

INVITATION TO BID
Solicitation No. 10-A013

**INFIELD MIX AND PLAYGROUND SAND FOR
CARROLL COUNTY RECREATIONAL DEPARTMENT**

.....

I. Overview, Background and General Submission Information

Overview:

The Carroll County Board of Commissioners requests bids from interested and qualified firms to provide INFIELD MIX AND PLAYGROUND SAND, on a one-time basis, to the Carroll County Recreational Department. Bidders may bid on either product or both.

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 experienced a 20% increase in the number of participants and has subsequently 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 in the process of repairing areas destroyed by the September Flood that caused severe damage and erosion.

Instructions to Bid :

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

1. Bidders should prepare a detailed proposal/quote for the materials they are willing to provide the County. Specific details are outlined in Section III. Proposals shall address the following areas:
 - Complete Attachment 1 showing address, phone number, fax number, email and website of the company. A single point of contact shall be provided. Also, complete bottom portion with proposed pricing and estimated delivery date ARO.
 - Full description of materials to be provided.
 - Unit price and extended price.
 - Provide a brief description of the experience the firm has in providing materials.
 - A listing of agencies the firm has sold these materials to in the past year.
 - Any listing of unique products or services offered.

- Statement indicating product meets specifications outlined in section III. Any deviations should be noted.
 - Complete Attachment 2 indicating compliance with insurance requirements.
2. All prices should be FOB Destination. Delivery address is 1201 Newnan Road, Carrollton, GA 30117.
 3. 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 - INFIELD MIX AND PLAYGROUND SAND FOR THE CARROLL COUNTY RECREATION DEPARTMENT (SOLICITATION 10-A013), DECEMBER 11, 2009”**
2. Mailed, Express Delivery or delivered as follows in sufficient time to ensure receipt by the Purchasing Manager on/before **1:00 P.M. FRIDAY, DECEMBER 11, 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
3. No proposals will be received or accepted after 1:00 P.M. ET December 11, 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, delayed 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 shall be received at least 5 days prior to the opening of the bids.
 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 1201 Newnan Road, Carrollton, GA 30117. Delivery cost and charges (if any) will be included in bid price.
- C. Delivery Time: Estimated delivery dates ARO should be stated on the bids. Delivery time may be considered by the County when selecting most responsive and responsible bidder.
- D. Delivery Schedule: A delivery schedule for materials will be promulgated by the Recreation Director once the Purchase Order has been awarded. This schedule

will be determined on how fast the materials are spread onto the ball fields by the Recreational Department staff.

- 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 sixty (60) days from opening date.
- G. Completeness: All information required by Invitation to Bid must be completed and submitted to constitute a proper bid.
- H. Quality: All materials must comply with all applicable Federal and State requirements in affect at the time of bid.
- I. Acceptance of Material: The material delivered under this proposal shall remain the property of the seller until a physical inspection and inventory is made and therefore accepted to the satisfaction of the County.
- J. 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.
- K. 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.
- L. 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.
- M. 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.
- N. Invoices – Invoices should be mailed to the following address:

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

- O. Payment Terms- Net 30 Days.
- P. Point of Contact - Russ Benedict, Purchasing Manager (770) 830-5868.
- Q. 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. Professional Liability: \$ 1,000,000 combined single limit per occurrence for comprehensive coverage including bodily injury and personal.
 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.

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.

- R. Firms submitting bids must ensure all property taxes owed Carroll County are current prior to award of a purchase order.

III. PRODUCTS REQUIRED BY THE COUNTY WITH SPECIFIC SPECIFICATIONS

- A. The County requires 600 Tons of Infield Mix and 40 tons of Playground Sand to be delivered and dropped at the County's Recreational Department.

- B. Specifications:

Infield Mix

- Suitable for use on both baseball and softball infields.
- Free of any foreign debris.
- Free of stones over ¼" in any dimension.
- Shall contain no organic matter.

- Soil Classification Range:

Sand	(2.0-0.05mm)	50% - 60%
Silt	(0.05-0.002mm)	12% - 22%
Clay	(less than 0.002mm)	10% - 16%

Playground Sand

- Suitable for use on various playground projects.
- The sand shall be natural, washed sand of rounded particles, free of fines clay, silt, stones or other debris.

IV. Bid Acceptance

Bids shall be reviewed and evaluated by the Carroll County Board of Commissioners. An award, if made, will be made to the responsible bidder whose proposal is most advantageous to the County while meeting or exceeding the above specifications and delivery.

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

CARROLL COUNTY BOARD OF COMMISSIONERS
SUMMARY SHEET

Vendor or Proprietor Name: _____

Ownership: _____

Address: _____

Telephone Number: _____

Fax Number: _____

Number of years in existence: _____

Point of Contact (Single person point of contact for matters concerning this proposal)

Name: _____ Title: _____

Telephone Number: _____ Fax: _____

Email: _____

PROPOSED PRICING OF MATERIALS

Price per Ton of Infield Mix Delivered: _____

Delivery ARO: _____

Price per Ton of Playground Sand Delivered: _____

Delivery ARO: _____

CARROLL COUNTY BOARD OF COMMISSIONERS

**ACKNOWLEDGEMENT OF COMPLIANCE WITH INSURANCE
REQUIREMENTS FOR INFIELD MIX AND PLAYGROUND SAND REQUEST
FOR PROPOSALS**

Vendor or proprietor agrees, acknowledges and is fully aware of the insurance requirements as specified in Insurance Requirements of the Request for Proposal and accepts all conditions and requirements as contained therein.

Vendor or Proprietor: _____
Name (Please Print)

By: _____
Authorized Signature

Date: _____

This executed form must be submitted with proposal.