



Request for Proposals
Parklet Decking System
City of Urbana, Illinois
RFP#: 1314-19

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Notice to Bidders- Parklet Decking System

I. BIDDER INFORMATION

The City of Urbana is seeking cost proposals for materials to construct two (2) Parklet Decking Systems, similar to the Bison Pop-Up Parks Decking System. Proposals will be accepted at the Public Works Department, 706 S. Glover Avenue, Urbana, Illinois, Monday through Friday, 8:00 a.m. to 5:00 p.m. Bids will be accepted up to and no later than **2:00 p.m. May 5, 2014** and at said time shall be opened and read publicly.

A. BIDDER'S RESPONSIBILITIES

It is the manufacturer's responsibility to become familiar with the proposed project and all instructions prior to bidding. Questions about this project should be directed to:

John Collins, Operations Manager
(217) 384-2380
wjcollins@urbanaininois.us

B. QUALIFICATIONS OF BIDDERS

Bidders may be asked to demonstrate qualifications to provide materials and service specified by submitting detailed evidence such as financial data, previous experience, present commitments and other such data as applicable, and be prepared to submit such data within 5 days after the bid opening.

II. PROJECT SPECIFICATIONS

These detailed specifications shall be construed as a minimum. Should the manufacturer's current published data or specifications exceed these, such standards shall be considered minimum and furnished. All integral parts mentioned in the scope of these specifications that are necessary to provide a complete working unit shall be furnished.

The City of Urbana reserves the right to reject any or all bids, and waive all technicalities deemed in the best interests of the City. The City is not necessarily bound to accept the lowest bid submitted. If the lowest bid is not the best bid of value received for money expended, in the City's opinion, the right is reserved to make awards in the best interest of the City, as determined solely by the judgment of the City of Urbana. In making awards, intangible factors such as bidder's reputation, past performance, access of service, and replacement part's availability, will be weighed.

THE SUPPLIER WILL BE RESPONSIBLE FOR FURNISHING THE MATERIAL AND TECHNICAL SUPPORT SERVICES TO ACCOMPLISH THE FOLLOWING:

1. Materials to construct two (2) separate parklets each measuring 240 square feet (40' x 6'). One 40 foot side of each parklet will be bound by pavement curbing.
2. Decking system must support at least 1000 lbs. per square foot.
3. Decking systems, including perimeter containment, must be modular in design to allow for seasonal removal and reinstallation.
4. A perimeter containment system as part of the materials supplied.
5. Decking system must be adjustable with the ability to be leveled over varied slopes and elevations. The leveling system should consist of adjustable pedestals, shims and other components. Elevation variances for the two proposed locations range from 3 inches to 6 inches in height including the thickness of the deck surface.
6. Provide optional pricing for various decking surface materials.
 - a. Ipe or similar wood decking
All wood decking material shall be SFI (Sustainable Forestry Initiative) or ATFS (American Tree Farm System) certified.
 - b. Concrete panel decking
 - c. Other durable decking material
7. Provide optional pricing for various pedestrian railing systems.
8. Provide a limited warranty against manufacturing defect for a period of three (3) years.
9. Provide technical installation support data.
10. Provide delivery time frame after commitment to purchase.

III. BID SUBMISSIONS

The Bid Proposal shall include the following documents:

1. Bid Proposal including lump sum cost for materials, optional pricing and technical support service
2. Equal Employment Opportunity (EEO) Workforce Statistics Form
3. Purchasing Certification Form
4. Estimated delivery time of materials

INSTRUCTIONS TO BIDDERS

- 1) All items contained in the "Instructions to Bidders" are applicable to this request for proposals.
- 2) The competency and responsibility of bidders will be considered in making awards.

Each proposal must be signed in the firm or corporate name and must bear an original longhand signature of a principal duly authorized to make proposals for the bidding party. The Bidder's name must be fully stated where proposals are signed by an agent of the Bidder; evidence of their authority

to act as the Bidder's agent shall accompany the proposal. The name of each person signing the proposal shall be typed or printed below their signature.

Proposals must be submitted in sealed envelopes to the addressee below not later than the time set forth in "Notice to Bidders" addressed as follows:

Proposal for: Parklet Decking System

To: City of Urbana
C/o William R. Gray, Director of Public Works Department
706 South Glover Avenue
RFP Number: 1314-19
Urbana, Illinois 61802

Show the name and address of the bidding firm in the upper left-hand corner of the envelope. Also show the bid call number and the date and time of bid closing in the lower left-hand corner.

