

MANTI CITY
50 SOUTH MAIN STREET MANTI, UTAH 84642
INVITATION TO BID - COMPETITIVE SEALED PROPOSALS (CSP)
FOR A PROCUREMENT OF UPGRADES AND IMPROVEMENTS TO
SENIOR CENTER IMPROVEMENT PROJECT

DOCUMENT SUMMARY:

MANTI CITY is seeking Competitive Sealed Proposals (CSP) for a procurement of SENIOR CENTER IMPROVEMENT PROJECT. The project is funded through a Community Development Block Grant (CDBG). The city will select one (1) Supplier to provide equipment, materials and labor for the project as outlined in this request.

SCOPE OF WORK:

MANTI CITY is seeking to make needed improvements and upgrades to the SENIOR CENTER, which is located at 54 N Main Street, Manti, UT 84642. This project will include:

- Enlargement and upgrading of kitchen area including:
 - Replacement of sink, cabinets and flooring.
 - Removal of one wall and erection of another to expand the kitchen. Old wall removal equals approximately 7.5 linear feet. New wall erection equals approximately 20 linear feet. Total enlargement area equals approximately 150 square feet.
 - Replacement of appliances with commercial grade units. Appliances to include two double ovens with cook top range, one 3-door refrigerator.
- Replacement of worn carpets in the multi-purpose room, approximately 792 square feet.

Additional items that may be out for bid that are not included in this scope of work are NOT considered part of this CSP, but rather may be noted for information purposes.

MANTI CITY requires suppliers to provide a complete and finished project that meets or exceeds all current federal standards and ADA requirements.

The CSP shall include all costs associated with the proposed project.

QUESTIONS CONCERNING THE CSP SHOULD BE DIRECTED TO:

Kent Barton
Phone: 435-835-2401
Email: kentbarton@manticity.com

DESIGN ELEMENT GUIDELINES & PROJECT SPECIFICATIONS:

The total dollar amount allocated to complete the full project has a target amount of \$250,000.00. Please provide proposals that fit within this budget amount. Any proposal exceeding \$12,500.00 beyond the budgeted amount will automatically be rejected.

ASSEMBLY/INSTALLATION, INSPECTION AND WARRANTEE:

Assembly/Installation: The projects assembly and installation will be provided and managed by the Supplier. The Supplier must provide direct supervision from the manufacturer or provide qualified and certified representative familiar with playground installation. All tools and equipment required to install play equipment shall be provided by the Supplier for this project. The Supplier will be given 365 calendar days to complete the proposed work including product manufacture, delivery and installation. Calendar days will begin as outlined in the awarding of the bid/contract. The Supplier will certify installation is in accordance with all manufacturers' requirements including, but not limited to warrantee and fall zone requirements.

Inspection: A certified representative of the Supplier is required to conduct a post installation inspection of the full project upon completion to insure proper completion. If not properly installed, modifications must be submitted in writing to the town and remedied immediately. Co-inspection with the Supplier's representative of assembly and installation work will be conducted by the following installation. The town will supply the punch list for final completion generated by this co-inspection. The Supplier shall submit to the manufacturer's certification of compliance and warrantee following punch list completion.

Warrantee: Upon completion of installation, the Supplier must provide documentation attesting the equipment has been installed meeting all specifications required to be warranted by manufacturer. Additionally, it is the Supplier's responsibility to provide the manufacturer's warrantee of installed equipment.

COMPLIANCE:

All equipment must meet and/or exceed all federal guidelines. Documentation of compliance must be provided with the Supplier's proposal.

All equipment must comply with the Americans with Disabilities Act (ADA).

The selected Supplier will be required to comply with the requirements of the CDBG funding source. These requirements will be made part of the installation contract that will be entered into following Supplier selection. The CDBG requirements include compliance with 4010 Federal Labor Standards, the CDBG Supplemental Conditions and Davis-Bacon Building Wage Rates, all of which are attached below for reference as Attachments.

The Supplier will ensure that hiring is made on the basis of merit and qualifications and that there will be no discrimination in employment on the basis race, ancestry, color, physical or mental

disability, religion, national origin, sex, age, marital or familial status, creed, ex-offender status, physical condition, political belief, public assistance status or sexual orientation, gender identity or expression, except where these criteria are reasonable bona fide occupational qualifications.

The Supplier and any persons doing work on this project will be required to obtain business registration with MANTI CITY.

All laborers and mechanics employed by Supplier in performance of this construction work shall be paid wages at rates as may be required by law.

The Supplier shall utilize the Utah Davis-Bacon Wage Rates for Heavy Construction effective to the most recent date posted prior to bidding.

The Supplier must provide an original Certificate of Product Liability Insurance.

DISCLAIMER:

MANTI CITY shall be exempt from any liability for costs incurred by unsuccessful suppliers in the preparation of a CSP.

