



PORTABLE SPORTS FIELD FENCING REQUEST FOR PROPOSAL

July 21, 2020

PORTABLE SPORTS FIELD FENCING REQUIREMENTS

The City is requesting proposals for 515 LF of portable sports field fencing. Fencing must be towable and have wheels for transporting. The towable fence system must be compatible with an artificial turf with cork infill surface.

PROPOSAL REQUIREMENTS:

Contractor to submit fully completed, EXHIBIT A – PROPOSAL PRICING FORM, by proposal due date of August 06, 2020 at 2:00:00 PM PST. Proposal to be emailed to cityclerk@sandpointidaho.gov.

Indicate “PORTABLE SPORTS FIELD FENCING” within the subject line of the email.

Submitted proposals must include Exhibit A, PROPOSAL PRICING FORM: PORTABLE SPORTS FIELD FENCING. This Proposal Pricing Form must be filled out in its entirety and any Addenda must be acknowledged on this form.

A Purchase Order will be awarded to the proposed fencing option that best meets the needs of the City. All Respondents will be notified of via email within five (5) business days following the RFP deadline.

Any questions in reference to this RFP are to be submitted in writing only to chughes@sandpointidaho.gov and questions must be received no later than 2:00:00 PM PST on August 03, 2020.

City of Sandpoint reserves the right to reject any or all submitted proposals, including without limitation, nonconforming, nonresponsive, unbalanced, or conditional proposals.

Sandpoint encourages disadvantaged, minority, and women-owned Contractors to respond. The City, in accordance with Title VI of the Civil Rights Act of 1964, (42 U.S.C. 2000d to 2000d-4) and associated regulations as well as Sandpoint City Code, hereby notifies all Responders that it will ensure all businesses 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, national origin, or sex, sexual orientation, or gender identity/expression in consideration for an award.

PROTESTS:

Prior to submission of a protest relating to or arising from the solicitation for bids, all parties shall use their best efforts to resolve concerns raised by an interested party through open and frank discussions.

A protest shall be concise and logically presented to facilitate review by the City of Sandpoint. Protests shall include the following information:

1. Name, address, fax and telephone numbers, and an email address (if applicable) of the protester;
2. Bid or Contract Number and Title
3. Detailed statement of the legal and factual grounds for the protest, to include a description of resulting prejudice to the protester;
4. Copies of relevant documents;
5. Request for a ruling by the City of Sandpoint;
6. Statement as to the form of relief requested;
7. All information establishing that the protester is an interested party for the purpose of filing a protest; and
8. All information establishing the timeliness of the protest.

All protests filed directly with the City of Sandpoint will be addressed by the authorized and/or designated representative of the City. Protests based on alleged improprieties in the Bidding Instructions or evaluation and award criteria shall be filed at least ten (10) calendar days before the bid submittal date. Failure to promptly file a protest based on bid procedures or evaluation and award criteria shall be deemed a waiver of the right to pursue a protest. In all other cases, protests shall be filed no later than five (5) calendar days after the basis of the protest is known or should have been known, whichever is earlier, but no later than ten (10) calendar days following the bid due date.

Upon receipt of a protest before contract award, a contract may not be awarded, pending resolution of the protest, unless contract award is justified, in writing, to be in the best interest of the City of Sandpoint. If contract award is withheld pending City of Sandpoint resolution of the protest, the City will inform the bidders whose bids might become eligible for award of contract. If appropriate, the bidders will be requested, before expiration of the time for acceptance of their bids, to extend the time for acceptance to avoid the need for re-solicitation. In the event of failure to obtain such extension of time, consideration should be given to proceeding with contract award. Upon receipt of a protest within ten (10) days after

contract award, the City shall immediately suspend performance, pending resolution of the protest, including any review by an independent higher level official, unless continued performance is justified, in writing, for urgent and compelling reasons or is determined, in writing, to be in the best interest of the City. Pursuing a protest does not extend the time of obtaining a judicial stay, injunction or other remedy. The City shall make its best efforts to resolve protests within 20 days after the protest is filed. To the extent permitted by law and regulation, the parties may exchange relevant information. City protest decisions shall be well-reasoned and explain the City's position. The protest decision shall be provided to the protestor using a method that provides evidence of receipt.

**EXHIBIT A
PROPOSAL PRICING FORM
REQUEST FOR PROPOSAL – PORTABLE SPORTS FIELD FENCING**

RFP DEADLINE: AUGUST 06, 2020 at 2:00:00 PM PST

RESPONDENT NAME: _____

RESPONDENT ADDRESS: _____

RESPONDENT PHONE NUMBER: _____

RESPONDENT EMAIL (IF APPLICABLE): _____

ITEMIZE COSTS OF FENCING AND ANY OTHER NECESSARY OR OPTIONAL COMPONENTS HERE, INCLUDING SHIPPING:

TOTAL PROPOSED FENCING AMOUNT: _____

ANTICIPATED SHIPPING LEAD TIME: _____

SPECIAL PURCHASE REQUIREMENTS (IF APPLICABLE): _____

PLEASE NOTATE ACCEPTANCE OF NET 30 TERMS OR SPECIFY REQUIREMENT PAYMENT TERMS OR CONDITIONS HERE:

SIGNED: _____

DATE: _____

PRINT NAME: _____

TITLE: _____

Acknowledge any posted Addenda to this bid document: _____