



**CITY OF BELGRADE**  
REQUEST FOR PROPOSALS

WORK ORDER 21-03  
LEWIS & CLARK PARK

**Remodel of Existing Restrooms  
& Installation of New Restrooms**

Issued: Wednesday, June 23, 2021





## REQUEST FOR PROPOSALS

### LEWIS & CLARK PARK RESTROOMS

**PROPOSAL DUE DATE: Thursday, August 5, 2021 at 2:00 PM**

Sealed proposals will be received at the City Clerk's office of the City of Belgrade, Montana until 2:00 PM local time on Thursday, August 5, 2021 at which time the names of proposing companies will be recorded and read aloud at City Hall at 91 East Central Avenue, Belgrade, Montana 59714. All companies submitting proposals are welcome to attend, but attendance is not mandatory.

The proposal due date is promptly at the appointed time in the office of the City Clerk, located at 91 East Central Avenue, Belgrade, MT 59714. No proposals may be submitted after the due date. Proposals must be in the City Clerk's office at the time of the due date and it is the sole responsibility of the proposing company to ensure that the proposal arrives in the correct place on time. **Emailed proposals will not be accepted.**

Proposals must be delivered to the City Clerk, 91 East Central Avenue, Belgrade, MT 59714 prior to the appointed time of the due date. The City is not responsible for proposals delayed in the mail.

Place five (5) sets of proposals in a single sealed envelope marked as follows:

City Clerk's Office

City of Belgrade

91 E Central Ave

Belgrade MT 59714

L&C Park Restroom Project

Bid Open Date: August 5, 2021, 2:00 p.m.



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## INTRODUCTION

The City of Belgrade, Montana is seeking competitive proposals from qualified companies to provide the City with a design and construction services in association with the remodel of two (2) existing restrooms and installation of one (1) new building with restrooms. The City of Belgrade Public Works Department is responsible for this project. The process of responding to this Request for Proposals (RFP) should involve interested companies reviewing and analyzing the information provided herein and responding in writing to any and all items where a response is requested.

## PROJECT LOCATION

The project location is generally shown in the image below, northeast of the City of Belgrade Public Works Department at 205 East Main Street:



## DISCREPANCIES AND QUESTIONS

Should the proposing company have questions or be in doubt as to the meaning or intent of any part hereof, the company shall request clarification from the City of Belgrade Public Works Department in writing, not later than **Thursday, July 22, 2021** at 4:00 p.m. These requests should be emailed to Lisa Blank at [lblank@cityofbelgrade.net](mailto:lblank@cityofbelgrade.net).

All questions will be answered and any changes will be communicated through a written addendum and posted to the City's website as well as emailed to companies requesting to be on a City maintained list of interested parties. It is the responsibility of the company to check the website for any of this information prior to submitting a proposal. Failure to request such clarification is a waiver of any claim by the company for additional expenses because its interpretation was different from the City's.

## **PROPOSER'S MINIMUM QUALIFICATIONS**

A qualified company is defined for this purpose as one who meets, or by the date of bid acceptance can meet, all requirements for licensing, insurance, and service contained within this RFP.

## **INSTRUCTIONS TO PROPOSERS**

### **1. Definitions:**

- A. Proposer/Company: This term is used to encompass the party seeking to have an agreement with the City of Belgrade.
- B. City: This term is defined as the City of Belgrade, Montana. All communications relating to the request for proposal process or the resulting purchase should be directed to the City's designated contact.
- C. Contract: This term means the agreement to be executed by the City and the successful company.

### **2. Proposal Preparation:**

All proposal responses shall be:

- A. Prepared and submitted on the forms enclosed herein, unless otherwise prescribed.
- B. Typewritten or completed in ink, signed by the proposing company's authorized representative with all erasures or corrections initialed and dated by said signer.
- C. Each proposal constitutes an offer and may not be withdrawn except as provided herein. Prices are to remain firm for the period stated in the Request for Proposals.
- D. Each proposal shall include the name, address, telephone number and e-mail address of at least three (3) current customers for whom they have provided similar products. These references may be contacted, and if so, their responses will constitute a significant part in the proposal evaluation process.
- E. The City of Belgrade assumes no responsibility for costs incurred in responding to this Request for Proposals.

