

INVITATION TO BID

CITY OF HOPKINSVILLE

Mike Perry
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Hopkinsville, KY 42240
Phone: (270) 890-0215/(270) 890-0600 or Fax: (270) 890-0202

TITLE: 2018 Hopkinsville Transit Shelter Project Bid

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IMPORTANT: ADVISE THE CITY PUBLIC WORKS DIRECTOR IMMEDIATELY IN THE EVENT ANY OF THE ABOVE DOCUMENTS ARE NOT ENCLOSED.

Mike Perry
Public Works Director
transit@hopkinsvilleky.us



CITY OF HOPKINSVILLE
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INVITATION TO BID

for the

CITY OF HOPKINSVILLE'S

2018 Hopkinsville Transit Shelter Project Bid

The City of Hopkinsville is accepting sealed bids from interested, qualified contractors for the purchase and delivery of nine (9) pre-fabricated bus shelters per the specifications outlined in the bid packet.

If you are interested in bidding on this work, you can obtain a bid packet by visiting www.hoptown.org/bids or by contacting:

Mike Perry
Public Works Director
715 South Virginia Street
Hopkinsville, KY 42240
Phone: (270) 890-0215 or Fax: (270) 890-0202

Sealed bids must be received no later than 2:00 p.m., local time, Wednesday, January 24, 2018, at which time the bids will be opened and read aloud publicly in the Council Chamber of the Hopkinsville Municipal Center. Bids should be sent to Mike Perry, Public Works Director, 715 South Virginia Street, Hopkinsville, Kentucky 42240.

CITY OF HOPKINSVILLE
CARTER M. HENDRICKS
MAYOR

The following pages contain the Bidder Information and Requirements, Specifications, Bid Form, and Acknowledgement of Receipt Form.

BIDDER INFORMATION AND REQUIREMENTS

General

Sealed bids, subject to the conditions, specifications, and instructions below and as attached, will be accepted until 2:00 p.m., local time, Wednesday, January 24, 2018, in the Council Chamber, 715 South Virginia Street, Hopkinsville, Kentucky 42240.

All bids are to be submitted on and in accordance with the attached Bid Form. The form must be signed by an authorized representative of the bidder and dated in the appropriate space.

Each bid must be submitted in a sealed envelope and clearly and prominently marked on the outside of the envelope with the following:

SEALED BID 2018 Hopkinsville Transit Shelter Project Bid

If forwarded by mail, the sealed envelope containing the bid must be enclosed in another envelope marked "SEALED BID" and mailed to Mike Perry, Public Works Director, 715 South Virginia Street, Hopkinsville, Kentucky 42240, allowing sufficient time for such mailing to reach this address prior to the scheduled closing time for receipt of bids.

Additional information or clarification of any of the instructions or information contained herein may be obtained from the Public Works Director at (270) 890-0215 or (270) 890-0600.

The successful bidder will be required to possess a City of Hopkinsville ("City") business license prior to the official award of the contract and for the duration of the contract period.

Specifications are based on City needs and standards to meet specific City requirements. Specifications are not established arbitrarily to limit competition or to exclude otherwise competitive bidders.

In case of disputes as to whether the service bid, quoted, or delivered meets specifications, the decision of the City Public Works Director, or other authorized City representative, shall be final and binding on all parties.

Bidder's Responsibility to the City

The City of Hopkinsville will hold the successful bidder responsible for compliance with all specifications and compliance with all federal, state, and local laws and regulations applicable to this bid and any subsequent contract.

Contract Period

The contract period will run through April 6, 2018. The contract may be extended beyond that time, only upon the mutual agreement of the contractor and the City at the original bid price for extenuating circumstances such as inclement weather or other causes beyond the control of the contractor or the City.

Pricing or Bid Amounts

Bid prices shall be bottom line costs for all shelters including delivery. No change orders either deleting from or adding to these specifications will be allowed after the bid contract has been awarded without prior written City approval.

Addenda

If a brand name is used within this bid invitation for purpose of description of a desired product or function and the phrase “or approved equal” is inadvertently omitted, it is implied after any brand name that may appear in this bid invitation.

Any bidder(s) finding discrepancy in or omission from the specifications, in doubt as to their meaning, or believing that the specifications are discriminatory shall notify the Public Works Director, in writing, a minimum of five (5) working days before the scheduled bid opening. Clarifications or changes in these specifications will be issued, in writing, only by the Public Works Director or his authorized representative. Exceptions, as taken by the bidder(s), in no way obligate the City to change the specifications.

Taxes

Our agency is a tax-exempt, public, non-profit corporation. We are eligible for GSA pricing.

Receipt of Bid Acknowledgement

Each bidder is asked to return the attached Acknowledgement of Receipt Form either by mail at the above-mentioned address, by fax to (270) 890-0202, or by email to transit@hopkinsvilleky.us prior to submitting a bid.

Submission of Bids

The submission of a bid shall be considered an agreement by the bidder to all the terms, conditions, and specifications provided herein and in the various bid documents.

