bid Signage Design Samples (Minimum Requirement)
- Attachment C – Bid Signage Design Samples (Bid Option A and B)
- Attachment D – Bid Summary Sheet

BID REQUIREMENTS

All bids must be for signage only. The installation of the signage will be performed by the Parking Services Department.

Bids must include all required specifications for the number of signs listed below for each location. Bids should include the cost/credit of additional/reduced signage from the current numbers.

Bidders must provide a project timeline from contract award to completed sign delivery.

Bidder must describe the schedule of the design phase, including but not limited to: estimated days of design draft, estimated days of draft revisions, and estimated days of manufacture from draft signoff.

Any exceptions not conforming to the bid requirements must be clearly defined on a separate sheet labeled "Exceptions to Bid Requirements."

MINIMUM BID REQUIREMENT

The minimum bid should include signage for the following locations: Lot RB, Lot A, Lot B, Lot C and Lot O. The number of spaces and signage needs for each location are listed below. (See attachments B-1 and B-2)

Lot RB

- Signage is not being requested for this lot at this time.
- Space numbers will be painted within the space or on the curb. Stall ID painting is not a part of this bid.
- 30 spaces
    - Stalls 1700-1714
    - Stalls 1715-1729

Lot A

- 64 - total 2 hour spaces
    - 2 single spaces (S)
    - 29 double spaces (D)
    - 2 double w/handicap spaces (D/HC and HC/D)

Lot B

- 69 – total 2 hour spaces
    - 4 single spaces (S)
    - 31 double spaces (D)
    - 1 single handicap space (HC)
    - 1 double w/handicap space (D/HC)

- 65 – total 10 hour spaces
    - 3 single spaces (S)
    - 29 double spaces (D)
    - 1 single handicap space (HC)
    - 1 double w/handicap space (D/HC)

Lot C

- 41 – total 2 hour spaces
    - 4 single spaces (S)
    - 15 double spaces (D)
    - 3 single handicap space (HC)
    - 2 double MC space (DMC)
- 9 – total 10 hour spaces
    - 1 single spaces (S)
    - 4 double spaces (D)

Lot O

- 25 – total 2 hour spaces
    - 1 single spaces (S)
    - 12 double spaces (D)
    - 1 double w/handicap space (D/HC)

BID OPTION A

This option meets all signage requirements. The only exception is to have the one sign shaped into the look of individual meters (See attachment C-1 and C-2). The base/bottom of the sign still meets that 12" wide criterion.

BID OPTION B

This option meets all signage requirements. The only exception is to have individual signs for each space/stall into the look of individual meters (See attachment C-3 and C-4). The base/bottom of the sign is no more than 6" wide.

CONTENT AND FORMAT OF BIDS

To be considered, firms must submit a complete response to this RFB, using the format provided.

1. **Introductory Letter:**

- Provide a letter of transmittal that briefly states the Bidder's desire to be considered for the Pay by Space signage, an understanding of the work to be

done and a positive commitment to perform the work within the scheduled time period.

- Provide a statement that the bid, including per cost unit with price breaks, will remain valid and irrevocable for at least ninety (90) days.
- List the name, title, address and phone number of the Project Manager.
- List the name and title of the designated person authorized to make representations for the Bidder.
- Provide an original ink signature by the person authorized to sign, date, and submit the bid.
- Describe your qualifications and the qualifications of each sub-contractor, if any.
- Provide a statement disclosing whether any likely source of significant financial or other conflict of interest might arise in the conduct of performing work.
- Provide a statement disclosing whether the Bidder's Company, either presently, or in the past, has been involved in any litigation, bankruptcy, or reorganization.

2. Statement of Qualifications of Firm/Joint Venture:

- A detailed description of similar projects successfully completed by the firm/joint venture in the past three years and a detailed description of results of that work. Include the name and telephone number of a contact person for each client who can verify the information provided.
- Listing of all projects (if any) completed for the City of Traverse City within the past five years.
- Listing of similar current projects and percent complete.

3. Project Approach:

The firm must provide a detailed description of the approach of its bid for this project. Proposed procedures should be included and thoroughly explained, such as, procedures for preparing design drawings, coordinating comments, and revisions to design drawings.

4. References:

Provide a list of at least three (3) clients, with contact names, addresses, phone numbers, and brief descriptions and dates for projects where relevant, recent work was performed.

5. Schedule:

Provide a schedule for the project beginning with the notice to proceed and the signed agreement. The schedule should show milestones such as design drawings and fabrication. All processes should be well planned and organized to keep the estimated installation date on target.

6. Bid Summary:

The City reserves the right to accept any, all, or none of the bids in whole or in part and to waive irregularities in any bid in the interest of the City. Because of this, an individual unit cost with price breaks is required by the firm. It is suggested that this budget be detailed and explanatory.

