

# REQUEST FOR BIDS

## PARK MONUMENT SIGN

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CITY OF THREE RIVERS

333 W. Michigan Ave.

Three Rivers, MI 49093

(269) 273-1632

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# Bidding Information

## Performance Bids

The City of Three Rivers is committed to the concept of performance bids. All vendors are encouraged to submit bids which conform to the stated specifications, as well as, suggest deviations from the specifications, which in the vendor's opinion would be beneficial to the City in terms of price and performance. The City reserves the right to accept or reject any bid under these terms.

### *I. Instructions*

- A. Bids must be typewritten or clearly printed in ink and signed by a duly-authorized representative of the firm submitting the quote.
- B. Bids must be submitted in sealed envelopes, clearly marked on the outside, "**Park Monument Sign**".
- C. Bids will be received by the Office of the City Clerk, City Hall, 333 West Michigan Avenue, Three Rivers, Michigan, 49093, until **10:00 a.m. local time, Friday, June 14, 2019**. All bids will be date stamped and time marked when received.
- D. Faxed or emailed bids shall not be accepted.
- E. If you received this document from our website, you must e-mail your contact information to [mbliss@threeriversmi.org](mailto:mbliss@threeriversmi.org) so we can place you on the bidders list for addenda.

### *II. Conditions Applicable to Bids*

- A. Applicable Laws: The Ordinances and Charter of the City and laws of the State of Michigan concerning competitive bidding, contracts and purchases will be employed.
- B. Taxes: The City of Three Rivers is generally exempt from Federal Excise and Michigan State Sales Tax. Prices should not include tax.
- C. If the bidder elects to deviate from the specifications stated, all exceptions or other changes must be clearly noted.
- D. The City reserves the right to reject any and all bids, waive informalities or defects in bids, or accept such bids as it shall deem to be in the best interest of the City of Three Rivers.
- E. The City does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.
- F. The Bidder shall provide a completed W-9 form with this bid
- G. The City plans to consider the purchase of the equipment at the **June 18, 2019** Commission meeting.
- H. A guarantee installation date of **September 1, 2019**.
- I. If you have any further questions, please contact Melissa Bliss, at 269-273-1632 or e-mail inquiries to [mbliss@threeriversmi.org](mailto:mbliss@threeriversmi.org).

# Specifications for Park Monument Sign

## *Objective*

The City of Three Rivers is issuing this bid in order to identify a qualified exterior architectural signage fabricator for the purchase and installation of one (1) Dual face Sign at the new Armstrong Park, sports complex and the option for one (1) additional sign, according to the specifications listed herein.

Installation to be complete by September 1, 2019

City: City of Three Rivers, 333 W. Michigan Ave., Three Rivers, MI 49093.

PH: 269-273-1632

Email: [mbliss@threeriversmi.org](mailto:mbliss@threeriversmi.org)

Designer: Contact Information will be provided upon contract award

Items to be provided by the designer: A digital, full-color print shall be provided, which includes a cut-sheet of the specifications of the sign, which include total overall height, height and width of the actual sign area, and sign area per view.

The city will also provide a site plan for the sign, complying with all required setbacks and ordinances.

## *Location*

Armstrong Park,  
Three Rivers Sports Complex  
1607 N. Main St  
Three Rivers, MI 49093

## *Project Schedule*

Bids are to be submitted on or before **10 a.m. on Friday, June 14, 2019**. Any bids received after this date can be rejected at the City's discretion.

Bids shall remain valid for a period of 90 days from submission.

May 24, 2019 - Bid documents issued

June 14, 2019 - Bid form and bid submittals due

June 18, 2019 - Contract considered

July 9, 2019 - Project submittals/review

September 1, 2019 - Installation complete

Submittal to the city of the enclosed bid form will acknowledge bidder's agreement with this time schedule.

## ***Proposal Requirements***

### ***Base Bid***

Price for fabrication, delivery and installation of one (1) monument sign. Include an itemized list of all required materials and labor to satisfy the requirements as listed.

### ***Materials and Labor***

Includes a description of all required materials and labor to satisfy the requirements as listed. Please note any suggested material alternates and prices.

### ***Graphics and Specifications***

A digital, full-color print shall be provided, which includes a cut-sheet of the specifications of the sign, which include total overall height, height and width of the actual sign area, and sign area per view.

### ***Bid Alternate 1***

Price for fabrication and delivery only.

### ***Bid Alternate 2***

Price for installation for one (1) additional sign.

## ***Pre-fabrication Submittals***

Upon award of contract, the successful Bidder must submit a copy of the following items to the City and Designer for their review prior to fabrication proceeding:

1. Detailed engineered shop drawings for each sign type, submitted as a PDF no larger than 11"x17". The shop drawings for each sign type shall illustrate/describe the following:
  - a. Elevations and cross sections - front, sides, top and back (if necessary); side sections; internal structure section/details; enlarged details such as of extrusions, push-through letter mounting, mounting plate, etc.; with all final dimensions and call-outs for:
    - i. Components - construction details/information related to individual elements
    - ii. Materials - color, type, gauge, and thickness (including substrates and overlays)
    - iii. Finishes - color, type of product, manufacturer, and sheen
    - iv. Fonts, graphics specifications and message fields
  - b. Cross-section of corners - one illustration for each corner condition. Items to be illustrated; seams, joints, layers, internal support and fasteners.
  - c. Mounting/installation details - provide foundation cross-sections (including hardware), bracket/post details, elevations, materials, finishes and fasteners.
  - d. Engineering for wind load
  - e. Removeable panels (where applicable)

- f. Identify any dimensional or other changes in the overall sign required by virtue of the fabrication materials, techniques and/or engineering.
2. Samples of each material (paint, vinyl, acrylic, veneer, masonry, metal, etc.) to be used on the sign using actual substrate materials.
3. A proofing document for final production. The proofs are to be scaled production art files, not full sized.

