



**OGDEN CITY CORPORATION
REQUEST FOR BID
(RFB)**

2021 TRAILHEAD ENTRY POINT SIGNAGE



Prepared by Monte Stewart

Parks Division

May 6, 2021

OGDEN CITY CORPORATION

REQUEST FOR BID 2021 TRAILHEAD ENTRY POINT SIGNAGE

Ogden City Corporation is requesting sealed bids from a qualified contractor to provide signs for trailheads at two locations within Ogden City's boundaries. We are soliciting bids from experienced contractors for sign construction projects.

Bid packets are available and may be obtained by downloading from the Ogden City website at <https://www.ogdencity.com/264/Purchasing>. Bidders are responsible for securing any and all addenda issued.

A non-mandatory pre-bid meeting will be held on May 18, 2021 at 10 AM. We will meet at 22nd St Trailhead located at 1898 22nd St, Ogden. Subsequently, we will proceed to the two sites indicated in Section I (Scope of Work) of this RFB. Please allow at least two (2) hours for the pre-bid meeting. All contractors intending to submit a bid are ENCOURAGED to attend to obtain relevant information concerning the project.

Two copies of the sealed bid shall be submitted to: Ogden City Purchasing, c/o the Info Desk at the 1st floor of the Municipal Building located at 2549 Washington Blvd. Ogden, Utah 84401 by May 27, 2021, **no later than 9:30 AM**. On the same date, 30 minutes later at 10 AM, bids will be opened and read aloud via an online format. Details will be provided at the City's webpage. **LATE BIDS WILL NOT BE ACCEPTED.**

Ogden City reserves the right to accept or reject any bid that best serves its convenience and/or is found to be in the best interest of the City.

Ogden City encourages and welcomes bids from local, women and minority owned businesses and other disadvantaged business enterprises.

Published: May 8 & 15, 2021

OGDEN CITY CORPORATION

REQUEST FOR BID 2021 TRAILHEAD ENTRY POINT SIGNAGE

I. SCOPE OF WORK

Contractor will be responsible for -

- A. Providing signage for trailheads at two locations within Ogden City's boundaries:
 - Gib's Loop Trailhead – 3084 Taylor Ave at Mt. Ogden Park
 - West Stadium Park – 643 Canyon Rd
- B. Reviewing of RFB document & any and all addenda issued prior to submitting a bid.
- C. Competitively bidding required work and negotiating and contracting with subcontractors to accomplish the work, as applicable.
- D. Completing the project on time and within budget per the specifications.

SPECIFICATIONS:

A. General Description

Contractor shall furnish all material and hardware to construct and install trailhead signage. The goal is to construct and install signs with 12" X 12" rough-sawn timbers for posts and 12" X 12" cross beams having an overall height of 14' and a width of 12' (See Exhibit A). Concrete footings shall extend 36" below grade and a minimum of 24" above the natural grade with posts connected to a steel anchor (1/4" painted steel U-Bracket) to reduce potential for rust decay. Bracket shall extend a minimum of 12" into concrete footings and 18" above concrete footings. Concrete footings, anchors, brackets, and timber bases shall be covered with masonry rock and cap (see sample drawing in Exhibit A and visit the Canyon Trailhead sign on 12th St. at the mouth of

Ogden Canyon). Each structure will include installation and connecting points for 2' X 96" X 3/16" laser jetted patina steel signs designating each trailhead by name (signs will be provided by City for installation by contractor). All exposed wood surfaces shall be sealed with Canyon Brown Stain. Masonry shall be sealed with appropriate product verified by City. Exact sign locations within each site will be specified by the City and discussed during the non-mandatory pre-bid meeting. All construction must meet all current local and state building codes and specifications.

B. Product and Services Specifications.

1. Contractor to specify the 12" X 12" timbers to be used (i.e. Douglas fir etc.).
2. Contractor to specify the depth and type of footings used. (Minimum 36" depth by 18" width).
3. Contractor to specify the type and design of anchors and L-brackets used to connect timber bases to footings and timber posts to beams (Minimum ¼" painted steel)
4. Contractor to specify the type and general dimensions of natural stone, or masonry stone product used and grout specifications. (Must reasonably match current stone and cap used on the Canyon Trailhead sign)
5. Contractor to specify the types of sealers and application methods for sealing the exposed wood and masonry. Sikaflex shall be utilized wherever the wood meets stone to seal of entry of water. (Must reasonably match Canyon Brown color used on the Canyon Trailhead sign.)
6. Contractor to specify the type and design of connecting points used to anchor the laser-jetted sign.
7. Comply with all local and State building codes.
8. The Contractor must supply all equipment, materials and labor for construction and installation.

