



PARKS AND RECREATION

PARKS DIVISION

Request for Proposal #: 320- 281021AG

PLAYGROUND INSPECTIONS AND AUDITS

Date of Issue: 11/5/2021

Quote Due Date: 11/19/2021

4:00 P.M.

Direct all inquiries concerning this RFP to:

Alicia Gaines

Purchasing Clerk

Email: Alicia.Gaines@rockymountnc.gov

Phone: 252-972-1227



ROCKY MOUNT
FINANCE
THE CENTER OF IT ALL

Request for Proposal # 320-281021AG

For purchasing division processing, please provide your company's Federal Employer Identification Number or alternate identification number (e.g. Social Security Number). Pursuant to North Carolina General Statute 132-1.10(b) this identification number shall not be released to the public. **This page will be removed and shredded, or otherwise kept confidential**, before the procurement file is made available for public inspection.

**This page is to be filled out and returned with your bid.
Failure to do so may subject your bid to rejection.**

ID Number:

Federal ID Number or Social Security Number

Vendor Name

“All bidders are hereby notified that they must have the proper license as required under the North Carolina laws. All prospective contractors shall be responsible for complying with state law and local ordinances.”

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1.0 PURPOSE AND BACKGROUND

The City of Rocky Mount (CORM) seeks a Certified Playground Safety Inspector (CPSI) vendor who can provide a comprehensive visual and physical safety inspection audit, including drop testing, of all playground structures at all parks operated by the City of Rocky Mount in accordance with all applicable standards including the most current Consumer Product Safety Commission and ASTM Standards for Children's play spaces and Equipment.

2.0 GENERAL INFORMATION

2.1 REQUEST FOR QUOTE DOCUMENT

The RFP is comprised of the base RFP document, any attachments, and any addenda released before Contract award. All attachments and addenda released for this RFP in advance of any Contract award are incorporated herein by reference. Vendor may attach its quote to this RFP for submission; however, any and all additional, modified or conflicting terms and conditions submitted on or with Vendor's quote shall be disregarded and shall not be considered a part of any contract arising from this RFP. Any attempt to delete or avoid the force of the previous sentence shall render Vendor's quote invalid, and it shall not be considered.

2.2 NOTICE TO VENDORS REGARDING TERMS AND CONDITIONS

It shall be the Vendor's responsibility to read the Instructions, the Cities' terms and conditions, all relevant exhibits and attachments, and any other components made a part of this RFP and comply with all requirements and specifications herein. Vendors are also responsible for obtaining and complying with all Addenda and other changes that may be issued concerning this RFP.

If Vendors have questions, issues, or exceptions regarding any term, condition, or other component within this RFP (including proposed alternate language), those **must** be submitted as questions in accordance with the instructions in Section 2.4. QUESTIONS ABOUT PROPOSAL. If the City determines that any changes will be made resulting from the questions asked, then such decisions will be communicated in the form of an RFP addendum. The City may also elect to leave open the possibility for post-contract negotiation and amendment of specific provisions of the Contract that have been addressed during the question and answer period. Other than through this process, the City rejects and will not be required to evaluate or consider any additional or modified terms and conditions submitted with Vendor's quote. This applies to any language appearing in or attached to the document as part of the Vendor's quote that purports to vary any terms and conditions or Vendors' instructions herein or to render the quote non-binding or subject to further negotiation. *Vendor's quote shall constitute a firm offer.* **By execution and delivery of a quote in response to this RFP, the Vendor agrees that any additional or modified terms and conditions, whether submitted purposefully or inadvertently, shall have no force or effect, and will be disregarded. Noncompliance with, or any attempt to alter or delete, this paragraph shall constitute sufficient grounds to reject Vendor's quote as nonresponsive. Any quote that contains language that indicates the quote is non-binding or subject to further negotiation before a contractual document may be signed shall be rejected.**

Contact with anyone working for or with the City regarding this RFP other than the City of Rocky Mount Purchasing Office Contract Lead named on the face page of this RFP or in the manner specified by this RFP shall constitute grounds for rejection of said Vendor's offer, at the Cities election.

2.3 RFP SCHEDULE

The table below shows the *intended* schedule for this RFP. The City will make every effort to adhere to this schedule.

