



**METROPARKS
TOLEDO**

Glass City Metropark, 815 Front St, Toledo, OH 43605
Procurement of Interior & Site Furnishings

Planning/Construction Department: Metroparks of the Toledo Area Phone: 419.407.9700
Fallen Timbers Field Office Fax: 419.482.0684
6101 Fallen Timbers Lane
Maumee, Ohio 43537

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Director of Planning &
Capital Projects

Jon Zvanovec, PLA, ASLA
Project Manager

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Performed Construction

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Planning & Capital
Projects Coordinator

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Project Engineer

Jessica Hyde, PLA, ASLA
Landscape Architect

Architecture:

SmithGroup
201 Depot St., Second Floor
Ann Arbor, MI 48104
Allison Marusic, PLA, ASLA
615-210-1378
Allison.Marusic@smithgroup.com

CONTRACTORS NAME: _____

ADDRESS: _____

TELEPHONE: _____ **FAX:** _____

PRIMARY CONTACT: _____

E-MAIL: _____

Bid Due Date:	Bid Opening Friday, July 22, 2022 at 10:00 a.m., local time
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Glass City Metropark Procurement of Interior & Site Furnishings

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PROJECT INFORMATION AND CRITERIA

Please submit your proposals no later than:

July 22, 2022 10:00AM

Please submit any questions and clarifications regarding the specifications, in writing, to the Buyer:

Brad Hooven
Brad.Hooven@metroparkstoledo.com
Manager of Self-Performed Construction
Metroparks Toledo
6101 Fallen Timbers Lane
Maumee, Ohio 43537
Tel.: 419-340-1136

PROJECT SCHEDULE



ANTICIPATED PROJECT SCHEDULE

07/08/2022_____ Issued for Bids

07/15/2022_____ 12:00PM Deadline for Requests for Information

07/22/2022_____ Bid Opening 10:00 a.m., local time

07/27/2022_____ Metropark Board Contract Approval

08/03/2022_____ Purchase Order Issued

09/19/2022_____ Target FF&E Delivery Date

10/10/2022_____ Target Date for Installation

Bid Instructions and General Notes

BID INSTRUCTIONS

1. This electronic Invitation for Bid (IFB) will address the requirement for contract furnishings of all materials, equipment and furniture for a complete installation by owner at Glass City Metropark – as outlined in the accompanying spreadsheet.
2. For all furnishings, specific products have been listed. These specifications are based upon design and performance criteria which have been developed by Metroparks Toledo as a result of extensive research and careful analysis of the project. During our design phase, specific manufacturers have been selected for use.
3. The furniture contractor's written response to this IFB shall include the following:
 - Bid form showing Bill of Materials, unit costs, and delivery/freight costs per product.
 - Vendor personnel and contract information for who will be responsible for the supervision and coordination of order entry and delivery.
4. All submitted pricing will include itemized packing, freight and delivery fees.
5. Prices shall be valid without commitment to Metroparks Toledo for one hundred-twenty (120) days from the bid date.
6. Target date of furniture delivery is September 19, 2022.

GENERAL NOTES

1. Verify all quantities and model numbers with all manufacturers.
2. Confirm item description with manufacturer's numbers and Furnishings Specification; in event of discrepancies, inform Buyer.
3. Contractor shall bring any discontinued products, shortages, and discrepancies within the Contract Documents to the attention of the Buyer prior to proceeding with the work.
4. The Contractor shall coordinate with the Buyer regarding the Client's requirements for extra stock of any items.
5. All workmanship and products shall be guaranteed against defective parts, materials and finish under normal usage for a minimum period of one year from the date of final acceptance.
6. Product warranties and guarantees of manufacturers exceeding one year shall remain in effect for the expressed duration.
7. Warranties shall not commence before Owner acceptance of installed furniture.
8. A minimum one (1) year warranty shall be provided by the Furniture Contractor on all items with regard to service.
9. The contractor shall render service within ten (10) working days from notice by the Buyer.
10. The Furniture Contractor shall provide any replacements within fifteen (15) working days from notice by the Buyer.

General FF&E Specifications

QUALITY ASSURANCE

Qualification of Contractor: Contractor (may also be called Purchasing Contractor, Purchasing Agent or Purchasing Dealer) shall be experienced in the type, size and quality of work specified and capable for submitting a list of work completed within the past 12 months, at least 3 business references, and credit references.

