



Pocomoke City: Cypress Park-Tennis/Pickleball Court Lighting Project-2024

Invitation to Bid/Request for Sealed Bids

October 7, 2024

The Mayor and City Council of Pocomoke City are accepting sealed bids to provide lighting to the combined Tennis-Pickleball Courts located in Cypress Park. An additional component of this bid is to provide auxiliary illumination of the lawn area in the front of the amphitheater area where concert seating is located. **See Attachment 1.** The Cypress Park Tennis Courts include one (1) tennis court and six (6) pickleball courts with exterior pavement dimensions of 150 by 124 feet. Sealed bids must be received no later than **Friday, October 25, 2024 by 11:00 AM E.S.T.** to Pocomoke City Hall located at 101 Clarke Avenue, PO Box 29, Pocomoke City Maryland, where they will be promptly opened and read in the City Manager's Conference Room, 2nd Floor. Qualified firms wishing to respond to "CYPRESS PARK TENNIS-PICKLEBALL LIGHTING PROJECT" must provide all labor, materials and equipment required for the lighting as defined in the bid documents.

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General Specifications

1. Contractor shall bid on the following items.
 - a. Item 1: to provide a cost estimate for direct outdoor lighting to the combined tennis-pickleball courts located in Cypress Park, Pocomoke City, Maryland.
 - b. Item 2: to provide a cost estimate for auxiliary lighting as to the amphitheater seating area adjacent and north of the tennis/pickleball courts. These lights would be a component of the lighting plan for the tennis/pickleball tennis courts and connected to the same power supply and activation system.
 - c. Item 3: to provide a total cost estimate for the combined tennis-pickleball court lighting and auxiliary lighting.
2. The primary City contacts for the project are:
 - a. John Barkley, City Manager 667-853-3081, ext. 107 (john@pocomokemd.gov)

b. Daniel Brandewie, Planning Director and Project Manager 667-853-3085, ext. 108 (dan@pocomokemd.gov)

c. Bill East, Public Works Director, 667-853-3089, ext. 121. (bill@pocomokemd.gov)

3. General Conditions.

- a. Lighting for the tennis courts shall consist of cost effective-outdoor LED luminaires with lighting levels appropriate for high level recreation play, taking into consideration degree of lighting uniformity, lack of glare and reduction of light spillage onto neighboring residential properties. The lighting shall meet industry standards with a minimum light level of 30 footcandles and uniformity of 2:1.
- b. Auxiliary lighting to the amphitheater seating area shall be appropriate for outdoor evening concert venues.
- c. Control systems must consist of player activated pushbutton controls with strobe to provide timed on/off control. Controls must include a remote on/off dimming (high/medium/low) control and performance monitoring with 24/7 customer support.
- d. Product warranty must be provided.
- e. Successful bidders shall provide both design and layout, installation and testing of the system.
- f. The location of the courts and amphitheater seating area are located in a FEMA regulated floodplain with a Zone AE Base flood Elevation 5. **See Attachment 2.** All lighting and service components must be taken into consideration periodic flooding conditions on the site. Electric services, fixtures, panels and devices must be flood protected and meet minimum elevation requirements including all applicable building and electric code requirements. The contractor is likely to experience wet soil conditions during installation. While access on the tennis courts is permitted, any damage to the surfaces of the tennis court is the responsibility of the contractor or his assigns.
- g. Electric services, fixtures, panels and devices must meet current building and electric code requirements as adopted by the Maryland Department of Labor's Performance Standards.
- h. Work on this project shall begin prior to December 31, 2024 or as soon thereafter and must be completed by May 1, 2024.
- i. The completion date may be extended due to unforeseen circumstances with the approval by the City.
- j. All materials and workmanship shall be first class and shall conform to the highest standards.
- k. A staging site will be supplied for parking of equipment, storing of materials and supplies.
- l. Contractor shall be required to attend a pre-construction meeting after the bid is awarded and approved by the City Council/City Manager.
- m. Contractor shall be required to provide a Statement of Bidder's Qualifications and at least two (2) references.
- n. Prior to submission of final invoice, a final walk through and check of operations shall be required. Prior to leaving the site, a final walk through of the site will be required to verify there is no damage to existing facilities.

2. City/Customer Responsibilities.
 - a. The City shall provide complete access to the site for construction.
 - b. The City shall locate existing underground to the extent possible not covered by local utilities. Contractor will be responsible for contacting Miss Utility to have utilities marked prior to construction.
 - c. The City shall pay any power company fees, permit and inspection fees.
 - d. Provide an area for on-site disposal of spoils from excavations.
 - e. Provide and area for an onsite dumpster.
 - f. Provided for road closures if required.
 - g. Provide for third party inspections.
 - h. Provide for disposal of existing light poles.

3. Contractor responsibilities.
 - a. Provide required foundations, poles, luminaires, electric enclosures, control cabinets,
 - b. Provide layout of pole locations and aiming diagram.
 - c. Removal of existing poles.
 - d. Provide project management as required.
 - e. Provide stamped foundation designs based on soil conditions that meet or exceed those of a Class 5 material as defined by current code requirements (2021 IBC Table 1806.2).
 - f. Assist any subcontractors. all wiring and connections, and light control systems.
 - g. Contractor is responsible for removal of all debris from project site.

4. Subcontractor responsibilities
 - a. Obtain any required permitting.
 - b. Contact Miss Utility for locating underground public utilities and then confirm they have been clearly marked.
 - c. Contact the Public Works Director to confirm the existing private underground utilities and irrigation systems have been located and are clearly marked to avoid damage from construction equipment. Notify owner and repair damage to marked utilities. Notify owner and general contractor regarding damage which occurred to unmarked utilities.
 - d. Provide labor, equipment, and materials to off load equipment at jobsite per scheduled delivery.
 - e. Provide storage containers for material, (including electrical components enclosures), as needed.
 - f. Provide necessary waste disposal and daily cleanup.
 - g. Provide adequate security to protect Musco delivered products from theft, vandalism, or damage during the installation.
 - h. Keep all heavy equipment off playing surfaces when possible. Repair damage to grounds which exceeds that which would be expected. Indentations caused by heavy equipment traveling over dry ground would be an example of expected damage. Ruts and sod damage caused by equipment traveling over wet grounds would be an example of damage requiring repair.
 - i. Provide startup and aiming as required to provide complete and operating sports lighting system.

- j. Installation to commence upon delivery and proceed without interruption until complete. Notify City and General Contractor immediately of any breaks in schedule or delays.
- k. Foundations, Poles, and Luminaires:
 - 1. Mark and confirm pole locations per the aiming diagram provided. If there are any issues, immediately notify your Musco Project Manager.
 - 2. Provide labor, materials, and equipment to install foundations as specified on Layout and per the stamped foundation drawings, if applicable.
 - 3. Remove spoils to owner designated location at jobsite.
 - 4. Provide labor, materials, and equipment to assemble luminaires, electrical component enclosures, poles, and pole harnesses.
 - 5. Provide labor, equipment, and materials to erect poles and aim utilizing the pole alignment beam.
- l. Electrical
 - 1. Provide labor, materials, and equipment to install electrical service panels as required.
 - 2. Provide labor, materials, and equipment to install all underground conduit, wiring, pull boxes etc. and terminate wiring as required.
 - 3. Provide as-built drawings on completion of installation, (if required).
- m. Control System:
 - 1. Provide labor, equipment, and materials to install one control and monitoring cabinet and terminate all necessary wiring.
 - 2. Provide a dedicated controls circuit.
 - 3. Confirm pole or luminaire locations, supply voltage and phase required for lighting system prior to production
 - Provide electrical design and materials for electrical distribution system
 - Buyer is responsible for getting electrical power to the site, coordination with the utility, and any power company fees

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Bid Summary and Payment Schedule

Total Bid for CYPRESS PARK TENNIS-PICKLEBALL COURT LIGHTING Project as specified:

a. Bid Submission Item 1: to provide a cost estimate for direct lighting to the combined tennis-pickleball courts

_____ \$ _____

Written Total Base Bid Amount (Number Amount)

b. Bid Submission Item 2: to provide a cost estimate for auxiliary lighting to the amphitheater seating area.

_____ \$ _____

Written Base Bid Amount (Number Amount)

c. Bid Submission Item 3: to provide a cost estimate for both the tennis-pickleball court lighting and auxiliary lighting.

_____ \$ _____

Written Total Base Bid Amount (Number Amount)

Printed Name and Signature of Responsible Party Submitting Bid Date

Payment Method and Schedule, Insurance and Licensing Requirements

1. The Owner shall make a lump sum payment to the Contractor upon completion of the project unless an alternative schedule for payments is requested and approved by the City Manager. The City reserves the right to require a Performance Bond if alternative payment options are considered.
2. The Contractor shall furnish a completed W-9 form with employer identification numbers (EIN).
3. The Contractor shall furnish a Certificate of Liability Insurance as required by the City and proof of Worker’s Compensation and Employers’ Liability insurance or exemption. The Certificate shall name the City of Pocomoke City as Certificate Holder.

4. The Contractor shall be licensed to do work in the State of Maryland.

Payment Schedule to be as follow:

Acceptance by Contractor:

Printed Name

Signature

Date

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STATEMENT OF BIDDER'S QUALIFICATIONS

All questions must be answered, and the data given must be clear and comprehensive. This statement must be notarized. If necessary, questions may be answered on separate attached sheet. The Bidder may submit any additional information he desires.

1. Name of Bidder: _____

2. Contractor License Number: _____

3. Permanent main office address: _____

4. When Organized: _____

5. If a corporation, where incorporated: _____

6. How many years have you been engaged in the contracting business under your present firm or trade name? _____

7. General character of work performed by your company: _____

8. Have you ever failed to complete any work awarded to you? If so, where and why?

9. Have you ever defaulted on a contract? If so, where and why?

10. Experience in construction work similar in importance to this project: _____

13. Proved at least two references with names and phone numbers for work completed similar to this scope of work.

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The undersigned hereby authorizes and requests any person, firm or corporation to furnish any information requested by the City of Pocomoke City comprising this Statement of Bidder's Qualifications.

Dated at _____ This _____ day of _____ 2020.

Bidder: _____

By: _____

Title: _____

State of _____ County of _____

_____ being duly sworn deposes and says that he/she is _____ of _____ and that the answers to the forgoing questions and all statements therein contained are true and correct.

Subscribed and sworn to before me this _____ day of, 2019.

By: _____ My Commission Expires: _____

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CONTRACT

This Contract made this _____ day of _____, 2024, by and

between the City of Pocomoke City hereinafter called "Owner"

and _____, hereinafter called "Contractor."

WITNESSETH:

That for and in consideration of the payments and agreements hereafter mentioned:

1. The Contractor will commence and complete the Pocomoke City: Cypress Park-Tennis/Pickleball Court Lighting Project.
2. The Contractor will furnish all the material, supplies, tools, equipment, labor and other services necessary for the construction and completion of the Project described herein.
3. The Contractor will commence the work required by the Contract Documents after a work order is given and complete all work by May 2, 2024.
4. The Contractor agrees to perform all of the work described in the Contract Documents for the base bid and additive bid item(s) and comply with the terms therein for the sum of \$_____.
5. The term "Contract Documents" means and includes the following:
 - (a) Invitation to Bid/Request for Sealed Bids
 - (b) General Specifications
 - (c) Bid Summary and Payment Method and Schedule, Insurance and Licensing Requirements
 - (h) Statement of Bidder's Qualifications
 - (i) Contract
 - (j) Attachment 1: Location Map of Cypress Park and Amphitheatre area.
 - (k) Attachment 2: FEMA Flood Insurance Rate Map.
6. The Owner will pay to the Contractor in the manner and at such times as set forth in the Payment Method and Schedule.
7. This Contract shall be binding upon all parties hereto and their respective heirs, executors, administrators, successors and assigns.

IN WITNESS WHEREOF, the parties hereto have executed, or caused to be executed by their duly authorized officials, this Contract in three (3) copies of each of which shall be deemed on original on the date first above written.

ATTEST:

OWNER:
TTHE CITY OF POCOMOKE CITY

By: _____

CITY MANAGER

CONTRACTOR:

By: _____