



Great Bend Recreation Commission

Invitation to Bid

TENNIS CONCRETE EXPANSION AT VETERAN'S MEMORIAL PARK

RFP #TENNIS COURT CONCRETE EXTENSIONS

Sealed bids are due at 11:00 am on Thursday, October 8, 2020

Bid Specs are available online at: www.greatbendrec.com

Or can be picked up at:

Great Bend Recreation Center

1214 Stone Street

Great Bend, Ks 67530

The Great Bend Recreation Commission, Great Bend, KS 67530 invites sealed bids from qualified contractors to provide new concrete sidewalks and concrete slabs around the perimeter of the two tennis court areas located in Veteran's Memorial Park.

Sealed bids will be received by Great Bend Recreation Commission until 11:00 am on Thursday, October 8, 2020 until which time they will be opened publicly and read at the Great Bend Recreation Center, 1214 Stone Street.

The invitation to bid will be available online at www.greatbendrec.com or at the Great Bend Recreation Center, 1214 Stone Street, Great Bend, Ks 67530 between the hours of 8:00 am-5:00 pm. Monday-Friday. Two (2) copies of the submitted bids are to be placed in a sealed envelope and clearly marked: Tennis Court Concrete Extensions at Veteran's Memorial Park and addressed to: Great Bend Recreation Commission, Director, P.O. Box 353, Great Bend, Ks 67530. No proposals will be accepted after the date and time specified.

The Great Bend Recreation Commission reserves the right to accept or reject, without prejudice, any or all proposals or to waive any irregularities therein, or to accept the proposal deemed to be the best interest of the Great Bend Recreation Commission. The Great Bend Recreation Commission is a tax-exempt governmental municipality.

Diann Henderson-Executive Director/Superintendent
Great Bend Recreation Commission

Chris Umphres-Assistant Superintendent
Great Bend Recreation Commission

Great Bend Recreation Commission

Anyone picking up or downloading the bid invitation packet must send an email to dhenderson@gbrec.net with their contact information in order to receive any addenda or answers to questions. Questions can be emailed to dhenderson@gbrec.net. Questions will be answered and emailed to all bidders.

September 24, 2020

Great Bend Recreation Commission

Request for Bids

Project Title: Tennis Court Concrete Extensions

Bid Deadline: 11:00 am (CST) October 8, 2020

Project Completion Date: Fall 2020-Feb. 5, 2021

Invitation to Bid

1. The Great Bend Recreation Commission is inviting bids for concrete services for the East and West tennis courts located in Veteran's Memorial Park as described in this Request for Bids and Specifications.
2. Sealed Bids will be received at the Great Bend Recreation Commission, 1214 Stone Street, P.O. Box 353, Great Bend, Ks 67530 until the above-referenced Bid submission deadline, for furnishing materials, equipment and/or supplies as described herein.
3. Submission must be hand delivered or sent via return receipt delivery effected by certified mail, priority mail, commercial courier service, overnight delivery service or other reliable personal delivery service to the Great Bend Recreation Commission's above referenced address. Electronic submissions or email shall be accepted. Submissions received after the specified time and date will be returned.
4. Bids will be opened publicly and read aloud at 11:00 am (CST) on the above referenced Bid submission deadline, at the Great Bend Recreation Commission, 1214 Stone Street, Great Bend, Ks 67530.
5. Questions concerning this solicitation during the bidding process shall be forwarded to the Project Director.

Project Manager: Diann Henderson, Executive Director/Superintendent, 620-793-3755 ext. 113.

Email: dhenderson@gbrec.net or Chris Umphres, Assistant Superintendent, 620-793-3755 ext. 114, Email: umphresc@gbrec.net

Summary of Work

The intent is to solicit bids for professional concrete services for the Great Bend Recreation Commission. The written proposal is to install concrete areas around the perimeter of the tennis court areas. Creating new sidewalks and connecting to existing sidewalks at the Shannon Schartz tennis courts (east and west courts), located in Veteran's Memorial Park, McKinley Street, Great Bend, Ks. 67530. A Site visit is **HIGHLY** recommended for this project prior to RFP submission. Include all materials and labor necessary for this project to be a success and to be considered a "turnkey" project.

