



June 12, 2023

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, June 29, 2023, at 2:00 PM** for the following:

RFB: PARCS Signage and Decals
(Specifications attached)

If the specifications are obtained from the City's 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 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 **"PARCS Signage and Decals."**

You must submit **TWO (2) SEALED COPIES, ONE (1) COPY WITH ONE (1) USB or ONE (1) COPY EMAILED AS A PDF ATTACHEMENT** of the bid to the City Manager's Office prior to the above-indicated time and date or the bid will not be accepted. If your bid is emailed, please indicate in the subject line of your e-mail that you are submitting a "Sealed Bid" together with the project description, **"PARCS Signage and Decals,"** and submit your e-mailed bid to tcmanage@traversecitymi.gov before June 29, 2023 @ 2 p.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 contact Cole Maxson, Parking Services Intern, cole@downtowntc.com or Nicole VanNess, Transportation Mobility Director, at (231) 486-5938 before the bid is submitted.

PLEASE SUBMIT BID TO: Kim Sheridan, Purchasing Agent
400 Boardman Avenue, 2nd floor
Traverse City, MI 49684

BID SPECIFICATIONS

PARCS Signage and Decals

Traverse City Parking Services

Introduction and Background

The City of Traverse City, hereby referred to as the “City”, has contracted the management of the Traverse City Parking Services (TCPS) to the Traverse City Downtown Development Authority (DDA). The contract includes all parking operations. In February 2023, the City Commission approved the expenditure replacement parking access and revenue control equipment for both the Hardy Parking Structure and the Old Town Parking Structure. The equipment will be installation will include operational changes for end users.

At this time the City is seeking requests for bids from qualified companies, hereby referred to as the “Vendor,” to provide instructional signage and sticker decals for use on equipment or to be posted near equipment to guide users. This project will be managed by the TCPS Department.

Bid Objective

The City has identified the following objectives for this project:

- a. Provide signage identified in package.
- b. Provide signage consistent with other parking operations in the TCPS Department.

Inquiries

Please direct any questions concerning any part of these specifications to:

Cole Maxson, Parking Services Intern

231.922.0241

cole@downtowntc.com

Nicole VanNess, Transportation Mobility Director

231.486-5938

nicole@downtowntc.com

Bids shall be clearly marked **“PARCS Signage and Decals”** must be received at the following location **no later than 2:00 p.m. on Thursday, June 29, 2023.**

Kim Sheridan, Purchasing Agent
City Manager’s Office
Governmental Center, 2nd floor
400 Boardman Avenue
Traverse City, MI 49684

Emailed proposals will be accepted. Only the successful vendor will be notified. Please refer to the bid posting on the City’s website for bid opening results.

Submission of Proposals

Interested Vendors must submit sealed bids containing: 1) two **(2)** proposals, 2) one **(1)** proposal and one **(1)** USB, or 3) one **(1)** proposal emailed as PDF attachment.

1. Cover page
 - a. Proposing company name
 - b. Contact person for RFB
 - c. Business address
 - d. Business telephone number
 - e. Email address
2. Company information, references and experience
 - a. Legal company name and location of headquarters and satellite offices that may be utilized during the project.
 - b. Brief description of company history including any recent mergers and/or acquisitions within the last three years.
 - c. Providers must include a list of other governmental entities including points of contact (name, address and telephone numbers) to be used as references for all governmental entities work performed in the last five years. Selected organizations may be contacted to determine the quality of work performed. For providers who would be assigned to the project, their education and work experience must be described.
3. Cost proposal in accordance with the above specifications. All prices, costs and conditions outlined in the proposal shall remain fixed and valid for acceptance for 180 days starting on the due date of the proposals. The cost proposal shall represent all costs to be considered in making comparisons in order to award the contract. No additional fees will be paid for services not itemized on the bid form. The City reserves the right to negotiate with the awarded provider reasonable fees for services unanticipated or not existing at the time of the contract award without prior written authorization.

Evaluation of Proposals

All proposals received shall be subject to evaluation by representatives of the City. This evaluation will be conducted in a manner deemed appropriate by the City for the selection of a vendor for the purpose of entering into a contract to perform this service. Price alone shall not be the basis for the award of this work but shall be only one of the components considered. The City does not intend to award a contract for this work solely based on any response made to this request. The City reserves the right to interview any vendor who presents a proposal and who is shown to be qualified, responsible and capable of performing the work prior to any award of this work.

Time Frame

Approval of a contract for the work is anticipated by the City Commission no later than July 17, 2023. The delivery date of all signs is requested no later than August 25, 2023. The Vendor shall clearly outline a timeline and date of completion.

Scope of Services

The Vendor will provide signs, decals and magnets in the quantities, material and ratios as identified in Attachment A.

- Sign/decals material to be aluminum, vinyl or magnet.
- Minimum requirement of .080 aluminum that can withstand weather elements.
- 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. vandalism).
- Installation may be completed by the Parking Services Department.
- Signs and decals should follow existing Hex Color codes used in existing lot signage

Attachments

- Attachment A – Signage and Decal Design Elements
- Attachment B – Bid Summary Sheet (REQUIRED IN SUBMITTAL)

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 signs and decals identified in Attachment A.
- Bids should include the cost/credit of additional/reduced signage from the current numbers.
- Bidders must acknowledge a delivery date of no later than August 25, 2023 for the 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.”

Bidder Attachment B- Please complete and return

BID SUMMARY

TITLE: PARCS Signage and Decals

DUE DATE: THURSDAY, JUNE 29, 2023

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.

Cost and Services – This section must be completed and will be used for vendor cost comparison

All items below are minimum requirements and must be included in the total bid price whether providing one price for total package or individual pricing. Pricing should be indicated for additional signage should quantities be increased.

Reference Attachment A for breakdown of signs and decals.

Requirement	Total Qty	Cost for Bid	Unit Cost for additional
Aluminum Signs with Vinyl	76		
Adhesive Vinyl Decals	165		

Submitted by:

Signature

Company Name

Name and Title (Print)

Company Address

Phone Fax

City, State, Zip

EMAIL ADDRESS:

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: _____