

Date Issued: July 26, 2017

Invitation to Bid No.: 17-029

The City of Decatur will accept sealed bids for the following material, equipment or services:

Neon Sign Marquee Renovations-Princess Theatre

**Bids must be received before August 9, 2017 at 2:00pm in the Purchasing Office of Decatur
City Hall**

**A Mandatory Pre-Bid Meeting will be held on August 3, 2017 at 2:00pm at the Princess
Theatre 112 Second Avenue NE Decatur, Alabama 35601**

Return sealed bid to:

Regular Mail

City of Decatur
Purchasing Department
P.O. Box 488
Decatur, AL 35602

Courier

City of Decatur
Purchasing Department
Third Floor
402 Lee St., NE
Decatur, AL 35601

I/We agree to furnish at the prices shown and guarantee that each item offered will meet or exceed all specifications, terms and conditions, and requirements listed. I herein affirm I have not been in any agreement or collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding or otherwise. I have read and understand all terms and conditions of this bid.

Company Name

Authorized Signature

Mailing Address

Typed/Printed Authorized Name

City, State, Zip

Title

Contractor's License No.

Telephone

Email

PRICE SHEET

Opening Date: August 3, 2017

Invitation to Bid No.: 17-029

Opening Time: 2:00pm

City of Decatur, Alabama Bid #17-029 Neon Sign Marquee Renovations- Princess Theatre	
	\$ Amount
Base Bid	
Additive Alternate #1 Omit Section 5I	
Additive Alternate #2 Outdoor digital display	
Base Bid + Additive Alternate #1+Additive Alternate #2	

Prices quoted in all bids for personal property shall be total delivered price.

- A bid bond **IS** required for this Invitation.
- Delivery can be made _____ days or _____ weeks after receipt of order.
- Terms: _____ (Discounts offered in payment terms will be considered in the bid evaluation)
- Prices valid for acceptance within _____ days (not to be less than 180 days)

NOTE: FOR THIS BID TO BE CONSIDERED RESPONSIVE, ALL INFORMATION REQUESTED SHOULD BE SUPPLIED, AS APPROPRIATE OR THE ENTIRE BID MAY BE DISQUALIFIED. BID RESPONSE MUST BE IN INK OR TYPED WITH THE ORIGINAL SIGNATURE INCLUDED.

Bidder Signature

Company

For questions concerning the specifications contact project manager Anne Scarbrough at 310-462-8269 or email at anne.scarbrough@gmail.com.

For questions concerning your bid submission contact the Purchasing Office at 256-341-4520 or email purchasing@decatur-al.gov.

STANDARD TERMS AND CONDITIONS

IN ORDER TO SUBMIT A RESPONSIVE BID, IT IS VERY IMPORTANT THAT ALL TERMS AND CONDITIONS, SPECIFICATIONS AND INSTRUCTIONS ARE READ THOROUGHLY.

Bid response envelopes shall be properly identified on the front with the invitation to bid number, opening date and time. Each individual invitation to bid shall be submitted in a separate sealed envelope. Multiple bid responses submitted in the same envelope/courier package (that are not in separate envelopes properly identified) shall be rejected. The Purchasing Department assumes no responsibility for late bid responses that occur due to the U.S. Postal Service or private courier service.

Bid responses and signature page must be submitted on this form in ink or typewritten or the bid will be rejected. Submit this **original and (1) copy** of the original with your response.

For a “no-bid” response, return the signature page signed and marked “no bid”. Non-response may result in removal from active bidders list.

The attached specifications are being provided to potential bidders as guidelines that describe the type and quality of equipment, supply, and/or service the City of Decatur is seeking to purchase. The bidder must indicate compliance or list exceptions to each specification item for consideration. Failure to comply with this provision could be cause for rejection of the bid.

Bid responses must be received in the office of the Purchasing Department not later than the date and time specified.

The Purchasing Department will not accept facsimile (fax) nor email transmissions of bids.

Changes or modifications of this Invitation to Bid are allowed only by written authority of the Purchasing Agent.

Non Appropriation of Funds: Continuation of any agreement between the City of Decatur and a bidder beyond a fiscal year is contingent upon continued legislative appropriation of funds for the purpose of this bid and any resulting agreement. Non availability of funds at any time shall cause any agreement to become void and unenforceable and no liquidated damages shall accrue to the City as a result. The City will not incur liability beyond the payment of accrued agreement payment.

