

---

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  
tcmanage@traversecitymi.gov



August 19, 2021

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, October 5, 2021, at 10:00 a.m.** for the following:

**TRAVERSE CITY PARKING SERVICES  
PARKING GARAGE OCCUPANCY COUNT SIGNAGE**

If the specifications are obtained from the City's website link at: [http://www.traversecitymi.gov/bids\\_and\\_rfps.asp](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 [ksheridan@traversecitymi.gov](mailto:ksheridan@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.

You must indicate on the outside of the sealed envelope that the bid is for the **“Parking Garage Occupancy Count 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. Alternatively, E-Mailed bids *will be* accepted. Please indicate in the subject line of your e-mail that you are submitting a “Sealed Bid” together with the project description, “Parking Garage Occupancy Count Signage,” and submit your e-mailed bid to [ksheridan@traversecitymi.gov](mailto:ksheridan@traversecitymi.gov) **before Tuesday, October 5, 2021, at 10:00 a.m.**

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 e-mail Nicole VanNess, Transportation Mobility Director, at [nicole@downtowntc.com](mailto:nicole@downtowntc.com)

PLEASE SUBMIT BID TO: Kim Sheridan, Executive Assistant  
City of Traverse City - City Manager's Office  
400 Boardman Avenue, 2<sup>nd</sup> floor  
Traverse City, MI 49684

## **TRAVERSE CITY PARKING SERVICES – PARKING GARAGE OCCUPANCY COUNT SIGNAGE**

The Traverse City Parking Services is seeking proposals for the purchase and installation of occupancy count signage at the parking garages to improve parking awareness and ease traffic congestion. The project will consist of no less than (3) three signs, electrical and conduit installation, and software integration and other services to make operational. The project shall provide parking garage occupancy counts for two (2) separate parking garages in downtown Traverse City.

### **PROPOSAL TIMELINE**

Bids due by **Tuesday, October 5, 2021 10:00 AM**

#### **PRE-BID MEETING**

A pre-bid meeting has not been set for this project. Requests to review the site or perform a walk-through should be scheduled or site inquiries should be sent to Gerald Moeggenberg, Facilities Supervisor, [gerald@downtowntc.com](mailto:gerald@downtowntc.com).

#### **RFP INQUIRIES**

All submitted questions will be available in writing with response to each bidding Vendor. To ensure you are included in responses, you will need to email the Transportation Mobility Director, Nicole VanNess and the Purchasing Agent, Kim Sheridan ([Nicole@downtowntc.com](mailto:Nicole@downtowntc.com) and [ksheridan@traversecitymi.gov](mailto:ksheridan@traversecitymi.gov)) with your intent to bid. Only Vendors expressing their intent to bid will be provided with responses to submitted questions.

Questions about this project should be submitted in writing or via email to Nicole VanNess copying Kim Sheridan, the Purchasing Agent ([nicole@downtowntc.com](mailto:nicole@downtowntc.com) and [ksheridan@traversecitymi.gov](mailto:ksheridan@traversecitymi.gov)). Responses to the questions will be provided to all interested parties within two business days.

### **RESPONDENT QUALIFICATIONS**

1. Vendor and Subcontractors shall have at least two (2) years of experience with project included installing conduit and occupancy count signage or similar system.
2. Vendor must have prior experience installing conduit on precast parking structures or prove competency in conduit installation on similar precast facilities.
3. Vendor must be licensed for electrical work in the State of Michigan.
4. Vendor must be able to provide as-built drawings for conduit installation.
5. Vendor must have prior experience in the design and installation of parking garage occupancy count signs.

## SUBCONTRACTOR

Vendor shall disclose proposed use of contracted labor. If contracted labor is used, the Vendor shall detail the subcontractor's qualifications and work that is being performed.

## SCOPE

Vendor, hereinafter referred to as Vendor or Respondent, is to design, furnish, and install all components necessary to provide parking garage occupancy count signage with integration into the existing Amano-McGann Opus system at locations within 2 City parking facilities. Conduit will need to be installed at both parking garages in order to connect signage and pull occupancy count data. Signs are to be installed and mounted where they are easily seen and provide the most awareness to space availability for individuals looking for parking.

Conduit drawings are required to be submitted and approved prior to installation. Conduit installation must be completed by a licensed electrician and in accordance with applicable construction codes in the state of Michigan. Signs installed in outdoor locations shall be weatherproof. All signs shall be vandal proof. Complete specification details or "cut-sheets" for all products being proposed must be provided as part of the proposal package. The City desires that the system be a turn-key installation and be fully operational no later than May 31, 2022.

The system is to be fully warranted by Vendor for no less than one year. Vendor shall be responsible for maintaining the system operationally. This includes making all necessary repairs or replacements of system components due to normal wear and tear at no cost to the City.

## PERSONNEL

Vendor shall provide the City a listing of all personnel assigned to this engagement within ten days of the execution of the agreement. Vendor shall not change personnel without the approval of the City.

Personnel employed by Vendor shall be qualified for this type of work and hold any required certifications and/or licenses in effect. Vendor shall staff the project phases with the necessary trained and experienced personnel to accomplish the work in an effective and timely manner.