- 3) Proposals will be opened publicly by the Owner immediately after the required time and date of submission. The Bidder's reputation, the amount of the proposal, and the specified delivery time will be considered. The Owner reserves the right to reject any or all bids, or any part thereof, or to waive any informalities in any bid, deemed to be for the best interests of the Owner. The Owner reserves the right to accept the bid deemed most favorable for this project after all bids have been examined and evaluated.
- 4) Bidder shall agree to comply with the City of Urbana's Affirmative Action Ordinance and when required shall submit written evidence of the firm's employment practices, policies, goals and statistical data concerning employee composition on race, color, job description and compensation. "Award of Contract" is contingent upon on-site inspection or other means of verification in accordance with City of Urbana procedures.
- 5) Unless otherwise specified, materials and equipment purchased will be inspected as to meeting the quality requirements of the call for bids. When deemed necessary, samples of supplies or materials will be taken at random from stock received for submission to a commercial laboratory, or other appropriate inspection agency, for an analysis and test as to whether the material conforms in all respects to the specifications. In cases where the commercial laboratory report indicates that the material does not meet the specifications, the expense of analysis is to be borne by the Contractor and the order or balance thereof may be cancelled by the City of Urbana.

- 6) Successful Bidder is specifically denied the right of using in any form or medium the name of the City of Urbana for public advertising unless express permission is granted by the Director of Public Works.
- 7) The successful bidder shall furnish the Owner with an estimated delivery date upon the order of materials.
- 8) The Supplier shall comply with City of Urbana requirements for Equal Employment Opportunity (EEO) and complete the forms and Certificate of Compliance attached. The Supplier shall not discriminate against any qualified employee or qualified applicant available for employment to be employed in the performance of this Request for Proposal with respect to their hire, tenure, terms, conditions or privileges of employment, or any matter directly or indirectly related to employment, because of race, color, religion, national origin, or ancestry. Any violation of this covenant may result in the institution of penalties by law.

The Supplier shall comply with all applicable Federal, State and local statutory or administrative prevailing wage requirements or equal employment opportunity requirements. Further, the Supplier shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin or age. The Supplier shall take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their race, religion, color, sex, national origin or age. Such action shall include, but not be limited to, the following: employment upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Supplier agrees to post in conspicuous places, available to employees and applications for employment, notices setting forth the policies of nondiscrimination.

<p align="center">CITY OF URBANA</p> <p align="center">HUMAN RELATIONS DIVISION</p> <p align="center">400 SOUTH VINE ST.</p> <p align="center">URBANA, ILLINOIS 61801</p> <p align="center">(217) 384-2466 (phone); 384-2426 (fax)</p> <p align="center">vpclark@city.urbana.il.us</p>	Office Use Only		
	Requested by:		Date:
	Approved by:		Date:
	Vendor Number:		Certification
			Date:
Certificate Number:	Certificate Expiration Date:		

EQUAL EMPLOYMENT OPPORTUNITY (E.E.O.) WORKFORCE STATISTICS FORM

Failure to properly complete this form may result in a delay or denial of eligibility to bid or do business with the City of Urbana.

Section I. Identification

I. Company Name and Address:

Name:

d/b/a:

Address:

City/State/Zip:

Telephone Number(s) include area code:

Check one of the following

Corporation	<input type="checkbox"/>	Partnership	<input type="checkbox"/>	Individual Proprietorship	<input type="checkbox"/>	Limited Liability Corp.	<input type="checkbox"/>
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FEI Number:

Social Security Number:

2. Name and Address of the Company's Principal Office (*answer only if not the same as above*)

Name:

Address:

City/State/Zip

3. Major activity of your company (product or service)

SECTION II. Policies and Practices

<i>Description of EEO Policies and Practices</i>		<i>YES</i>	<i>NO</i>
A.	Is it the Company's policy to recruit, hire, train, upgrade, promote and discipline persons without regard to race, color, sex, religion, national origin, age, mental and/or physical disability?		
B.	Has someone been assigned to develop procedures, which will assure that the EEO policy is implemented and enforced by managerial, administrative, and supervisory personnel? If so, please indicate the name and title of the official charged with this responsibility. Name: _____ Title: _____ <i>Telephone:</i> _____		
C.	Does the company have a written Equal Employment Opportunity plan or statement? Note: If no, a copy of an E.E.O statement is enclosed. An E.E.O. statement must be submitted in order to be considered eligible to do business with the City of Urbana. If you have any questions, please contact the Human Relations Office at (217) 384-2466.		