Descriptive Literature: Reference to brand names and numbers is not restrictive, unless otherwise specified. Bids on equivalent items meeting the standards of quality indicated will be considered, providing the bid clearly describes the item offered and indicates how it differs from the referenced brands. Descriptive literature on any supplemental information necessary for comparison purposes shall be submitted with the bid or the Purchasing Agent may reject the bid for that item. Reference to literature submitted with a previous bid, or on file with the Purchasing Department will not satisfy this requirement.

The City of Decatur reserves the right to modify all or any portion of this Invitation to Bid when the best interest of the City is involved. The City reserves the right to award this bid to a single vendor or multiple vendors when in the best interest of the City. The City reserves the right to award parts of this bid or to reject all bid submissions.

The City of Decatur reserves the right to seek clarification of bid responses from vendors submitting responses.

The City of Decatur is exempt from all Federal, sales and use taxes.

All bidders shall maintain such insurance as will protect bidder and the City of Decatur from claims under Workman's Compensation Acts and from claims for damage and or personal injury, including death, which may arise from the operation and/or fulfillment of the resulting contract of this Invitation to Bid. Insurance shall be written by companies authorized to do business in Decatur, Alabama. Evidence of insurance shall be furnished to the City of Decatur Purchasing Department with submitted bids when requested.

Any individual, company, or corporation doing business with the City of Decatur must possess and show proof thereof all proper licenses and/or proper certifications required by Federal, state and local statutes and regulations prior to award when requested.

The City of Decatur reserves the right to terminate any contract resulting from this bid for just and reasonable cause whereby it appears to be in the best interest of the City. The City shall give the Contractor 90 day's written notice of termination.

The successful bidder agrees, by entering into this contract, to defend, indemnify, and hold the City of Decatur harmless from any and all causes of action or claims of damages arising out of or related to bidder's performance under this contract.

The successful bidder shall abide by all Federal, State, and Local Statutes, laws, regulations, and ordinances. Including but not limited to a current business license and remittance of sales tax owed to the City.

A Bid Bond or a certified check in the amount of five percent (5%) of the price bid, or \$10,000, whichever is least, payable to the City of Decatur, must accompany each bid. Performance Bond and Payment Bond, each in the amount of one-hundred percent (100%) of the bid amount, will be required of the successful Bidder.

An electronic version of this bid is available on the City's website at www.decaturalabamausa.com or by emailing purchasing@decatur-al.gov. In order to decrease the evaluation time and insure award by the award date please enter your responses in the electronic version if possible, and return it with a hard copy with your bid response package.

The hard copy of the invitation to bid on file in the City of Decatur Purchasing office shall serve as the master document. Any alterations, deletions, additions or other changes that materially change the intent of the bid could be considered grounds for rejection of the bid response.

Exclusion of the electronic files in a bid response is not a basis for rejection.

A BID RESPONSE MAY BE REJECTED IF:

- Bids improperly submitted or identified
- Bid bond not included
- Bid not signed or not original signature
- Requested information, or documentation not submitted with bid
- Failure to acknowledge receipt of addendum with bid
- Material alteration of the master document
- Invitation to bid number not on face of envelope
- Received late
- Bid response not on original form
- Bid not in ink or typed
- Proper licensing not included/provided as required by law

Notice: As a condition of contract, grant or incentive performance with the City of Decatur, compliance with the requirements of the Beason-Hammon Alabama Taxpayer and Citizen Protection Act must be provided. Please enter the name of your company and your name and complete the affidavit below. Your signature must be notarized.

BUSINESS NAME: _____

APPLICANT'S NAME: _____

E-VERIFY AFFIDAVIT

I am the applicant listed above. In my capacity as _____ of the business entity listed above, I do hereby execute this affidavit on behalf of the business listed above and, by executing this affidavit, I verify that business' compliance with Section 31-13-9 of the Code of Alabama, 1975, stating affirmatively that it does not knowingly employ, hire for employment or continue to employ an unauthorized alien. Further, the business has registered with and is participating and will participate during the performance of any contract with the City in the federal work authorization program known as "E-verify" web address <https://e-verify.uscis.gov/enroll> , operated by the United States Citizenship and Immigration Service Bureau of the United States Department of Homeland Security to verify information of newly hired employees pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P. L. 99-603, in accordance with the applicable provisions of Alabama's Immigration law.

The undersigned further represents that, should the business employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to the contract with the City, it will secure from such subcontractor(s) verification of compliance with Section 31-13-9 of the Code of Alabama, 1975, in a form substantially similar to this affidavit. The Business further agrees to maintain records of such compliance and provide a copy of each said verification on request of the City.