Action	Responsibility	Date/Time
Issue RFP	City	Friday, 11/5/2021
Virtual Pre-Bid Meeting	City	Tuesday, 11/10/21 10:00am
Submit Written Questions/Question Deadline	Vendors	Thursday, 11/12/21
Provide Response to Questions/Addendum	City	Monday, 11/16/21

Quote Number:320- 281021AG

Vendor: [Redacted]

Submit Bids	Vendors	Thursday, 11/19/21 4:00 pm
Award Contract	City	TBD

Urged and Cautioned Pre-Proposal Conference

Email Alicia Gaines at Alicia.gaines@rockymountnc.gov for Microsoft Teams invitation.

2.4 PROPOSAL QUESTIONS

Purpose: Upon review of the RFP documents, Vendors may have questions to clarify or interpret the RFP in order to submit the best quote possible. To accommodate the Quote Questions process, Vendors shall submit any such questions by the above due date.

Instructions: Written questions shall be emailed to Alicia.Gaines@rockymountnc.gov by the date and time specified above. Vendors should enter "RFP #320-281021AG – Questions" as the subject for the email. Questions submittals should include a reference to the applicable RFP section and be submitted in a format shown below:

Reference	Vendor Question
RFP Section, Page Number	Vendor question...?

Questions received prior to the submission deadline date, the City 's response, and any additional terms deemed necessary by the City will be posted in the form of an addendum, available on the City of Rocky Mount Purchasing webpage <http://www.rockymountnc.gov/services-finance-bids/>, and/or the North Carolina's Interactive Purchasing System (IPS), <http://www.ips.state.nc.us>, and shall become an Addendum to this RFP. No information, instruction or advice provided orally or informally by any City personnel, whether made in response to a question or otherwise in connection with this RFP, shall be considered authoritative or binding. Vendors shall be entitled to rely *only* on written material contained in an Addendum to this RFP. The dated noted in the RFP schedule for the City to provide responses to questions also serves as the addendum deadline. If you do not receive a courtesy email notification regarding the addendum by that date do check the City of Rocky Mount Purchasing webpage.

2.5 EMAILING OR MAILING INSTRUCTIONS

Instructions: Quotes, subject to the conditions made a part hereof and the receipt requirements described below, shall be received at the address indicated in the table below, for furnishing and delivering those items as described herein.

MAILING ADDRESS FOR DELIVERY OF QUOTE VIA U.S. POSTAL SERVICE	OFFICE ADDRESS FOR DELIVERY BY ANY OTHER MEANS, SPECIAL DELIVERY, OVERNIGHT DELIVERY, OR BY ANY OTHER CARRIER
QUOTE NUMBER: 320-281021AG Attn: Alicia Gaines, Purchasing Clerk Address: PO BOX 1180 Rocky Mount, NC 27802	QUOTE NUMBER: 320-281021AG Attn: Alicia Gaines, Purchasing Clerk Address: 331 S. Franklin Street Rocky Mount, NC 27802

Vendors shall deliver either **one (1) signed electronic emailed copy** to Alicia.Gaines@rockymountnc.gov response or one **(1) signed original executed quote** to the address identified in the table in this Section. Address package and insert quote number as shown in the table above.

Quote number shall be marked on the outside of the sealed envelope with the Vendor's name and date and time of opening.

IMPORTANT NOTE: It is the responsibility of the Vendor to have the signed quote physically in this Office by the specified time and date quotes are due, regardless of the method of delivery. **This is an absolute requirement.** The time of delivery will be marked on each quote when received, and any quote received after the submission deadline will not be accepted or evaluated.

All risk of late arrival due to unanticipated delay—whether delivered by hand, U.S. Postal Service, courier or other delivery service or method—is entirely on the Vendor. Note that the U.S. Postal Service generally does not deliver mail to the street address above, but to the City’s Mail Service Center. Vendors are cautioned that quotes sent via U.S. Mail, including Express Mail, may not be delivered to the purchasing office on the due date in time to meet the quote deadline. All Vendors are urged to take the possibility of delay into account when submitting a quote.