Any bidder may withdraw his or her bid either in person or in writing at any time prior to the award of bids.

Bid Evaluation Bases

Best price per shelter, quality of bid response, contractor experience and references, and ability to meet delivery timetable will be the primary bases for evaluating the bids.

Bids which show any omission, irregularity, alteration of forms, conditional or unconditional additions not called for, unresponsive bids, or bids obviously unbalanced may be rejected.

50%	Price
20%	Quality of Bid Response
15%	Experiences and References
15%	<u>Ability to Meet Delivery Timetable</u>
100%	Total

The City reserves the right to reject any and all bids.

Award of Contract

Bids will be awarded on the bases of best by to the City, quality of bid response, contractor experience and references, and ability to meet delivery timetable. Factors such as conformance and compliance with bid specifications, materials durability, warranty, wind and snow rating, will be evaluated as part of the quality of a bid response.

A successful bidder must have experience in commercial shelter fabrication and delivery. Bidders must also provide three (3) professional references. References should include the agency names and points of contact, email addresses, and telephone numbers of three transit agencies to who have purchased shelters from your company.

Before awarding any contract, the City shall have the right to require a bidder submit evidence of his or her qualifications concerning financial and technical resources to guarantee responsiveness to the contract. Failure of any bidder to demonstrate to City officials the ability to be responsive shall be grounds for rejecting the bid.

The City reserves the right to award alternate contracts if the first contractor cannot perform the work within the timetable specified by the City.

The Public Works Director reserves the right to award contracts in such a way as to be in the best interest of the City.

A condition of any contract shall be the disclosure of any subcontractors to be used in the performance of the contract.

Insurance

The successful bidder shall ship all shelters fully insured and maintain liability insurance as specified in the contract. Insurance is to protect the bidder and the City from any claims that may arise while performing work under this contract.

The successful bidder shall ensure that its owners, officers, and employees observe and exercise all necessary caution and discretion to avoid injury to person or damage to property of any and all kinds.

Subcontracting

Contractors may utilize the services of subcontractors only with prior approval of the City of Hopkinsville. Contractors may not use any subcontractor that is delinquent in any payments owed to the City. Contractors shall verify proposed subcontractors are in good standing with the City prior to entering into any agreements.

Contractors shall be held responsible for the performance and quality of work of all subcontractors.

All work performed by subcontractors shall be listed on the contractor's invoices, to include the subcontractor's name, work performed, and amount owed/paid. No more than 49% of invoiced amounts may be performed by subcontractors, without additional, prior approval of the City. Otherwise, the agreement between the City and the contractor may be voided.

Payment

Contractors shall submit to the City an itemized invoice on each delivery of service performed under the contract. Said invoice is to include specific information as required by the City for the services.

Upon satisfactory completion of the work and acceptance of the invoice by the City, payment will be made within fifteen (15) calendar days.

Within fifteen (15) calendar days of receiving payment from the City, contractors shall provide proof of payment to any subcontractors, who performed work billed on that invoice, or the contractor shall provide, in writing to the City and subcontractor, why said subcontractor was not paid.

Termination

The City of Hopkinsville reserves the right to terminate any contract immediately in the event the contractor discontinues or abandons operations; is adjudged bankrupt or is reorganized under any bankruptcy law; fails to keep in force any required insurance policies; or fails to pay, in a timely fashion, any subcontractor.

Failure of the contractor to comply with any section or part of the bid or subsequent contract will be considered grounds for immediate termination of the contract.

The contract may be terminated by either party by giving fifteen (15) calendar days written notice to the other party.

If the City uses the termination clause, the contractor will be paid for all work completed satisfactorily up to the termination date.

SPECIFICATIONS

2018 HOPKINSVILLE TRANSIT SHELTER PROJECT

Project Scope

This project involves the purchase and insured delivery of nine (9) pre-fabricated four-sided bus shelters per the specifications outlined below. Please note in your bid any alternates or exceptions to specifications listed below and include any information you wish considered during the bid evaluation process.

Shelter Measurements: Between 5' deep x 7' wide and 5' deep x 8' wide.

Aluminum Framing: Minimum 3" x 3" system.

Finish: Powder coated aluminum or clear anodized finish in neutral color.

Roof Design: Barrel roof.

Base Details: Minimum 4" external adjustable base flange.

Window Frame Details: Independent extruded aluminum window frame which has an alignment lip. No exposed hardware on the outside and inconspicuous pop rivets finished to match the shelter on the inside. Window frames used on all four sides of the window with a continuous vinyl gasket and four mitered corners with hidden fasteners. This being a vandal-resistant detail and allows windows to be re-glazed in the future, either in the field or indoors.

Glazing Materials: A mar-resistant polycarbonate, sometimes referred to as "Margard" which has a clear coating on both sides, making it more resistant to minor scratching and more easily cleaned if marked with graffiti.

Wind Load, and Snow Load: Shelters and accessories proposed must meet wind load and snow/ice load requirements for Hopkinsville, Kentucky.