E-verify Employment Eligibility Verification User Identification Number

Applicant

Sworn to and subscribed before me on this the _____ day of _____, 20____

Notary Public

My Commission Expires: _____

Section 34-8-8

Copy of chapter to be included in plans of owners, architects, and engineers; inclusion of license number on bid.

(a) All owners, architects, and engineers preparing plans and specifications for work to be contracted in Alabama pursuant to this chapter shall include in their invitations to bidders, including but not limited to all public and private advertisements, and their specifications a copy of this chapter or the portions thereof as are deemed necessary to convey to the invited bidder, whether he or she is a resident or nonresident of this state and whether a license has been issued to him or her or not, the information that it will be necessary for him or her to show evidence of license before his or her bid is considered. Any person including an owner, architect, or engineer who violates this section shall be guilty of a Class B misdemeanor and shall for each offense of which he or she is convicted be punished, fined, or both, in accordance with Sections 13A-5-7 and 13A-5-12.

(b) All owners, architects, and engineers receiving bids pursuant to this chapter shall require the person, firm, or corporation to include his or her current license number on the bid. The owner, architect, and engineer shall reject all bids that do not contain the current license number of the general contractor submitting the bid. All persons who violate this subsection shall be guilty of a Class C misdemeanor and shall for each offense for which he or she is convicted be punished, fined, or both, in accordance with Sections 13A-5-7 and 13A-5-12.

(Acts 1935, No. 297, p. 721; Code 1940, T. 46, §79; Acts 1959, No. 571, p. 1429; Acts 1996, No. 96-640, p. 1013, §1.)

**CITY OF DECATUR, ALABAMA
Contractor Pre-qualification Form (PQF)**

This form must returned in your sealed bid submission

Safety Health and Environmental (FOR CONTRACTORS AND MAJOR SUPPLIERS)			
GENERAL INFORMATION			
1. Company Name:		Telephone:	
Street Address:	Mailing Address:		
2. Contact for Insurance Information (Name):			
Title:		Telephone:	Fax:
3. PQF Completed By (Name):			
Title:		Telephone:	Fax:
ORGANIZATION			
4. Project Description:			

SAFETY, HEALTH & ENVIRONMENTAL PERFORMANCE			
5. Injury & Illness Stats (previous 3 years)	(Year)	(Year)	(Year)
Total Recordable Incidents:	_____	_____	_____
Fatalities:	_____	_____	_____
6. Has your company received any Citations, Notice of Violations, or other penalties relative to safety, health, or environmental within the last three years?			
Yes _____ No _____			
If Yes, please provide detailed explanation.			

7. Does your organization have a Substance Abuse and Prevention Program?

Yes No

8. Does your organization have an Accident/Incident Reporting and Investigation procedure?

Yes No

9. Do you have a Safety Orientation Program?

Yes No

10. Do you conduct field safety inspections?

Yes No

11. Do you conduct Safety Meetings?

Yes No

12. Company Safety Health and Environmental contact:

Name: _____

Title: _____

Address: _____

Phone Number: Mobile _____

Office _____

Email Address: _____

13. Company Representative:

Signature _____

Date _____

At the City of Decatur we strive to be a top performing safety organization, and provide safety and healthful worker places for our employees, while ensuring that public safety remains at the forefront of our operations. The preceding information has been requested as part of the City of Decatur's Safety and Health program, and supports efforts to improve safety in all of our activities.

Thank you for your cooperation and assistance, address any questions to me at 256-341-4897 or by email at rshepherd@decatur-al.gov

RODNEY SHEPHERD

Safety Coordinator

City of Decatur

SPECIFICATIONS FOR NEON SIGN MARQUEE RENOVATIONS

1. GENERAL:

- A. The work under this section consists of furnishing all labor, materials, equipment and services required to completely renovate the metal sign sections of the Marquee at the entrance to the theatre and the neon lighting.
- B. The finished Marquee shall be of the same configuration, color and animation of the existing as closely as possible.

2. CONTRACTOR QUALIFICATIONS:

- A. The sign renovation contractor shall be a professional sign fabricator normally engaged in the construction of signs of this type. The neon lighting work shall be done by mechanics with a minimum of 10 years' experience producing neon lighting. Contractor should also have completed and passed the International Code Council National Standard Journeyman Sign Electrician Test and will be required to submit the official test report and possess a current specialty license issued by the Alabama Licensing Board for General Contractors.

