

REQUEST FOR PROPOSAL  
Solicitation No. 09-A018

**TRACK SURFACE FOR CARROLL COUNTY RECREATION DEPARTMENT**

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**I. Overview, General Submission Information and Pre-Bid Conference**

Overview:

The Carroll County Board of Commissioners requests bids from interested and qualified firms to furnish and install a TRACK SURFACE at the Carroll County Recreational Department. 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 a new 8 lane track and a competition surface for this area. The specifications for this project are set forth under Section II of this Request for Proposal.

General Submission Information

Three (3) copies of the sealed proposal 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 **10:00 AM ET, February 23, 2009**. Each response should be marked on the outside of the envelope with **“Sealed Proposal – TRACK SURFACE FOR CARROLL COUNTY RECREATION DEPARTMENT, (Solicitation No. 09-A018), February 23, 2009”**.

Pre-Bid Conference

There will be a pre-bid conference on February 9, 2009 at 3:30 P.M. at the Recreation Department, 1201 Newnan Street, Carrollton, GA. All bidders are strongly encouraged to attend. Any questions regarding this Request for Proposal should be directed to:

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

Carroll County reserves the right to waive any informality, to reject any and all bids, to evaluate all 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 modify the contract after its award.**

No proposals will be received or accepted after 10:00 AM ET February 23, 2009. 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 No proposal may be withdrawn within thirty days after the proposal opening and shall remain firm through this period.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

## **II. Project Specifications**

The Scope of Services, as may be modified through negotiation and/or by written addendum issued by the County, will be made part of the Agreement. Contractors interested in obtaining a contract with Carroll County for providing a track surface shall prepare a written bid to include, but not be limited to, the following terms and conditions:

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 on materials. Carroll County will provide transfer at destination. Price must be quoted with and without installation. The specs listed are minimum requirements and judgment will be made as to the complete standards listed by each bidder:

The Carroll County track is currently under construction and has been built to specifications from USA Track and Field for an 8 lane track, with each lane at 42".

We are currently grading the surface and will be paving the area so the surface will go on top of asphalt. A recommendation may be made for a different base from the bidders.

The type of surface should be durable and require minimum maintenance. Vehicles will not be allowed onto the track.

We have no preconceived notion about the actual type of surface. Our intentions are to construct a track that will be long lasting and meet the strict demands of the public for quality. Any type of composite or name brand is entirely up to the bidder to make recommendations for different types of surfaces and the benefits and negatives of each.

More than one type of surface can be submitted by each bidder, but categorically, the decision for selection will be made with consideration between bidders on comparable surfaces.

With regard to installation, Carroll County has available, several inmate crews for manual labor as well as the cooperation of other County Departments.

Striping and decorative outfitting will be required by the bidders as well.

At a minimum, a twelve (12) month non-restrictive warranty is required.

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

All TRACK SURFACES and related materials will be delivered and installed at the Carroll County Recreation Department at 1201 Newnan Street, Carrollton, GA 30117. Materials and services provided shall meet all local, state and federal regulations as applicable.

### **III. Submittal Requirements/Format**

Format: The Parties interested in acquiring this contract with Carroll County shall submit three (3) copies of the proposal package to meet the requirements below:

- A. The Proposal shall set forth an itemized cost for the Project including an itemization of the cost for materials, type of materials to be used and cost for labor.
- B. A list of current Carroll County or Georgia clients, including the names and addresses, for which your company has installed track surfaces of approximately the same size and scope as the County's project completed within the last three years.
- C. Any listing of unique products or services offered and how they would apply to this Proposal.
- D. Provide a written statement outlining the construction timeline as well as a completion date.
- E. Indicate how the resources of your firm (e.g. number and type of personnel, equipment, etc.) will be allocated for this project.
- F. Degree of work, if any, that is to be subcontracted.
- G. Ability to meet insurance requirements and attach a copy of a valid insurance certificate for the firm's general liability and proof of adequate worker's compensation coverage for employees.
- H. Ability to meet Performance Bond requirements.

