



CITY OF PALM COAST REQUEST FOR PROPOSAL

RFP-CD-CME-17-10 DESIGN BUILD SERVICES FOR SHADE SAILS

GENERAL DESCRIPTION: The City of Palm Coast is soliciting quotes from qualified vendors for the design, permitting, fabrication and construction of shade canopy structures at four (4) park sites. The City desires to have the shade structures to be of visual interest, vary in heights, be “frameless” and typically be “triangular. The shade sails shall share columns/posts when possible and have the ability to include multiple points of attachment at varying heights above one another for architectural interest.

DOCUMENT, AVAILABILITY, SUBMISSION, OTHER INFORMATION: Bid/proposal documents are available at no-cost through the City’s Procurement Portal at (<https://palmcoastgov.bonfirehub.com/portal>). Bid/proposal submittals shall be received electronically through the City’s Procurement Portal by the specified time and date. No other method of submission will be allowed or considered (i.e. mailed, emailed, or hand delivered).

CONTACT: All prospective Bidders/Proposers are hereby instructed not to contact any member of the City of Palm Coast City Council, City Manager, or City of Palm Coast staff members other than the noted contact person(s) regarding this bid/request at any time prior to the bid/request having been formally presented to, and voted on by, the City Council. Any such contact shall be cause for rejection of your bid/request submittal.

QUESTIONS: Any questions concerning the intent, meaning and interpretations of the bid/proposal documents including the draft agreement, shall be requested in writing through the City’s Procurement Portal Web Page (<https://palmcoastgov.bonfirehub.com/portal>) at least seven (7) calendar days prior to the due date.

ADDENDA: Should revisions to the bid/proposal documents become necessary; the City shall post addenda information on the City’s Procurement Portal Web Page (<https://palmcoastgov.bonfirehub.com/portal>). All Bidders/Proposers should check the City’s Procurement Portal Web Page at least three (3) calendar days before the date fixed to verify information regarding Addenda. Failure to do so could result in rejection of the bid/proposal submittal as unresponsive. Proposer shall sign, date, and return all addenda with their bid/proposal submittal.

BID SECURITY: A certified check, cashier’s check or bid bond shall accompany each Bid if Bid amount is one-hundred thousand dollars (\$100,000) or greater. The certified check, cashier’s check or bid bond shall be for an amount not less than five percent (5%) of the Bid price and shall be made payable to the City as a guarantee that the Bidder will not withdraw his/her Bid for a period of ninety (90) days after the Bid closing time.

PERFORMANCE, PAYMENT, & MATERIAL AND WORKMANSHIP BONDS: In the event the Contract is awarded to the Successful Bidder, he/she will thereafter enter into a written Agreement with the City and furnish a Payment Bond and Performance Bond in an amount equal to the Contract Price. The Material and Workmanship Bond shall be in an amount equal to ten percent (10%) of the Contract Price as adjusted on the Final Application for Payment. The Bidder will forfeit his/her Bid Security if he/she fails to do so. All Bonds

shall be secured from or countersigned by an agency or surety company recognized in good standing and authorized to do business in the State of Florida.

AWARD OF CONTRACT: All submittals will be evaluated by City staff in accordance with the criteria set forth in the bid/proposal documents. The City reserves the right to reject all bids/submittals, to waive any formalities, and to solicit and re-advertise for new bids/proposals, or to abandon the project in its entirety.

QUESTION DEADLINE: March 16, 2017 at 2:00 PM

PRE-BID/PROPOSAL MEETING: February 22, 12:30 PM

BID/PROPOSAL DEADLINE: March 21, 2017 at 2:00 PM

PUBLIC OPENING: The public opening shall take place March 21, 2017 at 2:00 PM, or shortly thereafter, at the City of Palm Coast City Hall, located at 160 Lake Avenue, Palm Coast, FL 32164.

ADA INFORMATION: Persons with disabilities needing assistance to participate in any of the proceedings should contact the City Personnel Office ADA Coordinator at 386-986-3718 at least forty-eight (48) hours in advance of the public opening, pre-bid meeting, or any other proceeding related to this bid/proposal.

FOR PUBLICATION ON WEDNESDAY, FEBRUARY 15, 2017

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