Minimum Specifications and Scope of Work

1. The contractor shall provide all equipment, materials, and labor in accordance with the terms of this RFP. The contract will provide products or services only upon the issuance and acceptance by contractor of a purchase order. The contractor shall accept all valid purchase orders.
2. The following is for informational use only to prepare the Proposal and shall not be considered an estimate or complete project of current or future needs. It is the vendor's responsibility to ensure that they understand the needs of the Great Bend Recreation Commission via communication with the project managers. To schedule a visit, contact the project managers.
3. The Great Bend Recreation Commission is sales tax exempt and will provide I.D. information and a State Project Exemption Form for this project.

Scope of Work

1. The tennis courts perimeter fencing is in process to be replaced. This project is to create new concrete extension slab areas for seating and walking around the courts in addition to new sidewalks to be installed at the east and west tennis courts located in Veteran's Memorial Park, McKinley Street, Great Bend, Ks 67530.
2. General Site Work: The following description of site work identifies the major components of work. Items of work that are not specifically called out but are inherently required to complete the Work shall be considered as a part of site work.
3. Protect surrounding areas to prevent damage during all stages of construction including the tennis court surface.
4. Perform rough grading and compacting.
5. Coordinate concrete work with fencing installer as needed.

6. Provide new 4" thick concrete slabs in designated locations referencing diagrams provided with appropriate expansion joints and transitions to tennis court surfaces. New sidewalks 4" thick and 6" wide to be identical to existing sidewalk including ADA compliant access to tennis court extension areas were applicable, shall have a max slope of 1:12 and a maximum cross-slope of 1:48. New Sidewalks may connect to existing sidewalks. Concrete to be a minimum of 3000 PSI mix with 6x6 10-gauge reinforcement wire. Sidewalks and concrete slabs located alongside the tennis courts will transition evenly with care taken to protect the surfacing of the existing tennis court surfaces and lines.
7. Approximate square footage: (see diagrams with concrete options).
8. Restore all areas disturbed during construction to pre-construction conditions
9. Services include final prep and installation of a new broom finish on concrete sidewalk and tennis court concrete extension slabs for seating and walking.
10. All edges adjoining to the tennis courts shall be free of dirt, dust, foreign objects, and weeds as expansion joints are filled.

Bid Submissions

1. Written Bids shall be typewritten or written in ink. Officials of corporations shall designate their official title; partners or sole owners shall so state, giving the names of all interested parties. The person signing the Bid shall initial all corrections or erasures.
2. Bids with all required submittals and information shall be submitted at the time and place indicated herein, in writing in envelope identified on the outside with Bidders Name and address and project bid.
3. Any questions about the meaning or intent of the Bid Documents or requirements must be submitted in writing to the Project Manager not less than seven (7) days prior to the date of the Bid opening.
4. Each bidder shall attach to its bid copies all the warranties to be provided by the Manufacturer, distributor and/or Bidder. Industry standard warranties are to be included with bid package
5. Firms submitting proposals must be an "Equal Opportunity Employer". The vendor shall observe this act and provide documentation as requested.
6. Bid quotes proposed shall include minimum standards and optional equipment/materials.
7. Bidder is required to be licensed in the City of Great Bend.
8. Bidders shall state the delivery terms in the Bid, unless already specified.
9. All related expenses for the project to be included in the proposal.
10. It is the vendor's responsibility to clearly list any exclusions to the minimum requirements listed above that they cannot meet. The vendor must also list anything that the Great Bend Recreation Commission will need to provide to make this project a success.
11. The Great Bend Recreation Commission is exempt from Kansas sales tax on materials and equipment to be purchased hereunder. Consequently, sales tax shall not be included in bid. Bidders shall state in the Bid all prepayment and discount options offered.
12. The Great Bend Recreation Commission shall not be liable for any costs incurred by a Bidder in preparing and submitting a Bid, or in performing any other activities relative to this Request for Bids.
13. When approximate quantities are stated, the Great Bend Recreation Commission reserves the right to increase or decrease the quantity as best fits its needs.
14. Notes of explanation or clarification must be included with specific reference to the item in question.

Confidentiality of Documents

1. All responses to the RFP submitted by vendors shall be deemed public documents at the time opened by Great Bend Recreation Commission. The RFP is intended to be worded in a manner so as not to elicit proprietary information from the vendor. If proprietary information is submitted as part of the Proposal, such an information is to be labeled proprietary and be accompanied with a request that the information is to be returned by the Great Bend Recreation Commission to the submitter. Any proposal that is submitted with a blanket statement or limitation that would prohibit or limit such public inspection shall be considered non-responsive and shall be rejected.