### **3. Proposal Submission:**

Provide five (5) identical paper copies of the proposal (including any attachments), plus one electronic copy on a flash drive, in a Windows compatible format such as PDF. Response shall also be:



- A. Submitted in a single sealed envelope with the following information written on the outside of the envelope:
  - i. The name of the proposing company;
  - ii. Identification of project being proposed: Lewis & Clark Park Restroom Project
  - iii. Due date and time of proposals: Bid Opening on **August 5, 2021** at 2:00 p.m.
- B. Delivered to the address shown in the RFP for receipt by the City Clerk by the stated deadline.
- C. Proposals not received by the time and date specified will not be opened or considered, unless the delay is a result of the City, its agents, or assigns.
- D. All proposals must be in a sealed envelope and marked "**Lewis & Clark Park Restrooms | Bid Opening on August 5, 2021 at 2:00 PM**" The City assumes no responsibility for unmarked or improperly marked envelopes.
- E. No proposal may be withdrawn for a period of sixty (60) calendar days after the due date, unless approved in writing by the City Manager.
- F. All proposals must be approved by the Belgrade City Manager and the department(s) in charge of the project.
- G. Failing an agreement, the City may reject all bids and resubmit for new bids or make any other decisions it deems to be in its own best interest.

#### 4. **Errors in Proposal:**

Proposers or their authorized representatives are expected to fully inform themselves as to the conditions, requirements, and specifications before submitting proposals. Failure to do so will be at the company's own risk. In case of error in extension of prices in the proposal, the unit price shall govern. If an error is made before submitting the proposal, the error should be crossed out, corrections entered and initialed by the person signing the proposal. The City reserves the right to waive any informalities, technical defects, and minor irregularities in proposals received.

#### 5. **Award Criteria:**

The award shall be made to a company that submits the highest scoring proposal, taking into consideration product quality, past performance, and compliance with the stated terms, conditions, and specifications. Notwithstanding the foregoing, the City of Belgrade reserves the right to reject any or all proposals, to accept any proposal submitted, to waive any informality and to negotiate with the highest scoring company or companies on any changes that the City of Belgrade considers necessary or desirable for their own interests. The City alone shall make such determination.

**6. Compliance with Laws:**

The successful proposer shall obtain and maintain all licenses, permits, liability insurance, worker's compensation insurance, and comply with all other standards or regulations required by federal, state, county, or City statute, ordinances, and rules during the performance of any purchase between the company and the City. Any such requirement specifically set forth in any agreement between the company and the City shall be supplementary to this section and not in substitution thereof.

**7. Prevailing Wage Rates:**

Montana prevailing wage rates for building construction in effect as of January 1, 2021 shall be required on this project.

**8. Suspension and Debarment:**

The proposer certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal, state or local agency. Where the proposer is unable to certify to any of the statements in this certification, such proposer shall attach an explanation to this proposal.

**9. Subcontractors:**

The awarded company agrees that they shall not delegate, subcontract or assign all or any portion of the project to any third party without the express written consent of the City.

**10. Brand Name:**

The use of a brand name is for the sole purpose of describing the standard of quality, performance, and a characteristic desired and is not intended to limit or restrict competition.

**11. Local Providers:**

Companies submitting proposals should keep in mind the City's goal of supporting local businesses and supply houses for materials and labor whenever practicable, so long as pricing and other contract conditions are not adversely affected.

**12. Bid Security and Bonds:**

- A. A proposer's Bid must be accompanied by Bid Security made payable to the City of Belgrade in an amount of ten percent (10%) of Bidder's maximum Bid price and in the form of cash, a cashier's check, certified check, bank money order, or bank draft, in any case drawn and issued by a national banking association located in Montana or by any banking corporation incorporated under the laws of Montana; or a Bid Bond (on a form attached if a form is prescribed) issued by a surety authorized to do business in Montana.

