CITY *of* Madison, MISSISSIPPI

REQUEST FOR PROPOSAL

FOR Liberty Village Expansion

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**CITY OF MADISON, MISSISSIPPI**

**REQUEST FOR PROPOSAL**

**FOR**

**LIBERTY VILLAGE EXPANSION**

**introduction**

***Purpose***

The City of Madison desires to enter into a Professional Services Agreement for the purpose of providing the city with standalone playground equipment and safety surfacing and installation of said equipment and surfacing at Liberty Village Playground. The selected Individual/Company shall, with advice from the City’s Parks and Recreation Director, provide, coordinate, and manage the installation of both the equipment and safety surfacing in a timely manner.

***Guidelines***

All proposals must be submitted in writing. Responders shall strive to complete the requested information in as close to the format and structure provided but are not required to submit information on this form.

Any clarification desired by the proposer regarding this proposal must be submitted in writing. Oral explanations or instructions given before the award of the contract will not be binding. Any information given to a prospective proposer concerning a solicitation will be furnished to all prospective proposers. Requests for clarification and inspections of the property may be made by contacting:

Cole Smith, Director of Parks and Recreation

1239 Highway 51 N

Madison, MS 39110

csmith@madisonthecity.com

(601) 853-9109 (Request for Inspections Only)

Award of an Agreement for Services resulting from this RFP shall be based on the most responsive Individual or Company who presents the offer most advantageous to the City. The City of Madison reserves the right to reject any and all proposals or to waive any informality. The City of Madison is an equal opportunity employer.

**VENDOR SUBMISSION**

***Contact Information***

Please provide the following information:

|  |  |
| --- | --- |
| Individual/Company Name |  |
| Authorized Representative |  |
| Address (Primary Office) |  |
| Address (Other Office(s) |  |
| Phone Number |  |
| Facsimile Number |  |
| Email |  |
| Website (if available) |  |

***Qualifications***

1. Provide a brief description of the Individual/Company history.
2. Describe the range of services you or your Company provides for clients. Identify any particular areas you consider to be areas of special emphasis or expertise.
3. Describe any experience you or your Company has with providing and installing the requested equipment and surfacing.
4. Describe any work you or your Company has done for or adverse to our city.

***Proposal Terms***

The city seeks a proposal that, if accepted, will result in an Agreement for Equipment and Installation of Equipment and Safety Surfacing listed:

|  |  |
| --- | --- |
| **Quantity** | **Description** |
| 1 | Modular Playscape with Slide |
| 1 | ECHO Toddler Inground Play |
| 2 | Babble Playscape |
| 1 | Toddler Chimes |
| 1 | Crawling Tube |
| 1 | Interactive Spinner |
| 3 | 6 Ft Benches |
| 1 | Spinner |
| 1 | Climbing Tower |
| 1 | Animal/Bug Climber |
| 1 | Rocking Animal |
| 6 | Stump Climbers |
| 1 | Bug Inground Rider |
| 1 | Crawl Through Tunnel |
| 1 | Balance Beam |
| 1 | Chimes |
| 1 | Drum Players |
| 1 | Melody Chimes |
| 5,296 | Turf- SQ Ft Synthetic Turf (2 New Sections) |
| 4,552 | Turf-SQ Ft Synthetic Turf (overlay existing pour-in-play surface) |
| 1 | Materials Surcharge |
| 1 | Freight |
| 1 | Installation |

The new equipment is being selected to serve toddlers and younger children. It will be located adjacent to a LWCF assisted inclusive playground that serves older children.

***References***

1. Provide a list of representative clients, specifying any client who has received services from your company.
2. Identify at least three references we may contract regarding the Individual or Company’s integrity, quality of work, quality of service, cost-consciousness, and overall performance.

***Other Information***

Individual/Company may provide any other information not specifically requested that may aid the City in the review of the submission.

**PROPOSAL EVALUATION AND SELECTION**

***Committee***

The Selection Committee is comprised of the Parks and Recreation Director, Assistant Director of Parks and Recreation, Operations Manager, and Deputy City Clerk. Each responding entity to this request is asked to submit four (\_4\_) copies of its response for evaluation. The Selection Committee shall evaluate all proposals submitted and make a recommendation to the mayor to submit to the Board of Aldermen for approval. Any contract entered into as a result of this proposal shall be governed under the State Laws of Mississippi. Only the Governing Authority for the City of Madison can approve and authorize the execution of an Agreement for Professional Services.

Individuals/Companies may be asked to provide additional information and may be asked to meet with members of the committee for interviews. The references provided by the Individual/Company will be contacted.

***Scoring Criteria***

Proposals shall be evaluated on the following scoring criteria:

1. Vendor Experience 50 Points
2. Quality & Responsiveness of Management Proposal 20 Points
3. Pricing/Cost 20 Points
4. Individual/Company Location 10 Points

All bids shall be marked "LIBERTY VILLAGE EXPANSION PROJECT BID OPENING, DECEMBER 12. 2023, on the outside of the envelope.  Bids submitted in person shall be hand delivered to:

Ruth Gibbons

City of Madison Public Works Department

1239 Highway 51, Madison, MS  39110-9092

Bids may also be submitted by mail to:

City of Madison

Jackie Brown

Post Office Box 40

Madison, MS 39130.

All bids must be received by 9:30 am local time on Tuesday, December 12, 2023.  Electronic bids can be submitted at [www.centralbidding.com](https://nam02.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.centralbidding.com%2F&data=05%7C01%7Ccsmith%40madisonthecity.com%7C95cae4d8fc4d4b21b59a08dbdbc7ca6c%7Cc091f5c7888548c2b4e83c4f75e7d1be%7C0%7C0%7C638345423390732286%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=SnksRy0RS1rEvhg24QTvyAg97xPB1%2F32jqLc9iUDCcI%3D&reserved=0).

Bids will be opened at Denson Robinson Public Services Complex, 1239 Highway 51, Madison, MS  39110 at 10:00 am local time, Tuesday, December 12, 2023.  Any bid received after 9:30 am on the date will not be opened.  The project will be awarded to the lowest and best bid.

CITY OF MADISON, MISSISSIPPI

BY: s:/Susan B. Crandall

City Clerk

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