Bidder must identify, itemize, and price every type of sign (S, D, D/HC, HC, DMC, etc.) if applicable. Bidder should identify and price any additional or add-on signage that may be requested for any spaces added or removed from the Pay by Space locations. Bidder is required to complete the Bid Summary Sheet (See attachment D).

7. Exceptions to Bid Requirements:

Bidder must provide sufficient details on any exceptions not conforming to the bid requirements.

SELECTION PROCESS AND SCHEDULE

The DDA and City of Traverse City will review all submitted bids to determine a preferred firm. If no agreement can be reached with the top ranked firm, that vendor shall be dismissed and the committee shall proceed with discussions with the second ranked firm. This process may be repeated as many times as necessary until an agreement can be negotiated that is satisfactory for both parties.
The City of Traverse City reserves the right to reject any or all bids, waive technicalities, and to be the sole judge of the suitability of the proposed services for its intended use and further specifically reserves the right to make the award in the best interest of the City of Traverse City.

The projected schedule for selecting the bid for this project is as follows:

ACTIVITY	DATE
RFBs Available	August 21, 2014
Bids Due	September 4, 2014
DDA Review	September 5, 2014
City Commission Approval with signed contract	September 15, 2014

Mailing Address and Contact Information:

All **Bid inquiries** may be directed to:

Nicole VanNess
Parking Administrator
PO Box 42
Traverse City, MI 49685 231.922.0241 nicole@downtowntc.com

Individuals responding to this solicitation should mail **two (2) hard copies and one digital copy** of their bid to:

Julie Dalton
Executive Assistant/ Purchasing Agent
City of Traverse City
City Manager's Office
Governmental Center 2nd Floor
400 Boardman Avenue
Traverse City, MI 49684

All bids must be received by 2:00 PM on September 4, 2014 in order to be considered.

In the event it becomes necessary to revise any part of this RFB, addenda will be posted on the City of Traverse City's website. It is the sole responsibility of the bidder to check the website for updates and addenda prior to the bid being submitted.