Cost Quotations

1. All costs must be itemized and included in this section. **Vendors must also complete the final page of this RFP document to be used as an additional summary document.**

Bid Withdrawal

1. Bids may be withdrawn by notice in writing, but only if the written notices are received prior to Bid opening. After Bid opening, Bids may not be withdrawn and shall remain open for thirty days.

Award of Contract-Reserves Right to Reject

1. The Great Bend Recreation Commission reserves the right to reject any and all Bids; to waive any and all informalities or defects; to disregard all nonconforming, non-responsive or conditional bids; or to accept such proposals as shall be deemed to be in the best interest of the Great Bend Recreation Commission so to do. Discrepancies between words and figures will be resolved in favor of words. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum. The Great Bend Recreation Commission also reserves the right to negotiate with any vendor, all or part of any Proposal that is in the best interest of the Great Bend Recreation Commission.
2. Bids will be evaluated, and award will be made to the lowest bidder and best responsive and responsible Bidder whose Bid conforms to the Recreation Commission's requirements, and whose Bid is the most advantageous to the Recreation Commission, price and other factors considered;
3. The ability, capacity, and skill of the bidder to perform the contract or provide the service required.
4. Experience in concrete construction.
5. Capability of contractor and/or personnel.
6. References
7. Whether the bidder can perform the contract or provide the service promptly or within the time specified without delay or interference.
8. The character, integrity, reputation, judgement, experience, and efficiency of the bidder.
9. The quality of performance of previous contracts or service.
10. The quality, availability and adaptability of the supplies or contractual services to the particular use required.
11. The ability of the bidder to provide future maintenance and service for the use of the subject contract.

Contract Terms

1. Within ten (10) days of acceptance by the Great Bend Recreation Commission and notification of notice of award, the successful Bidder will enter a contract with the Great Bend Recreation Commission. The agreement shall be subject to and shall include the standard purchase terms and conditions stated.
2. The Building permit shall be the responsibility of the contractor.
3. The successful bidder will submit an invoice for completed project.
4. Additional work. If during the performance of this agreement, other or additional services are required for this contract, additional services may be ordered by Great Bend Recreation Commission, payment to the Contractor for the same shall be as provided above. To be eligible for payment for additional services, prior to commencement of work, an approved change order will be issued by Great Bend Recreation Commission.
5. Abandonment of the Project. If the Great Bend Recreation Commission shall at any time during the performance of this agreement, deem it necessary for the Great Bend Recreation Commission to abandon or involuntarily defer the work under this Agreement, the Contractor shall be entitled to compensation for any work uncompensated, work performed prior to such time. Or compensation shall be withheld if the Great Bend Recreation Commission deems the work performed of poor quality.
6. Termination. In the event either party shall default in its obligations to perform in accordance to this Agreement by giving 48 hours written notice.
7. Any firm will be required to included the following statement in any contract with the Great Bend Recreation Commission: "Contractor shall not discriminate in the employment of persons engaged in the performance of this Agreement on account of race, color, national origin, ancestry, religion, sec, marital status, physical handicap, or medical condition, in violation of any federal or state law.
8. Rights to intellectual property developed, utilized, or modified in the performance of services shall remain the property of Great Bend Recreation Commission.

Execution

1. The contract shall include all supervision, labor, equipment, and other such necessary items to complete the scope of work.
2. The contractor shall protect all existing and adjacent facilities, equipment and grounds and repair any damage caused by the project work and repair any damage caused by the project work.

3. The contractor shall protect all existing underground utilities and is responsible for notification to Dig Safe. Notify Dig Safe three working days prior to any excavation or demolition, if applicable.
4. The timeline for project completion will be stated as the number of calendar days following the receipt of the notice to proceed from the Great Bend Recreation Commission.
5. Quality Standards: The minimum standards that must be met by the contractor shall include, but not necessarily be limited to, the following:
All work shall comply with all federal, state, and local codes and regulations, including prevailing wage guidelines.

Delivery and Storage (If applicable)

1. Care shall be taken to prevent damage to existing site and amenities during delivery, handling, and storage of materials.
2. The contractor will decide for and accept all deliveries to the project site. The Great Bend Recreation Commission will not accept deliveries for the contractor.
3. Staging a site for storage of materials on site will have to meet the approval of the City of Great Bend.

