



DEPARTMENT OF PARKS AND RECREATION

**R E Q U E S T F O R
P R O P O S A L S**

New Scoreboards and Video Board in City Athletic Facilities

November – 2016

TABLE OF CONTENTS

REQUEST FOR PROPOSALS ----- 1

INFORMATION FOR PROPOSERS----- 2

RFP ATTACHMENT #1 – SCOPE OF WORK----- 7

RFP ATTACHMENT #3 - PROPOSAL COVER PAGE ----- 9

FORM OF CONTRACT DOCUMENTS

- FORM OF CONTRACT
- CONSTRUCTION GENERAL CLAUSES
- INSURANCE REQUIREMENTS

REQUEST FOR PROPOSALS

The City of Salina, Kansas is currently accepting proposals for the supply and installation of new scoreboards and a video board in City athletic facilities. Sealed proposals will be accepted, at the office of Parks and Recreation, City-County Building, 300 West Ash, Room 100 Salina, Kansas, until **2:00 p.m. (CST), Friday, December 2, 2016.**

RFP – New Scoreboards and Video Board in City Athletic Facilities

The specifications and other contract documents are available for public inspection at the office of the Parks and Recreation Department, City-County Building 300 West Ash, Room 100, Salina, Kansas. The documents may be obtained from the office of the Parks and Recreation Department.

The City of Salina, Kansas, reserves the right to reject any or all proposals and to waive any irregularities therein.

THE CITY OF SALINA, KANSAS

/s/ Shandi Wicks
CITY CLERK

INFORMATION FOR PROPOSERS

1. INVITATION TO SUBMIT PROPOSALS

- 1.1 The City of Salina Parks and Recreation Department is soliciting sealed Proposals for the supply and installation of new scoreboards in various city facilities as well as one video board as a component to one of the scoreboards. The deadline for receiving Proposals is December 2, 2016, at 2:00 p.m. (CST). All Proposals must be received at the City-County Building, 300 W. Ash, Room 100, P.O. Box 736, Salina, Kansas 67402.
- 1.2 Proposals 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 City's above-referenced address. Fax proposals will not be accepted. Proposals received after the specified time and date will be returned unopened.
- 1.3 Proposals will be opened at 2:00 p.m. Central Standard Time, on December 2, 2016, at the City-County Building, 300 W. Ash, Room 100, Salina, Kansas 67401.

2. DEFINITIONS

- 2.1. Terms used in this Information for Proposers shall have the meanings assigned to them in the General Clauses enclosed herewith, provided that the following additional terms shall have the following meanings:
 - Proposal: A completed and properly signed and submitted offer to provide the services and equipment as specified in the RFP Documents, which includes a price therein as specified by the Proposer, together with all required information and other submittals, and which, if accepted by the City, will bind the Proposer to perform the resultant Contract. The term "Proposal" shall have the same meaning as, and shall be deemed to constitute, a "Bid" for purposes of interpreting the Contract Documents.
 - Proposer: A person or entity who submits a Proposal in accordance with the RFP Documents.
 - RFP Documents: This Request for Proposals and all attachments hereto, and the Proposal.

3. DESCRIPTION OF PROJECT

- 3.1. The City wishes to purchase and install four new scoreboards, as well as one video board as a component to one of the scoreboards, in city athletic facilities. Also, the selected vendor will remove an existing scoreboard at Dean Evans Stadium. This will be a turnkey project. Please see project scope for details.

4. PROPOSAL SUBMISSIONS

- 4.1 Written Proposals shall be typewritten or written in ink, in such form and containing such information as requested herein. 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 Proposal shall initial all corrections or erasures.
- 4.2 Sufficiency of Documents, Interpretations, Addenda.
 - 4.2.1 The submission of a Proposal will constitute an incontrovertible representation that the Proposer will comply with every term and condition of the Contract Documents and that such documents and specifications therein are sufficient in scope and detail to

indicate and convey understanding of all requirements for furnishing the services and all associated parts and equipment.

- 4.2.2 Any questions about the meaning or intent of the Contract Documents or requirements are to be submitted in writing to the Project Manager not less than five (5) calendar days prior to the date of Proposal opening. Questions submitted will be answered by written addenda issued to all prospective Proposers who have obtained a copy of this Request for Proposals from the City. Oral or other interpretations or clarifications will be void, without any legal effect and do not bind the City.
- 4.2.3 Addenda to the Contract Documents shall be properly acknowledged in the Proposer's Proposal.
- 4.3 Proposals with all required submittals shall be submitted at the time and place indicated in this Request for Proposals, in writing within a sealed envelope addressed to the City of Salina, in care of **Chris Cotten, Director of Parks and Recreation, City-County Building, 300 W. Ash, Room 206, P.O. Box 736, Salina, Kansas 67402** and identified on the outside with Proposer's name and address and the title **RFP-New Scoreboards and Video Board in City Athletic Facilities**.
- 4.4 The City is exempt from Kansas sales tax on materials and equipment to be incorporated into the work. Consequently, sales tax shall not be included in the proposed contract price.
- 4.5 All Proposals received will become the property of the City and will not be returned to the Proposers.
- 4.6 All costs incurred by a Proposer in preparation of a Proposal will be borne solely by the Proposer.
- 4.7 All questions concerning this project shall be forwarded to the Project Manager listed below:

Chris Cotten, Director of Parks and Recreation
300 W. Ash Street, P.O. Box 736
Salina, KS 67402-0736
Telephone Number: (785) 309-5765
Email: chris.cotten@salina.org

5. PROPOSAL SECURITY

5.1 The City's Proposal security requirements are as follows: ("X" indicates applicability):

<input type="checkbox"/>	Each Proposer shall submit with its Proposal a certified check, cashier's check, or an acceptable bidding bond (written on a penal sum form), in the amount of five percent (5%) of the total amount shown on the Proposal. The Proposal security shall be made payable to the City and will serve as a good faith guarantee that the Proposer will enter into any Contract awarded to the Proposer in accordance with the terms of the Proposal. If the Successful Proposer fails or refuses to enter into a Contract, or to hold the Proposal price, terms, or conditions firm, then, in addition to exercising any other available remedy at law or in equity, the City may consider the Proposer to be in default and the Proposal security of that Proposer shall be forfeited and the money derived therefrom will be turned to the use of the City. The City may retain the security of any Proposer until sixty-one (61) days after the Proposal opening, at which time the Proposal security shall be returned to all unsuccessful Proposers.
<input checked="" type="checkbox"/>	Proposal security is not required for this project.

6. MULTIPLE PROPOSALS

6.1. Proposers may submit more than one Proposal for the City’s consideration, in order to propose different design layouts, technical specifications, or general solutions to the City’s needs. If multiple Proposals are submitted by a single Proposer, each Proposal should be prepared on a separate Proposal Cover Page, and submitted to the City in a separate envelope with the documents and information requested in Section 14 below. If alternate Proposals are submitted, only one Proposal security submission is required (if any proposal security is required by Section 5 above), provided that such security is based on the amount of the Proposer’s highest single Proposal.

7. PROPOSAL WITHDRAWAL

7.1 Proposals may be withdrawn by notice in writing only if received by the City prior to Proposal opening. After opening, Proposals may not be withdrawn and shall remain open for sixty (60) days.

8. SITE VISITS

8.1 Site visits are not mandatory, but interested Proposers are strongly encouraged to visit the Magnolia Soccer Complex before submitting a Proposal. Any interested Proposer wishing to visit the athletic facilities for the purpose of gathering additional information should contact the Project Manager to schedule an appointment.

9. PROJECT TIMELINE

9.1 The City’s anticipated schedule for solicitation, commencement, and completion of the project is as follows:

Advertise and Issue Request for Proposals -----	November 14, 2016
Proposals Due and Opened -----	2:00 p.m. December 2, 2016
Contract Award-----	December 12, 2016
Notice of Award and Execution of Contract -----	December 13, 2016
Submission of Soccer Project to Corps of Engineers -----	December 20, 2016
Obtain Approval from Corps; Issue Notice to Proceed Soccer ----	Mid-February, 2016
Baseball Scoreboards installed and ready for use-----	February 17, 2016

10. AWARD OF CONTRACT; SELECTION CRITERIA

10.1 The City reserves the right to reject any and all Proposals; to waive any and all informalities or defects; to disregard all nonconforming, non-responsive or conditional Proposals; or to accept such Proposals as shall be deemed to be in the best interest of the City 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.

10.2 In evaluating Proposals, the City will consider the Proposers’ qualifications, understanding of the project and proposed solution, experience, references, cost proposal, ability to meet the project deadlines, and overall ability to satisfy the City’s needs. The City may also consider operating, maintenance and supply costs, service response time, performance data, guarantees of materials and equipment and any other such data at the City’s discretion.

- 10.3 The City may award a contract on the basis of initial Proposals received. However, the City reserves the right to request additional information from any or all Proposers. Therefore, each Proposal submitted should contain the Proposer's best terms.
- 10.4 Within ten (10) days of receiving a notice of award, the successful Proposer shall execute a Contract with the City, in a form substantially similar to that attached hereto. Proposers should include with their Proposal submissions any proposed changes or alternative contract language for the City's consideration and potential negotiation. Submission of a Proposal shall be deemed an offer to contract on the terms set forth in the City's proposed Contract, unless exceptions or alternative contract terms are otherwise expressly indicated in the submitted Proposal.

11. PERMITS AND AUTHORIZATIONS

- 11.1 The Contractor shall, at its own cost and expense, secure from the City's Development Services Department all permits, authorizations, and licenses necessary for the prosecution of the Work.
- 11.2 The Magnolia Soccer Complex is located near the levy for the Smoky Hill River, and all excavations for the Project must therefore be approved by the U.S. Army Corps of Engineers (the "Corps") prior to the commencement of any Work. Following the execution of a Contract between the City and the Contractor, the Contractor shall coordinate and cooperate with the City's Engineering Department to submit all information and documents to the Corps for approval. It is anticipated that Corps' approval process may take up to 8-10 weeks. Items to submit to the Corps include underseepage and uplift calculations. Other submittals may be required, and general guidance documents can be found at <http://www.nwk.usace.army.mil/Missions/Engineering-Division/Geotechnical-Branch/Geotechnical-Design-and-Dam-Safety/>.

If the Corps' approval cannot reasonably be obtained by the City, the City may voluntarily terminate the Contract upon written notice to the Contractor. In the event of such termination by the City, the Contractor shall be compensated for such services as have been satisfactorily performed by the Contractor at the written request of the City for purposes of applying for and pursuing the Corps' approval of the Work, but no compensation shall be earned after the effective date of the termination.

12. INSURANCE

- 12.1 The Contractor shall obtain and maintain insurance coverage as specified in the proposed Contract and General Clauses.

13. GENERAL SCOPE OF WORK; SPECIFICATIONS

- 13.1. The Contractor will perform and be responsible for all items listed in **RFP Attachment #1 – Scope of Work**.

14. PROPOSAL FORM AND REQUIREMENTS

- 14.1 To submit a Proposal, the Proposer must complete and submit the Proposal Cover Page, in the form attached hereto as **RFP Attachment #2**. The Proposal Cover Page shall, among other things, provide a cost proposal for all of the proposed Work, including design, accessories and equipment, delivery, and installation. The completed Proposal Cover Page form will serve as the cover page for the remaining documents and information requested in the submittal checklist that follows the Proposal Coverage Page.

- 14.2 As an attachment to the Proposal Cover Page, the Proposer shall provide at least three (3) examples of projects similar in scope that Proposer's company has completed in Kansas or a nearby state. For each project, please provide:
- Overview and general description of project.
 - Specific services provided by your company and time required to complete each service.
 - Cost of project.
 - Name of project customer for which your company performed work.
 - Name, title and phone number of project customer representative that City may contact.

RFP ATTACHMENT #1 SCOPE OF WORK

1. General Scope of Work

The is requesting proposals from scoreboard vendors for: (1) the replacement of the scoreboards at Dean Evans Stadium and James Matson Fields; and (2) the procurement and installation of two soccer-specific scoreboards for fields #4 and #5 at the Magnolia Soccer Complex.

The Contractor shall provide all labor, materials, equipment, accessories, etc. as required to complete and provide for the supply and installation of the following items.

