



**CITY OF ADA**  
**A Municipal Corporation**

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**Purchasing Dept.**  
512 N Stockton St.  
Ada, Oklahoma 74820  
580-436-6300 x256 Fax 580-436-8044

**Notice to Bidders**

**RFP #18-11-16**

**Turn-key Playground Equipment Project for Wintersmith Park**

**Not to Exceed \$100,000**

Notice is hereby given that the City of Ada, Oklahoma, will receive sealed Requests for Proposal in the Purchasing Department, 215 N. Stockton St, Ada, OK 74820 until 3:00 pm CT on March 6, 2018, for the following project:

**WINTERSMITH PARK PLAYGROUND EQUIPMENT**

Pre-Bid Meeting: February 23, 2018, 10:00 am CST, Wintersmith Park Lodge,  
1701 Wintersmith Dr., Ada, OK

Submittal Date: March 6, 2018, 3:00 pm CST

Mail or Deliver to: City of Ada, Purchasing Dept., 512 N Stockton St, Ada, OK 74820

Any individual or vendor that can comply with certain conditions and specifications may submit RFP's. Detailed information can be obtained from Pam McKinzie, Purchasing Office at 580/436-6300 x256, or at [www.adaok.com](http://www.adaok.com).

## Request for Proposal

RFP#18-11-16

### Turn-Key Playground Equipment Project for Wintersmith Park

The City of Ada is seeking written proposals for the design, supply and installation of playground equipment and safety surface in two current designated apparatus areas at Wintersmith Park. Please consider the following information in the preparation of your proposal(s).

**The City of Ada's Wintersmith Park is on the historic register, we have already gone before SHIPO and have been approved for two (2) SHIP THEMED playground apparatus. The proposals have to be SHIP THEMED or they will be rejected.**

**This project is also in conjunction with a CDBG Park Grant as the percentage match so the playground project must be completed and invoiced to the City of Ada by June 1, 2018. This requirement is non-negotiable, if this date cannot be met then the bidder's proposal will be rejected.**

**The City of Ada will have the current playground equipment removed in the two designated areas (see map attached) and the areas will be excavated down 12" for the application of the ADA compliant safety surface. These two play areas currently have a sidewalk border; therefore, we do not need any kind of borders, the safety surface should be level with the sidewalk.**

**The City of Ada is requesting complete playground SHIP themed apparatus as follows:**

- A. One (1) SHIP playground apparatus for 5-12 year olds in the current 45' diameter play area as shown on map.**
- B. One (1) SHIP playground apparatus for 2-5 year olds in the current 25' diameter play area as shown on map.**

1. It is the intention of the City of Ada to provide a complete playground system, including two play apparatus, the delivery to Ada, and the installation of the two apparatus in both designated areas with ADA compliant safety surface. The contractor shall provide all necessary design, materials, incidentals, methods and labor necessary to furnish complete play areas ready for use. All material shall be new and free from defects, meet all current ASTM, CPSC, ADAAD guidelines, be IPEMA certified and be constructed by the successful bidder's installation contractor in a manner that will assure that all of the equipment and surfacing manufacturers' full warranties on all parts and labor are in effect, post-installation.
2. Playground equipment shall be designed for and placed in the two areas based on safety, accessibility and play value.
3. The safety surface must be ADA compliant, low maintenance and approved by all ADA and Park guidelines, like engineered wood fiber or equivalent. The surfacing system shall be designed and installed per manufacturer's specifications to include a layer of weed barrier fabric on grade and a minimum of 12" layer of the engineered wood fiber. The bidder must identify the surface manufacturer in their proposal.
4. All designs shall be documented to meet or exceed the CPSC guidelines of 2008, ASTM F 1487-11 and the ADA regulations (or the last editions thereof). Playgrounds that have high play value

while incorporating safety, low maintenance and IPEMA certification will be given preference. Owing to these ideas, the City of Ada gives low priority to bubble panels (due to high vandalism) and to roofs on playground (low play value & Inconsequential amount of shade versus price).