Preconstruction Meeting

1. No later than ten (10) days after the notice to proceed, the contractor shall meet with representatives from the Great Bend Recreation Commission and City of Great Bend Park Department. No work will occur prior to this meeting.

Project Conditions:

1. The tennis courts will be in use during time of construction by the high school tennis and local tennis programs during installation phases. To assure work performance and safety of tennis patrons, any notices that contractors work will interfere with public safety of playing tennis during installation times will be related 48 hours in advance to the Great Bend Recreation Commission.
2. Project completion date: February 5, 2021.
3. Every effort will be made to keep the existing surface of the tennis courts intact and without damage to surface or base.

Clean Up

1. At the end of each day, the contractor shall clean the immediate are of scraps, packing containers and other trash from the site or securely stowed in an approve trash container. At the end of the contract, all fencing, containers, packaging, and other debris shall be removed from the premises and the entire area around the construction site shall be left in an acceptable manner. The contractor shall replace or/repair any damage done to grounds, shrubs, trees, equipment, or property not specifically stated.

Notice of Selection

1. After approval by the Great Bend Recreation Commission, the selected Contractor will be notified as soon as possible.
2. The final award is subject to the Great Bend Recreation Commission's purchasing policy.

Interpretations

1. No interpretation made to any respondent as to the meaning of the RFP shall be binding on the Great Bend Recreation Commission unless repeated in writing and distributed as an addendum by the Great Bend Recreation Commission. Interpretations and/or clarification shall be requested in writing from the Great Bend Recreation Commission, Project Manager.

Contractual Obligations

1. The successful vendor will be required to accept a purchase order from the Great Bend Recreation Commission in which the vendor will undertake certain obligations. These obligations include, but are not limited to, the following:
2. Inclusion of Proposal – The proposal submitted in response to this RFP will be incorporated as part of the final purchase order with the selected vendor.
3. Insurance – The successful vendor shall maintain and shall require all its subcontractors to maintain general aggregate insurance with limits of not less than \$1,000,000 per accident

4. Costs – All costs are to be stated in exact amounts. All costs must be detailed specifically; no additional charges (e.g. for sales tax, container packing, installation, training, out of pocket expenses, etc.) will be allowed unless so specified in the Proposal.

Client References

1. Provide at least three client references that are similar in nature, size of complexity to that described in this RFP.

For additional information contact:

Great Bend Recreation Commission
1214 Stone Street, Great Bend KS 67530 620-793-3755



Great Bend Recreation Commission

SUMMARY PROPOSAL FORM

TENNIS COURT CONCRETE WORK AT VETERAN'S MEMORIAL PARK

RFP# TENNIS COURT CONCRETE EXTENSIONS

Sealed bids are due at 11:00 am on THURSDAY October 8, 2020

Company _____

Representative _____

Address _____

E-Mail Address _____

Telephone Number () _____

Please list all exception to the items noted in this document: _____

PLEASE USE ADDITIONAL PAGES IF NECESSARY – (ARE ADDITIONAL PAGES INCLUDED? YES ___ NO ___)

I have reviewed and will fulfill the requirements regarding Great Bend Rec Agreements described in this document:

Yes _____ No _____

Representative Signature:

Date: _____

PROPOSAL TOTAL: \$ _____
NEXT PAGE)

