

Vinton Parks & Recreation Department  
Request for Quotations (RFQ)

**Project:** Asphalt parking lot at Riverside and Kiwanis park. Asphalt trail around playground at Riverside Park.

**Due Date:** Competitive Quotes are due by noon on Friday, April 26th and will be opened at that time. Quotes need to be filed with:

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

**Description of Work:**

The project includes the following:

Bid #1 Asphalt of section of Riverside Parking lot

Bid #2 Asphalt parking lot at Kiwanis Park. This bid can be for the entire lot or broken into two sections. This can be discussed after awarding of the bid.

Bid #3 Riverside Park Trail asphalt. Trail to be 5 feet in width and cover the entire trail sub-base that is already in place.

**Plans and Specifications.**

See attached documents for specifications.

**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 or Brian Elwick, Parks Foreman 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 in their competitive quotations the price for labor, materials, equipment and supplies required to perform the work.

**Quotation Bond and Evidence of Insurance Required.**

Each contractor submitting quotations pursuant to this RFQ shall include with its quotations quotation bond issued by a recognized surety company upon the Quotation Bond form included with this RFQ, with a penal sum equal to ten percent of the amount of the contractor's quotation.

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.

**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 June 1st, 2024 and shall be required to commit to the completion of the work on or before June 14, 2024.

**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.

**Performance and Payment Bond Required.** The contractor who is awarded the contract to perform the work shall be required may be required to provide a performance and payment bond to secure the performance and timely completion of the work and to secure the payment of subcontractors and suppliers, as required by Section 573.2 of the Code.

**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.

**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, CPRP, CPO  
Director of Parks & Recreation  
319-472-4164  
[mboggess@vintonia.gov](mailto:mboggess@vintonia.gov)

City of Vinton  
Vinton Parks & Recreation Department  
Competitive Quotation Form  
Project: Vinton Parks & Recreation Asphalt Project  
Due Date: Friday, April 26<sup>th</sup>, 2024 – 12:00pm  
Submitted to: Vinton Parks & Recreation Department  
Matt Boggess CPRP, Director of Parks & Recreation  
701 East A Street  
Vinton, IA 52349

## Quotation

Riverside Parking Lot Asphalt \$ \_\_\_\_\_

Kiwanis Parking Lot Asphalt \$ \_\_\_\_\_

Riverside Playground Trail \$ \_\_\_\_\_

**Total Cost of Project/Quote** \$ \_\_\_\_\_  
(Do not take off any possible rebates in price quote)

Company \_\_\_\_\_

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

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Date \_\_\_\_\_ E-mail \_\_\_\_\_

Signature \_\_\_\_\_

**Please attach your own bid sheet if it explains more detail of your bid or if you have any substitutions that need explanation.**