
The City of Traverse City

Office of the City Manager

GOVERNMENTAL CENTER
400 Boardman Avenue
Traverse City, MI 49684
(231) 922-4440
(231) 922-4476 Fax



August 28, 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 **Tuesday, September 9, 2014, at 10:00 a.m.** for the following:

PBS - PAY HERE SIGNAGE
(specifications attached)

If the specifications are obtained from the City's new updated website link at: http://www.traverscitymi.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@traverscitymi.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 **"PBS Pay Here Signage."**

You must submit **TWO (2) SEALED COPIES** 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 Mike Helferich, Deputy Parking Administrator, at (231) 922-0241 before the bid is submitted.

PLEASE SUBMIT BID TO: Julie Dalton, Purchasing Agent
400 Boardman Avenue, 2nd floor
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 multi-space pay station where patrons will pay for their parking. This project will be managed by the Traverse City Parking Services Department.

PROJECT GOALS

- Provide signage that directs patrons to the pay stations and 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.

SIGNAGE REQUIREMENTS

Material

- Minimum requirement of .080 aluminum that can withstand weather elements.
- Sign dimensions should not exceed 24 inches wide by 12 inches in height (See attachment B).
- Should not be able to bend or break with moderate force (i.e. snowplow or vandalism).
- Signage will be mounted to a post (2 signs) or to a bracket (3 signs).
- Signs should complement existing lot signage (See attachment A).
- Signs will include Signage Design Elements (See attachment B).
- Provide a mounting bracket for triangular mounted signs to fit posts with a 2 inch diameter.
- Provide 6 inch round base plate cover (for anchor bolts) consisting of four ½ inch mounting holes (see attachment B).

Signage Design Elements

- Universal "P" parking symbol
- Include text "PAY HERE"

Attachments

- Attachment A - Existing Parking Lot Signage Samples
- Attachment B - Bid Signage Design Sample

- Attachment C - Bid Summary Sheet

BID REQUIREMENTS

- All bids will be based on signage, but they should include the option for installation. Installation of the signage may or may not be performed by the Parking Services Department.
- Bids must include all required specifications. 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 for 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. At the time of the bid it is predicted that two sided sign (2 signs) would be installed in Lot RB, A, and O; and triangular signs (3 signs) would be installed in Lot B and C (See attachment B). Bids should include unit price per sign and brackets for triangular signs. Bids should include the price per bracket for mounting the triangular signs.

Lot RB

- 1 post with minimum of 2 signs.
- 1 round base plate cover.

Lot A

- 3 posts with minimum of 2 signs per post.
- 3 round base plate covers.

Lot B

- 4 posts with triangular signs (3 signs per post)
- 4 mounting brackets
- 4 round base plate covers

Lot C

- 3 posts with triangular signs (3 signs per post)
- 3 mounting brackets
- 3 round base plate covers

Lot O

- 1 post with minimum of 2 signs.
- 1 round base plate cover.

Bid Option

Provide installation service to mount brackets and signs on posts.

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 each sign. Bidder should identify and price any additional or add-on signage that may be requested for additional Pay by Space locations.

Bidder is required to complete the Bid Summary Sheet (See attachment C).

7. Exceptions to Bid Requirements:

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

Mailing Address and Contact Information:

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

Mike Helferich
Deputy Parking Administrator
PO Box 42
Traverse City, MI 49685
Tel: 231-922-0241
mike@downtowntc.com

ATTACHMENT A

Existing Parking Lot Signage Samples

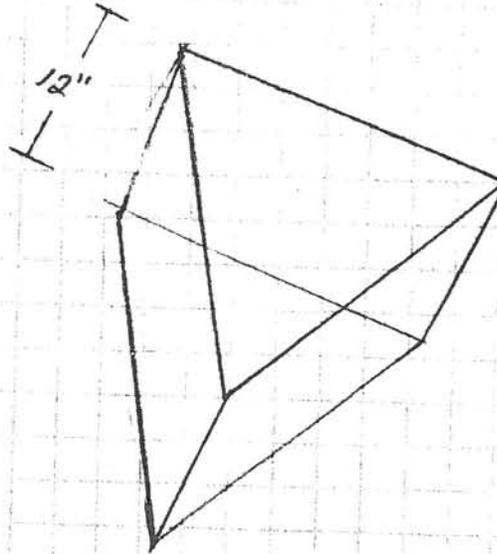
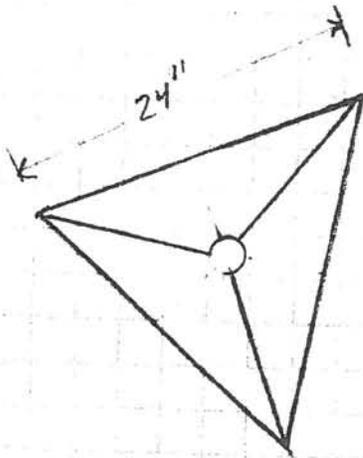


ATTACHMENT B

PAR-KUT INTERNATIONAL, INC.
Portable Steel Buildings, Booths & Security Enclosures
www.parkut.com
Phone: (586) 468-2947



nr **Built to Order & Built to Last Since 1954**



PAY
HERE



← Cover for anchor bolts

ATTACHMENT C

Bidder - Please complete and return

BID SUMMARY

TITLE: PBS PAY HERE SIGNAGE

DUE DATE: TUESDAY, SEPTEMBER 9, 2014 @ 10 AM

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 sixty (60) days from the actual date of the opening of the bid.

PBS PAY HERE SIGNAGE:

REQUIREMENT:

24" x 12" sign (per sign):	\$ _____
Mounting bracket for triangular sign (per bracket)	\$ _____
6" round base plate cover (per base plate cover)	\$ _____
Option: Installation of signs and mounting brackets on posts (per hour or per sign)	\$ _____

Submitted by:

Signature

Company Name

Name and Title (Print)

Company Address

Phone

Fax

City, State, Zip

Sole proprietorship/partnership/corporation

If corporation, state of corporation

REFERENCES: (include name of organization, address, contact person, daytime phone number, and length of time services have been performed).

1. _____

2. _____

3. _____

