



## NOTICE OF FORMAL SOLICITATION

SOLICITATION TYPE: Sealed Bid

SERVICES SOUGHT: Construct and Install three (3) Gates

RESPONSE DUE DATE AND TIME: **February 28th, 2023, 3:30 p.m.**

LOCATION: Town of Eagar  
Town Clerk's Office  
22 W 2<sup>nd</sup> Street  
Eagar, AZ 85925

### SCOPE OF WORK:

The Town of Eagar is soliciting bids from qualified vendors to design, provide, and install three (3) gates at the Town of Eagar Pond Site.

### GENERAL INSTRUCTIONS:

**Method of Submittal:** Mail Delivery or In Person  
Fax bids **are not** acceptable

**Submittal Documents Required:** See Below

**Contact Person:** Jessica Vaughan  
Town Clerk  
[j.vaughan@eagaraz.gov](mailto:j.vaughan@eagaraz.gov)  
Phone: (928) 333-4128 \*231

# **PROPOSAL DUE: February 28, 2023**

## **TOWN OF EAGAR REQUEST FOR SEALED BID**

### **Design, Provide, and Install THREE (3) Gates**

#### **BACKGROUND**

The Town of Eagar is interested in the installation of three (3) gates estimated size are (2) 6' wide gates and (1) 24' wide gate. The structure is to be installed at 246 2<sup>nd</sup> Ave, Eagar, Arizona 85925

#### **SCOPE OF WORK**

The Town of Eagar seeks to contract for the design, fabrication, and installation of (2) 6' tall by 6' wide and (1) 6' tall by 24' wide gates. The desired location for placement of the structure will be located on the south wall of the pond located on 2<sup>nd</sup> Ave. The 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 showing the proposed fabricated gate, and hardware specs, foundation/footings, and all other necessary improvements. Design suggestions for the gate(s) is attached. The bidder will be responsible for verifying exact conditions and dimensions in the field.
2. A breakdown cost of gates; installation of gates and hardware; foundation/footings; 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 gates

#### **STRUCUTRE REQUIREMENTS**

The proposed structure must conform to and meet the following:

- Heavy duty greaseable hinges
- Must abide by all local, state, and federal codes for permanent structures.
- Proposed gate should be hung at minimum of six feet in height
- 

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

- Material costs
- Labor costs
- Foundation/footings cost
- Installation of gates cost

- Installation of foundation/footings cost
- Cost of other site improvements required

### **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 contact person, and phone number.

### **EVALUATION OF PROPOSALS**

A panel of Town of Eagar staff and representatives will review the written proposals. The Town of Eagar Town Manager 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
- Gate designs and concepts presented
- Originality and creativity
- Durability and ease of maintenance of the gates 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 Town of Eagar Town Council. No other officer or agent may obligate or bind The Town of Eagar.

### **PROPOSAL REJECTION**

The Town of Eagar 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 Town of Eagar

**PROPOSAL DEADLINE**

The deadline for receiving proposals is 3:30pm on February 28, 2023. 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:

Town of Eagar  
Gates  
Jessica Vaughan  
Town Clerk  
j.vaughan@eagaraz.gov  
Phone: (928) 333-4128 \*231

Site preparation \$ \_\_\_\_\_

Equipment Cost \$ \_\_\_\_\_

Foundation & Footers \$ \_\_\_\_\_

Installation Cost \$ \_\_\_\_\_

Lump Sum \$ \_\_\_\_\_

Lump Sum (Town of Eagar Excavation Work) \$ \_\_\_\_\_

**SCHEDULE**

- Request for Proposals published by January 3<sup>rd</sup> and 10<sup>th</sup>, 2023 in Newspaper and online.
- **Proposals must be received no later than 3:30pm. on Tuesday, February 28, 2023.**
- Award(s) March 7, 2023
- Contract(s) approximately March 15, 2023
- Preferred installation period will be April 3<sup>rd</sup> – May 1, 2023.

**Information Required for Submittal of a Request for Proposal**

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 ( ) \_\_\_\_\_



## SAMPLE OF GATE DESIGN

