

MANTI CITY RFB
Updated 11/30/2023

Manti City
50 South Main Street
Manti, Utah 84642

**REQUEST FOR BIDS (RFB) - COMPETITIVE SEALED BID FOR A PROCUREMENT OF
UPGRADES AND IMPROVEMENTS FOR MANTI CITY SENIOR CENTER
IMPROVEMENT PROJECT.**

DOCUMENT SUMMARY:

Manti City is seeking Competitive Sealed Bids (CSB) for a procurement of upgrades and improvements to the Manti City Manti City Senior Center Improvement Project. The project may be funded in part through HUD's Community Development Block Grant (CDBG) or other federal funding. The CITY will select one (1) Supplier to provide equipment, materials and labor for the project as outlined in this request.

SCOPE OF WORK:

Manti City is seeking to make upgrades and improvements to the Manti City Senior Center , located at 54 N Main Street, Manti, UT 84642. This project will include all activities to purchase and install items below or similar items that could also be used to meet ADA compliance.

- Enlargement and upgrading of kitchen area including:
 - Replacement of sink, cabinets and flooring. Improvements will allow staffing to serve more individuals. Replace outdated equipment with energy-efficient alternatives to reduce operational costs and ensure a safer cooking environment.
 - Removal of one wall and erection of another to expand the kitchen. Old wall removal equals approximately 7.5 linear feet. New wall erection equals approximately 20 linear feet. Total enlargement area equals approximately 150 square feet.
 - Replacement of appliances with commercial grade units. Appliances to include two double ovens with cook top range, one 3-door refrigerator.
- Replacement of worn carpets in the multi-purpose room, approximately 792 square feet. Enhance kitchen safety by installing new flooring and proper lighting to create a secure environment for both staff and seniors to reduce the risk of accidents and create a comfortable workspace for kitchen personnel.

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.

Manti City requires suppliers to provide Senior Center Equipment that meets or exceeds all current federal standards, including ADA requirements.

The CSB shall include all costs associated with proposed project.

QUESTIONS CONCERNING THE RFB SHOULD BE DIRECTED TO:

Manti City	OR	Manti City
Attn: Mayor Bigelow		City Manager Kent Barton
50 South Main Street		50 South Main Street
Manti City, Utah 84642		Manti City, Utah 84642
Tel:(435) 835-2401		Tel:(435) 835-2401
mayorbigelow@manticity.com		kentbarton@manticity.com

DESIGN ELEMENT GUIDELINES & SYSTEM SPECIFICATIONS:

Suppliers should base their designs on meeting all accessibility and safety standards as well as the guidelines & specifications listed in this RFB. 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 (Contact the above listed number or address for further demographic information).

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

Required Items:

1. All construction and equipment installation elements must meet and/or exceed all federal guidelines.
2. All installed parts must be of a commercial grade and quality. No residential grade equipment will be accepted.

Preferred System Qualities:

1. All construction and equipment elements must demonstrate the highest level of durability in materials and finishes selected in consideration of health and safety.

2. "Green" construction practices and materials are highly desired.
3. Structures and elements should be unique to the Manti City Senior Center Improvement Projects so as not to duplicate others in the greater area.

ASSEMBLY/INSTALLATION, INSPECTION AND WARRANTY:

Assembly/Installation: The construction, upgraded equipment and installation will be provided and managed by the Supplier. The Supplier must provide direct supervision from the manufacturer or provide qualified and certified representatives familiar with installation. All tools and equipment required to install construction and upgraded equipment in regards to the Manti City Senior Center Improvement Project equipment shall be provided by the Supplier for this project. The Supplier will be given **365 calendar days** to complete the proposed work including product manufacture, delivery and installation. Calendar days will begin as outlined in the awarding of the bid/contract. The Supplier will certify installation is in accordance with all manufacturers' requirements including, but not limited to warranty requirements.

Inspection: A certified representative of the Supplier is required to conduct a post installation inspection of Manti City Senior Center Improvement Project equipment improvements and upgrades upon completion to insure proper installation. If not properly installed, modifications must be submitted in writing to the City and remedied immediately. Co-inspection with the Supplier's representative of assembly and installation work will be conducted by a City Representative. The City will supply the punch list for final completion generated by this co-inspection. The Supplier shall submit to the manufacturer's certification of compliance and warrantee following punch list completion.

Warranty: Upon completion of installation, the Supplier must provide documentation attesting the equipment has been installed meeting all specifications required to be warranted by manufacturer. Additionally, it is the Supplier's responsibility to provide to the manufacturer's warranty of installed equipment.

COMPLIANCE:

All equipment must meet and/or exceed all federal guidelines. Documentation of compliance must be provided to the City with the Supplier's Bid. All equipment must comply with Americans with Disabilities Act (ADA) and Build America, Buy America (BABA).

The selected Supplier will be required to comply with the requirements of the CDBG funding source and the Terms and Conditions (Attachment A). These requirements will be made part of the contract that will be entered into following Supplier selection. The CDBG requirements include but are not limited to compliance with 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), and Department of Labor Davis-Bacon Wage Rates (Attachment E), referenced in applicable attachments.

