

REQUEST FOR PROPOSALS #2011-50  
Recreation Department  
Springville City

The Springville Recreation Department is currently soliciting proposals from qualified firms and individuals interested in designing and decorating the city's float to meet the theme of the 2011 Art City Days celebration. The theme is "Living the Sweet Life in Springville".

#### BACKGROUND

The Springville City's float is a self propelled vehicle transformed from a Crown Victoria. The float is used in variety of local parades beginning with the Art City Days parade on June 11, 2011. The float carries 3-5 individuals and a driver.

#### RESPONSIBILITIES

The contracted firm/individual will:

1. Meet with Recreation staff to view and assess the existing condition of the float.
2. Remove existing float decorations and make all necessary changes to the contour of the float.
3. Determine a design that meets the 2011 Art City Days theme(as stated above).
4. Submit a proposal that includes the following:
  - a. A sketch of the design and/or written description of the float design.
  - b. The Fee for completing the float. The materials and construction of the float must be durable enough to withstand transporting to and from parade locations at a maximum speed of 22 miles per hour.
  - c. Contractor must provide a secure location to complete the contracted services.
  - d. Complete the construction and decoration of the float in a timely manner with a completion date not to be after June 6, 2011.

Springville City will:

1. Ensure the mechanical soundness of the vehicle.
2. Be responsible for any/all maintenance and/or repairs related to the mechanical soundness of the vehicle.
3. Provide year round storage of the float.
4. Meet with potential contractors to view and assess the condition of the float.
5. Pick up and delivery of the float (within 50 miles of Springville City) may be provided by Springville City.

## QUALIFICATIONS

Each responding firm/individual must provide sufficient proof of its ability to successfully complete the tasks outlined above. Such documentation may consist of (but is not limited to):

1. List of references for similar services.
2. Photographs of similar projects.
3. Past experience with Springville City.
4. Portfolio (business or personal).

## PROPOSAL REQUIREMENTS

Only complete proposals will be accepted. A proposal is considered "Complete" when the following items are included and received by the Springville Recreation Department **before 4:00pm , February 3, 2011.**

1. Proof of qualifications (see "Qualifications" above).
2. Name of applicant/firm.
3. Written statement of interest.
4. Bid Amount.  
Bidder may choose to submit the bid as either:
  - a. The total cost of labor and materials **or**
  - b. The cost for labor and a "Not to Exceed" amount for materials.
5. Contact information including:
  - a. Name of primary contact.
  - b. Name of firm or contractor.
  - c. Address.
  - d. Phone number.
6. Placed in a sealed envelop marked "FLOAT"

## BID OPENING

All bids will be publicly opened at the address listed below on February 3, 2011 at 4:00pm. Bids will be determined for completeness and the contract will be awarded on or about February 15, 2011.

Springville Recreation  
443 S 200 E  
Springville, UT 84663

## INFORMATION

Additional information and a time to view the float may be made by contacting Chuck Keeler at (801) 489-2730 or by visiting the Springville Recreation Department at 443 S 200 E, Springville, Utah 84663