9. All public and private property affected by the work shall be restored to its original condition.
10. Contractor shall procure all permits, easements, rights-of-way, inspections, etc., required for complete installation. City shall facilitate procurement of necessary required permits.

Project Information:

Project Manager – Monte Stewart, Parks Division Manager

Contact Phone – (801)-940-0661

Proposed Start Date – August 2, 2021 (Tentative)

Proposed Completion Date – October 29, 2021 (Tentative)

II. PREBID MEETING

A non-mandatory pre-bid meeting will be held on May 18, 2021 at 10 AM. We will meet at 22nd St Trailhead located at 1898 22nd St, Ogden. Subsequently, we will proceed to the two sites indicated in Section I, Scope of work. Please allow at least two (2) hours for the pre-bid meeting. All contractors intending to submit a bid are ENCOURAGED to attend to obtain relevant information concerning the project.

III. BID CONTENT

Ogden City will accept sealed bids from contractors that are in good standing with the City and can provide all of the work described in the drawings and specifications. Applicants shall include qualifications for work set forth in the Scope of Work for which it proposes to provide services.

Each bid submittal must include, at a minimum, the following information:

- Exhibit C - Completed Contractor Form
- Exhibit D - Completed Bid Form
- Exhibit E – Addenda Acknowledgement, if applicable

IV. BID SUBMITTAL & OPENING

Firms shall submit two (2) copies of all documents required in a sealed envelope to the office of the City Purchasing Agent, 2549 Washington Blvd, Suite 510, Ogden UT 84401 **no later than 9:30 AM, May 27, 2021.**

On the envelope, indicate your firm's name and the "2021 Trailhead Signs."

LATE BIDS WILL NOT BE ACCEPTED.

No facsimile or email transmittals will be accepted.

All submittals must be delivered by the mail or other delivery service or hand-carried to the 1st Floor Information Desk at the same address. It is the sole responsibility of those responding to this RFB to ensure that their submittal is made to the correct location and in compliance with the stated date and time. City offices are closed on holidays.

On the same date, May 27th, 30 minutes later at 10 AM, bids will be opened and read aloud via an online format. Only City employees will be allowed to attend in-person. However, you are welcome to view the process via the online meeting. Details are published on the City's webpage.

V. BID REVIEW AND ASSESSMENT

Bids will be reviewed based on the requirements indicated in Section II. Ogden City Corporation shall have the right to verify the accuracy of all information submitted and to make such investigation, as it deems necessary to determine the ability of a prospective Contractors to perform the obligations in the response. Ogden City reserves the right to reject any response where the available evidence or information does not satisfy Ogden City that the prospective Contractor is qualified to carry out properly the obligations of the response, is a person or firm of good reputation or character for strict, complete, and

faithful performance of business obligations, or if the prospective Contractor refuses to cooperate with and assist Ogden City in the making of such investigation.

VI. INSURANCE REQUIREMENTS

The awarded Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by Contractor, its agents, representatives, employees or subcontractors. The cost of such insurance shall be included in Contractor's bid. The amount of insurance shall not be less than:

Commercial General Liability: \$1,000,000 combined single limit per occurrence and \$3,000,000 general aggregate for bodily injury, personal injury and property damage. Policy to include coverage for premises and operations, contractual liability, personal injury liability, products/completed operations liability, broad-form property damage (if applicable) and independent contractors' liability (if applicable) written on an occurrence form.

Business Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage for owned, non-owned and hired autos.

Workers' Compensation and Employers' Liability: iii) Workers' Compensation and Employer's Liability: Worker's Compensation limits as required by the Labor Code of the State of Utah and employer's liability with limits of \$1,000,000 per accident.

Each Insurance policy required by this Agreement shall contain the following clause:

"This insurance shall not be suspended, voided, canceled, reduced in coverage or in limits except after thirty days prior written notice by certified mail, return receipt requested, has been given to the City."

"It is agreed that any insurance or self-insurance maintained by Ogden City, its elected and appointed officials, employees, agents and volunteers shall be in excess of Contractor's insurance and shall not contribute with insurance provided by this policy."

Each insurance policy required by this Agreement, excepting policies for Workers' Compensation, shall contain the following clause:

"Ogden City, its elected and appointed officials, employees, volunteers and agents are to be named as additional insureds in respect to operations and activities of, or on behalf of, the named insured as performed under Agreement with the City."

Insurance is to be placed with insurers acceptable to and approved by the City. Contractor's insurer must be authorized to do business in Utah at the time the contract is executed and throughout the time the contract is maintained, unless otherwise agreed in writing by the City. Failure to maintain or renew coverage or to provide evidence of renewal will be treated by City as a material breach of contract.