3. SHOP DRAWINGS

- A. The successful contractor shall submit for approval shop drawings on all parts of the work showing all new or replaced neon, new equipment, electrical requirements and metal parts shall be shown. Specification sheets are required on all sign equipment.

4. MATERIALS:

- A. Paint Primer: E-Bond 100 penetrating sealer.
- B. Sign Paint: PermaGloss Zeffle Coatings.
- C. Neon tubing as originally manufactured, blocked out before installation.
- D. Transformers, animators and flashers: Manufactured as approved of proper size and type.
- E. Plastic: Acrylite or Plexiglass. .125 thickness

5. Application:

- A. Existing glass tubing can be reused if sound, of proper configuration and without stains.
- B. Refinish all metal portions of the Marquee Sign.
- C. Coating Systems:

Signage: All neon must be removed

1. System: Epoxy/Fluoropolymer Urethane
2. Surface Preparation: SSPC-SP12 WJ-4. Method of cleaning shall be Low Pressure Water Cleaning at minimum 3500 psig and maximum 5000 psig to remove all chalk, dust, dirt, loose paint, and any other foreign matter. All areas of peeling, flaking or otherwise failing paint shall be cleaned in accordance with SSPC-SP2 Hand Tool Cleaning or SSPC-SP3 Power Tool Cleaning. All edges shall be feathered.
3. 1st Coat: E-Bond 100 Epoxy Sealer to achieve 1.0-2.0 dry mils. Color: Clear.
4. 2nd Coat: PermaGloss applied to achieve 2.0-3.0 dry mils. Color: Per existing.
May require an additional finish coat to ensure uniform color and hide.
5. Total System Minimum DFT: 3.0 mils excluding the existing coating.

Application

1. Prepare steel substrate in accordance with Manufacturer's instructions.
 2. Ensure surfaces are dry.
 3. Prior to application of paint all surfaces shall be cleaned to remove all surface contamination including oil, grease, dust, dirt and foreign matter. All rusted, abraded, and unpainted areas shall be prepared to specified surface preparation before primer is applied.
 4. All bare steel surfaces shall be coated the same day as the cleaning is performed.
 5. Apply coatings in accordance with coating manufacturer's instructions.
 6. Mix and thin coatings, including multi-component materials, in accordance with manufacturer's instructions.
 7. Keep containers closed when not in use to avoid contamination.
 8. Do not use mixed coatings beyond pot life limits.
 9. Use application equipment, tools, pressure settings, and techniques in accordance with manufacturer's instructions.
 10. Uniformly apply coatings at spreading rate required to achieve specified DFT.
- D. Replace all metal doors and metal panels that are missing from existing sign structure.
- E. Replace all damaged or missing glass housings.
- F. Replace all glass tube supports for supporting neon tubing.

- G. Provide new transformers to replace faulty transformers, all animators and flashers must be new or rebuilt to manufacturers specifications. Transformer installation is to be re installed in conformance with code requirements.
- H. The finished installation shall be in conformance with all applicable codes and ordinances.
- I. The existing Wagner signs are to be repaired with daylight high output lamps and electronic ballasts as required. Lamps and ballast to be UL approved. Any damaged or broken plastic or stainless frames shall be replaced.
- J. Replace all incandescent lamps in the ceiling surface under the marquee with porcelain sockets and retrofit incandescent lamps to LED lamps to mimic, size, type and style.

6. GUARANTEE:

- A. The work done shall be guaranteed for a period of one year from the date of substantial completion and acceptance. The warrantee shall be written and shall be against defects in materials and workmanship.

ALTERNATES:

1. Omit Section 5I and replace Wagner section of Marquee with 16mm, 36x252 pixel matrix with 2' x 14' viewing area Watchfire color Electronic Message Center (EMC).
 - A. EMC to have 7 year parts warrantee
 - B. Modules must be manufactured in USA
 - C. All LED's to be fully encapsulated and be waterproof
 - D. 4G wireless communication for life of the sign
 - E. Temperature sensor
 - F. Amperage to not exceed 8A per face
 - G. Front ventilation
 - H. Lifetime software training and technical support
2. Add outdoor digital display in existing poster frames
 - A. 55" screen portrait oriented
 - B. Outdoor rated, suitable for damp locations
 - C. 700 NIT minimum brightness

The successful bidder shall coordinate all work with the project manager so that it does not interfere with events being held at the theatre.