### **IV. Minimum Criteria Used to Determine Responsibility and Responsiveness of Proposals**

Proposals shall be reviewed and evaluated based on their relative responsiveness to the criteria described above and with those criteria's outlined below. The Carroll County Board of Commissioners will make the final approval.

- A. Whether the Bid demonstrates an understanding of the project(s)?
- B. Whether the Bidder or representative of the Bidder attended the pre-bid conference or otherwise discussed the RFP with appropriate County Department representatives?
- C. Whether the Bid demonstrates an ability to complete the project in a timely manner?
- D. Whether the Bidder provided references or otherwise demonstrated it has performed satisfactorily in previous contracts of similar size and scope
- E. Whether the Bidder has demonstrated the appropriate capacity, skill and financial resources to provide the requested service?
- F. Whether the Bidder met the insurance requirements and provided proof of same.

All work performed shall be of the highest quality in accordance with good practices, procedures and industry standards. The Bidder must conform to all Federal, State and local laws and governmental regulations.

#### **V. Subcontracting**

Any person undertaking a part of the work under the terms of the proposal, by virtue of an agreement with the Contractor, must receive the approval of the Carroll County Recreation Director prior to any such undertaking. The County may terminate the proposal if the subcontracting is done without this approval.

#### **VI. Safety Measures**

Contractor shall take all necessary precautions for the safety of employees on the worksite and shall erect and properly maintain at all times, as required on job conditions and progress of the work, all necessary safeguards for the protection of the workmen and public.

#### **VII. Proof of Insurance/Performance Bond**

Insurance Requirements. Contractor shall procure and maintain for the duration of the contract, insurance against claims for injuries to persons or damages to property that may arise from or in connection with performance of the Work hereunder by the Contractor, his agents, representatives, employees, or subcontractors.

1. General Liability: \$ 1,000,000 combined single limit per occurrence for comprehensive coverage including bodily injury, personal injury and property damage for premises/operations, products/completed operations, contractual liability, independent contractors, and underground, explosion and collapse hazard.

2. Automotive Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage including all owned, hired and non-owned.
3. Workers' Compensation and Employers' Liability: Workers' Compensation limits as required by the Labor code of the State of Georgia and Employers Liability of \$100,000 per accident.\
4. Each bidder shall post a Performance Bond, certified check or money order made payable to the County in the amount of 5% of the bid price. A company check is not acceptable.

A "Certificate of Liability Insurance" showing the Carroll County Board of Commissioners, as the Certificate Holder, must be provided prior and incorporated as part of the award contract.

## **VIII. Price**

The prices and descriptions of material and installation should be in sufficient detail for the Board of Commissioners to be able to make a determination as to whether the price is "responsible and responsive" and in the best interest of County Government and consistent with this Request for Proposal.

- Invoices will be submitted to:

Carroll County Board of Commissioners  
P.O. Box 338  
Carrollton, GA 30112  
Attention: Don Johnson, Finance Department

- Accounts are NET 30 DAYS.

## **XI. Method of Selection**

The County is using the Competitive Sealed Bids method of source selection for this procurement. An award, if made, will be made to the responsible provider whose proposal is most advantageous to the County, and most responsible and responsive as required by law, taking into consideration the factors set forth in this RFP.

Providers submitting proposals may be afforded an opportunity for discussion, negotiation and revision of proposals as authorized by O.C.G.A § 36-91-21. Discussions, negotiations and revisions may be permitted after submission of proposals and prior to an award for the purpose of obtaining the best and final offers. In accordance with their requests for proposals, all responsible Bidders found by the governmental entity to have submitted proposals reasonably susceptible of being selected for the award shall be given the opportunity to participate in such discussions, negotiations and revisions. However, during the process of discussion, negotiation and revision, the government entity shall not disclose the contents of proposals to competing providers. The final decision with

regard to the selection of the bidder shall be made by the Carroll County Board of Commissioners. All proposals shall be valid for a period of sixty (60) days from the submission date.

R. Benedict  
Purchasing Manager  
(770) 830-5868  
rbenedict@carrollcountyga.com