

REQUEST FOR PROPOSAL
Solicitation No. 09-A009

FIELD EQUIPMENT FOR CARROLL COUNTY RECREATION DEPARTMENT

The Carroll County Board of Commissioners requests bids from interested and qualified firms to furnish and deliver field equipment for various field construction projects at the Carroll County Recreational Department. All items are listed in the attached specifications.

All field equipment will be delivered to the Carroll County Recreation Department at 1201 Newnan Street, Carrollton, GA 30117. Materials provided shall meet all local, state and federal regulations along with the requirements of the Consumer Products Safety Commission and the Americans with Disabilities Act where appropriate.

Three (3) copies of the sealed proposal in response to this Request must be delivered to:

Carroll County Board of Commissioners
Purchasing Department, Room 410
423 College Street
Carrollton, GA 30117

The proposal shall be delivered no later than **2:00 PM ET, November 21, 2008**. Each response should be marked on the outside of the envelope with "**Sealed Proposal – FIELD EQUIPMENT FOR CARROLL COUNTY RECREATION DEPARTMENT, (Solicitation No. 09-A009), November 21, 2008**".

Carroll County reserves the right to waive any informalities, to reject any and all bids, to evaluate bids, to accept portions of any bid, and to accept any bid, which in its opinion, may be in the best interest of the County. The County reserves the right to add to or delete from the contract after the contract has been awarded. Insurance certificates are required with all bids.

No proposals will be received or accepted after the above specified date and time of the proposal opening. Proposals submitted after the designated date and time will be deemed invalid and returned unopened to the proponent. Carroll County is not responsible for lost or misdirected mail. It is the bidder's responsibility to ensure no late bid is submitted. No proposal may be withdrawn within thirty days after the proposal opening and shall remain firm through this period.

Carroll County is exempt from all Federal, State and local taxes, including excise taxes.

Payment terms are NET 30 Days. Invoices must be mailed to:

Accounts Payable
Carroll County Board of Commissioners
P.O. Box 338
Carrollton, GA 30112

R. Benedict
Purchasing Manager
Carroll County Board of Commissioners
Phone Number – (770)830-5868
rbenedict@carrollcountyga.com

Field Equipment for Carroll County Recreation

REQUEST FOR QUOTATION FIELD EQUIPMENT FOR CARROLL COUNTY RECREATION

I. Introduction

Intent:

The Carroll County Recreation Department invites you to submit a proposal responsive to the issues outlined in the request for quotation to provide field equipment for the Department field construction projects. Award will be made based on the basis of the criteria as outlined in this document.

Background:

Carroll County is a rural county in northwest Georgia with a population of 110,000 located just west of Atlanta, Georgia. The area has one of the fastest growth rates in the state. The Carroll County Recreation Department has seen an increase in the number of participants reach over 20% and has expanded its program offerings. Currently, the Department maintains 1,500 acres of park land and athletic facilities at various locations. The main park located at 1201 Newnan Road, Carrollton, Georgia 30117, aka The Carroll County Athletic Complex is home to most athletic activities. We are currently constructing two new baseball/softball and two multi-use fields and need sports equipment for these areas.

For the sake of this proposal, the respondents should anticipate that the selected firm will be able to enter into a purchase agreement no later than December 3, 2008. It is the desire of the Department to make said purchase as soon as possible pending the approval of the Board of Commissioners (if applicable), Purchasing Manager and availability of funds.

Notice to Contractors

Each bidder, before submitting a quotation, shall become fully informed as to the extent and character of the material required. No consideration will be granted for any alleged misunderstanding of the material to be furnished; it should be understood that the submission of a quotation is an agreement with all the items and conditions referred to herein. The selected firm is expected to become familiar with Carroll County Recreation criteria.

II. Scope

Agencies interested in obtaining a contract with Carroll County for providing sports equipment shall prepare a written offer to include but not be limited to the following terms and conditions:

Brand name must be listed. All parts must meet the requirements of the Consumer Products Safety Commission, Carroll County Codes, and the Americans with Disabilities Act where appropriate. If a name brand is requested, any substitution must be justified. Quotation must include price for delivery as FOB DESTINATION. Carroll County will provide transfer at destination. One bidder will receive entire order although Carroll County

reserves the right to drop any item. Any item absent from winning bid may be purchased at will. Any specs not requested must be provided by the bidder as per bidder recommendation. The specs listed are minimum requirements and judgment will be made as to the complete standards listed by each bidder:

PART 1 (Baseball/Softball): The Department requires the following materials:

1. Four (4) Yellow Foul Poles
2. Two (2) Portable pitching mounds with Astroturf, little league certified, minimum measurements (6"H, 6'W, 9'L)
3. Two (2) Sets of Hollywood style impact bases with anchors.
4. Six (6) sets of matching ground anchors with base plugs
5. Two (2) Home plates
6. Two (2) Field Rakes
7. Two (2) "L" Screens
8. Two (2) Double Bases with anchors
9. One (1) adjustable Batter's Box Template
10. Two (2) Sets of Batter's Box Foundations (Brick or Rubber)
11. One (1) Two Wheel Dry Line Marker
12. Green Windscreen, 6' High, 1,000 Lineal feet
13. Yellow Cap Rail, 1,000 Lineal Feet

PART 2 (Football): The Department requires the following materials:

1. (Set) Yellow Goose Neck Goal Posts, High School Cross Bar with anchor sleeves
2. Two (2) Maroon Goal Post Pads with Zip Close, 5-6+ inch OD Post
3. One (1) Pro Style Down Box (Dial a Down) with Chain Set
4. Three (3) Sets of four orange weighted anchorless Pylons
5. 11 piece day/night sideline markers

PART 3 (Track): The Department requires the following materials:

1. Scholastic High Jump (maroon) with 2" top pad. Minimum 8' X 16' X 28". Includes Cover, Landing System, Standards & Crossbars.
2. Three (3) Youth Rubber Discus 1.6kg
3. Scholastic Discus Cage
4. Two (2) Iron 6lb shot puts
5. Toe Boards (1) Shot Put & (1) Discus
6. Set of six (6) mini hurdles
7. Eight Sets (8) of four aluminum batons
8. Two (2) Field Rakes
9. Three (3) 100 Meter Measuring Tapes
10. One (1) Lap Counter with Bell
11. One (1) .32 cal. Starter Pistol with minimum 500 blanks
12. One (1) Bull Horn, minimum 10 Watts
13. Twenty Five (25) Economy Stop Watches
14. Two (2) Training Sleds (sprinting resistance)
15. Two (2) Speed Ladders
16. One (1) HyTek Track Software
17. Twenty Five (25) 12" Cones
18. Five (5) Red & White Flags on Dowel
19. Six (6) 5" wide aluminum Starting Blocks
20. (Optional) Electronic Pace Clock

21. (Optional) 8 Lane Electronic Timing System compatible with HyTek.

At a minimum, a thirty (30) day non-restrictive warranty is required.

All projects must meet and withstand the Carroll County code and enforcement inspection.

III. General Information

1. No organization is to discuss any aspect of this Request for Quotation with any Carroll County employee or representative without the approval of the Recreation Director or Purchasing Manager. This is to insure that all prospective respondents have the same level of knowledge relative to the scope of work as well as insuring the additional data is made available to all proposers. No information will be shared outside of the County Administration.
2. Three copies of your proposal should be submitted, one each for the Purchasing Manager, Recreation Director and Athletic Director. All copies must be identical. The full cost for proposal preparation is to be done by the proposing firm. Proposals must be signed in ink by a company official who has authorization to commit company resources.
3. Proposals should be submitted in a sealed envelope/package. Envelope/package shall be addressed to:

Carroll County Board of Commissioners
423 College Street, Room 410
Carrollton, GA 30117
Attn: Russ Benedict, Purchasing Manager

The outside of the envelope shall be marked: Carroll County Recreation Field Equipment Project (Solicitation No 09-A009)

4. Proposals submitted are not publicly available until after award by the Carroll County Board of Commissioners. All proposals and supporting materials as well as correspondence relating to this RFQ become property of Carroll County when received. Any proprietary information contained in the proposal should be so indicated. However, a general indication that the entire contents, or major portion, of the proposal is proprietary will not be honored.
5. Carroll County reserves the right to reject any or all proposals, in whole or in part, to negotiate changes in the scope of services and waive any technicalities as deemed in its best interest.
6. Proposals will be considered for Parts 1, 2 & 3 separately if so submitted. You do not have to bid on all three parts, but each part must be a complete bid.

IV. Payment

Invoices should be submitted only after satisfactory delivery of material and acceptance by County. All invoices shall be paid on a NET 30 DAYS basis.

V. PROPOSAL SCHEDULE

All documents and proposals must be in the office no later than **2:00 PM EST on Friday, November 21, 2008**, regardless of postmark. Please direct any question about the scope of work to Ben Dillard, Recreation Director at 770-830-5902. Please direct any questions about policy and procedure to Russ Benedict, Purchasing Manager at 770-830-5868. It is the responsibility of the proposing firms to ensure their proposal has been received.