CIVIL RIGHTS STATEMENT:

MANTI CITY is an Equal Employment Opportunity Entity. Qualified women, veterans, minority and handicapped individuals are strongly encouraged to submit proposals.

PROPOSAL SUBMITTAL DATE & TIME:

All CSP must be submitted to MAYOR CHUCK BIGELOW at MANTI CITY Office by 5:00 PM MST on DEC 8, 2023.

The MANTI CITY Office is located at:
50 SOUTH MAIN STREET
MANTI, UTAH 84642

All submitted CSP must be addressed as follows:
Proposal for SENIOR CENTER IMPROVEMENT PROJECT
Attn: MANTI CITY MAYOR BIGELOW
MANTI CITY
50 SOUTH MAIN STREET
MANTI, UTAH 84642

PROPOSAL FORMAT:

Proposals shall be submitted in the following format:

- SENIOR CENTER IMPROVEMENT PROJECT

- Supplier Name
- Statement that CSP meets CDBG Guidelines
- The project's proposed description, photos, plans, etc.
- Designs showing all safety precautions necessary for this improvement project
- Warrantee and insurance capabilities
- Statement of understanding of Davis-Bacon and non-discrimination requirement
- Project Cost Proposal & Timeline
- Any additional information relating to scoring criteria as listed below
- References

Proposals must include complete drawings for the full design of the project. Proposals must include a bid price for each design presented. Bids must list the cost of all major components of the project. Prices shall include delivery f.o.b., freight paid by the bidder to the jobsite.

MANTI CITY reserves the right to reject any and all proposals with or without cause, and to accept proposals which it considers most favorable. Proposals should include a minimum of two references of projects similar to that proposed. References shall include name of project, location, contact information including phone number and general cost of installation.

All delivery, assembly, installation and supervision costs must be included in the proposal. Payment for the project will be sent within sixty (60) days after delivery and assembly/installation and invoicing of the park upgrades and improvements. All proposal amounts shall be guaranteed for not less than sixty (60) days after the proposal submission deadline date. No proposal may be withdrawn within a period of sixty (60) days after the bid opening date.

Each proposal must be accompanied by a Certified Check, Cashier's Check, or Bid Bond payable to MANTI CITY in an amount not less than ten percent (10%) of the total bid amount. The successful Supplier shall furnish approved Performance and Payment Bonds, each in the amount of one hundred percent (100%) of the bid amount. Workmen's Compensation, Comprehensive General Liability, and Transportation insurance and insurance certificates shall be provided by the successful Supplier.

Successful Suppliers are required to comply with MANTI CITY Business Licensing requirements. Following execution of proposal receipt, proposals will be available to the public upon specific request.

The Supplier must submit two (2) hard copies of the proposal to the address listed above. All Proposals must comply with the specifications and guidelines provided in this document.

This solicitation is being offered in accordance with state statutes governing procurement. Accordingly, MANTI CITY reserves the right to negotiate an agreement based on fair and reasonable compensation for the scope of work and services proposed, as well as the right to reject any and all responses deemed unqualified, unsatisfactory or inappropriate at the sole discretion of MANTI CITY.

EVALUATION AND SELECTION PROCESS:

Proposals will be evaluated by a selection committee based on the following criteria:

Criteria & Points:

1. CSP Proposed Cost & Timeline (20 Points)
2. CSP addresses design guidelines and specifications (20 Points)
3. CSP Statement to meet CDBG guidelines (20 Points)
4. CSP Safety precautions, warrantee and insurance capabilities (20 Points)
5. Overall Quality of CSP and references (20 Points)

Maximum Points: 100

Following the submission of all CSP submittals, a Selection Meeting, made up of the Council and the Mayor will be held at TBD, at the MANTI CITY OFFICE. This meeting will be open to the public. All sealed bids shall be opened by the Mayor or designated representative in the above listed open public meeting, before one or more witnesses, at the time and place indicated in this bid packet. The name of the bidder and the amount of each bid shall be recorded and made available to the public. Bids shall not be accepted after the time for submission of a bid has expired.

The Council shall award the bid/contract to the lowest qualified bidder or the bidder who best satisfies the objective criteria described in the invitation for bids which may include: Experience, performance ratings, inspection of workmanship, suitability, quality, likely compatibility with existing assets or practices, availability, warrantee, references, licensure, proximity or other criteria reasonably specified in the invitation to bid.

Tied bids may be resolved using any reasonable criteria and at the sole discretion of the Council. Please refer to State Code Title 63G - Chapter 6a for the procurement policy followed.

5 ATTACHMENTS:

- CDBG Bid Packet 2024 – Manti City
- HUD Form 4010 UPDATED V6.22
- Section 3 - Construction Contract Clause
- BABA Contract Clause
- BABA Acknowledgement