5. Designs shall be submitted with a scale drawing, written descriptions of the components and pictures (brochures). Also include factory warranties and product liability information on all components. Please submit 3 contacts where similar equipment has been used. (see reference page included) If available, submit locations within Oklahoma.
6. Submit 3 copies of each RFP packet.
7. Because of the wide range of possibilities in the design of a SHIP apparatus, vendors may submit more than one proposal for both play areas together. Each proposal shall include an apparatus for both areas, do not send in a proposal for one playground area, each one must include both playground areas. Each proposal shall be delivered in separate envelopes and contain all of the requested information. All bidders shall use the attached bid form and sign the accompanying affidavits for each proposal submitted. Other forms showing pricing from the bidder may be included: but the City of Ada Bid Form shall be the sole document used to compare proposals.
8. The City of Ada wants to provide a new creative, fun area to include a variety of components to climb on, slide down and to include ADA compliant components as well.
9. The City of Ada reserves the right to reject any and all proposals.
10. **RFP Required Bonding-** All bidders must submit a 5 percent Bid Security (Bond, Letter of Credit, or Cashier's Check) to insure bidder can comply with the requirements of the bid documents. These bonds will be returned to the unsuccessful bidders upon awarding of this contract.
11. The vendor with the successful proposal will be required to enter into a contract with the City of Ada and execute all necessary bonds and insurance as follows:

Bonds Requirements-

- a. A Performance Bond equal to 100 percent of the contract amount shall be submitted with the contract 10 days after official notifications of acceptance of their offer.
- b. A Statutory Bond equal to 100 percent of the contract amount shall be submitted with the contract 10 days after official notifications of acceptance of their offer.
- c. A Maintenance Bond equal to 100 percent of the contract amount for a period of one (1) year shall be submitted within 10 days after official notification of acceptance of their offer.

Insurance-

Within 10 work days of awarding of this contract, the successful bidder must:

- a. Provide evidence of Workers' compensation insurance per Oklahoma statutes.
- b. Provide evidence of \$1,000,000 liability insurance naming the City of Ada as co-insured.

12. Please direct any questions to Pam McKinzie, Purchasing Director ([pam.mckinzie@adaok.com](mailto:pam.mckinzie@adaok.com)) or Scott Lowrance, Parks/Facilities Director ([scott.lowrance@adaok.com](mailto:scott.lowrance@adaok.com)).

Bid Proposal

Turn-Key Playground Equipment Project for Wintersmith Park

RFP #18-11-16

Bidders:

The undersigned, as the Bidder, declares that before preparing his/her bid, (s)he read carefully the instructions to bidders, the Request For Proposals, examined the RFP form and the insurance/bond requirements and the information blanks to be submitted, and that (s)he is familiar with all the provisions of the same and with all the requirements of the complete contract to be entered into and bonds to be executed; that (s)he has carefully examined the specifications for the proposed work on file, that (s)he has visited the site of the work, has examined carefully all local conditions, has informed himself/herself of the accessibility of the work, and the quantities and character of the materials to be encountered and all attending circumstances affecting the cost of doing the work and the time required for its completion and that this bid is made with full knowledge of the difficulties that may be encountered and the kinds, quantity and quality of the work, and materials required or to be encountered, and with full knowledge of all specifications and estimates and all provisions of the contract and bonds, gained by the independent research of the Bidder.

Said Bidder proposes and agrees that if his/her proposal is accepted, (s)he will enter into a contract with the City of Ada, at the time of Council approval or within (10) days after the acceptance of his/her bid, for the furnishing of all necessary equipment (including rentals), tools, all work necessary to erect, construct and install the structure and appurtenances complete in place in the manner and under conditions required by the contract and by the specifications therefore, on file in Purchasing Department Office, Ada, Oklahoma for the following amounts:

The Bidder agrees that this bid shall be good and may not be withdrawn for a period of thirty (30) calendar days after the scheduled closing time for receiving RFP's.

Upon receipt of written notice of the acceptance of this bid, Bidder will execute the formal contract and bonds for the project within ten (10) days.

