

INVITATION TO BID  
Solicitation No. 09-A020

**SPRING ATHLETIC EQUIPMENT/SUPPLIES FOR CARROLL COUNTY  
RECREATION DEPARTMENT**

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**I. Overview and General Submission Information**

Overview:

The Carroll County Board of Commissioners requests bids from interested and qualified firms to provide SPRING ATHLETIC EQUIPMENT, on a one-time basis, to 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 outfitting ourselves for the upcoming spring athletic schedule.

Instructions to Bid

A. How to Prepare Bid Proposals: All bid proposals shall be:

1. Bidders should prepare an itemized quote on materials they are willing to provide the County from the list provided in Section III. Each line should include a unit price, extended price and estimated delivery date. Materials should include a full description and brand name of the material being offered. All prices should be FOB Destination.
2. Typewritten or completed with pen and ink, signed by the vendor or their authorized representative, with all erasures or corrections initialed and dated by the official signing the proposal. Bidders are encouraged to review carefully all provisions and attachments of this document prior to completion. Each bid constitutes an offer and may not be withdrawn except as provided herein. Also, prices are to remain firm for the period stated herein.

B. How to Submit Bid Proposals: All bid proposals shall be:

1. Submitted in a sealed envelope, plainly marked with **“Sealed Proposal - SPRING ATHLETIC EQUIPMENT/SUPPLIES FOR CARROLL COUNTY RECREATION DEPARTMENT, (SOLICITATION 09-A020), FEBRUARY 20, 2009”**
2. Mailed, Express Delivery or delivered as follows in sufficient time to ensure receipt by the Purchasing Manager on/before **2:00 P.M. FEBRUARY 20, 2009.**

(a) Mailing Address: Carroll County Board of Commissioners  
P.O. Box 338  
Carrollton, GA 30112  
Attn: Purchasing Manager

(b) Hand or Express Delivery Address:

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

(c) No proposals will be received or accepted after 2:00 P.M. ET February 20, 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 the period.

C. How to Submit an Objection: Objections from bidders to the invitation to bid and/or these specifications should be brought to the attention of the Purchasing Manager in the following manner.

1. Written objections should be submitted 5 days prior to the bid opening.
2. Failure to object in accordance with the above procedure shall constitute a waiver on the part of the vendor to protest the solicitation.

D. Standards for Acceptance of Bid for Awarded Contract: 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.**

E. Compliance with laws: The bidder shall obtain and maintain all licenses, permits, liability insurance, workman's compensation insurance and comply with any and all other standards or regulations required by federal, state or County statute, ordinances and rules during the performance of any contract between the bidder and the County. Any such requirement specifically set forth in any contract document between the bidder and the County shall be supplementary to this section and not in substitution thereof.

## II. General Terms and Conditions

A. Specifications: Any obvious error or omission in specifications shall not inure to the benefit of the bidder but shall put the bidder on notice to inquire of or identify the same from the County. Whenever mention is made of any article, material, or

workmanship to be in accordance with laws, ordinances, building codes, underwriter's codes, A.S.T.M. regulations or similar expressions, the requirements of these laws, ordinances, etc., shall be construed to be the minimum requirements of these specifications.

- B. Delivery Point: All items shall be quoted and delivered F.O.B. Destination to the Carroll County Recreation Department, 1201 Newnan Street, Carrollton, GA 30117. Delivery cost and charges (if any) will be included in bid price.
- C. Delivery Time: Estimated delivery dates should be stated on the bids. Delivery time may be considered by the County when selecting most responsive and responsible bidder.
- D. Preparation for Delivery:
  - 1. Packing – Packing shall be accomplished in accordance with acceptable commercial practices for domestic shipments, unless otherwise stated in the contract or purchase order. The vendor shall make shipments using the minimum number of containers consistent with the requirements of safe transit, available mode of transportation routing. It shall be the vendor's responsibility to determine that packing is done as adequate to assure that all the materials shall arrive at destination in an undamaged condition ready for its intended use.
  - 2. Marking – All packages shall be identified with the Carroll County Purchase Order Number and the using Department. Sealed packing lists must be affixed to all cartons showing its content.
- E. Bids for All or Part: Unless otherwise specified by the County or by the bidder, **CARROLL COUNTY RESERVES THE RIGHT TO MAKE AWARD ON ALL ITEMS, OR ON ANY OF THE ITEMS ACCORDING TO THE BEST INTEREST OF THE COUNTY.** Bidder may restrict his bid consideration in the aggregate by so stating, but must name a unit price on each item bid upon.
- F. Prices to be Firm: Bidder warrants that bid prices, terms and conditions quoted in their bid will be firm for acceptance for a period of ninety (90) days from opening date.
- G. Description of Materials: Proposals for materials and supplies should include a complete description, manufacturer and manufacturer's part number.
- H. Completeness: All information required by Invitation to Bid must be completed and submitted to constitute a proper bid.
- I. Quality: All materials used for the manufacture or construction of any supplies, materials or equipment covered by this bid shall be new (unless otherwise specified), the latest model, of the best quality, and highest grade workmanship.