ATTACHMENT A

Existing Parking Lot Signage Samples

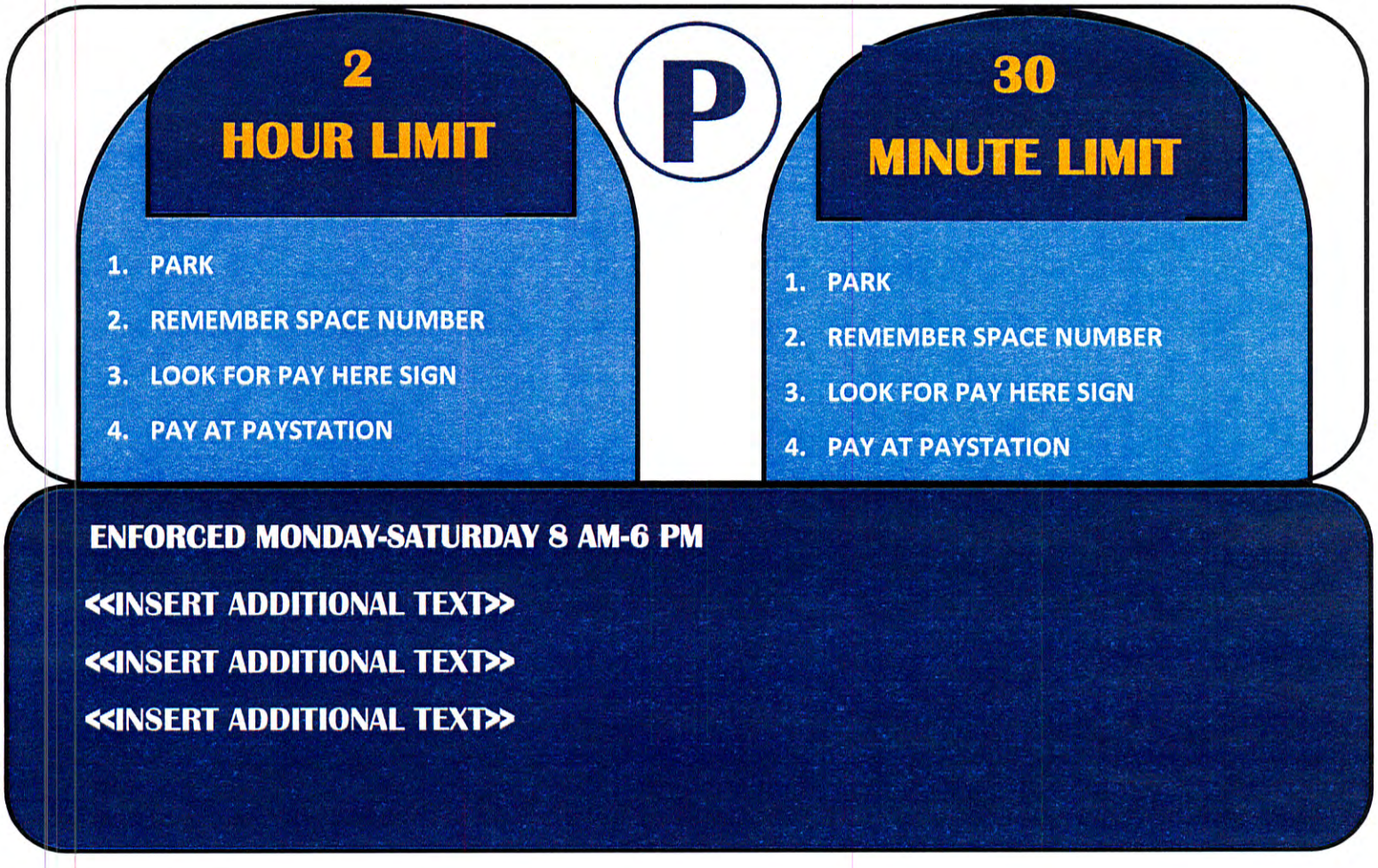
ATTACHMENT B

Bid Signage Design Samples (Minimum Requirement)

ATTACHMENT B-1

FRONT OF SIGN FACING PARKING SPACE

ATTACHMENT B-2



BACK OF SIGN FACING SIDEWALK

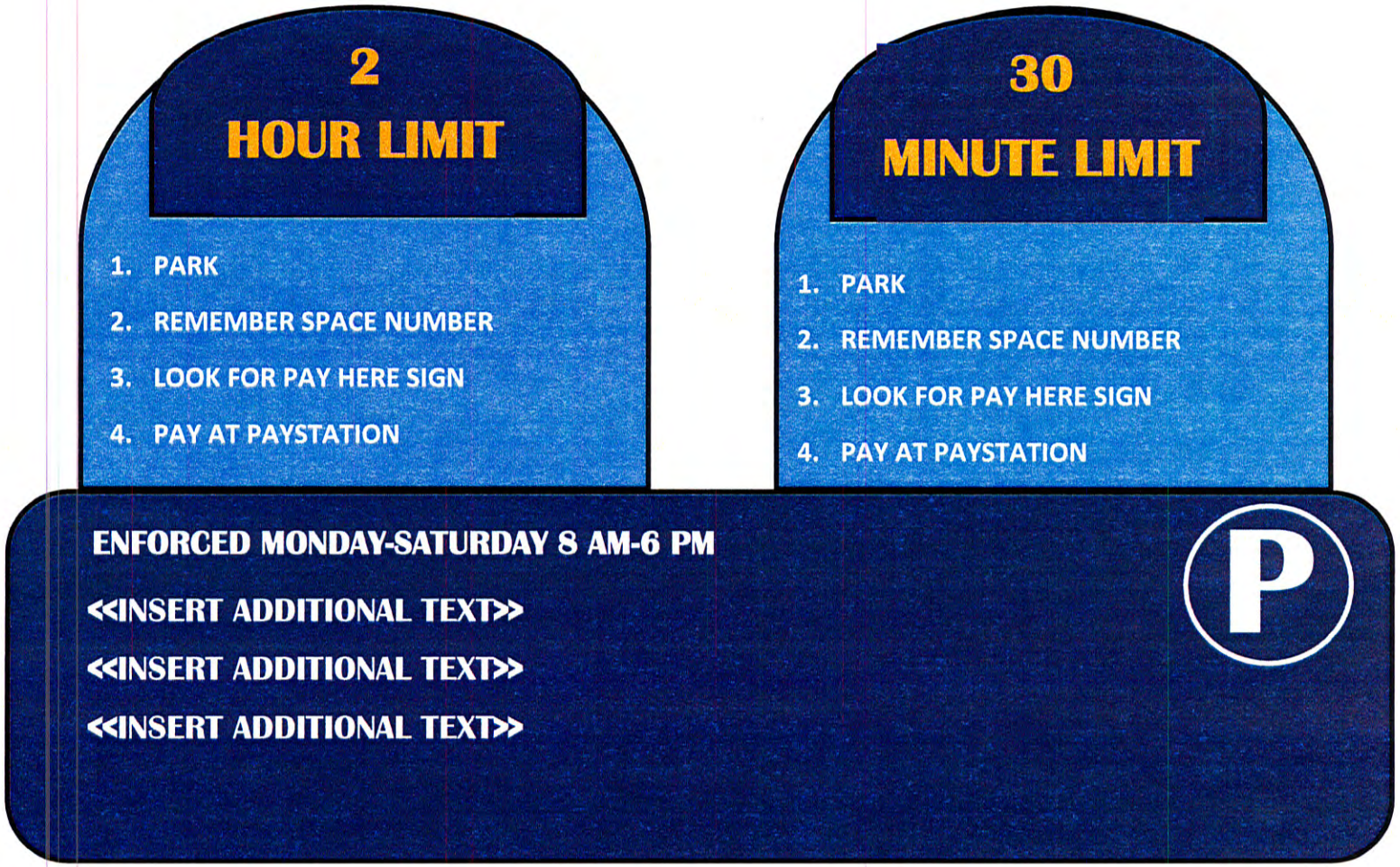
ATTACHMENT C

Bid Signage Design Samples (Bid Option A and B)