- B. All bonds shall be in the form as provided below except as provided otherwise by Laws or Regulations and shall be executed by such sureties as are named in the list of “Companies Holding Certificates of Authority as Acceptable Sureties on Federal Bonds and as Acceptable Reinsuring Companies” as published in Circular 570 (amended) by the Financial Management Service, Surety Bond Branch, U.S. Department of the Treasury. All bonds signed by an agent or attorney-in-fact must be accompanied by a certified copy of that individual’s authority to bind the surety. The evidence of authority shall show that it is effective on the date the agent or attorney-in-fact signed each bond. The successful proposer will also be required to provide Performance and Payment bonds, each covering one hundred percent (100%) of the value of the project. Insurance as required shall be provided by the successful proposer and certificate(s) of that insurance shall be provided.
- i. Bid Bond Form: EJCDC 2018 Bid Bond, Penal Sum Form (C-430)
  - ii. Performance Bond Form: EJCDC 2018 “Construction Performance Bond” (C-610)
  - iii. Payment Bond Form: EJCDC 2018 “Construction Payment Bond” (C-615)
- C. The Bid Security of the successful proposer will be retained until such proposer has executed the Contract Documents and furnished the required contract security and met the other conditions of the Notice of Award, whereupon the Bid Security will be returned. If the successful proposer fails to execute and deliver the Contract Documents and furnish the required contract security within fifteen (15) calendar days after the Notice of Award, the City of Belgrade may annul the Notice of Award and the Bid Security of that proposer will be forfeited. The Bid Security of other proposers whom the City of Belgrade believes to have a reasonable chance of receiving the award may be retained by the City of Belgrade until the earlier of seven (7) calendar days after the Effective Date of the Agreement or sixty-one (61) calendar days after the Bid opening, whereupon Bid Security furnished by such proposers will be returned.
- D. Bid security of other proposers whom the City of Belgrade believes do not have a reasonable chance of receiving the award will be returned within seven (7) calendar days after Bid opening.

## **SCOPE OF SERVICES**

### **1. Introduction**

It is the intent of this RFP to obtain proposals from qualified companies to establish a contract for design and construction services in association with the remodel of two (2) existing restrooms and installation of one (1) new building with restrooms. The design and construction entity will develop design options for the existing restrooms remodel, purchase a previously selected building for the new restrooms, coordinate with the City’s Public Works Department as well as Parks and Recreation Board, create plans and specifications in cooperation with the City, and provide construction services.

## 2. Scope of Work

- A. Coordinate design with Public Works Department and Parks and Recreation Board (City Team Members). Project development will also be coordinated with the Building Department and Central Valley Fire District staff, as required.
  - i. Participate in at least one (1) meeting each with City Staff and the Parks and Recreation Board.
  - ii. City Council meeting(s) may also be required so proposals should include a separate per meeting cost.
  
- B. Remodel of Existing Restrooms
  - i. Provide one (1) design concept for the remodel consisting of converting the existing, separate men's and women's restrooms to provide two separate family restrooms. Include explanations for locations and amenities.
  - ii. The minimum requirements for the proposed remodel include the following:
    - 1) Work shall include the design of the architectural, mechanical, electrical, and any structural components that will be required for the remodel and comply with all applicable Americans with Disabilities Act Standards.
    - 2) Each family restroom is to have a minimum of one toilet, one urinal, baby changing station, one sink, and additional required amenities.
    - 3) Conversion to allow for maintenance access through the rear of the building.
    - 4) Addition of steel privacy screens with cement board lap siding.
    - 5) Any repair or replacement of roofing materials to include 26-gauge metal roofing.
    - 6) Option for two outdoor mounted drinking fountains with a water bottle refilling station.
    - 7) Option for installation of skylights.
  - iii. Additional remodel considerations:

Building materials; plumbing fixtures and accessories; electrical fixtures; and interior and exterior refinishes are to be the same as those included with the new building, unless approved otherwise by the Public Works Department and Parks and Recreation Board.
  - iv. Incorporate feedback from City Team Members.
  - v. Complete a construction estimate.

C. New Building with Restrooms

The new restrooms building to be installed is attached for reference. The selected design and construction entity will purchase the building from the supplier, have it delivered to the site, coordinate with the City for any storage requirements, and complete the installation.

D. For each project element:

- i. Provide an annual operation and maintenance cost estimate.
- ii. Provide an annual water use and cost estimate.
- iii. Provide a separate design and construction timeline estimate for estimated progress billing.

E. Obtain approvals for the design components from the Public Works Director and City Manager. This includes providing fifty percent (50%) construction plans and a preliminary construction cost estimate for review by them. It may also include a revised plan in response to their comments.

F. Building Permit Submittal and Review

- i. Upon approval by the Public Works Director and City Manager, prepare ninety-five percent (95%) construction plans and all required reports and calculations.
- ii. Submit a full building permit application to the Building Department.
- iii. The design and construction entity shall revise and resubmit plans and other items in the building permit submittal in response to City Building, Public Works Department, and Central Valley Fire District comments.
- iv. Submit a final construction cost estimate to the Public Works Department.

G. Construction Documents

Design and construction entity shall provide one hundred percent (100%) plans, specifications, and estimate of probable construction costs.