(FOR MULTIPLE OPTION PROPOSALS PLEASE USE THE

Proposal Description: _____

Proposal Total: _____

Proposal Description: _____

Proposal Total: _____

Proposal Description: _____

Proposal Total: _____

Proposal Description: _____

Proposal Total: _____

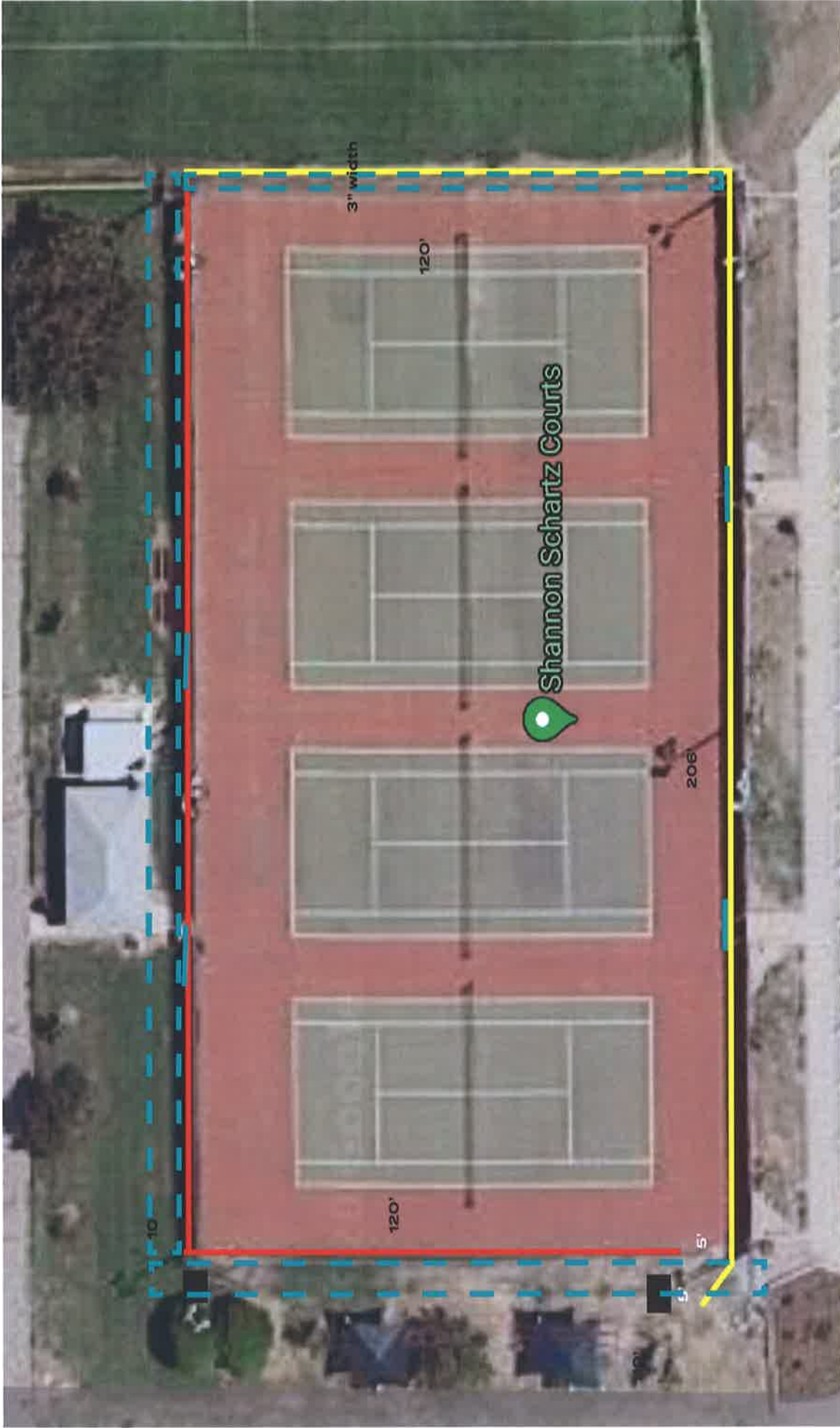
Proposal Description: _____

Proposal Total: _____

Proposal Description: _____

Proposal Total: _____

OPTION 1



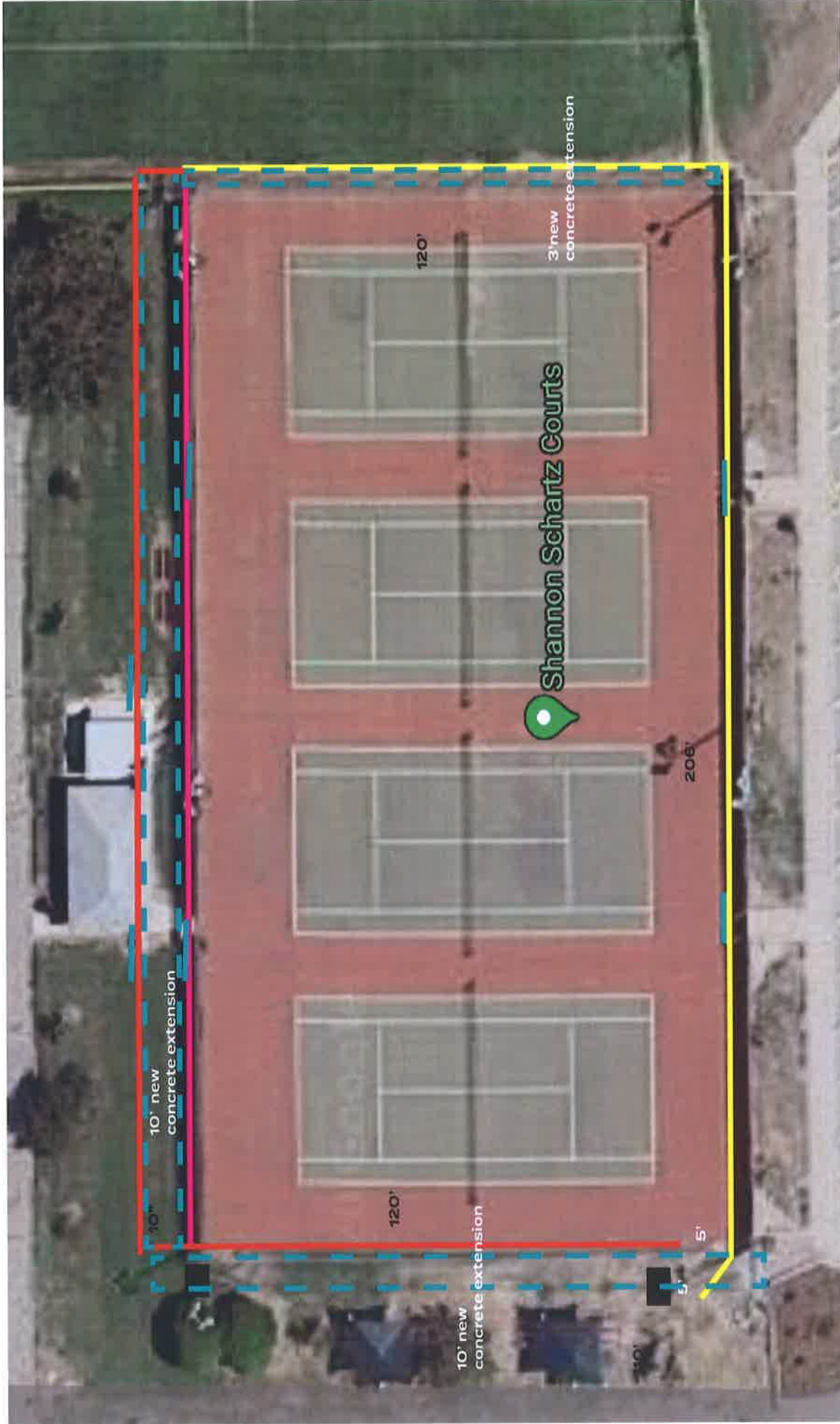
- Gates (existing 36")
- 10ft New Fence
- 4 ft New Fence
- 10ft Existing Fence
- 4 ft Existing Fence
- 10ft x 10ft Wings
- Light Pole

VETERAN'S MEMORIAL PARK TENNIS COURTS
 Tennis Court Fencing Project
 (remove existing fencing, install new fencing as specified in RFP)

WEST COURTS- CONCRETE PLAN
 2020

Gates doors 36" min.
 Wing opening min. to court 72"
 & 10'x10' fence
 4 gates
 Approx. distances indicated
 Note: 10' ft concrete extension
 on west & north side of courts