- J. Acceptance of Material: The material delivered under this proposal shall remain the property of the seller until a physical inspection and actual usage of this material and/or services is made and therefore accepted to the satisfaction of the County.
- K. Guarantee/Warranty: The bidder shall unconditionally warranty the materials and workmanship for a minimum of thirty (30) days. If, within the guarantee period any defects occur which are due to faulty material and/or services, the bidder at his expense, shall repair or adjust the condition, or replace the material to the complete satisfaction of the County. These repairs, replacement or adjustments shall be made only at such time as will be least detrimental to the operation of County business.
- L. Brand Name: If and whenever brand names, makes, name of manufacturers, trade names, vendor catalogs or model numbers are stated, they are for the purpose of establishing a grade or quality of material.
- M. “OR EQUAL” Interpretation: It is the vendor’s responsibility to prove to the County that each bid item is equal to the grade or quality of material specified.
- N. Award of Contract: The contract, if awarded, will be awarded to the most responsive and responsible bidder whose bid will be most advantageous to the County, price, estimated delivery and other factors considered. The County will make the determination.
- O. Qualified Vendor: A “Qualified Vendor” is defined for this purpose as one who meets, or by the date of bid acceptance can meet, all requirements for licensing, insurance and service contained within these specifications.
- P. Compliance with Specifications – Terms and Conditions: The Invitation to Bid, Legal Advertisement, General Conditions and Instructions to Bidder, Specifications, Special Conditions, Vendor’s Bid, Addendum, and/or any other pertinent documents form a part of this proposal and by reference are made a part hereof.
- Q. Signed Bid Considered Offer: The signed bid shall be considered an offer on the part of the bidder, which offer shall be deemed accepted upon approval by the Carroll County Board of Commissioners. In case of a default on the part of the bidder after such acceptance, Carroll County Board of Commissioners may take such actions as it deems appropriate including legal action for damages or specific performance.
- R. Invoices – Invoices should be mailed to the following address:

Carroll County Board of Commissioners  
P.O. Box 338  
Carrollton, GA 30112  
Attn: Accounts Receivable

S. Payment Terms- Net 30 Days.

T. Point of Contact - Ben Dillard, Recreation Director (770) 830-5902 or Russ Benedict,  
Purchasing Manager (770) 830-5868.

### III. Listing of Materials and Quantities Required by the County:

QTY.	ITEM	DESCRIPTION
6 SE 6 6 6 3 SE 8 8 5 3	HOLLYWOOD IMPACT BASES WAFFLE STYLE HOME PLATES HOLLYWOOD DOUBLE FIRST BASES YOUTH 4 - WAY PITCHERS RUBBER HEAVY DUTY STAKE DOWN BASES ADULT PITCHER PLATES YOUTH PITHCER PLATES RUBBER HOME LATES VARSITY PITCHER'S PROTECTIVE L-SCREEN COMPLETE UNIT (GREEN)	MUST BE METAL STOBS  MUST BE METAL STOBS 4" X 18" YOUTH SIZE  WITH SPIKES WITH SPIKES WITH SPIKES
50 12 12 125 DZ 25 DZ 25 DZ 15 20 8 20 SE 15 SE 8 SE 43	MACGREGOR BUCKET OF BASEBALLS MACGREGOR BUCKET OF 11" SOFTBALLS MACGREGOR BUCKET OF 12" SOFTBALLS DIAMOND DIZZY DEAN BASEBALLS WILSON 11" OPTIC YELLOW SOFTBALLS WILSON 12" OPTIC YELLOW SOFTBALLS MACGREGOR JUNIOR SERIES CATCHER'S MITTS MACGREGOR YOUTH SERIES CATHER'S MITTS MACGREGOR PREP SERIES CATHCER'S MITTS MACGREGOR JUNIOR CATHCER'S GEAR PACK (BLACK) MACGREGOR YOUTH CATCHER'S GEAR PACK (BLACK) MACGREGOR PREP CATCHER'S GEAR PACK (BLACK) MACGREGOR LARGE DUFFLE EQUIP. BAG (BLACK)	COMES AS SET COMES AS SET COMES AS SET MUST HAVE DIZZY DEAN LOGO MUST HAVE ASA LOGO MUST HAVE ASA LOGO  SET - MASK, CHEST PROTECTOR, SHINGUARDS SET - MASK, CHEST PROTECTOR, SHINGUARDS SET - MASK, CHEST PROTECTOR, SHINGUARDS
10 SE 1 SE 1 SE 2 SE	ALUMAGOAL SOCCER CORNER FLAGS ALUMAGOAL ALLUMINUM CLUB GOALS FUNNET GOALS FUNNET GOALS	1 PIECE FLAGS SIZE: 6.5' H X 18.5" W X 3" D X 6" B SIZE: 6" H X 8" L SIZE: 4" H X 6" L
4 TU 8	TENNIS BALL "BLASTBALL" REPLACEMENT BALLS	TUBES COME WITH 3 BALLS
60 DZ 20	MACGREGOR SAFE / SOFT BASEBALLS EASTON HAMMER TEE-BALL BATS	LEVEL 1 - AGES 5 - 7
1 1 2 10 RO 10 10	HIGH-SCHOOL WRESTLING MATS 38" X 38" HIGH-SCHOOL WRESTLING MATS 38" X 38" WRESTLING MAT TRANSPORTER WRESTLING MAT TAPE CLIFF KEEN E58 HEADGEAR CLIFF KEEN E58 HEADGEAR	DARK MAROON W/ METALLIC SILVER CIRCLE METALLIC SILVER W/ DARK MAROON CIRCLE  4" X 84" MAROON SILVER / GREY
4 4	WILSON WAVE BASKETBALLS WILSON WAVE BASKETBALLS	OFFICIAL SIZE INTERMEDIATE 28'5
12 12	NIKE SPIRAL TECH COMPOSITE FOOTBALLS NIKE SPIRAL TECH COMPOSITE FOOTBALLS	OFFICIAL SIZE - 1000 YOUTH SIZE - 1000 Y

#### **IV. Bid Acceptance**

Bids shall be reviewed and evaluated by the Carroll County Recreation Director, Carroll County Recreation Project Manager, Carroll County Purchasing Manager and/or the Carroll County Board of Commissioners Department if appropriate. An award, if made, will be made to the responsible bidder whose proposal is most advantageous to the County while meeting the above specifications and delivery.

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