H. Other Documents

Design and construction entity shall submit a preliminary maintenance manual to the Public Works Department Superintendent for review and comment.

I. Pre-Construction

Attend one (1) pre-construction meeting with Public Works Department staff. Provide all required submittals, bonds, insurance, and copies of permits to Public Works Department staff a minimum of two (2) days prior to the meeting.

J. Construction

i. *Sequencing Requirement*

The City requires that restroom access be available during the non-winter seasons. Therefore, it is required that the new restrooms building be completed and in operation prior to beginning any work that may prohibit access to the existing restroom facility.

ii. Contractor will have ninety (90) days from the time of notice to proceed to reach Substantial Completion. Another thirty (30) days will be permitted to reach Final Completion.

iii. Provide additional shop drawings/submittals, as required, to Public Works Department staff for approval during construction.

iv. Maintain an accurate record of installed materials, completed work, inspections and testing, changes to the work, correspondence, and other construction records.

v. Obtain and pass all required City and/or State of Montana inspections.

vi. Conduct final inspection of the project with City Team Members and prepare final list of items to be completed or corrected.

vii. Complete or correct all items on final list. Provide minimum one-year warranty for completed work based on Certificate of Occupancy.

3. Contractor shall pay the City of Belgrade \$200.00 for each day that expires after the time specified in Paragraph 2.J.ii above for Substantial Completion until the Work is substantially complete. After Substantial Completion, if Contractor shall neglect, refuse, or fail to complete the remaining Work within the Contract Time or any proper extension thereof granted by City of Belgrade, Contractor shall pay Owner \$200.00 for each day that expires after the time specified in Paragraph 2.J.ii above for completion and readiness for final payment until the Work is completed and ready for final payment.

4. **Contractor's Warranty:**

Contractor warrants that the services/equipment will be delivered, installed, accepted, and will operate in accordance with this RFP, and further warrants against defective services for a minimum period of one (1) year. Equipment shall be new and covered minimally by the manufacturer's standard warranty. Contractor warrants that it has the right and authority to grant to the City of Belgrade the equipment/services set forth herein. The contractor's warranty is in addition to the manufacturer's warranty specified in paragraph 5 below.

**5. Manufacturer’s Warranty:**

All components of the new restrooms building shall carry a standard warranty by the manufacturer. Terms of the manufacturer’s warranty must be submitted as part of the bid package. This is in addition to the contractor’s warranty specified in paragraph 4 above.

**PROPOSAL FORMAT**

To facilitate review of each proposal by the City of Belgrade, it is requested that the submission conform to the following format. The proposal shall not exceed twenty (20) pages, including the cover, back page, letters of introduction, and table of contents. Clear, external binder pages shall not be included in the page count. Font size shall be no smaller than ten (10) point. Proposals exceeding the twenty (20) page count may be returned and not considered, at the sole discretion of the City of Belgrade.

**1. Coversheet:**

List Work Order (WO) number and title, the name of your company, and the name, address, and telephone number of a contact person for questions concerning the proposal submitted.

**2. Qualifications & Experience of the Company:**

Brief history and organization of the company, legal entity that will enter into the contract, and the name and title of the person that is authorized to enter into a master contract agreement (must be an officer, partner or member of the company). List any sub-consultants that will support your company, if any. Provide a narrative of your company’s prior experience and qualifications as it pertains to the Scope of Work and provide a list of projects with similar scopes of work.

**3. Project Management, Approach to the Project & Quality Control:**

Demonstrate project management, approach to the project and quality control methods that will be employed by your company. This section shall also include an organizational chart for each team member (including sub-consultant supervisors) and list their roles with responsibilities.

**4. Capacity and Response Capability:**

Provide a statement of your company’s current workload and capacity to meet the project schedules.

**5. References:**

Provide the name, address, and telephone number of at least three (3) references familiar with the quality of work done by your company of similar nature as contained in the above Scope of Work. By submission of the references, you are authorizing the City of Belgrade to contact these references.

**6. Legal, Safety, Insurance, and Financial:**

The company's submittal shall provide documentation of any history of litigation associated with project performance or professional liability during the past ten years. A short statement of any safety problems that the company may have encountered in projects designed or inspected. A statement or other information to describe the company's general financial standing and current insurance coverage.

**7. Detailed Budget:**

Provide a detailed budget that includes all phases and work that will be necessary to complete the project in accordance with the approach described in your proposal. An itemized list of preliminarily proposed materials for the restrooms remodel must be included.