DELIVERY, STORAGE, AND HANDLING

- A. Ensure wrap or crate of furnishings to prevent damage during shipping and installation. Keep furnishings under cover at all times.
- B. Do not deliver furnishings until spaces in which furnishings are to be installed are ready for installation or until special storage space has been made available by Metroparks Toledo.
- C. No damaged work will be acceptable; items with minor defects or scratches on exposed surfaces will be considered as damaged.
- D. Notify Buyer immediately when replacement or delivery of missing items will delay installation schedule.
- E. One month prior to target delivery date, contact manufacturers to confirm scheduled shipping and delivery dates.
 - 1. Continue checking with factory on a weekly basis until delivery of goods.
 - 2. Intention of above is to assure up-to-date information on furniture status, thus avoiding sudden last minute revisions.
- F. Coordinate delivery for furnishings to designated location with Buyer.
- G. Delivery shall include manufacturer's directions and maintenance manuals, either attached or delivered to the Owner's representative in duplicate.

SCHEDULING

- A. Any phase delivery of furniture to coincide with Owner construction schedule.
- B. If established delivery dates cannot be met by specified manufacturer's delivery dates, inform Buyer of manufacturer confirmed dates or possible alternative solutions.
- C. If, within one month after issuing purchase order, written acknowledgement has not been received from factory, contact factory and obtain written acknowledgement.

SPECIAL CONDITIONS

The following Special Conditions shall apply and govern all equipment suppliers and contractors and their subcontractors in matters of furnishing and delivering equipment for this project:

ARTICLE 1. BID DOCUMENTS

Any discrepancies or questions as to quantities of any items listed in the specifications shall be immediately brought to the attention of the Buyer for correction by addenda during the bidding period. Any such discrepancies determined by the contractor and not corrected by addenda shall be resolved on the basis of furnishing the greater quantity without change in contract price. Refer to Bid Proposal document for quantities.

Bidders shall provide unit costs and delivery/freight prices in the attached Bid Proposal. The award shall be determined on a total sum basis for all of the items in this bid package. Line item bids shall not be awarded.

ARTICLE 2. INTENT

It is the intent of these contract documents to include all materials, appliances and services of every kind necessary to properly execute the work and to cover the terms and conditions of payment thereof, and to establish minimum acceptable requirements for equipment design and construction, and contract performance to assure fulfillment of the intended purpose.

ARTICLE 3. PAYMENT SCHEDULE

Upon Park Board approval, a Purchase Order will be issued to the awarded vendor. All invoicing must include this PO number. Invoicing can begin upon receipt of goods. In some instances, a vendor may invoice for expenses incurred prior to delivery of goods, but only with defendable, proper proof of those incurred vendor costs.

ARTICLE 4. DELIVERY INSTALLATION AND ACCEPTANCE OF GOODS

Delivery location shall be 815 Front Street, Toledo, OH 43605. Delivery of all furnishings shall be completed in accordance with the schedule set forth below.

- A. All labor required to deliver furnishings or equipment purchased under this agreement shall be at the Successful Bidder's expense.
- B. Deliveries shall include lift gate services where applicable.
- C. Deliveries will not be accepted unless previously scheduled with Metroparks Toledo a minimum of one (1) week in advance. No deliveries will be accepted without prior notice and approval by Owner. Delivery contact shall be Ryan Glynn, Park Services Supervisor, 419-356-6275.

ARTICLE 5. PROCEED

The Successful Bidder must be willing to proceed on Notice of Award (email) Letter of Intent from Owner.

FF&E List/Bid Proposal

Fixture, Furnishings and Equipment List/Bid Proposal attached...

Manufacturer Contacts

Emu Living

Warren Dorn

warren@dickinsoncontract.com

216-870-2233

Poly-Wood, LLC

hello@polywood.com

855-935-5550

Landscape Forms

Kyle Verseman

KyleV@landsacpeforms.com

269-337-1318

DM Braun & Company

Tom Giacinto

tom@dmbraunco.com

714-674-0855

Street Life

usa@streetlife.com

215-247-0148

Visiontron Corporation

Sales@visiontron.com

631-582-8600