The Supplier will ensure that hiring is made on the basis of merit and qualifications and that there will be no discrimination in employment on the basis race, ancestry, color, physical or mental disability, religion, national origin, sex, age, marital or familial status, creed, ex-offender status, physical condition, political belief, public assistance status or sexual orientation, gender identity or expression, except where these criteria are reasonable bona fide occupational qualifications.

The Supplier and any persons doing work on this project will be required to possess or obtain a Unique Entity Identifier (UEI) number through registration at SAM.GOV, and a business license registration with the State of Utah.

All laborers and mechanics employed by Supplier in performance of this construction work shall be paid fair and equal wages rates, required by law. The Supplier shall utilize the DOL Davis-Bacon Wage Rates for Heavy Construction effective to the most recent date posted prior to bidding and construction beginning.

The Supplier must provide an original Certificate of Product Liability Insurance.

DISCLAIMER:

Manti City shall be exempt from any liability for costs incurred by unsuccessful suppliers in the preparation of a CSB.

BID SUBMITTAL DATE & TIME:

All CSB must be submitted to Mayor Bigelow at Manti City Clerk's Office by 5:00 p.m. MST on December 8, 2023, at the address listed in the title of this RFB.

All submitted CSB must be addressed as follows:

Bid for Manti City Senior Center Improvement Project

Attn: Manti City Mayor Bigelow

BID FORMAT:

Bids shall be submitted in the following format:

- Project Name
- Supplier Name.
- Statement that CSB will meet CDBG Guidelines, including previous experience of the Supplier.
- The project's proposed description, photos, plans, etc.
- Designs showing all safety precautions necessary for this Manti City Senior Center Improvement Project.
- Warranty and insurance capabilities.
- Statement of understanding of Davis-Bacon and non-discrimination requirement.
- Project Cost Proposal & Timeline.

- Any additional information relating to scoring criteria as listed below.
- References

Bids must include a bid price for each design presented. Bids must list the cost of the equipment, materials, and labor separately. The City reserves the right to reject any and all Bids with or without cause, and to accept Bids which it considers most favorable. Bids should include a minimum of two references of installations similar to that proposed for Manti City. References shall include name of project, location, contact information including phone number and general cost of installation.

All delivery, assembly, installation and supervision costs must be included in the Bid. Payment for the project will be sent within sixty (60) days after delivery and assembly/installation and invoicing of the Manti City Senior Center Improvement Project upgrades and improvements.

All Bids amounts shall be guaranteed for not less than sixty (60) days after the Bids submittal deadline date.

Each Bid must be accompanied by a Certified Check, Cashier's Check, or Bid Bond payable to Manti City 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. Workmen's Compensation, Comprehensive General Liability, and Transportation insurance and insurance certificates shall be provided by the successful Supplier. Successful Suppliers are required to comply with Manti City Business Licensing requirements. Following execution of Bid receipt, Bids will be available to the public upon specific request.

No Bid may be withdrawn within a period of sixty (60) days after the bid opening date.

Prices shall include delivery f.o.b., freight paid by the bidder to the jobsite.

The Supplier must submit two (2) hard copies of the Bid to the address listed above. All Bids must comply with the specifications and guidelines provided in this document.

This solicitation is being offered in accordance with State statutes governing procurement. Accordingly, Manti City reserves the right to negotiate an agreement based on fair and reasonable compensation for the scope of work and services proposed, as well as the right to reject any and all responses deemed unqualified, unsatisfactory or inappropriate at the sole discretion of Manti City.

CIVIL RIGHTS STATEMENT:

Manti City is an Equal Employment Opportunity Entity. Qualified women, veterans, minority and handicapped individuals are strongly encouraged to submit Bids.

EVALUATION AND SELECTION PROCESS:

Bids will be evaluated by a selection committee based on the following criteria:

Criteria & Points:

1. CSB Proposed Cost & Timeline (20 Points)
2. CSB addresses design guidelines and specifications (20 Points)
3. CSB Statement to meet CDBG guidelines (20 Points)
4. CSB Safety precautions, warrantee and insurance capabilities (20 Points)
5. Overall Quality of CSB and references (20 Points)

Maximum Points: 100

Following the submission of all CSB submittals, a Selection Meeting, made up of the Council and the Mayor will be held at 9:30am on December 21, 2023, in the Manti City Hall located at 50 South Main Street Manti City, Utah 84642. 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.

The name of the bidder and the amount of each bid shall be recorded and made available to the public. Bids shall not be accepted after the time for submission of a bid has expired.

The Council shall consider an award the bid/contract to the lowest qualified bidder or the bidder who best satisfies the objective criteria described in the invitation for bids which may include: Experience, performance ratings, inspection of workmanship, suitability, quality, likely compatibility with existing assets or practices, availability, warrantee, references, licensure, proximity or other criteria reasonably specified in the RFB, including UEI and Utah business license clearance.

Tied bids may be resolved using any reasonable criteria and at the sole discretion of the Town Council.

Please refer to State Code Title 63G - Chapter 6a for the procurement policy followed by Manti City.

Attachments: