

**CITY OF HELENA  
REQUEST FOR PROPOSALS  
PLAY EQUIPMENT**

The city of Helena, Montana, is requesting proposals from firms capable of providing play equipment for municipal park use. Proposals will be accepted through 5:00 P.M., local time on January 6, 2014.

Hard copy proposals may be sent to the Parks and Recreation office, room 405, City County Building, 316 North Park Avenue, Helena, Montana, or proposals may be by e-mailed to [ckirkland@helenamt.gov](mailto:ckirkland@helenamt.gov) Additional information on the project may be obtained by calling 447-8463 or from the address or e-mail listed above.

The city of Helena reserves the right to reject any or all proposals, to waive irregularities in the process, or to accept the proposal deemed to be in the best interests of the city of Helena.

**PUBLISH: Fri., Dec. 13, 2013  
Fri., Dec. 20, 2013**

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CONTACT: Carol, 447-8463  
Parks Administration

**CITY OF HELENA**

**REQUEST FOR PROPOSALS  
PLAY EQUIPMENT**

The city of Helena, Montana, is requesting proposals from firms capable of providing the requested play equipment. Proposals should be submitted no later than 5:00 P.M., January 6, 2014, local time to the Parks & Recreation Office, Room 405, City-County Building, 316 North Park Avenue, Helena MT 59623.

**BACKGROUND INFORMATION**

The proposal shall include two full playground sets. Each playground footprint is approximately 50 feet by 100 feet. One playground shall provide a diversity of play experience for children between the ages of 4 to 12, and the other playground shall provide diversity for ages 2 to 10. The budget allotted for each playground will not exceed \$40,000.

**REQUIREMENTS**

**Play Equipment:**

1. Total compliance with U. S. Consumer Product Safety Commission (CPSC) guidelines
2. Compliance with regulations of the Americans with Disabilities Act (ADA).
3. Minimum design specifications: Posts shall be steel or aluminum round tubing 5 inches OD, powder coated. All other components shall be made of metal or high-strength plastic; no wood. The proposal must include at least one swing set and a variety of other play features for each playground.

**Proposal Content:**

Proposals and all supporting materials shall be submitted in a form suitable for evaluation. Legibility, clarity, and completeness are essential.

The proposals shall contain the following:

1. The bid form filled out completely stating the name, address, phone number of the bidder, a brief description of the item that states the manufacturer, the bid price, the warranty period, and the delivery period FOB, Helena, Montana.
2. A complete description of the play equipment proposed for the area. Please include a drawing or photograph of the

equipment. If a photograph is not available, include a photograph of a closely-similar item so that the city has a good idea of what it will look like and how it will be constructed.

The description will also include the specifications for all materials involved and how the item is assembled. The more complete the description, the better.

Samples would be appreciated but are not required.

3. Any additional information that will help in the evaluation and selection of the proposal.

**Proposal Evaluation:**

The proposals will be evaluated based on the following criteria

1. Compliance with the requirements - 25%
2. Design and aesthetics - 25%
3. Construction, durability, and maintenance requirements - 25%
4. Cost - 15%
5. Warranty - 5%
6. Completeness of proposal - 5%

CITY OF HELENA

PROPOSAL FORM

PLAYGROUND EQUIPMENT

**VENDOR MUST USE THIS FORM ONLY IN SUBMITTING PRICES. THIS IS NOT AN ORDER.**

VENDOR: \_\_\_\_\_ DATE \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Return proposals to: Parks & Recreation, Room 405  
City-County Building  
316 North Park Avenue  
Helena MT 59623

**MARK THE LOWER LEFT CORNER OF THE ENVELOPE AS FOLLOWS:**

**"PROPOSALS FOR PLAY EQUIPMENT"**

<u>ITEM NO.</u>	<u>QUANTITY</u>	<u>ITEM</u>	<u>UNIT PRICE</u>	<u>TOTAL PRICE</u>
2	2	play equip. (inc freight FOB, Helena MT, Civic Center, 340 Neill Ave., Parks Dept. shop) Delivery date _____ Warranty information _____		

**THE CITY OF HELENA RESERVES THE RIGHT TO ACCEPT, REJECT, SPLIT THE AWARD, OR ALTER QUANTITIES OF THE ORDER.**

## VENDOR LIST

Great Western Park & Playground  
P O Box 97  
2598 West 5700 South  
Wellsville UT 84339

Dakota Fence Co.  
P O Box 1408  
Fargo ND 58107

Kean Recreation  
P O Box 746  
Layton UT 84041

Vanco Associates, Inc.  
P O Box 1696  
Hamilton MT 59840

Garrett & Company, Inc.  
P O Box 57426  
Murray UT 84157

Northwest Playground Equipment, Inc.  
P O Box 2410  
Issaquah WA 98027

Montana School Equipment Co.  
712 13<sup>th</sup> Street South  
Great Falls, MT 59405

Summit Recreation  
415 Skyline Drive NE  
Great Falls MT 59404

Olson Landscape & Recreation, Inc.  
P O Box 2272  
Cody WY 82414