If there is any type of grant from the manufacturer of the playground equipment or any other resource that this project qualifies for please enter the information below and include the savings on the appropriate line of the proposal form on the next page.

Grant Available for this project:

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Continued on next page.

Bid Proposal  
Turn-Key Playground Equipment Project for Wintersmith Park  
RFP #18-11-16

**Bid Proposal:**

Item Description	Price
A. Design and install Ship Themed Playground for 45' Diameter Area Ages 5-12 year olds Including Safety Surface	\$ _____
B. Design and install Ship Themed Playground for 25' Diameter Area Ages 2-5 year olds Including Safety Surface	\$ _____
Less Any Grants Provided	\$( _____ )
Total Proposal	\$ _____

Total Proposal Written Out: \$ \_\_\_\_\_  
\_\_\_\_\_

Est. Delivery Date: \_\_\_\_\_ Est. Completion Date: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Website: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

**NON-COLLUSION AFFIDAVIT**

The undersigned, of lawful age, being first duly sworn, on oath, says that (s)he is the bidder or bidder's authorized agent, and is authorized to submit this bid (offer). Affidavit further states that the bidder, or bidder's agent, has not been a party to any collusion among bidders in the restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding; or price in the prospective contract; or in any discussion between bidder and/or any BUYER officials concerning exchange of money or other things of value for special consideration on the letting of this bid.

**BUSINESS RELATIONSHIP AFFIDAVIT**

*If none of the business relationships mentioned exist, affidavit should so state "NONE".*

The undersigned, of lawful age, being first duly sworn, on oath says that (s)he is the bidder or bidder's authorized agent to submit this bid. Affidavit further states that the nature if any partnership, joint venture, or other business relationship presently in effect or which existed within one (1) year prior to the date of this bid with any BUYER officials or employee is as follows:

\_\_\_\_\_

Affidavit further states that any such business relationship presently in effect or which existed one (1) year prior to this bid between the bidder or officers or employees of the BUYER or other party to this bid is as follows.

\_\_\_\_\_

Affidavit further states that the names of all persons having any such business relationship and the positions they hold with their respective companies or firms are as follows:

\_\_\_\_\_

Firm: \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_ Signature: \_\_\_\_\_

City/St/Zip: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTARY**

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

My notary expires \_\_\_\_\_. Notary: \_\_\_\_\_.

Commission no: \_\_\_\_\_

Note: Oklahoma state law requires a signed and notarized affidavit for payment of claims or invoices or \$25,000 or more.

Please sign, notarize, and return this affidavit to: City of Ada, Purchasing Department, 512 North Stockton, Ada, OK 74820. Failure to comply with this requirement will delay or prevent payment of your claim(s).

## References

1. Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ St: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Contact Phone: \_\_\_\_\_ Cell: \_\_\_\_\_  
E-mail: \_\_\_\_\_ Website: \_\_\_\_\_  
Project Completed for this reference: \_\_\_\_\_  
\_\_\_\_\_  
Date Completed: \_\_\_\_\_ Picture Included: Y N

2. Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ St: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Contact Phone: \_\_\_\_\_ Cell: \_\_\_\_\_  
E-mail: \_\_\_\_\_ Website: \_\_\_\_\_  
Project Completed for this reference: \_\_\_\_\_  
\_\_\_\_\_  
Date Completed: \_\_\_\_\_ Picture Included: Y N

3. Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ St: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Contact Phone: \_\_\_\_\_ Cell: \_\_\_\_\_  
E-mail: \_\_\_\_\_ Website: \_\_\_\_\_  
Project Completed for this reference: \_\_\_\_\_  
\_\_\_\_\_  
Date Completed: \_\_\_\_\_ Picture Included: Y N