If quote is hand delivered, please note that the Frederick E. Turnage Municipal Building requires all visitors to sign in with the guard stationed on the first floor. Visitors will only have access through the building accompanied with a City employee.

This informal RFP does not require a public opening of bids.

2.6 QUOTE CONTENTS

Vendor shall populate all attachments of this RFP that require the Vendor to provide information and include an authorized signature where requested, as outlined below. Vendor Responses shall include the following items and they should be arranged in the following order:

- a) Completed and signed version of EXECUTION PAGE, along with the body of the RFP, and signed receipt pages of any addenda released in conjunction with this RFP.
- b) Completed version of ATTACHMENT A: PRICING FORM
- c) ATTACHMENT B: INSTRUCTIONS TO BIDDERS
- d) ATTACHMENT C: ACCEPTANCE OF TERMS AND CONDITIONS
- e) ATTACHMENT D: SUPPLEMENTAL VENDOR INFORMATION

2.7 DEFINITIONS, ACRONYMS, AND ABBREVIATIONS

- a) **BUYER:** The employee of the City Department that places an order with the Vendor.
- b) **CONTRACT LEAD:** Representative of the *City of Rocky Mount Purchasing Office* who corresponds with potential Vendors in order to identify and contract with that Vendor providing the greatest benefit to the City of Rocky Mount and who will administer the contract for the City.
- c) **FOB-DESTINATION:** Title changes hand from Vendor to purchaser at the destination point of the shipment; Vendor owns commodity in transit and files any claims, and Vendor pays all freight and any related transportation charges. A solicitation may request Vendors to separately identify freight charges in their quote, but no amount or charge not included as part of the total quote price will be paid.
- d) **LOT:** A grouping of similar products within this RFP.
- e) **ON-TIME DELIVERY:** The delivery of all items within a single order to the receiving point designated by the ordering entity within the delivery time required.
- f) **RFP:** Request for Proposal.
- g) **VENDOR:** Supplier, proposer, company, firm, corporation, partnership, individual or other entity submitting a response to a Request for Proposal.

3.0 METHOD OF AWARD AND QUOTE EVALUATION PROCESS

3.1 METHOD OF AWARD

Contracts will be awarded in accordance with G.S. 143-129, 143-131 and the evaluation criteria set out in this solicitation. Prospective Vendors shall not be discriminated against on the basis of any prohibited grounds as defined by Federal and State law.

The City may obtain quotes from one or more potential Vendors. All quotes will be evaluated, and award will be based on lowest responsive quote meeting specifications.

Local Preference Policy. *The only exception to the lowest responsive, responsible bidder method of award will be the local preference policy. The preference will allow an Eligible Local Bidder to match the price and terms of the lowest responsive, responsive bidder who is a Non-Local Bidder, if the Eligible Local Bidder's price is within five percent (5%) or \$25,000, whichever is less, of the lowest responsive, responsive Non-Local Bidder's price .An eligible local vendor is one that is current on property taxes in the City of Rocky Mount and meets the qualifications set forth in the policy. An application can be found at <https://rockymountnc.gov/services-finance-vendor-registration/>*

3.2 QUOTE EVALUATION PROCESS

- a) Quotes are requested for the items as specified, or item(s) equivalent in design, function and performance. The City reserves the right to reject any quote on the basis of fit, form and function as well as cost.
- b) The City shall review the responses to this RFP to confirm that they meet the specifications and requirements. The City reserves the right to waive any minor informality or technicality.
- c) For all responses that pass the initial review process, the City will review and assess the Vendors' pricing. The City may request additional formal responses or submissions from any or all Vendors for the purpose of clarification or to amplify the materials presented in any part of the quote. Vendors are cautioned, however, that the City is not required to request clarification, and often does not. Therefore, all quotes should be complete and reflect the most favorable terms available from the Vendor. Prices quoted cannot be altered or modified as part of a clarification.
- d) Quotes will be evaluated, based on the award criteria identified in Section 3.1 METHOD OF AWARD.

Award of a Contract to one Vendor does not mean that the other quotes lacked merit, but that, all factors considered, the selected quote was deemed most advantageous and represented the best value to the City.

Vendors are cautioned that this is a request for quote, not a request or an offer to contract, and the City reserves the unqualified right to reject any and all offers at any time if such rejection is deemed to be in the best interest of the City .

