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**REQUEST FOR PROPOSALS
FOR
PURCHASE OF TWO (2) PARK PICNIC SHELTERS**

**PARKS & RECREATION DEPARTMENT
CITY OF GRAND ISLAND, NEBRASKA**

To: Park Shelter Vendors
From: Barry Burrows, Park Superintendent
Subject: Purchase of two (2) park picnic shelters
Date: November 15, 2023

The City of Grand Island Parks & Recreation Department - Park Division is seeking to purchase two (2) park picnic shelters.

The Request for Proposals are due December 7, 2023 by 4:00 p.m. (Local Time). Three (3) copies of the Request for Proposals shall be submitted to:

City Clerk
Attn: RaNae Edwards
P.O. Box 1968
Grand Island, NE 68802

Any questions in responding to this RFP should be directed to **Barry Burrows, Park Superintendent at (308) 385-5426 or (308) 390-0330**. We look forward to receiving your response to this request.

**ADVERTISEMENT
REQUEST FOR PROPOSALS
FOR
PURCHASE OF TWO (2) PARK PICNIC SHELTERS**

**CITY OF GRAND ISLAND, NEBRASKA
PARKS & RECREATION DEPARTMENT**

The City of Grand Island Parks & Recreation Department - Park Division is seeking to purchase two (2) park picnic shelters.

Sealed Request for Proposals will be **received at the City Clerk's office**, 100 East First Street, Grand Island, NE 68801 or P.O. Box 1968, Grand Island, NE 68802, **until 4:00 pm (Local Time), December 7, 2023**. Request for Proposals received after the specified time will be returned unopened to sender.

The Purchaser reserves the right to reject any or all Proposals, to waive technicalities, and to accept whichever proposal that may be in the best interest of the City, at its sole discretion.

No bidder may withdraw its Request for Proposals for a period of ninety days (90) after date of bid opening.

RaNae Edwards, City Clerk

**REQUEST FOR PROPOSALS
FOR
PURCHASE OF TWO (2) PARK PICNIC SHELTERS**

The City of Grand Island Parks & Recreation Department - Park Division is seeking to purchase two (2) park picnic shelters.

SPECIFICATIONS

Two Park Picnic Shelters

- Commercial grade steel construction
- 24'X24'
- Surface mounted
- Delivered to Park Maintenance Shop. To be installed by owner.
- Location: Ryder Park, 202 North Custer Avenue, Grand Island, NE 68803
- Delivered To: Grand Island Park Maintenance Shop, 1707 West Oklahoma Avenue, Grand Island, NE 68801
- Must provide engineers stamped drawings that meet local building code requirements: Wind 125 mph and snow load 30 pounds psf.

PROPOSAL SHALL INCLUDE

- Proposed product specifications and warranty information.
- Any exceptions to the proposal requirements.

EVALUATION CRITERIA

The qualifications shall be evaluated with the following considerations:

- Experience
- Proposed approach to the project
- Proposed warranty
- Material types and overall value to the City of Grand Island

QUALIFICATION PROTOCOL

Barry Burrows, Park Superintendent will be the City's contact person for additional information on this RFP (308) 385-5426 or 308-390-0330. Interested firms shall send three (3) copies of their proposals to RaNae Edwards, City Clerk, P.O. Box 1968, Grand Island, NE 68802-1968. Proposals must be received **no later than 4:00 p.m. (Local Time) on December 7, 2023**. Proposals must remain firm for ninety (90) days from the due date. The City reserves the right to reject any or all proposals and to select the proposal which is deemed to be in the best interest of the City, at their sole discretion.

CONTRACT NEGOTIATIONS

The evaluation committee will rank the qualifications. Todd McCoy, Parks & Recreation Director, will negotiate a contract with the highest ranked proposer. If a satisfactory contract cannot be negotiated with the highest ranked proposer, then an attempt will be made to negotiate a contract with the next highest ranked proposer.

GRATUITIES AND KICKBACKS

City Code states that it is unethical for any person to offer, give or agree to give any City employee or former City employee, or for any City employee or former City employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, or preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, pertaining to any program requirement or a contract or subcontract, or to any solicitation or qualification therefore. It shall be unethical for any payment, gratuity, or offer of employment to be made by or on behalf of a consultant under a contract to the prime consultant or higher tier consultant or any person associated therewith, as an inducement for the award of an agreement or order.

FISCAL YEARS

The City of Grand Island, Nebraska operates on a fiscal year beginning October 1st and ending on the following September 30th. It is understood and agreed that any portion of this agreement which will be performed in a future fiscal year is contingent upon the City Council adopting budget statements and appropriations sufficient to fund such performance.

QUALIFICATION TERMS AND CONDITIONS

The City will not pay any costs incurred by the firm in preparing or submitting the proposal. The City reserves the right to modify or cancel, in part or in its entirety, this RFP. The City reserves the right to reject any or all qualifications, to waive defects or informalities, and to offer to contract with any firm in response to any RFP. This RFP does not constitute any form of offer to contract.

TITLE VI

The City of Grand Island, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office the Secretary, Part 21, Nondiscrimination in Federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notified all bidden that it will affirmatively insure that in any contact entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin, sex, age and disability/handicap in consideration for an award.

SECTION 504/ADA NOTICE TO THE PUBLIC

The City of Grand Island does not discriminate on the basis of disability in admission of its programs, services, or activities, in access to them, in treatment of individuals with disabilities, or in any aspect of their operations. The City of Grand Island also does not discriminate on the basis of disability in its hiring or employment practices.

This notice is provided as required by Title II of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Questions, complaints, or requests for additional information or accommodation regarding the ADA and Section 504 may be forwarded to the designated ADA and Section 504 compliance coordinator.

Laura McAloon
308-385-5444, extension 140
100 East First Street, Grand Island, NE 68801
Monday through Friday; 8:00 a.m. to 5:00 p.m.