OPTION 2



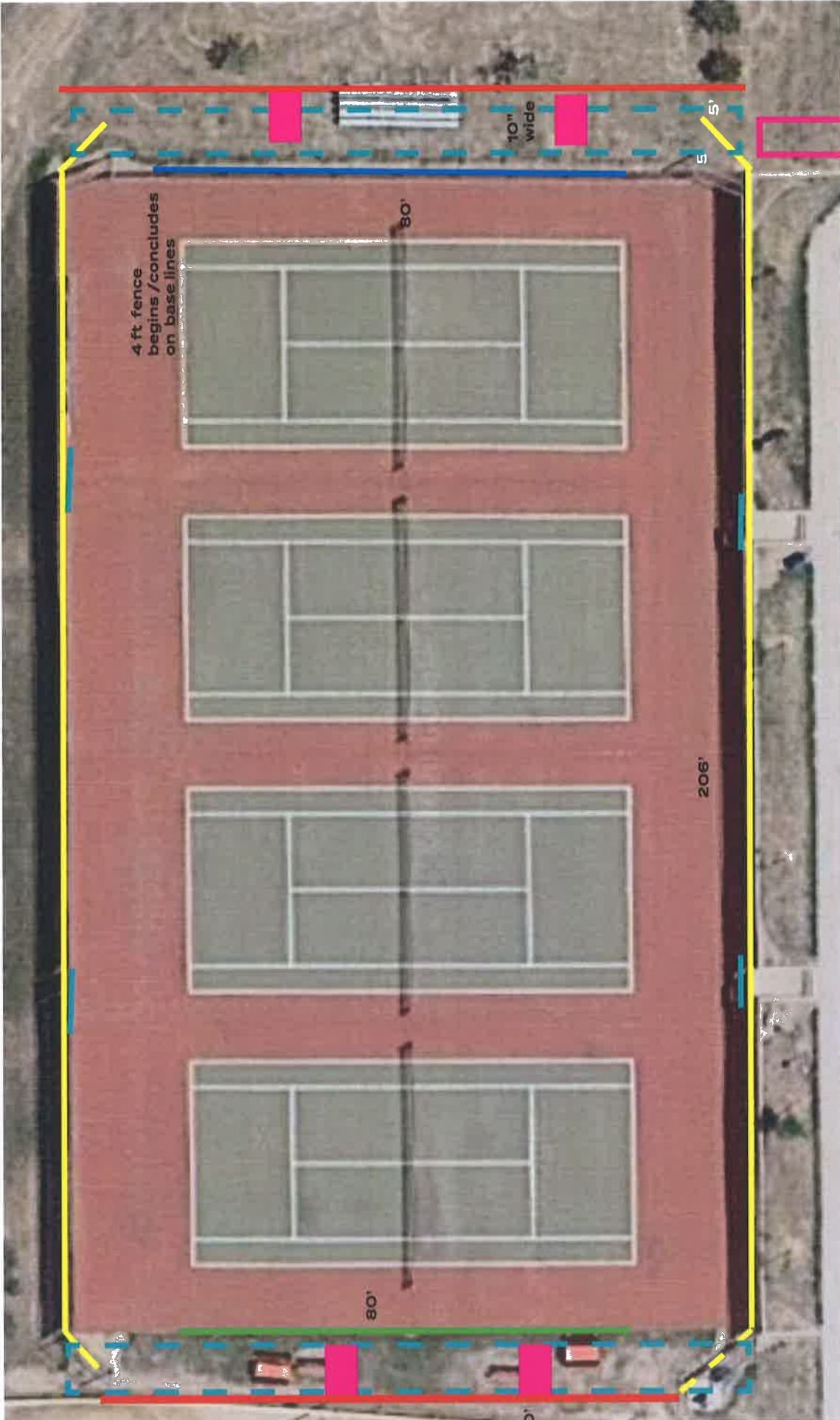
- Gates (existing 36")
- 10ft New Fence
- 4 ft New Fence
- 10ft Existing Fence
- 4 ft Existing Fence
- 6ft New Fence w/gates
- Note: 10ft x 10ft Wings
- Light Pole

VETERAN'S MEMORIAL PARK TENNIS COURTS
 Tennis Court Fencing Project
 (remove existing fencing, install new fencing as specified in RFP)

WEST COURTS- CONCRETE PLAN
 2020

Gates doors 36" min.
 Wing opening min. to court 72"
 & 10'x10' fence
 4 gates
 Approx. distances indicated
 Note: 10' ft concrete extension
 on west & north side of courts

OPTION 1



4 ft. fence begins / concludes on base lines

10' wide

5' 5'

206'

80'

110'

- Gates (existing 36")
- 10ft New Fence
- 4 ft New Fence
- 10ft Existing Fence
- 4 ft Existing Fence
- 10ft x 10ft Wings