CONFIDENTIALITY DURING PROCESS: During the evaluation period and prior to award, all information concerning the quote and evaluation is confidential, and possession of the quotes and accompanying information is limited to personnel of the issuing department and any third parties involved in this procurement process, and to the committee responsible for participating in the evaluation. Any attempt on behalf of a Vendor to gain such confidential information, or to influence the evaluation process (e.g., contact anyone involved in the evaluation, criticize another Vendor, offer any benefit or information not contained in the quote) in any way is a violation of North Carolina purchasing law and regulations and shall constitute sufficient grounds for disqualification of Vendor's offer from further evaluation or consideration in the discretion of the City .

3.3 INTERPRETATION OF TERMS AND PHRASES

This Request for Proposal serves two functions: (1) to advise potential Vendors of the parameters of the solution being sought by the Department; and (2) to provide (together with other specified documents) the terms of the Contract resulting from this procurement. As such, all terms in the Request for Proposal shall be enforceable as contract terms in accordance with the General Contract Terms and Conditions. The use of phrases such as "shall," "must," and "requirements" are intended to create enforceable contract conditions. In determining whether quotes should be evaluated or rejected, the Department will take into consideration the degree to which Vendors have proposed or failed

to propose solutions that will satisfy the Department’s needs as described in the Request for Proposal. Except as specifically stated herein, no one requirement shall automatically disqualify a Vendor from consideration. However, failure to comply with any single requirement may result in the Department exercising its discretion to reject a quote in its entirety.

4.0 REQUIREMENTS

This Section lists the requirements related to this RFP. By submitting a quote, the Vendor agrees to meet all stated requirements in this Section as well as any other specifications, requirements and terms and conditions stated in this RFP. If Vendor is unclear or has any question about the specifications, requirements and terms and conditions herein, it is urged and cautioned to contact the issuing department Contract Lead as specified in this RFP.

4.1 CONTRACT TERM

The Contract shall have an initial term of two (2) years, beginning on the date of contract award (the “Effective Date”).

At the end of the Contract’s current term, the City shall have the option, in its sole discretion, to renew the Contract on the same terms and conditions for up to a total of one (1) additional one-year term. The City will give the Vendor written notice of its intent whether to exercise each option no later than thirty (30) days before the end of the Contract’s then-current term. In addition, the City reserves the right to extend a contract term for a period of up to 180 days in 90-day-or-less increments.

4.2 PRICING

Quote price shall constitute the total cost to Buyer for delivery fully assembled and ready for use, including all applicable charges for shipping, delivery, handling, administrative and other similar fees. Vendor shall not invoice for any amounts not specifically allowed for in this Quote. Complete ATTACHMENT A: PRICING FORM and include with Quote.

4.3 INVOICES

Vendor shall invoice the City of Rocky Mount Accounting Department. The standard format for invoicing shall be Single Invoices meaning that the Vendor shall provide the Buyer with an invoice for each order. Invoices shall include detailed line-item information to allow Buyer to verify pricing at point of receipt matches the correct price from the original date of order. At a minimum, the following fields shall be included on all invoices:

Vendor’s Billing Address, Customer Account Number, NC Contract Number, Order Date, Buyers Order Number, Manufacturer Part Numbers, Vendor Part Numbers, Item Descriptions, Price, Quantity, and Unit of Measure.

4.4 MINORITY BUSINESS PARTICIPATION

The Bidder has the responsibility to make a good faith effort to solicit minority proposals and to attain the aspirational ten percent (10%) goal. We encourage all Bidders even MWBE/HUBs to obtain the aspirational goal where sub-contracting and supplier opportunities exist.

MWBE FIRM	OWNERSHIP STATUS	ADDRESS	WORK TYPE

4.5 REFERENCES

Vendors shall provide at least three (3) different references for which your company has provided Services of similar size and scope to that proposed herein. The city of Rocky Mount may contact these users to determine the Services provided are substantially similar in scope to those proposed herein and Contractor’s performance has been satisfactory. The information obtained shall be considered in the evaluation of the quote. If city of Rocky Mount references are provided it cannot be counted towards your three (3) required references but may be included in addition to.