## REQUIREMENTS

1. The Proposal must include the installation of signage at two separate locations:
  - a. Hardy Parking Garage is located at 303 East State Street in downtown Traverse City.
    - i. Front Street – One Way Traffic ATTACHMENT A
      1. Note: There are currently active discussions to transition the one-way street to two-way traffic.
    - ii. State Street – One Way Traffic ATTACHMENT A
      1. Note: There are currently active discussions to transition the one-way street to two-way traffic.

- b. Old Town Parking Garage is located at 125 E Eighth Street in downtown Traverse City.
        - i. Eighth Street – Two Way Traffic ATTACHMENT B
2. At a minimum, the occupancy signage shall display:
  - a. The number of available spaces
  - b. the word “FULL”.
3. Proposals shall include the cost of all associated cabling and networking.
4. Proposals shall include all mounting hardware and posts/poles needed for installation.
5. Proposals shall be compatible with Amano-McGann software to push and/or pull occupancy data from the database.
6. All signs quoted shall contain LED or similar.
7. The occupancy sign placement reflected in ATTACHMENTS A and B are only suggestions. Vendors are encouraged to provide the most effective placement to ensure visibility and provide availability to parkers as identified in the goals established in the Requirements. Respondent should provide drawings depicting a schematic location for the placement of devices as part of its Proposal.
8. Drawings provided in conjunction with this RFP are representative for bidding purposes and the bidder shall field verify all dimensions as part of the work as these drawings are not guaranteed for scale. Additionally, the drawings may not reflect current conditions, as minor alterations may have been made to some facilities that may or may not affect the work to be performed under this Contract. The Vendor is responsible for all costs associated with this installation, and the City cannot guarantee accuracy of dimensions, specific building nuances, impediments, and any other installation related consideration.

## INSTALLATION

Proposer shall address in its response all pertinent elements and methodologies of installation including, but not limited to, the following:

1. Pre-planning
2. Subcontracted work
3. Sourcing/product acquisition
4. Installation

## SERVICES AND SUPPORT

Proposer shall include in its response a detailed explanation of all material elements regarding service and support elements of this Contract including, but not limited to, the following:

1. Protocol and pricing for upgrades and/or updates;
2. All licensing consideration;
3. All initial fees and annual subscription costs; and,
4. System troubleshooting assistance and protocols for ancillary systems.

## WARRANTIES AND DAMAGES

The successful Proposer will be required to provide direct warranties of merchantability, fitness for the City’s particular purposes, and non-infringement, and to transfer all manufacturer’s warranties on equipment delivered to the City. Damages for any cause of action, including

breach of contract or warranty, otherwise available under Michigan law shall not be limited or restricted.

## **EVALUATION**

Respondents will be evaluated on Design, Experience, Installation Capabilities, Support and Service Capabilities, and Pricing.

## **PRICING**

Vendor's price for the services required herein includes, but is not limited to designing, furnishing, conduit and connectivity installation, installing and setup up of occupancy signage, performing all necessary testing and system implementation. This includes making all necessary repairs or replacements of system components due to normal wear and tear, at no cost to the City, so that the system is fully operational at all times during the warranty period. Repairs or replacements other than normal wear and tear must be presented to City in writing for approval prior to work being performed.

**ATTACHMENT A - HARDY**

**ATTACHMENT B – OLD TOWN**

## BID RESPONSE SHEET

You must complete and include this sheet with your proposal.

### CONDUIT INSTALLATION

Item Number		Response
1	Are you able to provide as-built drawings for all conduit installation?	
2	Does your bid include price per linear foot so additional conduit could be added if needed or if signage locations are changed?	
3	Does your response include the City's responsibilities for network connectivity?	
4	Does the signage placement allow for visibility for when the one-way traffic is converted to two-way?	

### OCCUPANCY SIGNAGE

Item Number		Response
1	What is the name (company) of the occupancy signs you are recommending?	
2	What information is available to be displayed on the sign?	
3	Please attach signage specifications and/or cut-sheets	

**Bidder - Please complete and return**

**BID SUMMARY**

**TITLE: TRVERSE CITY PARKING SERVICES – PARKING GARAGE  
OCCUPANCY COUNT SIGNAGE**

**DUE DATE: TUESDAY, OCTOBER 5, 2021 @ 10:00 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.

Bidder submits this bid and agrees to meet or exceed all the City of Traverse city's requirements and specifications unless otherwise indicated in writing and attached hereto. 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.

**PRICING SUMMARY - YOU MUST SUBMIT PRICING IN THE TABLE BELOW OR ATTACH PRICING SHEET THAT INCLUDES ITEMS LISTED IN THE TABLE BELOW.**

	HARDY	OLD TOWN
Conduit Installation Costs (pricing should include per linear square foot for change orders)		
Sign Costs (provide costs of each type of sign proposed)		



Installation Costs		
List other costs not included in table:		
Total		

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, contact person, and daytime phone number).

1. \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_

2. \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_

3. \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_

SUBCONTRACTORS: (include name of organization, contact person, daytime phone number, and services to be performed).

1. \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Services to be Performed: \_\_\_\_\_

2. \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Services to be Performed: \_\_\_\_\_

3. \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Services to be Performed: \_\_\_\_\_