



## Vinton Parks & Recreation Department Request for Quotations (RFQ)

**Project:** Kiwanis Park Shelter Slab

**Due Date:** Competitive Quotes are due by 12:00pm noon on December 17, 2022 and will be opened at that time. Bid will be awarded at Parks and Recreation Board Meeting on Thursday, January 13, 2022. Quotes & questions need to be filed with:

Matt Boggess  
Director of Parks & Recreation  
701 A St. East  
Vinton, IA 52349

vprdboggess@vintoniowa.net  
319-472-4164 Office

### Description of Work:

Slab Area:

- 30 x 50 cement slab
- 4 inches thick/ 4000 psi
- Footers poured to 4 feet in depth
- 3 drain holes need to be poured for 2 bathrooms and main facility center drain
- 3/8-inch re-rod bar every 16 inches going both ways
- Broom finish
- Saw as needed

### Project Timeline.

Project must be completed by May 1, 2022.

### Plans and Specifications.

See attached documents for specifications of the area.

### Site Visit.

Interested contractors are further advised that a site visit is highly recommended and may be arranged by contacting Matt Boggess, Director of Vinton Parks and Recreation Department at (319) 472-4164.

**Competitive Quotations to be submitted on Form Provided.** Competitive quotations shall be filed on the Competitive Quotation form provided by the City and included with this RFQ. Competitive quotations which are filed in any other form shall be determined to be non-responsive and shall be rejected by the City.

**Costs to be Included in Competitive Quotations Submitted by Contractors; Documentation of Certain Costs.** Interested contractors are required to include and list separately their competitive quotations the price for labor, materials, equipment and supplies required to perform the work.

### Evidence of Insurance Required.

Each contractor submitting a quotation pursuant to this RFQ shall be required to commit to provide to the City, at the time of the award and execution of the contract, a certificate or certificates of insurance, evidencing insurance with coverage's and in amounts as required by the City of Vinton.

**Required Commitments by Contractors.** Contractors submitting quotations pursuant to this RFQ shall be required to commit to the commencement of the work comprising the above-described public improvement not later than May 1, 2022 and shall be required to commit to the completion of the work on or before February 1, 2022. If the weather does not allow for work to begin at this time an extension may be given by the Director of Parks & Recreation.

**Sales Tax.** The City will issue special sales tax exemption certificates to the contractor awarded the contract to perform the work and to its subcontractors, pursuant to Iowa Code Section 422.42, (15) and (16) and Iowa Code Section 422.47 (5). The contractor awarded the contract for the work and its subcontractors should present such certificate when procuring materials and equipment for the project, and should not pay sales tax for such materials and equipment. Accordingly, the contractor should not include sales tax in its competitive quotation for the work. The City will not accept contractor claims for reimbursement of sales tax, will not attempt to obtain a refund of sales taxes paid from the State of Iowa, and will not reimburse the contractor for any sales taxes mistakenly paid by it or its subcontractors.

**Evaluation of Competitive Quotations.** If a quoting contractor does not submit its quotation on the form required by the governmental entity, or does not provide all information or documentation or make all commitments required by the governmental entity, or does not cause said form to be executed as required by the governmental entity, said quotation shall be determined to be non-responsive and shall be rejected by the governmental entity. The City of Vinton reserves the right to reject any and all bids submitted. Quotes will be evaluated by the following criteria:

- Cost of work
- Work schedule, (as proposed by Contractor).
- Ability to perform Work within a timely manner.
- Qualifications of the Contractor
- Ability to provide satisfactory references.
- Responsiveness to RFQ terms and conditions.
- Inclusion of materials requested in this RFQ.
- Local bid preference

**Execution of Project upon Acceptance and Approval of Performance and Payment Bond and Evidence of Insurance.** Upon the City's determination which contractor has submitted the lowest responsive, responsible quotation, the City will take action to award the project to that contractor, conditioned upon the contractor's submission, and the City's approval, of the contractor's performance and payment bond and evidence of insurance, and further conditioned upon the contractor's execution of a project and its approval and execution by the City. The city reserves the right to waive the performance and payment

**Attachments.** Specifications for the work to be completed are attached with this information.

**Special Notice:** The Vinton Parks & Recreation Department is a government agency. Any governmental discounts can be utilized and we are tax exempt.

**Payment:** 100% will be paid within 30 days after a bill has been submitted & final acceptance by the Vinton Parks & Recreation Department.

All questions should be directed to:

Matt Boggess  
Director of Parks & Recreation  
319-472-4164  
Fax: 472-3179  
[vprdboggess@vintoniowa.net](mailto:vprdboggess@vintoniowa.net)

City of Vinton  
Vinton Parks & Recreation Department  
Competitive Quotation Form  
Project: Concrete Slab for Kiwanis Park Shelter  
Due Date: Friday, December 17, 2021 12:00pm  
Submitted to:

Vinton Parks & Recreation Department  
Matt Boggess, Director of Parks & Recreation  
701 A Street East  
Vinton, IA 52349

## Quotation

Bid # 1 \$ \_\_\_\_\_

**(Do not take off any possible rebates in price quote)**

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**Company** \_\_\_\_\_

**Submitted By** \_\_\_\_\_

**Address** \_\_\_\_\_

\_\_\_\_\_

**Phone** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Email** \_\_\_\_\_

**Please include your own bid sheet if it explains more of the total project.**