



Office of the City Engineer  
609 West Navajo Street  
West Lafayette, Indiana 47906  
Phone: 765.775.5130  
Fax: 765.775.5249

October 22, 2009

RE: Quotes for Fitness Trail Improvements Part III

West Lafayette Parks and Recreation is requesting quotes for the removal and installation of fencing located at the West Lafayette Jr./Sr High School as a part of the overall City of West Lafayette Fitness Trail. The enclosed Quote Sheet needs to be completed and submitted to the Office of the Clerk-Treasurer, 609 West Navajo Street, West Lafayette, Indiana 47906 in a sealed envelope by 4:30 pm, Friday, October 30, 2009. The envelope should be marked on the outside with the following notation: **Fitness Trail Improvements Part III**. Quotes will be opened publicly and reviewed at the Board of Public Works and Safety meeting in City Hall at 8:30 am, on Monday, November 2, 2009. The Parks and Recreation Department plans to issue a purchase order for the lowest responsive, responsible quote.

West Lafayette Parks and Recreation is exempt from Indiana sales tax.

Please contact Michael Thompson at (765) 775-5130 for any additional information.

Sincerely,

Michael Thompson  
Assistant City Engineer

Enclosure

1. Mr. Fence - It
2. Blue's Fence
3. Greenstar Fence Contractors
- 4.

## Request for Quote Fitness Trail Improvements Part III

This request of quote is the official notice of needed construction of the proposed Fitness Trail Improvements Part III by the West Lafayette Board of Public Works and Safety (the "Board").

Board is requesting quotes for the professional removal and installation of fencing at the West Lafayette Jr./Sr. High School track according to the attached drawings and specifications.

The Contractor shall be responsible for the determination and notification of all affected utilities and for the coordination of all work with the utilities, the West Lafayette Jr./Sr. High School and the Board. Any required permits will be provided by the owner. The Contractor shall be responsible for the coordination of all work with the West Lafayette Jr./Sr. High School and the West Lafayette Parks and Recreation Department.

All work must conform to the attached Specifications and the City of West Lafayette Standards and Typical Construction Guidelines and Details (approved by the Board of Public Works and Safety on January 17, 2006).

The Contractor shall carry all necessary insurance and bonding coverage. The Contractor shall also provide certificate of insurance to the Board and the City of West Lafayette per the attached Insurance Requirements. The City of West Lafayette Parks and Recreation and West Lafayette Community School Corporation should also be listed as an additional insured.

Any questions concerning this Request for Quote should be directed to: Michael Thompson, Assistant City Engineer, West Lafayette Engineering Department, (765) 775-5130, [mthompson@westlafayette.in.gov](mailto:mthompson@westlafayette.in.gov) or Joe Payne, Superintendent, West Lafayette Parks and Recreation, (765) 775-5110, [jpayne@westlafayette.in.gov](mailto:jpayne@westlafayette.in.gov).

Purchase of Material and Professional Services for  
Fitness Trail Improvements Part III

QUOTE SHEET

Quotes will be taken under consideration for the issuance of a purchase order to the most responsive and responsible firm which provides a quote most advantageous for the board. Construction will be completed according to the schedule outlined in the project specifications.

The Total Quote amount should include the cost necessary to complete all work described by these documents.

THE TOTAL COST TO PROVIDE ALL MATERIAL, LABOR AND EQUIPMENT NECESSARY TO COMPLETE THE WORK; WORK MAY BEGIN UPON APPROVAL OF THE PROPOSED WORK SCHEDULE BY WEST LAFAYETTE ENGINEERING DEPARTMENT, FOLLOWING THE ISSUANCE OF A PURCHASE ORDER, AND ALL WORK IS TO BE COMPLETED BY NOVEMBER 20, 2009.

TOTAL LUMP SUM COST \$ \_\_\_\_\_

Contractor's Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Phone Number: \_\_\_\_\_

## Specifications

**GENERAL REQUIREMENTS:** Contractor to remove and replace existing fence as shown on enclosed plans.

Contractor shall not be permitted to allow any construction equipment onto the football field surface. All equipments shall remain as close the actual construction locations as possible. Contractor shall maintain emergency vehicle access onto the field at all times during construction.

Exact location of all proposed fences and gates shall be coordinated with the West Lafayette Parks and Recreation as well as the West Lafayette Jr./Sr. High School. Fence post locations shall be coordinated with school representative to ensure subsurface drainage, water lines, electric lines, etc. are not damaged during construction.

**REQUIRED TIMING:** The proposed construction is to be coordinated with West Lafayette Parks and Recreation as well as the West Lafayette Jr./Sr. High School. All work shall be completed by no later than November 20, 2009.

### **EQUIPMENT AND PROFESSIONAL SERVICES TO BE PROVIDED BY CONTRACTOR:**

1. Removal of 930± lf of 84" chain link fencing and all gates
2. Relocation of 660± lf of 84" chain link fence
  - a. Include provision for 25 new poles
3. Installation of 650± lf 84" chain link fence along inside perimeter of track
4. Installation of 1,670± lf 48" black vinyl coated chain link fence along perimeter of site as shown on the enclosed drawings.
5. Installation of gates for access to track and football field

### **Notes:**

1. Fencing to include drop rods and mushroom center stops at all double gates
2. All gates are to be equipped with duckbill hold backs to keep gates open
3. No poles are to be reused from areas not marked to be relocated
4. No gates or hardware will be permitted to be reused without approval from the West Lafayette Assistant City Engineer, Michael Thompson, or the West Lafayette Parks and Recreation Superintendent, Joe Payne.

**Additional Information:** Michael Thompson, Assistant City Engineer, West Lafayette Engineering Department, (765) 775-5130, [mthompson@westlafayette.in.gov](mailto:mthompson@westlafayette.in.gov).

## **City of West Lafayette Insurance Requirements**

The Contractor shall furnish to the City an acceptable performance and payment bond in the amount of one hundred percent (100%) of the contract price including subsequent modifications of work and contract price. Said bond shall secure the Contractor's performance, and payment of labor, materials, subcontractors, supplies and any furnishing service. Bid bond shall be written by a surety authorized to do business in the State of Indiana and who maintains at least one (1) established place of business, in the State and in a location of which the continuance is not dependent upon decision of individual personnel of the Surety within the State.

The City of West Lafayette's risk management strategy requires the contractor provide us with evidence of insurance that meets the minimum requirements listed below for this project. This coverage must be placed with an insurance company with an A.M. Best rating of A:VII or better. Please provide a Waiver of Subrogation in favor of the City of West Lafayette, Indiana as it pertains to Commercial General Liability, Workers Compensation, and Automobile Liability.

### **Insurance Requirements:**

#### ***(a) Commercial General Liability (Occurrence Form)***

Each Occurrence	\$1,000,000
Products/Completed Operations Aggregate	\$2,000,000
General Aggregate	\$2,000,000
(other than Prod/Comp Ops Liability)	
Personal & Advertising Injury Liability	\$1,000,000

Coverage shall be subject to a per project or vendor general aggregate provision that names all jobs performed by subcontractor if applicable. The City of West Lafayette, Indiana must be named as an Additional Insured per ISO forms CG2010 and CG2037 or their equivalent. The insurance will be considered primary and noncontributory before any other applicable coverage. Include Waiver of Subrogation in favor of the City of West Lafayette, Indiana.

***(b) Automobile Liability*** \$1,000,000 each accident  
If subcontractor at any time transports hazardous materials, subcontractor shall carry appropriate auto pollution coverage. Hired and Non-Owned auto liability coverage is to be included. The insurance will be considered primary and noncontributory before any other applicable coverage. Include Waiver of Subrogation in favor of the City of West Lafayette, Indiana.

#### ***(c) Workers Compensation and Employer's Liability***

Worker's Compensation	State Statutory Limits
Employer's Liability	
Bodily Injury by Accident	\$1,000,000 ea. accident

Bodily Injury by Disease \$1,000,000 policy limit  
Bodily Injury by Disease \$1,000,000 ea. employee  
Include Waiver of Subrogation in favor of the City of West Lafayette,  
Indiana.

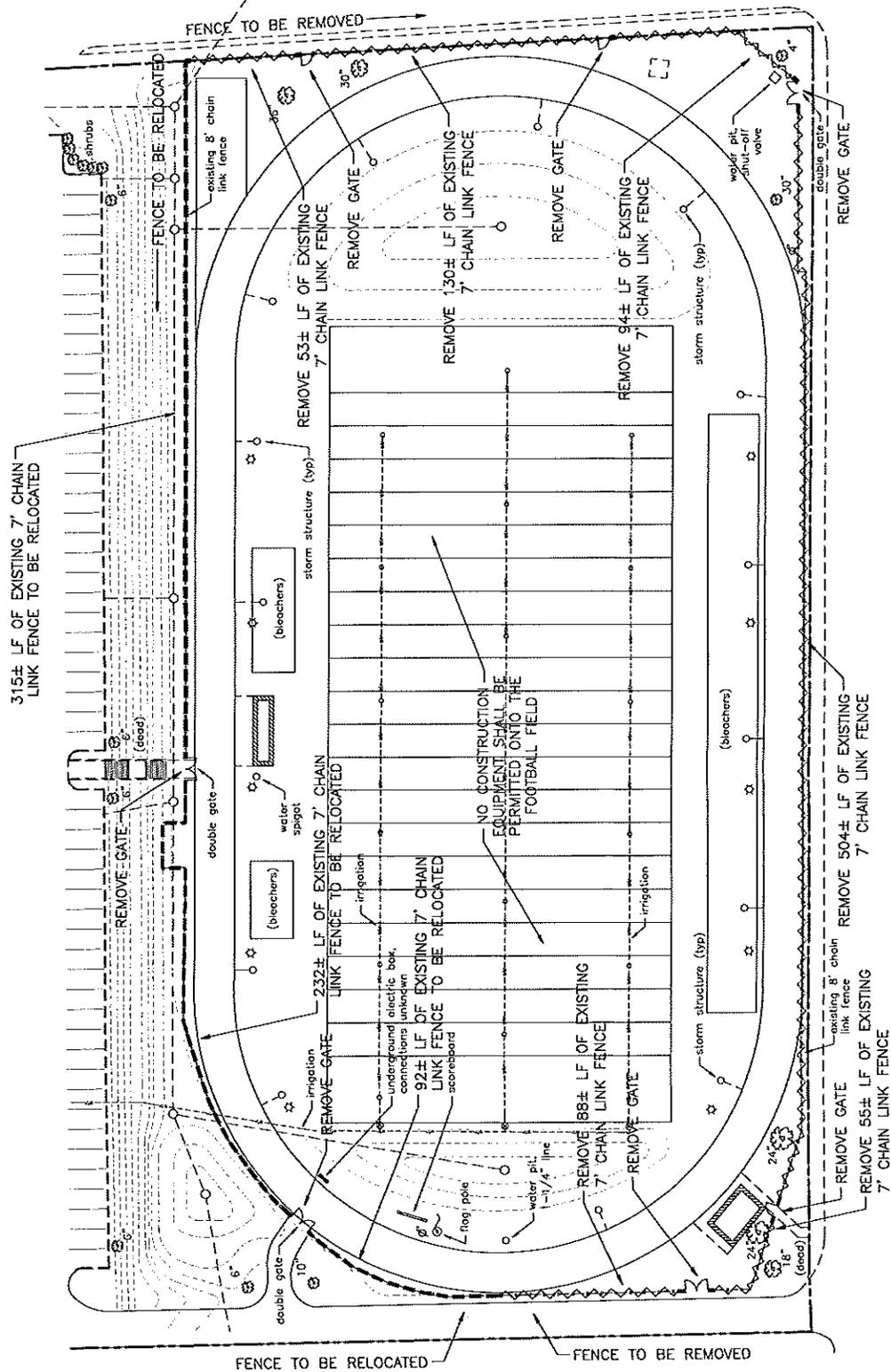
(d) *Umbrella Liability*  
Each Occurrence and Aggregate \$1,000,000

(e) *Professional Liability* (Applicable for Professional Services only rendered to the City) All subcontractors performing design, engineering, surveying, testing, or other professional services shall carry professional liability (errors and omissions) insurance. This policy shall provide at least \$1,000,000 for each occurrence and \$2,000,000 aggregate.

The Contractor shall secure, and maintain throughout the life of this contract, such insurance as will protect himself, the City and the Engineer from claims for bodily injury, death or property damage, arising from the Contractor's operations under the contract documents. Policies shall include the standard rider for coverage under Paragraph 8.03 of Article 8 of these General Conditions. Each policy shall contain a clause providing that such policy shall not be canceled by the insurer until after 30 days written notice, to the City, of intent to cancel. The Contractor shall not commence construction, or any operation pertaining thereto, until he has obtained all insurance required by this paragraph and shall have filed with the City either the insurer's certificate of such insurance or certified copies of the policies.

**Indemnity:** The Contractor shall indemnify and save harmless the City and agents and employees of the City, and the Engineer and agents and employees of the Engineer, from and against as allowed by law every loss and expense incurred by the City and agents and employees of the City and the Engineer and agents and employees of the Engineer, these and any of them, on account of claim, demand, payment, suit, action, judgment or recovery occurring by reason of, or out of, the work. Said indemnity shall be in the full amount of recovery had against the City and agents or employees of the City and the Engineer and agents and employees of the Engineer, these and any of them, plus such expense as may be incurred in determining and defending against such action, and plus legal fees of Defense Counsel.

**Patents and Royalties:** If the Contractor uses any design, device, material, method or process covered by patent or copyright he shall provide for such use by legal agreement with the holder of the patent or copyright and shall pay all fees and charges pertaining thereto.



**OFFICE OF THE CITY ENGINEER**

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Drawn By	MAT
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Date	OCTOBER 21, 2009
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