**EVALUATION**

1. All responses are subject to a determination of "responsive" and "responsible" prior to award. The City is the sole judge as to the proposer's "responsiveness" and "responsibility." The City reserves the right to request additional information.
2. The City will review all proposals and reserves the right to request necessary modifications, waive minor technicalities, reject all proposals, reject any proposal that does not meet mandatory requirement(s) or cancel this RFP, according to the City's best interests.
3. The City's evaluation team may elect to interview one or more proposing companies before making an award. The City shall not reimburse the company for the costs associated with the interview process. The City of Belgrade assumes no responsibility for costs incurred in responding to this RFP.
4. The City's evaluation team may elect to first rank proposals with a simple numeric score and then detail score only the top tier of proposals.
5. The City will evaluate responses on a weighted evaluation system. The categories and points assigned for each category are below:

A. Qualifications:

Each proposal will be evaluated by the Review Team based on the relative ability to the identified firms making up each proposal on:

- i. Experience with comparable projects.
- ii. Financial and bonding capability.
- iii. Managerial resources.
- iv. Abilities of professional personnel. CPSI Installer.



- v. Capacity to meet time and budget requirements.
- vi. Demonstrated ability to complete work in a timely and satisfactory manner.
- vii. Recent, current, and projected workload.

**Maximum Possible Score: 30**

B. Technical:

Each proposal will be evaluated by the Review Team based on the relative value of the following features:

- i. Compliance with requirements of Request for Proposal documents.
- ii. Research and understanding of design and construction requirements.
- iii. Outline specifications/proposed materials.
- iv. Durability of materials, product specifications, warranty, insurance coverage.
- v. Management plan/project schedule.

**Maximum Possible Score: 30**

C. Budget Approach/Cost Effectiveness:

Each proposal will also be evaluated by the Review Team based on the following features:

- i. Effective and efficient delivery of quality services is demonstrated in relation to the budget submitted.
- ii. The submitted budget is reasonable and appropriate.

**Maximum Possible Score: 30**

D. Partnership:

Each proposal will be evaluated by the Review Team based on the relative value of the following features:

- i. Non-monetary partnership opportunities.
- ii. Monetary partnership opportunities.

**Maximum Possible Score: 10**

**Total Maximum Possible Score: 100**

## TERMS & CONDITIONS

1. Insurance:

- A. Company agrees that Company shall keep and maintain minimum general automobile liability insurance with a combined single limit in the amount of \$ 1,000,000 for all vehicles that the Company brings onto City property or use in any manner in the provision of services, including transportation to and from the site (s) where the services

- are rendered; and Company further agrees that Company shall maintain general liability insurance in the amount of at least \$1,000,000 per incident/occurrence and \$2,000,000 in aggregate for all incidents/occurrence during the policy period; and Company agrees that Company shall maintain Worker's Compensation Insurance on all of the Company's employees. In no event shall Company serve as self-insurer for the purpose of Workers Compensation Insurance.
- B. Company also agrees that Company shall provide, in a form acceptable to City, certificates of Worker's Compensation Insurance, Automobile Liability Insurance and General Liability Insurance.

**2. Illegal Immigration Reform Act Compliance:**

The contractor certifies that the contractor will comply with the requirements of Montana Code Annotated Section 39-2-305 titled "Employment of Aliens Not Lawfully Authorized to Accept Employment Prohibited" and agrees to provide to the City of Belgrade any documentation required to establish either; (a) the applicability of such law to the contractor, subcontractor, and sub-subcontractor; or (b) the compliance with this law by the contractor and any subcontractors or sub-subcontractors.

**3. Indemnification:**

Company shall indemnify and hold City harmless from and against all liability, loss, damages, or injury, and all costs and expenses (including attorneys' fees and costs of any suit related thereto), suffered or incurred by City, to the extent arising from Company's or its Contractors' negligent performance of the Services under this Agreement, intentional misconduct, negligent acts or omissions, or breach of any term, covenant, representation or warranty of this Agreement.

**4. Freedom of Information Act:**

All proposals will be public information, per FOIA guidelines.

**5. Non-Appropriation of Funds:**

This Agreement shall be subject to the availability and appropriation of funds by City Administration and City Council. If the Council does not appropriate the funding needed by the City to make payments under this Agreement for a given fiscal year, the City will not be obligated to pay amounts due beyond the end of the last fiscal year for which funds were appropriated. No act or omission by the City, which is attributable to non-appropriation of funds, shall constitute a breach of or default under this Agreement.