COMPANY NAME	CONTACT NAME	TELEPHONE NUMBER	EMAIL
Optional: City of Rocky Mount			

5.0 SCOPE OF WORK

5.1 GENERAL SCOPE

The successful contractor will provide the City of Rocky Mount (CORM) Parks & Recreation Department with an electronic online real time safety reporting software program that can be used for each park summarizing all deficiencies with the appropriate standard for year the equipment was installed. Each report shall also include an outline of what would be required to bring any equipment previously installed up to Consumer Product Safety Commission and ASTM Standards.

The successful contractor shall manage and track City of Rocky Mount playground equipment inventory.

HAZARDS:

Upon inspection, any items that pose an immediate danger shall be tagged "Out of Service". The Superintendent of Parks shall be made aware of any such items along with the applicable Maintenance Supervisor, so that the situation may be addressed as quickly as possible.

REPAIRS:

- All repair work shall be invoiced separate from the monthly inspections.
- Repairs may be requested at the time of inspection or as a service call.
- All repairs shall be completed such that potential cuts and snags to playing children are not possible.
- Welds and bare metal shall be primed and painted.
- Work site shall be left clear of all debris.
- Repairs more than **\$500** per playground: Contractor shall submit a detailed scope of work to the Parks Superintendent. The scope will be reviewed and at the discretion of the parks division the information will be utilized to obtain competitive quotes.

5.2 TASKS/DELIVERABLES

Each location will have a minimum of four (4) digital photographs taken of the playground equipment to present a pictorial record of the playground, its location, site context, components, general condition, and will identify the exact area of the equipment that requires repair. The pictures shall be included in the body of the report for each park and not as a separate document (Online Real Time Reporting Software May be used to address this issue).

REPORTS:

The contractor’s price shall include comprehensive written reports detailing the inspection results for each park. Inspection reports shall include all details of the assessment of each structure. The inspection reports shall illustrate all equipment and components of the structure that were investigated. It is expected the inspection reports will reference the most current Consumer Product Safety Commission and ASTM Standards for Children's play spaces and Equipment and any other applicable standards (i.e., CSA Standards 1998, 2003, 2007, 2014, etc.) as may be appropriate. Inspection reports shall rate and prioritize each fault according to the risk utilizing a rating system as follows:

- Clearly identifies the fault to assist the CORM with developing a plan for repairs.
- Requires Immediate Repair – Equipment is unsafe for use and should be tagged out of service.
- Fix Prior to Next Inspection – Equipment can be used safely but requires repair as soon as possible.
- Meets current Consumer Product Safety Commission and ASTM Standards for Children's play spaces and Equipment
- Equipment is safe and meets Consumer Product Safety Commission and ASTM Standards for year of install but does not meet current Consumer Product Safety Commission and ASTM Standards. Minor repair, retrofitting and upgrading is required to bring the equipment up to the current standard.
- Equipment is safe and meets standard for year of install but requires major retrofitting to bring up to the current Consumer Product Safety Commission and ASTM Standards or cannot be brought up to current standard.

A sample copy of the proposed report shall be submitted with this bid. The contractor shall make allowance for changes to the sample report to meet CORM’s requirements. All irregularities and conflicts in content and format shall be worked out before reports are accepted. The sample shall include the following:

- Playground Address
- Date of Inspection
- Time of Inspection
- Weather Conditions
- Inspected By (Name of Inspector)
- Playground Equipment Asset #
- Manufacturer of Equipment
- Installation Date and Model #
- Age of Structure (if known)
- Age Appropriateness for Users of Structure
- Platform Heights
- Playground Base Material
- Depth of Base Material
- Playground Perimeter Edging Material
- Potential Faults
- Recommended Repairs
- Risk Rating
- CSA Compliance Rating:
- Fall Height(s) Impact Attenuation Test Results
- Requirements to update equipment to meet the current CSA Standard
- Digital Pictures (minimum of 4 per structure or play space)
- Site Plan Pictorial Diagram
- An electronic copy of the report detailing the inspection results for each park each shall be provided in pdf format to the Superintendent of Parks.