D.	Has the company developed a written policy statement prohibiting Sexual Harassment? Attach a copy of the policy statement.		
E.	Have all recruitment sources been notified that the company will consider all qualified applicants without regard to race, color, sex, religion, national origin, mental and/or physical disability, or age?		
F.	If advertising is used, does it specify that all qualified applicants will be considered for employment without regard to race, color, sex, religion, national origin, mental and/or physical disability, or age?		
G.	Has the contractor notified all of its sub-contractors of their obligations to comply with the Equal Opportunity requirements either in writing, by inclusion in subcontracts or purchase orders?		
H.	Is the company a state certified minority/women owned business? If yes, please attach a copy of state certification.		
I.	<i>Does the company have collective bargaining agreements with labor organizations?</i>		
J.	Have the labor organizations been notified of the company's responsibility to comply with the Equal Employment Opportunity requirements in all contracts with the City of Urbana?		

SECTION III. Employment Information

a.	Please complete the company work force analysis. Use the number of employees as of the most recently payroll period. Be sure to complete all applicable columns.
b.	Job Classifications, see descriptions attached
c.	If minorities and females are currently under-represented in your workforce, please attach a copy of an explanation of your plan to recruit and hire qualified minorities and females.

Job Categories	Overall Totals		White (Not of Hispanic Origin)		Black or African-American (Not of Hispanic Origin)		Hispanic or Latino		Asian or Pacific Islander		American Indian or Alaskan Native	
	M	F	M	F	M	F	M	F	M	F	M	F
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)	(M)
Officials & Mgrs												
Professionals												
Technicians												
Sales Workers												
Office & Clerical												
Craft Workers (Skilled)												
Operatives (Semi-Skilled)												
Laborers (Unskilled)												
Service Workers												
<i>TOTAL</i>												
M = MALE, Column B is sum of Rows D, F, H, J and L.												
F = FEMALE, Column C is sum of Rows E, G, I, K and M.												
Date of above Data: _____												

SECTION IV. Certification

The company certifies that it has answered all of the foregoing questions truthfully to the best of its knowledge and belief and agrees that it/he/she will comply and abide by the City of Urbana’s Code of Ordinances (Section 2-119).

Signature:	<i>Typed Name & Title</i>	Telephone Number	Date

DEFINITIONS OF TERMS LISTED ON THE WORKFORCE STATISTICS FORM

(See previous Page)

DESCRIPTION OF RACE/ETHNIC CATEGORIES

Race /ethnic designations as used by the Department do not denote scientific definitions of anthropological origins. For the purposes of this report, an employee may be included in the group to which he or she appears to belong, identifies with, or is regarded in the community as belonging. However, no person should be counted in more than *one* race/ethnic group. The race/ethnic categories for this report are:

White (Not of Hispanic origin). All persons having origins in any of the original peoples of Europe, North Africa or the Middle East.

Black or African-American (Not of Hispanic origin). All persons having origins in any of the Black racial groups of Africa.

Hispanic or Latino. All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

Asian or Pacific Islander. All persons having origins any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands and Samoa.

American Indian or Alaskan Native. All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

DESCRIPTION OF JOB CATEGORIES

Each employee should be counted in only one job category. Select the category containing the jobs most similar to that performed by the employee. The jobs listed in each category are intended to provide an example, not a complete list, of all job titles falling into that category.

Officials and managers. Occupations requiring administrative and managerial personnel who set broad policies, exercise overall responsibility for execution of these policies, and direct individual departments or special phases of firm's operations. Includes: officials, executives, middle management, plant managers, department managers, and superintendents, salaried supervisors who are members of management, purchasing agents and buyers, railroad conductors and yard masters, ship captains, mates and other officers farm operators and managers, and kindred workers.

Professionals. Occupations requiring either college graduation or experience of such kind and amount as to provide a comparable background. Includes: accountants and auditors, airplane pilots and navigators, architects, artists, chemists, designers, dietitians, editors, engineers, layers, librarians, mathematicians, natural scientist, registered professional nurses, personnel and labor relations specialist, physical scientist, physicians, social scientist, teachers, surveyors and kindred workers.