## City of Ada

### Requirements for Proposers/Bidders

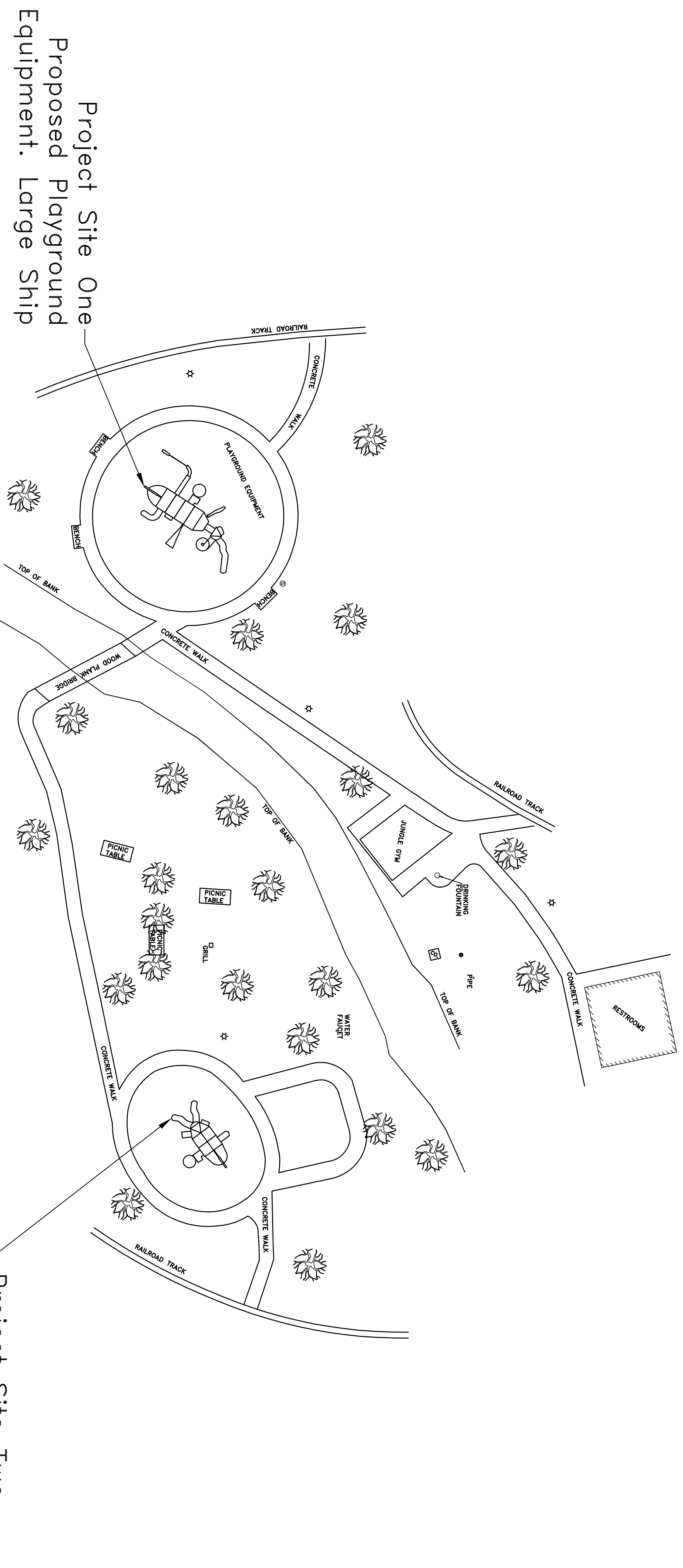
The following documents must be included in the bid proposal packet submitted for consideration in the Turn-Key Playground Equipment Project for Wintersmith Park. Failure to submit all the items called for may render the bid proposal incomplete and thus eliminate the bidder from further consideration. There must be three (3) packets per proposal: one original and two (2) copies.

Required documentation:

1. Complete RFP Proposal (Proposal, Affidavit, References)
2. 5 % Bid Bond
3. Scale Drawing
4. Written Description of Components
5. Pictures or Brochures of Apparatus/Components
6. Warranty
7. Liability Coverage on Components



# Wintersmith Park



## Site Plan Wintersmith Park

Scale: 1"=20'

CITY OF ADA PUBLIC WORKS			
PH. 580-436-6300 FAX 580-436-8092			
Wintersmith Park Playground Site View			
DRAWN BY	RFC	DATE	OCT. 2017
			SHEET
			3 OF 4