SCHEDULING

All playgrounds shall be inspected one time per month. Inspections shall include leveling of all play surfaces (modified wood chips, tile, pour in place, sand etc.) and drop tests of the play surface. Final inspection reports shall be submitted to the Superintendent of Parks, within five (5) business days of the inspection. All inspections shall be completed by the 15th day of each month.

The successful contractor shall be responsible for forwarding a detailed schedule of site visits each year at least two weeks in advance of the first visit to the Superintendent of Parks.

5.4 VENDOR'S REPRESENTATION

- a) Vendor warrants that qualified personnel shall provide all services that may be required under The Contract in a professional manner. "Professional manner" means that the personnel performing the services shall possess the skill and competence consistent with at least the prevailing business standards in the industry. Vendor agrees that it shall not enter any agreement with a third party that may abridge any rights of the City under The Contract. Vendor shall serve as the prime contractor under The Contract and shall be responsible for the performance and payment of all subcontractor(s) that may be approved by the City. Names of any third-party Vendors or subcontractors of Vendor may appear for purposes of convenience in Contract documents; and shall not limit Vendor's obligations hereunder.
- b) If any goods, services, functions, or responsibilities not specifically described in The Contract are required for Vendor's proper performance, provision and delivery of the goods and services under The Contract, or are an inherent part of or necessary sub-requirement included within such goods and services, they will be deemed to be implied by and included within the scope of the contract to the same extent and in the same manner as if specifically described in the contract. Unless otherwise expressly provided herein, Vendor will furnish all of its own necessary management, supervision, labor, facilities, furniture, computer and telecommunications equipment, software, supplies and materials necessary for the Vendor to provide and deliver the goods and services.
- c) Vendor warrants that it has the financial capacity to perform and to continue perform its obligations under the contract; that Vendor has no constructive or actual knowledge of an actual or potential legal proceeding being brought against Vendor that could materially adversely affect performance of The Contract; and that entering into The Contract is not prohibited by any contract, or an order by any court of competent jurisdiction.

Attachments to this RFP begin on the next page.

ATTACHMENT A: PRICING FORM

PARK NAME	(ACRES)	MANUFACTURE	YR. INSTALLED	SALES CO.	CPSI INSPECTIONS FREQUENCY	STAFF INSPECTION FREQUENCY	USAGE LEVEL	ANNUAL INSPECTION COST (12)
Aycock Park	2.3	Playworld	2018	Playworld Preferred	Monthly	Weekly	High	\$ -
Bea Holman Park	1.5	Gametime	2006	Cunningham Recreation	Monthly	Weekly	Medium	\$ -
Branch Street Park	7.9	Game Time	2013	Cunningham Recreation	Monthly	Weekly	Medium	\$ -
Buck Leonard Park	4.1	Playworld	2016	Playworld Preferred	Monthly	Weekly	High	\$ -
Bunn Farm	2.5	Gametime	2010	Cunningham Recreation	Monthly	Weekly	Medium	\$ -
Cloverdale Park	3.5	Gametime	2001	Cunningham Recreation	Quarterly	Monthly	Low	\$ -
Eastern Ave Park	8.2	Gametime	2001	Cunningham Recreation	Quarterly	Monthly	Low	\$ -
Englewood Park	18.5	Landscape Structures	1997	Carolina Park & Play	Monthly	Weekly	High	\$ -
Farmington Park	32.9	Gametime	2005	Cunningham Recreation	Monthly	Bi-Weekly	High	\$ -
Grover Lucas Park	10.5	Landscape Structures	1995	Carolina Park & Play	Monthly	Bi-Weekly	Medium	\$ -
Holly Street Park	3.4	Playworld	2019	Playworld Preferred	Monthly	Weekly	High	\$ -
Home Street Park	2.7	Gametime	1999	Cunningham Recreation	Quarterly	Monthly	Low	\$ -
Hornbean Park	10.5	Kompan	2017	Kompan	Monthly	Weekly	High	\$ -
Lancaster Park	4.2	Kompan	2021	Kompan	Monthly	Weekly	High	\$ -
Marigold Park	4.1	Kompan	2021	Kompan	Monthly	Weekly	High	\$ -
Martin Luther King Jr.Park	28	Gametime	2006	Cunningham Recreation	Monthly	Weekly	High	\$ -
Meadowbrook Park	9.6	Kompan	2021	Kompan	Monthly	Weekly	High	\$ -
Southside Park	6.6	Gametime	2013	Cunningham Recreation	Monthly	Bi-Weekly	Medium	\$ -
SRM Community Center	33	Kompan	2019	Kompan	Monthly	Weekly	High	\$ -
Sports Complex (Soccer)	151	Kompan	2015	Kompan	Monthly	Weekly	High	\$ -
Sports Complex (LL Baseball)	151	Gametime	2009	Cunningham Recreation	Monthly	Weekly	High	\$ -
Sports Complex (Shelter Area)	151	Gametime	2012	Cunningham Recreation	Monthly	Weekly	High	\$ -
Stith-Talbert	28.3	Gametime	2006	Cunningham Recreation	Monthly	Weekly	High	\$ -
Sunset Park (Shelter Area)	25	Gametime	1993	Cunningham Recreation	Monthly	Weekly	High	\$ -
Sunset Park (Sprayground)	25	Gametime	2006	Cunningham Recreation	Quarterly	Monthly	Medium	\$ -
Talbert Park	28.3	Gametime	1994	Cunningham Recreation	Monthly	Weekly	High	\$ -
Thelonious Monk Park	6	Gametime	2005	Cunningham Recreation	Monthly	Bi-Weekly	Medium	\$ -
Three Sisters Park	14	Gametime	2009	Cunningham Recreation	Monthly	Bi-Weekly	High	\$ -
Western Avenue Park	1.5	Swing Set (Only)	2010		Quarterly	Monthly	Low	\$ -