The City shall be furnished with original certificates of insurance and endorsements effecting coverage required within, signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements are to be received by the City before work commences. Contractor shall furnish a performance bond to the City in an amount not less than the contract price. The City reserves the right to require complete, certified copies of all required insurance policies at any time.

Any deductibles or self-insured retentions must be declared to and approved by the City. At the option of the City, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the City, its elected and appointed officials, employees, agents and volunteers; or contractor shall provide a financial guarantee satisfactory to the City guaranteeing payment of losses and related investigations, claim administration and defense expenses.

Contractor shall include all subcontractors and insured under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

Nothing contained herein shall be construed as limiting in any way the extent to which Contractor may be held responsible for payments of damages to persons or property resulting from Contractor's or its subcontractor's performance of the work covered under this Agreement.

Contractor's Obligation to Verify Employment Status: Contractor shall register and participate in the Status Verification System and comply with Utah Code Ann. Section 63G-11-103 of the Utah Identity Document and Verification Act.

VII. BONDING REQUIREMENTS (IF APPLICABLE)

Submission of a Bid constitutes a promise that the Bidder will enter the Contract Documents in the form presented in the Contract Documents. Bidders should carefully examine all Contract Documents, including the required Bonds and insurance to be provided by the Bidder.

A. CONTRACT SECURITY

a. The Performance Bond is a guarantee of faithful performance of the requirements of the Contract Documents, including all applicable warranties. The Payment Bond is a guarantee of payment of all labor, materials, or supplies used directly or indirectly in the prosecution of the work provided in the Construction Documents.

b. The sum of the Performance Bond and the Payment Bond shall be increased or decreased during the course of the work in the event that Contract Modifications, Change Orders or Addenda increase or decrease the total contract price. The sum of each bond shall be in an amount equal to the completed contract price at the completion of the work.

c. Owner does not provide any release of Performance Bonds or Payment Bonds. The bonds are in effect throughout all periods during which a suit may be brought under the provisions of applicable law.

VIII. GENERAL TERMS AND CONDITIONS

Qualified respondents shall be Licensed Contractors in the State of Utah, for this type of work, and who meet Ogden City's insurance and bonding requirements, and have experience with all work defined in the scope of work.

Interested contractors should be in good standing with Ogden City.

All work must meet current industry standards including all Federal, State and local rules and regulations.

For projects that are security-sensitive in nature, Ogden City reserves the right to conduct a criminal background check of each person who will be providing services in response to this Invitation to Bid. If requested, Contractor shall submit a BCI Criminal History Report dated within 30 days of response to RFP for each employee who will be on-site, that shows "Criminal History Verified" and has Arrest History attachments. Employees who have any convictions on their BCI record may be subject to further review and approval by Ogden City. Ogden City may reject any response to this RFP that involves services from a person or entity that Ogden City determines is unfit or unqualified to fulfill the requirements of this bid.

Ogden City reserves the right to request clarification of information submitted, and to request additional information from any proposer.

Ogden City will make every effort to ensure all offerors are treated fairly and equally throughout the entire advertisement, review and selection process. The procedures established herein are designed to give all parties reasonable access to the same basic information.

Cost of Developing Bids - All costs related to the preparation of proposals and any related activities are the sole responsibility of the offeror. Ogden City assumes no liability for any costs incurred by offerors throughout the entire selection process.

Proposal Ownership – Once submitted, all proposals, including attachments, supplementary materials, addenda, etc. become the property of Ogden City and will not be returned to the offeror.

Conflict of Interest – No member, officer, or employee of Ogden City, during his or her tenure shall have any interest, direct or indirect, in this contract or the proceeds thereof, except as permitted by Ogden City policy.

Non-Collusion – The offeror guarantees the proposal is not a product of collusion with any other offeror and no effort has been made to fix the proposal price or any offeror or to fix any overhead, profit or cost estimate of any proposal price.

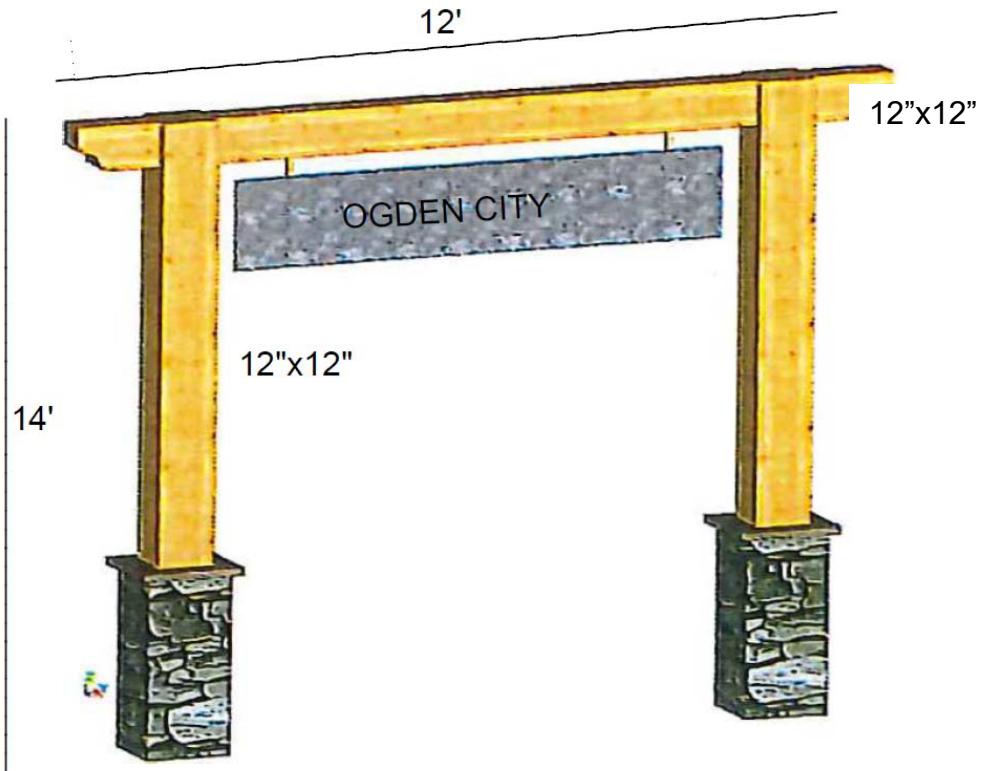
Ogden City reserves the right to accept or reject any submittal as it best serves convenience and/or is found to be in the best interest of the City.

Ogden City reserves the right to reject any irregular submission and reserves the right to waive any irregularity in submissions.

Ogden City encourages and welcomes bids from local, women and minority owned businesses and other disadvantaged business enterprises.

EXHIBIT A DESIGN

Figure 1



Ogden City will provide Laser-cut sign for Contractor to install.



EXHIBIT B LOCATION AND ADDRESSES

Mt. Ogden Park (approx. 3084 Taylor Ave.)



Ogden River Parkway (West Stadium Park 643 Canyon Rd.)



**EXHIBIT C
OGDEN CITY CORPORATION
CONTRACTOR INFORMATION SHEET**

A. Business name: _____ Year Est. _____

Owner or Parent Company: _____

Business address: _____

Business Tel.: _____ Mobile Tel.: _____

Federal I.D. # _____

If you do not have a federal I.D. #, please list your Social Security Number:

➔ Attach a completed IRS W9 Form.

State Contractor License # _____ ;

➔ Attach a copy of your current contractor's license.

B. List at least three (3) recent clients who can attest to the quality of your work:

<u>Name</u>	<u>Address</u>	<u>Phone Number</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

C. Number of full-time employees: _____ Number of part-time employees _____

F. Who in your organization is authorized to sign legal documents, pick up checks and sign bids:

Name: _____ Title: _____

G. Limits of your insurance coverage:

General Liability: _____

Automobile: _____

Workman's Compensation: _____

I certify the above information is true and complete. I authorize Ogden City to verify any information provided in this application.

Name & Title:

Authorized Signature:

Date:

**EXHIBIT D
BID FORM**

NAME OF BIDDER _____ **DATE** _____

The **Project** is defined in the Scope of Work and

The undersigned, in compliance with the Request for Bid, and having examined the information and specification provided, do hereby propose:

_____ Dollars

\$ _____

This bid shall remain in effect for 90 days after bid-opening.

For all the work shown on drawings and specification, I/we agree to perform for the total sum stated above and include 100% Performance Bond, and Material & Payment Bond and other required Insurances.

Respectfully submitted,

Seal (If a corporation)

Name of Bidder

Address

Authorized Signature

EXHIBIT E
ADDENDA ACKNOWLEDGEMENT

TO THE MAYOR OF OGDEN CITY, UTAH

Dear Sir:

The undersigned is familiar with the local conditions affecting the cost of the work at the place where the work is to be done, has carefully examined the specifications and other contract documents, and has examined the locations of the proposed work.

The undersigned hereby proposes and agrees to perform everything required to be performed, and to provide and furnish any and all required labor, materials, necessary tools, expendable equipment and all utility and transportation services necessary to perform and complete, in a workmanlike manner, all the work required in connection with the plans and specifications and other contract documents, at the following bid prices for the several bid items of work named.

Receipt of the following addenda is hereby acknowledged:

1.(Date) _____

2.(Date) _____

Name of Bidder

Authorized Signature