The City desires a scoreboard for Dean Evans Stadium that is approximately 10' in height, 36' in length and 10" in depth. Bright, wide angle, energy efficient LED's, wireless operation with Ball Count (24"), Strike Count (24"), Out's Count (18"), At Bat (18"), 10 inning count (18"), Runs (18"), Hits (18"), Errors (18"), H/E Counter (24"), 14" 10-character maximum electronic team names for home and visitor. 5-year warranty, carrying case for controller, Data Connection kit, 4 level control consoled display brightness, water resistant aluminum construction, built in service points. 120VAC, 60 Hertz, 785 Watts, 7 Amps, Phase 1, 2-Wire + ground wiring, 1 circuit required and ETL/CETL Safety Listing.

Additionally, for Dean Evans the City desires to have a 20mm outdoor LED type 1R1G1B or equivalent, approximately 11'7" X 3'2" with video capabilities to take the fan experience to the next level. 20.0 Pitch, Oval 346 Pixel Configuration, 1R1G1B LED, 320 x 320 Module Dimensions (mm), Module Resolution 16*16, Pixel Density (pixel/m2) 2500, aluminum cabinet material, 48x64 cabinet resolution, cabinet area (m2) 1.23, IP Rating 65/54, max white balance 7000, Viewing Angle H/V 120 degrees / 70 degrees, Pixel Level Brightness Calibration, Pixel Level Color Calibration, Contrast 6000:1, Brightness Control Mode Manual/Auto/Programmable, 100,000 lifetime hours, rear serviceability, CCC CE UL Certificate, Image Processing Frame Rate (Hz) 60, Refresh Rate (Hz) \geq 3840, Static Driving Method. The scoreboard will be branded with Dean Evans Stadium prominently across the top of the unit as well as have a sponsorship panel along the bottom of the entire length of the scoreboard that is 36'L X 3'H including cabinet artwork to the left and right of the video board.

The City also desires a scoreboard for James Matson Field that is approximately 6'6' in height, 20' in length and 7" in depth, 9 Inning Count with wireless control and carrying case. Ball Count (18"), Strike Count (18"), Out (18"), 9 inning count, 120 VAC, 60 Hertz, 340 Watts, 3 Amps, Phase 1, 2-Wire+ ground wiring, 1 circuit required and ETL/CETL Safety Listing. The scoreboard will be branded with James Matson Field prominently across the top of the unit as well as have a bottom sponsorship panel that is 20' in length and 2' wide.

The City desires two scoreboards for the Magnolia Soccer Fields to be located on Fields #4 and #5. These scoreboards are to be of the same style and model number approximately 7'-6" in height, 20' in length, 10" in depth with super bright, wide-angle, energy efficient LED's. Scoreboards with convey Corner Kicks (18"), Game Time (24"), Half (18"), Shots on Goal (18"), Team Score (24"). 120 VAC, 60 Hertz, 481 Watts, 4 Amps, Phase 1, 2-Wire + ground wiring, 1 circuit required and ETL/CETL Safety Listing. Both scoreboards will have sponsorship panels along the bottom that are 20' in length and 2' wide.

This project will be a turnkey project with the work being done by a licensed electrician in the State of Kansas. All wiring will be copper in nature, with the exception of the communication wiring to the video board. Video board communication will be through 6 strand single-mode fiber optic cable and all wiring and cable will be housed in commercial grade conduit. The City also requires a written wireless guarantee for the scoreboard controller that it won't interfere with other wireless systems. System will operate on a 900MHz FCC licensed spread spectrum. All training for use of the video board will also be included in the turnkey price.

The soccer complex scoreboards will need engineered stamped drawings for the footings for the scoreboard support beams. All four scoreboards and the video board will need stamped electrical engineering drawings. All stamped drawings will be by a registered engineer in the State of Kansas. The soccer scoreboard installation will have steps of the process that will involve the Army Corps of Engineers due to the soccer complex being in a flood plain and in close proximity to the levee. The Contractor shall comply with all requirements of the U.S. Army Corps of Engineers. General guidance documents can be found at:

<http://www.nwk.usace.army.mil/Missions/Engineering-Division/Geotechnical-Branch/Geotechnical-Design-and-Dam-Safety/>

This is a turnkey project. The Contractor shall specify in its Proposal the name of each subcontractor and the object and details of all the subcontractors it proposes to enter into with each of them. The subcontractor will be expected to meet the same standards and quality of work as those required from the Contractor. The Contractor will be held responsible for all aspects of the Work carried out by the subcontractor and suppliers. The City retains the right to approve all subcontractors. However, any approval of subcontractors shall not diminish the responsibility of the Contractor.

