



City of Menominee

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Request for Quotation (RFQ) City of Menominee TRIANGLE PARK FOUNTAIN

May 19, 2017

1.0 SUMMARY

- 1.1 Request for Quotation: Fountain Suppliers with proven industry experience are invited to submit a quotation for supplying a replacement fountain for the Triangle Park located at the intersection of 18th Avenue and 10th Street in Menominee, MI.
- 1.2 The Request for Quotation (RFQ) does not constitute a contract for services performed or to be performed. Following the selection of the successful supplier, the City of Menominee (hereafter referred to as “City”), and the Supplier will negotiate a contract including a full scope of services. If there are any questions and/or to schedule a site visit, contact the City Engineer/ Director of Public Works at (906) 290-0298.
- 1.3 Services To Be Performed: The Supplier’s services will consist of providing all necessary labor, equipment and materials for the manufacture and delivery of this product. The following is the scope of service and specifications:
 - 1.3.1 Examine existing fountain for determining necessary fountain foundation requirements. Necessary removal of the existing fountain and or other excavation prior to installation of the new fountain shall be performed by others. Any base preparation or other necessary concrete flatwork to be provided to erect the fountain in the arrangement shown on the attached drawing is required to be included within this quotation.
 - 1.3.2 The proposed work includes manufacture and delivery of the following fountain (or approved equal):
 - Carved Stone Creations 2-Tier Traviata Fountain in Giallo Fantasia Y Granite (60” diameter x 96” tall), and

- 12” deep x 36” wide x 2” tall Giallo Fantasia Y Granite Pool Coping (for supply and installation of new seat caps around existing 18’ OD permanent pool), and
- 10’ Copper Spray Ring with (30) 3/8” nozzles (install nozzles about 12” apart)

The existing permanent pool, pump and filtration system shall be retained and used for operation of the new fountain.

1.3.3 Propose a delivery schedule to facilitate completion of installation with fountain fully operational by 8/1/17 and with all project work totally completed by 10/1/17.

The Supplier will need to order materials and coordinate their work schedules with the Contractor providing the removal of the existing fountain, lawn restoration and clean-up. While the intermediate milestones for completion of the various tasks involved in the project are to be proposed by the Contractor, the City desires that the fountain be operational by the Water Front Festival weekend on 8/1/17 and requires that the project be completed in all respects no later than 10/1/17.

1.3.4 Provide a minimum of 2 year labor and material warranty.

2.0 DELIVERABLES

- 2.1 The Supplier is to provide all warranty documents.
- 2.2 Materials proposed to be used and insurance documents should be part of the quotation submittal.

3.0 COMMERCIAL

3.1 Insurance Requirements: Any contract entered into as a result of this RFQ may require the Supplier to obtain and maintain a minimum of \$1,000,000 of insurance coverage. Without limiting any liabilities or other obligations of proposer, successful proposers performing as independent contractors hereunder, shall be fully responsible for providing Worker’s Compensation, General Liability, Professional Liability, and Automotive Liability coverages.

The successful proposer must provide a Certificate of Insurance within fifteen (15) calendar days after notification of award. Certification must include: name and address of insurance company (must be authorized to conduct business in the State of Michigan or be named on the List of Authorized Insurance Agencies maintained by the Michigan Department of Insurance), policy number, and liability coverage and amounts.

3.2 Liquidated Damages: If the Supplier does not meet the project completion date that is agreed upon in the contract, the Supplier shall satisfy obligations of the contract with

the City at the Supplier's expense with damages of \$150.00 per day past the contract completion date. The Supplier can request time extensions (in writing) at least fifteen (15) days in advance of the deadline. The City reserves the right not to grant the requested time extension, in which case the penalties would still apply. The liquidated damages clause shall also apply to the intermediate contract milestones dates, as well as the ending contract date.

4.0 SUBMITTAL REQUIREMENTS

4.1 General: Please submit one original and two copies (total of three copies) of the quotation in a sealed envelope, no later than **3:00 PM on May 31, 2017** to the attention of:

Valerie Mellon
City Engineer/ Director of Public Works
City of Menominee
2511 10th Street
Menominee, MI 49858

**Faxed quotations are welcomed. (906) 863-3266

*** Please follow up the official written submittal with an electronic copy sent to vmellon@cityofmenominee.net

In the interest of fairness to all suppliers and to facilitate timely review of all the quotations by the City, quotations received after the scheduled receipt time stated above will not be accepted and will be returned to the sender marked "LATE". All quotations received on time become the property of the City and will not be returned.

4.2 Proposal Organization: To facilitate the City's objective review of the quotations from different Suppliers, the Suppliers are requested to organize the main document as follows.

4.2.1 A letter on company letterhead indicating that the quotation represents an offer by the firm to provide the fountain for the stated fee according to the stated schedule. A Principal of the firm authorized to commit the firm must sign the letter.

4.2.2 Information of the following topics:

4.2.2.1 Executive Summary: Should address the highlights of the product, along with the strengths and special expertise of the supplier and a list of several references for successful installation of the same type as this project.

4.2.2.2 Basis of Compensation: The City requests a Lump Sum amount for any / all shipping, delivery and installation of the fountain which includes all parts necessary for installation.

4.2.2.3 Schedule: Please provide the proposed time schedule for the delivery.

4.2.2.4 Terms and Conditions of the Contract: The City proposes to use a standard City of Menominee contract for procurement. This information shall be provided to the successful supplier during contract negotiations. Should the Supplier have any special or unusual contract conditions or limitations, the City should be advised of these in this section of the proposal.

4.2.2.5 General: This RFQ does not commit the City to enter into agreement, to pay any costs incurred in the preparation of a proposal in response to this request or in subsequent negotiations, or to procure a contract for the project. The City will require the selected proposer, if any, to participate in negotiations and to submit such cost, technical and/or other revisions to the proposals as may result from negotiations.

4.3 Schedule for the Selection Process: The following is the anticipated schedule for the Contractor selection process.

<u>Item</u>	<u>Date</u>
City issues RFQ	May 19, 2017
Completed quotations due to City	Must be received by Valerie Mellon no later than 3:00 P] on May 31, 2017.
City Manager Awards Contract Submittal by the selected Contractor to the City of complete and signed Contract documents (Purchase Agreement). City issues Notice To Proceed (NTP).	On or before June 20, 2017

4.4 Proposed Work Schedule: The following is the proposed work schedule for this project.

Begin Project Work	Following NTP
Installation of Fountain	Within 60 days of NTP