Quote Number:320- 281021AG

Vendor: [REDACTED]

Wildwood Park	4.16	Swing Set (Only)	2010		Quarterly	Monthly	Low	\$	-
TOTAL COST								\$	

ATTACHMENT B: INSTRUCTIONS TO BIDDERS

City of Rocky Mount Instructions to Bidders Review <https://rockymountnc.gov/vendor>

ATTACHMENT C: ACCEPTANCE OF GENERAL TERMS & CONDITIONS

Review Terms and Conditions: General at <https://rockymountnc.gov/vendor> Terms and conditions on the vendor webpage that do not apply to this bid: [Federal UG Terms, FEMA Contract Provisions, Sample Contract Terms](#).

Check here to indicate that you have read and agree to the City of Rocky Mount General Terms & Conditions.

ATTACHMENT D: SUPPLEMENTAL VENDOR INFORMATION

HISTORICALLY UNDERUTILIZED BUSINESSES

Historically Underutilized Businesses (HUBs) consist of minority, women and disabled business firms that are at least fifty-one percent owned and operated by an individual(s) of the categories. Also included in this category are disabled business enterprises and non-profit work centers for the blind and severely disabled.

Pursuant to G.S. 143B-1361(a), 143-48 and 143-128.4, the City invites and encourages participation in this procurement process by businesses owned by minorities, women, disabled, disabled business enterprises and non-profit work centers for the blind and severely disabled. This includes utilizing subcontractors to perform the required functions in this IFB. Any questions concerning NC HUB certification, contact the [North Carolina Office of Historically Underutilized Businesses](#) at (919) 807-2330. The Vendor shall respond to question #1 and #2 below.

- a) Is Vendor a Historically Underutilized Business? Yes No
- b) Is Vendor Certified with North Carolina as a Historically Underutilized Business? Yes No

If so, state HUB classification:

NEW VENDOR REGISTRATION

New vendors must complete a vendor registration form using the link below. If you are a current vendor that needs to update, contact information you may also complete the online vendor registration form. Once registration is complete email a copy of your W9 and E-Verify Affidavit to the contact person listed on the coversheet.

<https://rockymountnc.gov/services-finance-vendor-registration/>

HOW TO DO BUSINESS WITH THE CITY OF ROCKY MOUNT

Becoming a Vendor <https://youtu.be/MGOjZxI4iQc>

Competing in the Bid Process <https://youtu.be/yy8dYzPOCUs>

Purchase Order, Payment and Performance <https://youtu.be/wA5zVTizZQM>