**RFP ATTACHMENT #2
PROPOSAL COVER PAGE FOR
MAGNOLIA SPORTS COMPLEX SPORTS FIELD LIGHTING**

TO THE BOARD OF COMMISSIONERS
CITY OF SALINA, KANSAS

Commissioners:

1. **Proposal to Enter into Contract.** The undersigned Proposer proposes and agrees, if this Proposal is accepted, to enter into a Contract with the City to perform all Work as specified or indicated in the proposed Contract Documents and this Proposal, for the prices and within the times indicated in this Proposal, and in accordance with the other terms and conditions of the proposed Contract Documents.

2. **Proposer Acknowledgments.** Proposer accepts all of the terms and conditions of the Contract Documents. This Proposal will remain subject to acceptance for sixty (60) days after the Proposal opening, or for such longer period of time that Proposer may agree to in writing upon request by the City. Proposer will sign and deliver the required number of counterparts of the Contract with other required documents, within ten (10) days after the date of the City’s notification of award.

3. **Proposer’s Representations.** In submitting this Proposal, Proposer represents that:

a. Proposer has carefully reviewed the Contract Documents, and the following addenda, receipt of which is hereby acknowledged (*Note to Proposers – In this section, please indicate the title and date of each addendum received – e.g., “Addendum #1, dated _____, 2016”*):

1. _____

2. _____

3. _____

Proposer understands and agrees that in signing this Proposal, Proposer waives all right to plead any misunderstanding regarding the Contract Documents or the above-referenced addenda.

b. Proposer has visited the Site and become familiar with and is satisfied as to the general, local, and Site conditions that may affect cost, progress, and performance of the Work.

c. Proposer has given the Project Manager written notice of all conflicts, errors, ambiguities, or discrepancies that Proposer has discovered in the proposed

Contract Documents, and the Project Manager's written explanation is acceptable to Proposer.

4. **Price Proposal.** Proposer will complete the Work as specified in this Proposal and in accordance with the Contract Documents for the following lump sum price: _____ (\$ _____) (include attachment for any additional or itemized pricing options).

5. **Time of Completion.**

- a. Proposer agrees that the Work at Dean Evans Stadium and James Matson Field will be completed and ready for final payment in accordance with the General Clauses within _____ days after the City issues a notice to proceed.
- b. Proposer agrees that the Work at the Magnolia Soccer Complex will be completed and ready for final payment in accordance with the General Clauses within _____ days after the City receives approval for all excavations from the U.S. Army Corps of Engineers and issues a notice to proceed.

6. **Corps of Engineers' Approval.** Proposer acknowledges and agrees that, if this Proposal is accepted by the City, the City's obligations under any resultant Contract for Work at the Magnolia Soccer Complex shall be subject to the express condition precedent of the U.S. Army Corps of Engineers' approval of the Work. If the Corps' approval cannot reasonably be obtained by the City, the City may voluntarily terminate the portion of the Contract relating to the Work at the Magnolia Soccer Complex upon written notice to the Contractor. In the event of such partial termination by the City, the Contractor shall be compensated for such services relating to the soccer complex as have been satisfactorily performed by the Contractor at the written request of the City for purposes of applying for and pursuing the Corps' approval of the Work, but no compensation shall be earned in connection with the soccer complex Work after the effective date of the termination.

7. **Definitions.** Terms used in this Proposal shall have the meanings assigned to them in the General Clauses included with the proposed Contract Documents.

8. **Enclosures.** Proposer has attached hereto a summary of Proposer's related experience, as requested in Section 14 of the RFP.

NAME OF PROPOSER: _____

ADDRESS: _____

E-MAIL ADDRESS: _____

BY: _____

TITLE: _____

DATE SUBMITTED:
