

Request for Quotation

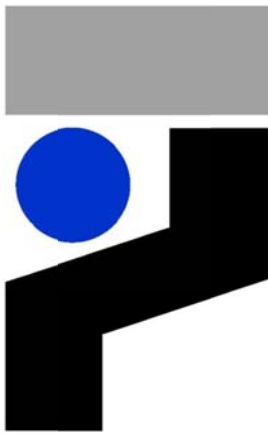
Playground Equipment & Installation

Transition Resources Corporation

11/11/2014

600 Corporation Drive

Pendleton, IN 46064



Submission Details

Submission Deadlines

All submissions for responding to this request must be submitted on paper or electronically, as stated below, no later than:

11/17/2014

12:00 PM

Submission Delivery Address

The delivery address to be used for submissions in person or mailed is:

Kay Gordon
Transition Resources Corporation
600 Corporation Drive
Pendleton, IN 46064

The address for electronic submissions is

kgordon@transitionresources.org

Submission of Quote

If quote is mailed or hand delivered, please provide two (2) copies. Please use fonts no smaller than 10 point.

Submission Questions and Clarifications

Questions on any topics covered in this Request for Quote may be emailed to;

Kay Gordon
Email: kgordon@transitionresources.org

Questions will only be accepted through email.

Introduction

Transition Resources Corporation (**TRC**) is accepting quotes from qualified companies to provide playground equipment for children 0 – 36 months and equipment installation.

Business Overview & Background

Telamon Corporation is a multi-state, multi-funded private non-profit organization which was organized in 1965 to provide assistance to those in need. Among those are farmworkers and their families, children born into poverty, at-risk youth, elderly, homeless, and dislocated workers. In Indiana, we do business as Transition Resources Corporation because there was already a for-profit Telamon Corporation operating in Indiana in 1987 when TRC incorporated in the state and began providing services.

Request for Quote

Transition Resources Corporation (TRC) is a 501(c)(3) not-for-profit organization. Transition Resources provides the Jobs for America's Graduates (JAG) opportunity to high school students in Marion County; delivers a HUD-approved Housing Counseling program; and operates Head Start and Early Head Start programs in Delaware and Madison counties.

MISSION: We are committed advocates for people in need. Our mission is to promote the development of human potential by providing resources and creating opportunities in the communities we serve.

Purpose, Specifications/Scope, Timeline & Budget

Purpose

Transition Resources Corporation (TRC) is accepting quotes from qualified companies for playground equipment and installation.

Specifications & Project Scope

The scope of this project includes providing three (3) playground design options to be installed for children ages 0 – 36 months. Equipment and installation should adhere to all Indiana Child Care Licensing requirements.

The selected bidder will be responsible for providing playground equipment and installing equipment

The following criteria must be met to achieve a successful project:

- Provide 3 equipment design options ranging in price for equipment from \$8,000 – \$16,000.
- Equipment must fit within an area of approximately 400 sf (see Attachments 1 and 2).
- Installation must occur prior to December 1, 2014.

Timeline

All proposals in response to this RFP are due no later than **12:00 p.m. on Monday, November 17, 2014**

Evaluation of proposals will be conducted on Monday, November 17th. If additional information or discussions are needed with any bidders, the bidder(s) will be notified.

The selection decision for the winning bidder will be made no later than Tuesday, November 18, 2014.

Upon notification, the contract negotiation with the winning bidder will begin immediately.

Notifications to bidders who were not selected will be completed by Thursday, November 20, 2014.

Project Timeline:

The Project begin date is scheduled for Wednesday, November 19, 2014 and the completion for Tuesday, November 25, 2014.

Budget

All proposals must include proposed costs to complete the tasks described in the project scope. In-kind contribution should be identified and itemized.

Request for Quote

IN-KIND CONTRIBUTION for Head Start Early Head Start Playground Equipment purchase and installation project:

The Administration for Children and Families (ACF) requires all Head Start grantees such as Transition Resources Corporation to provide contributions equal to 25% of their total Federal Head Start funding (or 20% of the total Federal and non-Federal combined). Transition Resources Corporation is asking for an in-kind contribution from the Contractor selected that might range from 2%-10% of Base bid.

In-kind is defined as property or services that benefit a grant supported project or program (such as the Head Start Program) and are contributed by non-Federal third parties without charge to the grantee. In-kind contributions may consist of the value of real property and equipment and the value of goods and services directly benefiting the grant program and specifically identifiable to it.

NOTE: All costs and fees must be clearly described in each proposal.

Bidder Qualifications

Bidders should provide the following items as part of their proposal for consideration:

- Two references and work samples.
- **Complete Bidder's Information Form (Attachment A).**

Terms and Conditions

TRC reserves the right to reject any and all bids. Transition Resources Corporation is an equal opportunity employer and service provider.

Evaluation Criteria

Transition Resources Corporation will evaluate all proposals based on the following criteria. To ensure consideration for this Request for Proposal, your proposal should be complete and include all of the following criteria:

- Overall proposal suitability: proposed solution(s) must meet the scope and needs included herein and are presented in a clear and organized manner
- Organizational Experience: Bidders will be evaluated on their experience as it pertains to the scope of this project.
- Previous work: Bidders will be evaluated on examples of their work pertaining to playground design and installation as well as references and work samples.
- Value and cost: Bidders will be evaluated on the cost of their solution(s) based on the work to be performed in accordance with the scope of this project.
- Technical expertise and experience: Work samples and references.
- Overall Project Design & Proposed Solution – **25 pts**
- Pricing – **35 pts**
- Expertise and Experience – **25 pts**
- In-Kind contribution or Cost saving measures - **15 pts**

Bidder's Information Form

(Must be completed by all bidders)

Transition Resources Corporation Playground Equipment & Installation

1. Bidder: _____

Address: _____

City/State/Zip: _____

2. Telephone #: _____

3. Bidder Contact: _____

Email Address: _____

Base Bid for playground equipment and installation.

Design #1

| | |
|--------------------|-----------|
| Equipment Cost: | \$ _____ |
| Installation Cost: | \$ _____ |
| In-kind services: | -\$ _____ |
| Total Cost: | \$ _____ |

Design #2

| | |
|--------------------|-----------|
| Equipment Cost: | \$ _____ |
| Installation Cost: | \$ _____ |
| In-kind services: | -\$ _____ |
| Total Cost: | \$ _____ |