sidewalk to existing sidewalk

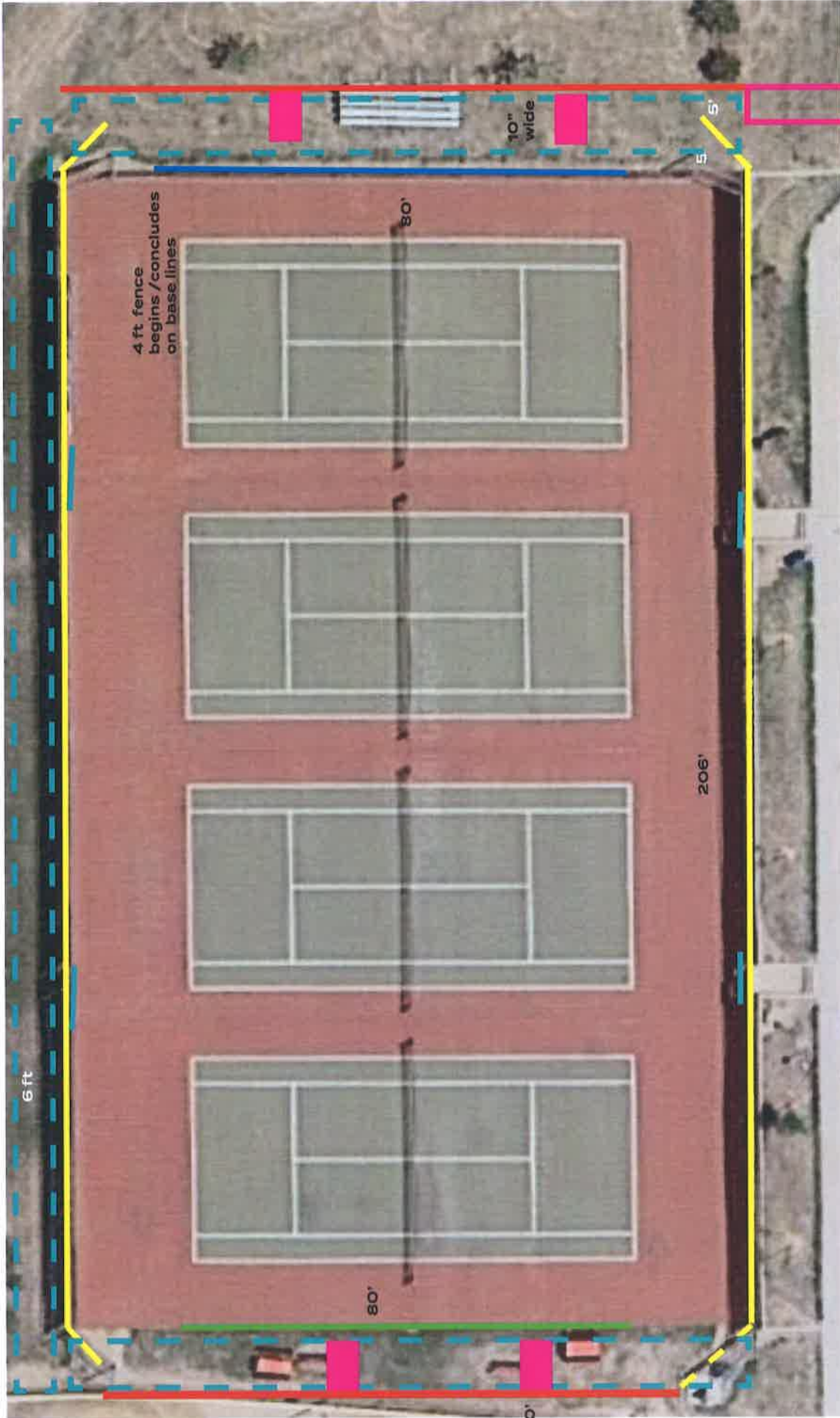
Support-shade

Gates doors 36" min.
Wing opening min. to court
72" & 10'x10' fence
3 gates
Approx. distances indicated

VETERAN'S MEMORIAL PARK TENNIS COURTS
Tennis Court Fencing Project
(remove existing fencing, install new fencing as specified in RFP
EAST COURTS - CONCRETE PLAN
2020



OPTION 2



Gates (existing 36")
 10ft New Fence
 4 ft New Fence
 10ft Existing Fence
 4 ft Existing Fence
 10ft x 10ft Wings

VETERAN'S MEMORIAL PARK TENNIS COURTS
 Tennis Court Fencing Project
 (remove existing fencing, install new fencing as specified in RFP
 EAST COURTS - CONCRETE PLAN
 2020

Gates doors 36" min.
 Wing opening min. to court
 72" & 10'x10' fence
 3 gates
 Approx. distances indicated

-  10ft Existing Fence
-  4 ft Existing Fence
-  4 ft Existing Fence
-  10ft x 10ft Wings
-  sidewalk to existing sidewalk
-  Support-shade