**6. DBE Statement:**

- A. It is the policy of the City of Belgrade to provide minorities and women equal opportunity for participating in all aspects of the City's contracting and procurement programs, including but not limited to employment, construction projects, and lease agreements consistent with the laws of the State of Montana.

- B. It is further the policy of the City of Belgrade to prohibit discrimination against any person or business in pursuit of these opportunities on the basis of race, color, national origin, religion, sex, age, handicap, or veteran status.
- C. It is further the policy of the City of Belgrade to conduct its contracting and procurement programs so as to prevent such discrimination and to resolve any and all claims of such discrimination.

**7. City Business License:**

The successful company, prior to execution of the contract, must possess or obtain a City of Belgrade business license. Such license must be maintained throughout the duration of the contract. The fee for such license is \$50.00. Contact the City of Belgrade at (460) 388-3760 to ask other pertinent questions regarding doing business in the City of Belgrade.

**8. Excluded Companies:**

- A. Proposals from companies may be excluded for any of the following reasons:
  - i. Reason to believe collusion exists among the companies.
  - ii. The company is involved in any litigation against the City.
  - iii. The company is in arrears on any existing contract or has defaulted on a previous contract with the City.
  - iv. Lack of financial stability.
  - v. Failure to perform under previous or present contracts with the City.
  - vi. Is currently debarred by the State of Montana.
- B. Excluded Vendors/Companies can resubmit complete company information with references for City review after a minimum of one (1) year from the last excluded bid/proposal. City will contact Vendor/Company with its decision within thirty (30) days of company information submittal. City reserves the right to include or exclude said Vendor/Company based on findings.

**9. Local Purchasing:**

It is the intent of the City of Belgrade to promote the use of local businesses and hiring citizens living within the local Belgrade/Gallatin County area when possible.

**ATTACHMENTS**

- 1. Romtec Preliminary Scope of Supply and Services.
- 2. Romtec Preliminary Restroom Building Plans.

**THIS AND THE PREVIOUS PAGES DO NOT NEED TO BE RETURNED**

**BID SHEET**

We, the undersigned, do hereby affirm that we have read and understand the enclosed bid requirements and specifications; and do submit this bid for the items listed below:

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

Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

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

Email \_\_\_\_\_

**\*\*The questions below are for tracking purposes only and will have no bearing on the award of the contract.\*\***

Is your company located within the Belgrade City limits? \_\_\_\_\_

Is your company located within Gallatin County? \_\_\_\_\_

Is your company a disadvantaged business enterprise (DBE)? \_\_\_\_\_

DBEs are for-profit small business concerns where socially and economically disadvantaged individual(s) own at least a 51% interest and also control management and daily business operations. Certain groups are presumed to be disadvantaged, including women, Black Americans, Hispanic Americans, Native Americans, Asian-Pacific Americans, Subcontinent Asian-Pacific Americans, or other minorities found to be disadvantaged by the U.S. Small Business Administration (SBA). Persons who are not members of one of the above groups and own and control their business may also be eligible if they establish their "social" and "economic" disadvantage. A determination of whether an individual with a disability meets DBE eligibility criteria is made on a case-by-case basis. More information on how a social and economic disadvantage is determined can be found in Appendix E to 49 CFR Part 26.

**Bidders should submit five (5) copies of Bid Sheet, along with all other documents requested in the RFP.**

**CUSTOMER SERVICE**

Please remember, although you are a contracted City service, you each represent the City of Belgrade during all work performed, face-to-face as well as telephone conversations. These guidelines are to give all contract employees a solid feeling for what the City of Belgrade expects from any contracted service.

Overview:

- Be friendly, courteous, and helpful.
- Staff members must look and act professional at all times.

**CONTRACTORS EMPLOYEES:**

Before the Contractor can enter the project site, it shall investigate and determine that its employees working on the project site are not listed on the sexual offender registry. Contractor shall require all subcontractors to make a similar investigation. One such investigation within six (6) months of commencement of the project work, by the employer, fulfills the City's requirement for the Project.

The City of Belgrade Police Department along with the City of Belgrade also reserves the right to cancel any contracts, agreements, purchasing or distribution, etc., if they feel the project, purchasing, vehicle(s), and or property(s) may be in jeopardy due to the contractor's employee(s) having a criminal history which may lead to ethical issues while dealing with city workings or investigative activities.

COMPANY: \_\_\_\_\_

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_