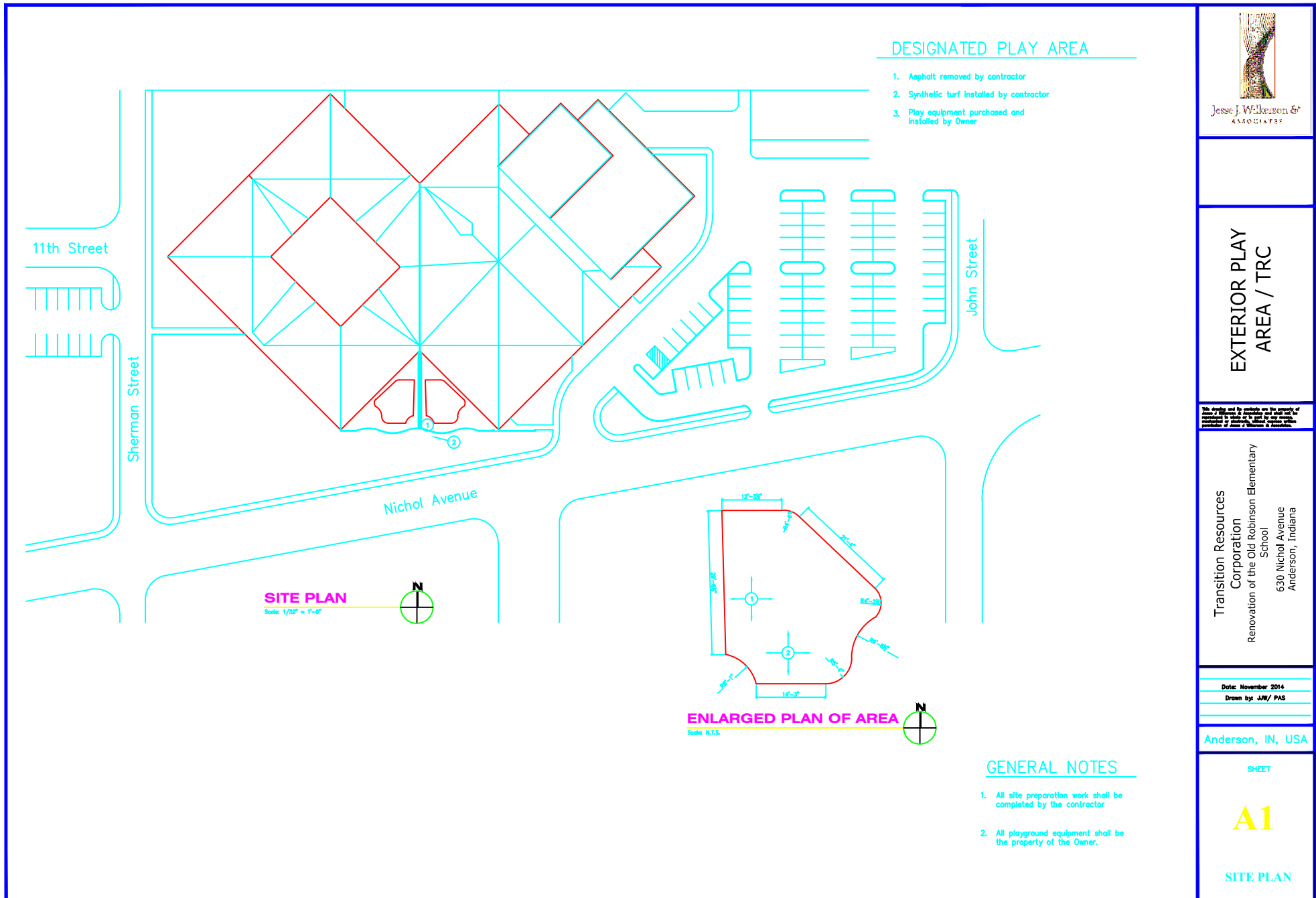
Design #3

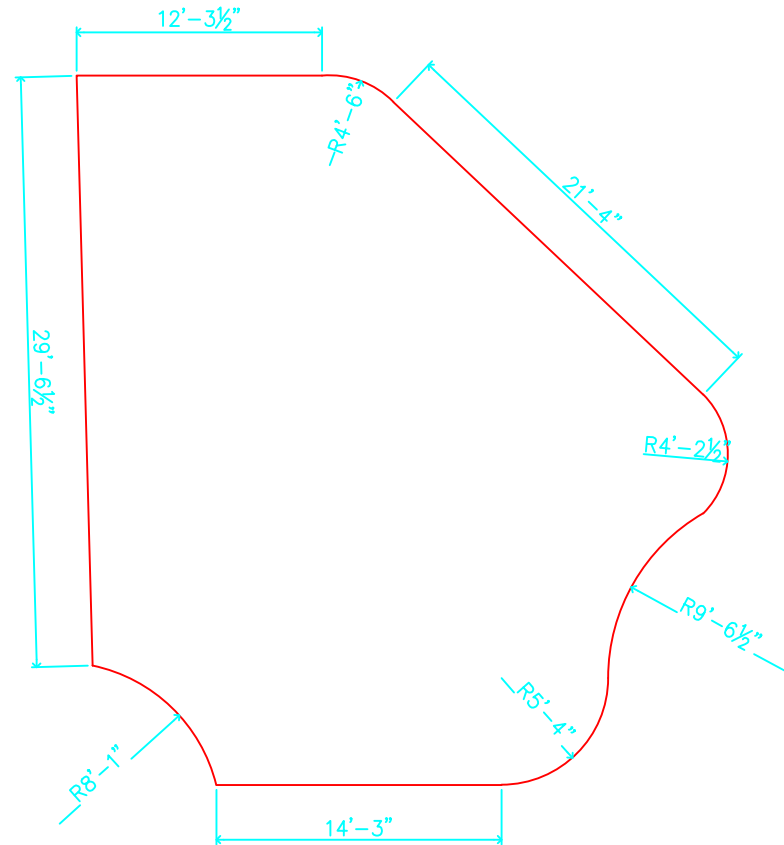
| | |
|--------------------|-----------|
| Equipment Cost: | \$ _____ |
| Installation Cost: | \$ _____ |
| In-kind services: | -\$ _____ |
| Total Cost: | \$ _____ |

IN-KIND CONTRIBUTION:

The Administration for Children and Families (ACF) requires all Head Start grantees such as Transition Resources Corporation to provide contributions equal to 25% of their total Federal Head Start funding (or 20% of the total Federal and non-Federal combined). Transition Resources Corporation is asking for an in-kind contribution from the selected Bidder that might range from 10%-15% of the Base cost.

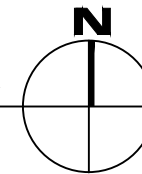
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ENLARGED PLAN OF AREA

Scale: N.T.S.



DESIGNATED PLAY AREA

1. Asphalt removed by contractor
2. Synthetic turf installed by contractor
3. Play equipment purchased and installed by Owner

GENERAL NOTES

1. All site preparation work shall be completed by the contractor
2. All playground equipment shall be the property of the Owner.
3. Proposed area is roughly 400 sf.



Jesse J. Wilkerson &
ASSOCIATES