Delivery: Include delivery date for shelters. The delivery site(s) will be inside Hopkinsville, Kentucky city limits. Exact address(es) will be furnished with the awarded contract.

Benches: Integrated (wall mounted) seat and backrest. Seat and backrest of aluminum in matching finish to shelter. Part length benches to allow wheelchair accessibility along the rear wall next to bench.

LED Solar Lighting: Shelter package is to include an LED Solar lighting system complete with batteries(s), wiring, variable time motion detector (5-20 minutes minimum), solar panel(s) and all brackets, and components necessary for safe secure vandal resistant installation on these shelters. All holes for the attachment of components or pass through of wiring, conduit, or controls must be predrilled and tapped as required for installation. Solar panel(s) must be compatible with roof of shelter to provide ease of access for cleaning and service. All wiring must be contained in conduit, or shelter frame. Battery box must be vandal resistant and rust resistant. Solar lights must be contained in a vandal resistant box or enclosure. Instructions, schematics, and part numbers must be provided for all components along with vendor contact

information. Solar batteries must be sufficient to provide 3-day power storage. System should be designed for maintenance-free operation for up to 100,000 hours, roughly 30 years.

Drawings, Architect Stamps, Warranty, and Technical Information: Shelter bid package is to include drawings of proposed shelter, architect stamp, picture brochures, and warranty information. The contact name, email address, and phone number for continued technical support.

Alternate Accessories: Bidders are encouraged to provide pricing information for these alternate accessories listed below.

Graphics: Logo and lettering placed on roof fascia members. Graphics are to be outdoor premium die cut vinyl.

Display Panel A: To house bus schedules with display size of approximately 18" wide and 24" tall and installed on right sidewall of shelter.

Display Panel B: 2-sided display panel with display size of approximately 46" wide and 68" tall and installed on left sidewall of shelter.

Vandal resistant fasteners and tool for opening display panels to be included for all panels.

To the fullest extent permitted by law, the successful contractor(s) will indemnify, save, protect, defend, and hold harmless the City of Hopkinsville, their officers, and agents against any suit for damages or judgment that may be rendered in the execution of the scope of work associated with this invitation to bid.

The contractor(s) will be responsible for strict compliance with ADA, DOT, FTA, NFPA, EPA, ANSI, OSHA, federal, state, and local regulations applicable. All prices must include compliance with the above regulations.

Wages

This project is exempt from Kentucky prevailing wage or Davis-Bacon wage regulations.

Anticipated Progression of Work

The City Public Works Director will review the bids and award contracts based on the best buy for the City. Successful bidders will be sent a contract to sign and return immediately. Unsuccessful bidders will be notified they were not selected.

Timetable for Work

The contract deadline for this project is April 6, 2018, at which time all work and documentation must be submitted to the City.

BID FORM
2018 HOPKINSVILLE TRANSIT SHELTER PROJECT

Company Name _____

Address _____

Point of Contact Name _____

Telephone Number _____ Fax Number _____

Email Address _____

Base Bid Price

Nine (9) pre-fabricated shelters including delivery \$ _____

Alternate Bid Prices

Alternate 1: Shelters, delivery, and graphics \$ _____

Alternate 2: Shelters, delivery, graphics, and display panel A \$ _____

Alternate 2: Shelters, delivery, graphics, display panels A & B \$ _____

Other Requested Information

Have you included delivery date, drawings, architect stamp, picture brochures, warranty and load information with three references, lighting, and technical support info? No Yes

Does your bid include any exceptions to bid specifications? No Yes
If yes, please include an explanation of all exceptions.

Do your shelters meet all ADA guidelines? No Yes

I, the undersigned, do hereby certify that I am a duly authorized representative of _____ located at _____, and I have carefully examined the Bidder's Information and Requirements, Specifications, and Bid Form and agree to all terms and conditions set forth in them. By signing this Bid Form, I acknowledge my understanding the contract will be awarded based on best buy to the City, quality of bid response, contractor experience and references, and ability to meet delivery timetable.

Printed Name: _____ Signature: _____

Title: _____ Date: _____

Subscribed and sworn before me this _____ day of _____ 2018.

NOTARY PUBLIC

My Commission Expires: _____

ACKNOWLEDGEMENT OF RECEIPT OF BID PACKET

2018 HOPKINSVILLE TRANSIT SHELTER PROJECT

CITY PUBLIC WORKS DIRECTOR

CITY OF HOPKINSVILLE, KENTUCKY

I HEREBY ACKNOWLEDGE RECEIPT OF THE BID PACKET
2018 HOPKINSVILLE TRANSIT SHELTER PROJECT. MY COMPANY INTENDS TO BID
ON OR BEFORE 2:00 P.M., LOCAL TIME, WEDNESDAY, JANUARY 24, 2018, ON THE
PROJECT AS SPECIFIED IN THE PACKET RECEIVED.

COMPANY NAME

COMPANY AUTHORIZED SIGNATURE

PRINT NAME

DATE