

REQUEST FOR PROPOSAL
Solicitation No. 09-A012

SHADE STRUCTURES FOR CARROLL COUNTY RECREATION DEPARTMENT

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

All SHADE STRUCTURES and related materials 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 – SHADE STRUCTURES FOR CARROLL COUNTY RECREATION DEPARTMENT, (Solicitation No. 09-A012), 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 No proposal may be withdrawn within thirty days after the proposal opening and shall remain firm through this period.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

Shade Structures for Carroll County Recreation

REQUEST FOR QUOTATION SHADE STRUCTURES 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, deliver and install **SHADE STRUCTURES** for the Department field construction projects. Bids should be structured to show with and without installation. 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 shade structures 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 January 2009. 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

All parts must meet the requirements of the Consumer Products Safety Commission., Carroll County Codes and the Americans with Disabilities Act where appropriate. A schematic of the work is required. Quotation must include price for delivery as FOB DESTINATION. Carroll County will provide transfer at destination. Price must be quoted with and without installation, piece meal. The specs listed are minimum requirements and judgment will be made as to the complete standards listed by each bidder:

PART 1 (Playground): The Department requires a shade structure for a new playground to cover ground approximately 30' x 40'. The color of the material will be hunter green. All other specifications as to materials are the responsibility of the bidder.

PART 2 (Baseball Bleachers): The Department requires shade structures to cover sixteen (16) individual 15'-27' long, five row bleacher sets. All structures will be hunter green covers. Some will be on concrete and others in ground. The bidder is to become familiar with the areas in need and propose the appropriate structure to cover these seating areas..

PART 3 (Alternate Playgrounds): The Department requires shade to cover three (3) existing playground structures with an appropriate 30' x 30' footprint. All areas will be in-ground and covers will be hunter green.

PART 4 (Football Bleachers): The Department requires shade to cover five (5) existing 10 row bleachers sets sitting on 2' platforms. All areas will be in-ground and/or concrete anchors and covers will be hunter green.

PART 5 (Track Bleachers): The Department requires shade to cover two (2) 10 row 27' long bleachers sets. All areas may be in-ground and covers will be hunter green.

PART 6 (Soccer): The Department requires shade to cover three (3) 4 row 27' long bleachers sets. All areas may be in-ground and covers hunter green.

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: Shade Structures for Carroll County Recreation Department (Solicitation No 09-A012)

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.

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.