Technicians. Occupations requiring a combination of basic scientific knowledge and manual skill which can be obtained through 2 years of post high school education, such as is offered in many technical institutes and union colleges, or through equivalent on-the-job training. Include: computer programmers, drafters, engineering aides, junior engineers, mathematical aides, licensed, practical or vocational nurses, photographers, radio operators, scientific assistants, technical illustrators, technicians (medical, dental, electronic, physical science), and kindred workers.

Sales. Occupations engaging wholly or primarily in direct selling. Includes: advertising agents and sales workers, insurance agents and brokers, real estate agents, and brokers, stock and bond sales workers, demonstrators, sales workers and sales clerks, grocery clerks, and cashiers/checkers, and kindred workers.

Office and clerical. Includes all clerical-type work regardless of level of difficulty, where the activities are predominantly non manual though some manual work not directly involved with altering or transporting the products is included. Includes: bookkeepers, collectors (bills and accounts), messengers and office helpers, office machine operators (including computer), shipping and receiving clerks, stenographers, typists and secretaries, telegraph and telephone operators, legal assistants, and kindred workers.

Craft workers (skilled). Manual workers of relatively high skill level having a thorough and comprehensive knowledge of the processes involved in their work. Exercise considerable independent judgment and usually receive an extensive period of training. Includes: the building trades, hourly paid supervisors and lead operators who are not members of occupations, compositors and typesetters, electricians, engravers, painters (construction and maintenance), motion picture projectionists, pattern and model makers, stationary hand painters, coaters, bakers, decorating occupations, and kindred workers.

Operatives (semiskilled). Workers who operate machine or processing equipment or perform other factory-type duties of intermediate skill level which can be mastered in a few weeks and require only limited training. Includes: apprentices (auto service and stitchers, dryers, furnace workers, heaters, laundry and dry cleaning operatives, milliners, mine operatives and laborers, motor operators, oilers and greasers (except auto), painters (manufactured articles), photographic process workers, truck and tractor drivers, knitting, looping, taping and weaving machine operators, welders and flame cutters, electrical and electronic equipment assemblers, butchers and meatcutters, inspectors, testers and graders, handpackers and packagers, and kindred workers.

Laborers (unskilled). Workers in manual occupations which generally require no special training who perform elementary duties that may be learned in a few days and require the application of little or no independent judgment. Includes: garage laborers, car washers and greasers, groundskeepers and gardeners, farmworkers, stevedores, wood choppers, laborers performing lifting, digging, mixing, loading and pulling operation and kindred workers.

Service workers. Workers in both protective and nonprotective service occupations. Includes: Attendants (hospital and other institutions, professional and personal service, including nurses aides, and orderlies), barbers, charworkers and cleaners, cooks, counter and fountain workers, elevator operators, firefighters and fire protection, guards, doorkeepers, stewards, janitors, police officers and detectives, porters, waiters and waitresses, amusement and recreation facilities attendants, guides, ushers, public transportation attendants, and kindred workers.

CITY OF URBANA, ILLINOIS
PURCHASING CERTIFICATION FORM (Rev. 4/06)

The City of Urbana requires all vendors doing business at the above levels with the City to comply with certain local, state and federal requirements. By signing below, the vendor certifies, that they are familiar with and are in compliance with all of the legislative acts summarized below. False certification on this form, or the failure to fully comply with all of the requirements of these acts, may result in the termination of any contract, debarment from future contacts from either the City of Urbana, State of Illinois or any other governmental agency, and may subject the vendor to other legal actions.

DRUG FREE WORKPLACE ACT: An act to create a drug free workplace and prevent the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance by anyone while involved in the performance of a contract for the City of Urbana. (30 ILCS 580/1 et. seq.)

CERTIFICATION OF COMPLIANCE: An act to insure that all contracts for goods, services or construction are obtained only through an independent noncollusive submission of offers, the vendor must certify that it is not barred from contracting with any unit of the State of Illinois or any Illinois local governmental agency as a result of any bid-rigging or bid-rotating. (720 ILCS 5/33E 1 et. seq.)

DELINQUENT TAXPAYERS: An act to certify that any vendors doing business with the City of Urbana are not delinquent in the payment of any tax administered by the Illinois Department of Revenue. (65 ILCS 5/11-42.1-1)

SIGNATURES (COMPLETE APPROPRIATE SECTION)

INDIVIDUAL **PARTNERSHIP** **CORPORATION** (check one)

Name of the Business _____

Signed By: _____

Printed Name: _____

Business Address: _____

Business Phone Number: _____

Date _____