ATTACHMENT C-1

FRONT OF SIGN FACING PARKING SPACE

ATTACHMENT C-2



BACK OF SIGN FACING SIDEWALK

ATTACHMENT C-3

FRONT OF SIGN FACING PARKING SPACE

ATTACHMENT C-4

BACK OF SIGN FACING SIDEWALK

ATTACHMENT D

Bidder - Please complete and return

BID SUMMARY

TITLE: PAY BY SPACE SIGNAGE

DUE DATE: THURSDAY, SEPTEMBER 4, 2014 AT 2 PM

Having carefully examined the attached specifications and any other applicable information, the undersigned proposes to furnish all items necessary for and reasonably incidental to the proper completion of this bid. Bidder submits this bid and agrees to meet or exceed all requirements and specifications unless otherwise indicated in writing and attached hereto.

Bidder certifies that as of the date of this bid the Company or he/she is not in arrears to the City of Traverse City for debt or contract and is in no way a defaulter as provided in Section 152, Chapter XVI of the Charter of the City of Traverse City.

Bidder understands and agrees, if selected as the successful Bidder, to accept a Purchase Order / Service Order / Contract and to provide proof of the required insurance.

The Bidder shall comply with all applicable federal, state, local and building codes, laws, rules and regulations and obtain any required permits for this work.

The Bidder certifies that it is in compliance with the City's Nondiscrimination Policy as set forth in Administrative Order No. 47 and Chapter 605 of the City's Codified Ordinances.

The Bidder certifies that none of the following circumstances have occurred with respect to the Bidder, an officer of the Bidder, or an owner of a 25% or more share in the Bidder's business, within 3 years prior to the bid:

(a) conviction of a criminal offense incident to the application for or performance of a contract;

(b) conviction of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or any other offense which currently, seriously and directly reflects on the Bidder's business integrity;

(c) conviction under state or federal antitrust statutes;

(d) attempting to influence a public employee to breach ethical conduct standards; or

(e) conviction of a criminal offense or other violation of other state, local, or federal law, as determined by a court of competent jurisdiction or an administrative proceeding, which in the opinion of the City indicates that the bidder is unable to perform responsibility or which reflects a lack of integrity that could negatively impact or reflect upon the City of Traverse City, including but not limited to, any of the following offenses or violations of:

i. The Natural Resources and Environmental Protection Act.

ii. A persistent and knowing violation of the Michigan Consumer Protection Act.

iii. Willful or persistent violations of the Michigan Occupational Health and Safety Act.

iv. A violation of federal, local, or state civil rights, equal rights, or non-discrimination laws, rules, or regulations.

v. Repeated or flagrant violations of laws related to the payment of wages and fringe benefits.

(f) the loss of a license or the right to do business or practice a profession, the loss or suspension of which indicates dishonesty, a lack of integrity, or a failure or refusal to perform in accordance with the ethical standards of the business or profession in question.

Bidder understands that the City reserves the right to accept any or all bids in whole or part and to waive irregularities in any bid in the best interest of the City. The bid will be evaluated and awarded on the basis of the best value to the City. The criteria used by the City may include, but will not be limited to: ability, qualifications, timeframe, experience, price, type and amount of equipment, accessories, options, insurance, permits, licenses, other pertinent factors and overall capability to meet the needs of the City. The City is sales tax exempt – Government.

Bidder agrees that the bid may not be withdrawn for a period of ninety (90) days from the actual date of the opening of the bid.

MINIMUM REQUIREMENT:

12" X 8" STALL ID SIGN WITH TWO STALL NUMBERS $_____

12" X 8" STALL ID SIGN WITH ONE STALL NUMBER $_____

OPTION A

12" X 8" SHAPED STALL ID SIGN WITH TWO STALL NUMBERS $_____

12" X 8" SHAPED STALL ID SIGN WITH ONE STALL NUMBER $_____

OPTION B

6" X 8" INDIVIDUAL STALL ID SIGNS $_____

Submitted by:

_____
Signature

_____
Name and Title (Print)

_____
Phone Fax

_____
Company Name

_____
Company Address

_____
City State Zip

_____
Sole proprietorship/partnership/corporation

_____
If corporation, state of corporation