

GORDON COUNTY BOARD OF COMMISSIONERS
Invitation to Bid
SOD for Baseball Field Sonoraville Recreation Complex

The Gordon County Board of Commissioners is accepting sealed written bids from qualified suppliers to furnish and install sod at a Baseball field on the Sonoraville Recreation Complex – 7994 Fairmount Hwy – Calhoun, GA 30701

Your written and sealed proposal must contain at a minimum:

- An authorized signature.
- Complete Bid Form with total cost of services
- Written oath stating the Vendor has not restricted competitive bidding. (Non-Collusion Affidavit form provided by county).

In addition, the successful vendor shall submit the following items within ten calendar days of written notification from the county of the proposal award:

- **Proof of Workmen's Compensation Insurance and, General Liability insurance of at least \$1,000,000 for each occurrence**
- Proof the Vendor is an authorized corporation and is authorized to do business in the State of Georgia.
- Written certification that the Vendor operates a drug-free workplace in accordance with O.C.G.A. 50-24-1 through 50-24-6 (form provided by county).

If you choose to submit a written proposal for this service, your sealed proposal must be marked, "***Bid – SOD – Sonoraville Rec. Complex***" and delivered to the Gordon County Administration Building at 201 N. Wall Street, Calhoun, Georgia 30701 **no later than 2:00 p.m. on April 8, 2009.**

No faxed or e-mail Bids will be accepted, only sealed bids will be accepted. Any response received after the deadline date and time will be returned unopened. Incomplete responses may not be considered if the omissions are determined to be significant. All Bids' will be publicly opened at that time and place. You are invited to attend the opening. No Bid's shall be withdrawn for a period of 60 days after the opening.

The Gordon County Board of Commissioners reserves the right to accept, or reject, any and all bids received and/or disregard informalities in the bids received. If additional information is needed, contact Martin Vaughn, Gordon County Purchasing Director at 706-879-2198 or mvaughn@gordoncounty.org

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THE RESPONDERS SHALL:

Review and be familiar with the enclosed proposal specifications. Failure to review the specifications will not relieve the successful vendor of an obligation to furnish all products, services and labor necessary to carry out the provisions of the contract.

The County shall not be liable for any costs incurred by a respondent prior to entering into contract. Therefore, all respondents are encouraged to provide a simple, straightforward, and concise description of their ability to meet the project requirements.

The Vendor will make all necessary provisions to keep a clean and orderly work place.

The Vendor shall dispose of all materials used on this project as is specified by local, state and federal ordinances. The Vendor shall store all materials in a manner so as to prevent any and all hazards to the Vendors working staff, the County's staff, and the public.

The Vendor shall generally be prohibited from entering existing buildings.

The Vendor shall give a minimum of five (5) working days advance notice and shall receive permission from the County for building access other than during normal business hours.

The Vendor shall be responsible for the proper attire and actions of all workmen at all times. Any improper attire or action by any person is cause for immediate dismissal of the offending person from the site and project.

Defective Work.

If the Vendor fails to correct defective Work or persistently fails to carry out the Work in accordance with this Document, the County, by written order, may order the Vendor to stop the Work, or any portion thereof, until the cause for such order has been eliminated; however, the right of the County to stop the Work shall not give rise to any duty on the part of the County to exercise this right for the benefit of the Vendor or any other person or entity.

Material Storage.

Should the County provide storage space, the Vendor assumes full, complete and non-delegable responsibility for the security of the equipment and/or material stored.

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Materials, Appliances and Employees.

- (a) *Payment for* - Unless otherwise stipulated, the Vendor shall provide and pay for all materials, labor, tools, equipment, transportation, and other facilities necessary for the proper execution and completion of the work, whether temporary or permanent and whether or not incorporated or to be incorporated in the Work.
- (b) *Quality of Materials and Workmanship* - Unless otherwise specified, all materials shall be new, and both workmanship and materials shall be of the quality required by the specifications. The Vendor shall, if required, furnish satisfactory evidence as to the kind and quality of materials and work. The burden of proof is on the Vendor.
- (c) *Quality and Discipline of Employees* - The Vendor shall at all times enforce strict discipline and good order among his employees and shall not employ on the work any unfit person or anyone not skilled in the work assigned to him.

Protection of Work and Property.

Duty to Protect Property - The Vendor shall continuously maintain adequate protection of all his work from damage and shall protect all other property from damage, injury, or loss arising in connection with the work regardless of who may be the Owner of said property. He shall make good any such damage, injury, or loss except such as shall be caused directly by agents or employees of the County.

Of submissions, and the resulting negotiated agreement, in all instances the County's decisions will be final.

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Tentative Calendar of Events:

Bid Posted:	March 24, 2009
Bid Opening:	April 8, 2009
Board Reviews Bid Awards or Rejects	April 21, 2009
Possible Bid Award Notification	April 22, 2009

Other:

The successful proposing Vendor shall not assign or transfer any interest in the contract or subcontract any part of the contract without prior written approval from the County.