### *Post Construction Submittals*

Maintenance instructions and manuals for all sign components (lighting, paint, etc.), along with amended shop drawings, as-installed sign location plans and approved keystroke documents shall be supplied by successful Bidder to the city upon completion of punch list items.

### *Award of Contract*

Once the city selects a Successful Bidder, the primary contractual relationship will be between the city and the Successful Bidder. The pre-selected advertising agency will continue to work with the Successful Bidder throughout fabrication and installation to protect the design intent and to assure faithful implementation of the monument sign, as designed.

### *Default*

The City may at any time, by written notice to the successful Bidder, terminate this contract and the successful Bidder's right to proceed with the work, for just cause, which shall include, but is not limited to the following:

1. Failure to provide insurance and bonds (when called for), in the exact amounts and within the time specified or any extension thereof.
2. Failure to make delivery of the supplies, or to perform the services within the time specified herein, or any extension thereof.
3. The unauthorized substitution of articles for those bid and specified.
4. Failure to make progress if such failure endangers performance of the contract in accordance with its terms.
5. Failure to perform in compliance with any provision of the contract.
6. Standard of Performance – the successful Bidder guarantees the performance of the commodities, goods or services rendered herein in accordance with the accepted standards of the industry or industries concerned in this bid package, except that if this specification calls for higher standards, then such higher standards shall be provided.

Upon notice by the City of the successful Bidder's failure to comply with such standards or to otherwise be in default of this contract in any manner following the award of contract, the successful Bidder shall immediately remedy said

defective performance in a manner acceptable to the City. Failure by the successful Bidder to immediately correct said defective performance shall be considered a breach of this contract and grounds for termination of the successful Bidder by the City.

In the event of any breach of this contract by the successful Bidder, the successful Bidder shall pay any cost to the City caused by said breach including but not limited to the replacement cost of such goods or services.

The City reserves the right to withhold payment until any defects in performance have been satisfactorily corrected.

7. All remedies available to the City herein are cumulative and the election of one remedy by the City shall not be a waiver of any other remedy available to the City.

### *Installation*

If the successful Bidder will use a subcontractor to perform signage installation, the successful Bidder must provide a company representative to act as an on-site supervisor to oversee this work (see also section titled "Independent Contractor").

It is required that the successful Bidder complete a walk through with the Owner/Designer immediately following installation to identify any errors, such as construction or installation issues. Such errors are to be corrected in a timely manner, and to the satisfaction of the Owner.

During the installation period, successful Bidders and subcontractors are responsible for their own safety, and are expected to maintain a safe environment for pedestrians.

Successful Bidders and subcontractors are to keep the Owner's premises and the adjoining premises, driveways and streets clean and clear. Job site shall be left safe, neat and clean at the completion of each day's operation. Successful Bidders and subcontractors are also expected to temporarily maintain old signs in order to continue their directional and identification functions, as well as to maintain signage that meets MUTCD standards during the installation period. At the completion of work, successful Bidder and subcontractors shall remove all rubbish, tools, equipment, and surplus materials, from and about the premises, and shall leave the site as originally found. Successful Bidder shall be responsible for repairing or correcting damage to another contractors' work resulting from successful Bidder's work.

### *Signage Warranty*

The successful Bidder is to provide a written five (5) year full replacement warranty to the Owner that all signs will be free of defects due to craft work including, but not limited to:

1. Bubbling, chalking, rusting or other disintegration of the sign panel, graphics or of the edges.

2. Corrosion appearing beneath paint and vinyl surfaces, on sign panels, brackets, posts or other support assemblies (except as an obvious result of vandalism or other external damage).
3. Corrosion of fasteners.
4. The assemblies not remaining true and plumb on their supports.
5. Peeling, delamination or warping ("oil canning").
6. Repair and reinstallation of signage due to failed mountings.

Successful Bidder shall also extend in writing to the Owner all manufacturers' warranties for materials and components used within the signs. It is the Successful Bidder's responsibility to obtain extended 5-year manufacturer warranties on all paint and powder coat applications.

Without additional cost to the Owner, the successful Bidder shall repair or replace, including installation, any defective signs or hardware which develop during the warranty period and repair any damage to other work due to such imperfections. The successful Bidder will be required to fully replace all signs that are in error relative to the working documents (sign message schedule and sign type drawings) that will be submitted to the successful Bidder upon award of contract.

top



painted wood

raised acrylic address number

5 1 8 9

black metal plate



concrete base

lighting: backlights would be placed behind the black metal panel to illuminate the cut out "Armstrong Park"

side

raised acrylic logo



front

## **Bid Form**

The undersigned having familiarized (himself/themselves) with project conditions and having examined and become fully cognizant of the bid package and all addenda subsequently issued, hereby agrees to furnish all labor, materials, equipment, appliances, fixtures, and incidentals required by the bid package for the construction of the aforementioned project, and to conform to requirements as set forth in the bid package for the amounts set forth in this bid form. The signing of this document and award contract or purchase order will signify complete understanding by the awarded Bidder of all items detailed in this bid package. The particular items noted herein, detailing fabrication, installation, product and fabricator performance, are understood to be part of any contract(s) from the City.

COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

SIGNATURE \_\_\_\_\_ TITLE \_\_\_\_\_

TELEPHONE \_\_\_\_\_ DATE \_\_\_\_\_

BASE BID \_\_\_\_\_

BID ALTERNATE 1 \_\_\_\_\_

BID ALTERNATE 2 \_\_\_\_\_