

Request for Bids (RFB)

Levan Town, Utah

Soliciting Body: Levan Town

Project Title: Levan Town Park Improvements

Project Funding: May be funded in part through HUD Community Development Block Grant (CDBG) or other federal funding

Anticipated Project Start Date: October, 2025

Bid Due Date: October 31, 2024 by 11:00 a.m.

Overview:

Levan Town is seeking Competitive Sealed Bids (CSB) for a procurement of upgrades and improvements to the Town of Levan Park. The Town of Levan will select one (1) Supplier to provide equipment, materials and labor for the project as outlined in this RFB.

Scope of Work - Project requirements:

Levan Town is seeking to make upgrades and improvements to the Town of Levan Park, located at 39.56301495531654 N., -111.86259031249341 W. This project will include all activities to purchase and install items below or similar items that could also be used to meet ADA compliance.

- Levan Town is advertising for the construction of 2 new pickleball courts to be installed under a 2,000 sq. ft. bowery, which should be included in the bids. Pickleball Court bids should include sports flooring, nets and poles. Each pickleball court should be at least 800 sq. ft. in size.

Note: if adding ADA elements within the project, specify within the scope the ADA request such as specifying the bathroom will be ADA accessible.

Quality of system components, quality of design, handicapped accessibility, inclusiveness, cost, appropriateness to location and target demographic must be taken into consideration in the design of the proposed system. Town of Two requires contractors to provide playground equipment that meets or exceeds all current federal standards, including ADA requirements. All installed parts must be of a commercial grade and quality. No residential grade equipment will be accepted.

The bid submitted needs to list the designed components being proposed for the park improvements and updates, as well as a time frame for completion once notified of award. Bidders should include structure and component model numbers, materials, color choices and recommendations, estimated lifetime of equipment including manufacturers' warranty, and any other relevant descriptive information. Bidders are encouraged to take accessibility into account in their designs.

Preferred Project Options:

- All playground equipment elements must demonstrate the highest level of durability in materials and finishes selected in consideration of health and safety.
- "Green" construction practices and materials are highly desired.

- Structures and elements should be unique to the parks so as not to duplicate others in the greater area.

Scope of Work and Terms and Conditions:

The proposed Scope of Work has been included in this Request for Bids (RFB). Bidders should review the Scope of Work before submitting their responses to the Application requirements to ensure the Bidder's capability to meet all project and funding requirements. Additional items that may be out for bid that are not included in this scope of work are NOT considered part of this project, but rather may be noted for information purposes.

The selected Bidder for this project is required to comply with the attached Terms and Conditions, attached Scope of work, and requirements of the CDBG funding source, including but are not limited to, compliance with HUD 4010 Federal Labor Standards, Section 3 of the Housing and Development Act of 1968, Build America, Buy America (BABA), and Department of Labor Davis-Bacon Wage Rates.

Post Award Document Requirements:

The following documents may be required after notification of the bid award, prior to the execution of the agreement:

1. Worker's Compensation Insurance
2. Comprehensive General Liability Insurance
3. Transportation Insurance
4. Business Licensing
5. Performance and Payment Bonds

Attachments:

Attachment A: HUD 4010 Federal Labor Standards

Attachment B: Section 3 of the Housing and Development Act of 1968

Attachment C: Build America, Buy America (BABA)

Attachment D: Department of Labor Davis-Bacon Wage Rates

Contacts:

Levan Town
Attn: Mayor Rowley
20 N Main St.
Levan, Utah 84639
(435) 623-1959
office@levantown.com

Submission Instructions

1. Two hard copies of bids must be submitted to Christine Carrigan at Levan Town Clerk's Office by 11:00 a.m. MST on October 31, 2024, at the address listed above.
2. Submitted bids must be addressed as follows:
Bid for Levan Town Park Project
Attn: Town of Levan Mayor Rowley
3. Two hard copies of bids shall be submitted in the following format:
 - a. Project Name
 - b. Supplier Name
 - c. Certification that Bidder will meet CDBG Guidelines, including previous experience of the Supplier and submission of required documentation from

appendix A-D, as well as certification of understanding and compliance with the Davis-Bacon Act

- d. Designs showing all safety precautions necessary for this project, as well as Warranty and insurance capabilities
- e. Project Cost of Proposal and Project Timeline
- f. Minimum of two references of installations similar to this project. References shall include the name of the project, location, contact information including phone number, and general cost of installation.
- g. Certified Check, Cashier's Check, or Bid Bond

Additional Submission Information:

- 1. Bidders must bear the cost of preparing and submitting a bid for this RFB. By submitting a bid for this project, Bidders acknowledge Levan Town is exempt from any liability for costs incurred by unsuccessful bidders in the preparation of a competitive sealed bid.
- 2. Bids must include a bid price for each design presented in the proposal.
 - a. Bids must list the cost of equipment, materials, and labor separately.
 - b. Prices shall include freight on board (FOB), freight paid by the Bidder to the job site.
- 3. Bid amounts shall be guaranteed for not less than sixty (60) days after the Bids submittal deadline date.
- 4. Failure to comply with any part of the RFB may result in disqualification of the bid.
- 5. Late bids will not be accepted.
- 6. Bids that do not include all required documentation may not be considered complete and may be denied.
- 7. Levan Town may request the correction of immaterial omissions during review. Bidders must respond within the time period provided in the request.
- 8. By submitting an application, the Bidder acknowledges and agrees that the requirements, Scope of Work, and the evaluation process outlined in this RFB are understood, fair, equitable, and are not unduly restrictive. Any exceptions to the content of this RFB must be addressed prior to the application deadline. The Bidder further acknowledges they have read the RFB, including all attached or referenced documents.
- 9. Levan Town is an Equal Employment Opportunity Entity. Qualified women, veterans, minority, and handicapped individuals are strongly encouraged to submit bids.

Bonding:

Each Bid must be accompanied by a Certified Check, Cashier's Check, or Bid Bond payable to Levan Town 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.

Addenda:

Addenda shall be published within a reasonable time (at least 5 days prior to the application due date), to allow Bidders to consider the addenda when preparing applications. Minor addenda and urgent circumstances may require a shorter period of time.

Evaluation and Award:

- 1. Bids will be evaluated on a competitive basis, with award being made to the lowest qualified Bidder(s) whose CSB is determined to best meet the objectives of the Levan Town, taking into consideration all factors set forth in this RFB and outlined in the attached Evaluation Score Sheet.

2. Following the submission of all CSB submittals, a Selection Meeting, made up of the Council and the Mayor will be held at 7:00 p.m. on December 12, 2024, in the Town of Two Hall located at 20 N Main St. Levan Town, Utah 84639. 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.
3. This RFB is conducted in accordance with Utah State Procurement Code and Rule. Levan Town will negotiate an agreement with the successful Bidder based on fair and reasonable compensation for the scope of work and services proposed.
4. Tied bids may be resolved using any reasonable criteria and at the sole discretion of the Town of Levan.
5. Levan Town may reject any and all responses deemed unqualified, unsatisfactory or inappropriate at the sole discretion of Levan Town.
6. Levan Town reserves the right to reject any and all bids or withdraw this offer at any time.
7. Bidders must be available to answer clarifying questions during the grant review period.
8. Bidders must be available for presentations upon request.
9. Bids will be evaluated by a selection committee based on the following criteria:
 - a. Bids will be evaluated by a selection committee based on the following criteria & points:
 - i. CSB Proposed Cost & Timeline (20 Points)
 - ii. CSB addresses presented scope of work (20 Points)
 - iii. CSB Statement to meet CDBG guidelines (20 Points)
 - iv. CSB Safety precautions, warrantee and insurance capabilities (20 Points)
 - v. Overall Quality of CSB and references (20 Points)
 - vi. Maximum Points: 100
10. Organizations previously receiving funding from Levan Town should be in good standing to be considered under this RFB.
11. Submitted CSBs will be open to public inspection under the guidelines of the Government Records Access and Management Act (GRAMA). The entire application will be open unless bidder requests in writing that trade secrets/proprietary data be protected. A GRAMA Claim of Business Confidentiality must be submitted prior to the submission deadline.

SUBMISSION CHECKLISTS

Pre-Application Checklist	
<input type="checkbox"/>	Unique Entity Identifier (UEI) number and Registration with SAM.gov (status must be active prior to receiving an executed agreement)
<input type="checkbox"/>	Obtain or prepare project bond for CSB

Application Checklist	
<input type="checkbox"/>	Proposed description, photos, and plans addressing RFB requirements
<input type="checkbox"/>	Designs showing safety precautions necessary for the project
<input type="checkbox"/>	Compliance statement meeting CDBG Guidelines, including prior Bidder experience, as well as Compliance statement for applicable regulations, including Davis-Bacon and non-discrimination
<input type="checkbox"/>	Warranty and Insurance information and documentation

<input type="checkbox"/>	Project Timeline
<input type="checkbox"/>	Cost Proposal
<input type="checkbox"/>	Minimum of two references of comparable installations
<input type="checkbox"/>	Certified Check, Cashier's Check, or Bid Bond for an amount not less than 10% of the total bid amount

Appendix A-D:

Please see the attached documentation:

- A. Davis Bacon Wages**
- B. HUD Form 4010**
- C. Section 3 Construction Clause**
- D. BABA Materials - Clause and & Acknowledgement Page**