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THE COUNTY SHALL:

Do site prep work

Pay the Vendor in one payment with terms of NET 30 unless cash discounts are offered for early payment. This payment shall be at the conclusion of the project and after the Recreation Director accepts the project.

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Scope of Work:

The Vendor shall:

- Provide top quality new materials in all cases
- Verify the work to be performed
- Furnish and Install approximately 38,000 square feet of Common Bermuda grass sod.
- Work at the direction and control of assign personnel of the Sonoraville Recreation Complex as to where to lay sod on the baseball field

See sketch of baseball field attached

Work at the direction and control of assign personnel of the Sonoraville Recreation Complex as to where to lay sod on the baseball field
The Gordon County Board of Commissioners reserves the right to accept, or reject, any and all bid's received and/or disregard informalities in the bid's received. If additional information is needed, contact Martin Vaughn, Gordon County Purchasing Director, 200 S. Wall St. Third Floor – Calhoun, GA 30701 - (706) 879-2198, - mvaughn@gordoncounty.org .

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PROPOSAL RESPONSE REQUIREMENTS

Give the names of the person(s) who will be authorized to make representations for the proposer, their title(s), address(es), and telephone, e-mail and fax number(s).

The signer of the proposal must declare that the proposal is in all respects fair and in good faith without collusion or fraud and that the signer of the proposal has the authority to bind the principal proponent.

Include all documents required by Gordon County.

County will not pay freight, delivery or any other misc. charges. The price given below is the full and complete price for this project

Pricing

Company Name: _____

Authorized Bidder: _____ Date _____

Price - _____

Warranty on materials _____

Warranty on workmanship _____

Number calendar days to complete project _____ from notification to proceed

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Acceptance of Terms of this Agreement

Name of Proposer: _____

Contact Person: _____

Address: _____

City/State/Zip: _____

Telephone: _____ Fax: _____

E-mail: _____

Authorized Signature _____ Title: _____

Name Printed: _____ Date: _____

It is agreed by the above signed proposer that the signature and submission of this proposal represents the proposer's acceptance of all terms, conditions, and requirements of the proposal specifications and, if awarded, the proposal will represent the agreement between the parties.

The proposer agrees that the cost of any work performed, materials furnished, services provided, or expenses incurred, which are not specifically delineated in the proposal documents, but which are incidental to the scope, intent, and completion of this contract, shall be deemed to have been included in the prices for the various items scheduled.

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NON-COLLUSION AFFIDAVIT OF PRIME PROPOSER

STATE OF _____ COUNTY OF _____

I _____, being first duly sworn, depose and say that;

He is _____ of _____, the proposer that has submitted the attached proposal;

He or she is fully informed respecting the preparation and contents of the attached proposal and of all pertinent circumstances respecting such proposal; Such proposal is genuine and is not a collusive or sham proposal; Neither the said proposer nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, conspired, connived, or agreed, directly or indirectly with any other proposer, firm or person to submit a collusive or sham proposal in connection with the contract for which the attached proposal has been submitted or to refrain from proposing in connection with such contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other proposer, firm or person to fix the price or prices in the attached proposal or of any other proposer, or to fix any overhead, profit, or cost element of the proposal price or the proposal price of any other proposer, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against the Gordon County Board of Commissioners or any person interested in the proposed contract; and

The price or prices quoted in the attached proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the proposer or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

Proposer: _____

By: _____

Name Printed: _____

Title: _____

Date: _____

Subscribed and sworn to me this _____ day of _____, 20__.

NOTARY PUBLIC: _____

Commission Expires: _____

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DRUG-FREE WORKPLACE CERTIFICATE

By signature on this certificate, the Vendor certifies that the provisions of O.C.G.A. Section 50-24-1 through 50-24-6 related to the "Drug-Free Workplace Act" have been complied with in full. The Vendor further certifies that:

1. A drug-free workplace will be provided for the Vendor's employees during the performance of the contract; and
2. Each Vendor who hires a subVendor to work in a drug-free workplace shall secure from that subVendor the following written certification: "As part of the subcontracting agreement with (Vendor's name), (subVendor's name) certifies to the Vendor that a drug-free workplace will be provided for the subVendor's employees during the performance of this contract pursuant to O.C.G.A. Section 50-24-3(b)(7)."

By signature on this certificate, the Vendor further certifies that it will not engage in the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana during the performance of this contract.

Vendor: _____

By: _____

Name Printed: _____

Title: _____

Date: _____

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JECT TO IMMEDIATE WARPAGE, SHRINKAGE, CRACKING, ETC. SPECIFIED SPACE BETWEEN PICKETS
TALLY. NO WARRANTY IS OFFERED OR IMPLIED AGAINST THESE CONDITIONS.

DRIVE GATE

