



REQUEST FOR Proposals
2021 Compost Site - Automatic Gate
VILLAGE OF BELLEVUE, WISCONSIN
Department of Public Works – Street Department
March 8, 2021

SCOPE OF WORK:

The Village of Bellevue is soliciting bids from qualified vendors to design, provide, and install an automatic gate with opener at the Village Compost Site.

NAME OF THE BID:

2021 Compost Site – Automatic Gate BID

DEADLINE FOR BID SUBMITTAL:

Wednesday, March 31, 2021 @ 9:00am CST

Bids Shall Be Submitted to:

Village of Bellevue
Department of Public Works, Streets
Attn: **Compost Site-Automatic Gate**
2828 Allouez Ave
Green Bay, WI 54311
ewoodke@villageofbellevue.org

GENERAL INSTRUCTIONS:

Method of Submittal:

Mail Delivery or In Person
Fax bids **are not** acceptable

Submittal Documents Required:

See Below

Contact Person:

Eric Woodke
Street Superintendent
ewoodke@villageofbellevue.org
Phone: (920) 593-5518

PROPOSAL DUE: March 31, 2021

VILLAGE OF BELLEVUE REQUEST FOR PROPOSAL

Design, Provide, and Install Automatic Gate

BACKGROUND

The Village of Bellevue is interested in the installation of an automatic gate and opener. The structure is to be installed at 3891 Eaton Road, Village of Bellevue Compost Site.

SCOPE OF WORK

The Village seeks to contract for the design, and installation of a metal frame 4' high (minimum) automatic gate with opener. The opener shall include, and operate on a timer, internal heater, and an exit loop. The Village will purchase the structure from the approved vendor. The desired location for placement of the structure will be located west of the ground berms as you enter the site. The ideal location is marked with orange wood laths. The gate bidders must be prepared to comply with all state, federal, and local requirements for permanent structures.

PROPOSER'S CLARIFICATION

By submitting a proposal, the proposer certifies that this request for bid has been fully read and that the proposer understands the proposal method. The bidder should have full knowledge of the scope, nature, and quality of work to be performed.

PROPOSAL PROCESS

The proposal process will consist of a written presentation. The following should be included in your written proposal:

1. A scaled drawing for the compost site showing proposed equipment, foundation/footings, and other necessary improvements to provide an automatic gate with opener. Design requirements for the site are attached. The bidder will be responsible for verifying exact conditions and dimensions in the field.
2. A breakdown cost of equipment; installation of equipment; foundation/footings; installation of foundation, and other necessary improvements as shown in the criteria for site or determined to be necessary by the contractor for a complete job.
3. Product warranty information
4. Product color schemes available with proposed equipment

STRUCUTRE REQUIREMENTS

The proposed structure must conform to and meet the following:

- Must have poured concrete foundations/footings
- Must abide by all local, state, and federal codes for permanent structures.
- Proposed gate should be a minimum of four feet in height

IMPORTANT: COST PROPOSALS MUST LIST OUT COSTS AS DESCRIBED TO CLEARLY IDENTIFY COST BY ELEMENTS BELOW:

- Equipment costs

- Foundation/footings cost
- Installation of equipment cost
- Installation of foundation/footings cost
- Cost of other site improvements required
- As an alternate, provide the cost difference if the Village completed any necessary excavating

CONTRACTOR STATEMENT OF QUALIFICATIONS/EXPERIENCE

A complete description of capability and history of the CONTRACTOR should be included. History of similar projects completed within the last three years, including project cost and client contact information.

REFERENCES

Proposals should include a brief history and introduction of the company or firm, and the firm's understanding of the services to be performed. Provide a list of at least three public references for whom have provided product/services similar to those proposed. References are to include agency, address, contact person, title, and phone number.

EVALUATION OF PROPOSALS

A panel of Village of Bellevue staff and representatives will review the written proposals. The Village will negotiate a final design and contract with the vendor rated first for the project. Overall responsiveness to the Request for Proposals is an important factor in the evaluation process.

Evaluation of proposals will be based on:

- Responsiveness to the RFP and the criteria for the site
- Equipment designs and concepts presented
- Originality and creativity
- Durability and ease of maintenance of the equipment proposed
- Ability to meet budget, although cost will not be the sole deciding factor
- Ability to put together a design and construction system which will be able to perform all aspects of the project
- Reasonableness of suggested schedule. Schedule should assume award of contract approximately thirty (30) days after oral presentation with submittal of necessary bonds and insurance following award before a notice to proceed is given

Final award will be made by the Village Board. No other officer or agent may obligate or bind the Village.

PROPOSAL REJECTION

The Village of Bellevue reserves the right to reject any or all proposals and to accept or reject any part of any proposal. It also reserves the right to waive any technical defects or minor irregularities, which in its discretion, is in the best interest of the Village.

PROPOSAL DEADLINE

The deadline for receiving proposals is 9:00am on March 31, 2021. Proposals should be signed by an authorized individual to bind the firm and must be valid for at least 90 days.

Please submit the proposal to:

Village of Bellevue
Compost Site-Automatic Gate
Attn: Eric Woodke
2828 Allouez Ave
Green Bay, WI 54311
ewoodke@villageofbellevue.org

Site preparation \$ _____

Equipment Cost \$ _____

Foundation & Footers \$ _____

Installation Cost \$ _____

Lump Sum \$ _____

Lump Sum (Village Excavation Work) \$ _____

SCHEDULE

- Request for Proposals published by March 8, 2021.
- Proposals must be received no later than 9:00am. on Wednesday, March 31, 2021.
- Contract(s) Award(s) approximately April 12, 2021.
- Preferred installation period will be April 19 – May 28, 2021.

Information Required for Submittal of a Request for Proposal

Taxpayer Id# _____

Representative Name _____ Title _____

Address _____

City _____ State _____ Zip Code _____

Phone Number () _____ Cell Number () _____

E-mail: _____

List the last three clients who purchased equipment.

Agency Name _____

Contract Amount _____

Type of Equipment _____

Contact Person _____ Phone () _____

Agency Name _____

Contract Amount _____

Type of Equipment _____

Contact Person _____ Phone () _____

Agency Name _____

Contract Amount _____

Type of Equipment _____

Contact Person _____ Phone () _____

Bellevue Compost Site 3891 Eaton Rd



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Sample Gate/Opener

