



REQUEST FOR PROPOSALS LIGHTING IMPROVEMENTS TO ATHLETIC FIELDS

Issue Date: Wednesday, April 24, 2019

JONES COUNTY BOARD OF COMMISSIONERS
166 INDUSTRIAL BLVD./P.O. BOX 1359
GRAY, GA 31032
PHONE: (478) 986-6405
ATTN: JASON RIZNER, COUNTY ADMINISTRATOR
Jason.rizner@jonescountyga.org

PROPOSALS WILL BE RECEIVED UNTIL May 22, 2019 AT 3:00 P.M.

PROPOSALS ARE TO BE SEALED AND MAILED VIA USPS, FEDEX OR UPS TO THE ABOVE ADDRESS OR HAND DELIVERED TO THE COUNTY ADMINISTRATOR'S OFFICE LOCATED IN THE JONES COUNTY GOVERNMENT CENTER AT 166 INDUSTRIAL BLVD., GRAY, GA 31032. ENVELOPES SHOULD BE CLEARLY MARKED WITH "RFP - LIGHTING IMPROVEMENTS".



JONES COUNTY, GEORGIA
REQUEST FOR PROPOSALS FOR ATHLETIC FIELD LIGHTING IMPROVEMENTS

Jones County is requesting and will accept sealed proposals for improvements to athletic field lighting at the Morris Bank (Highway 18) Recreation Complex until Wednesday May 22, 2019, at 3:00 p.m. local time, by Jason Rizner, County Administrator, at the Jones County Government Center, 166 Industrial Boulevard, Gray, GA 31032 at which time they shall be opened.

A **Pre-Proposal Conference** will be held on **Wednesday May 8th from 2 PM – 4 PM** at the Morris Bank (Highway 18) Recreation Complex – 146 Recreation Road, Gray, GA 31032. The Pre-Proposal Conference is non-mandatory. However, vendors submitting a proposal are required to visit the site and meet with Jones County Recreation Department staff prior to submitting a proposal and must certify this as part of the proposal submission. Site visits other than the Pre-Proposal conference may be arranged by contacting Recreation Director Matt Goins at (478) 256-5884 or matt.goins@jonescountyga.org.

The proposals submitted shall not be subject to public inspection until the contract is awarded. Any contract resulting from a proposals received shall be awarded to the person or entity that submits the best overall proposal as determined by the awarding authority.

Jones County has a total of \$90,000 available for the completion of this project. All proposals shall state the price associated with the proposed work, and all proposals shall not exceed the \$90,000 available for the project. In addition to complying with the available funding and complying with the various requirements outlined in this RFP, the factors to be considered by Jones County in awarding the contract include the following:

1. Lighting levels to be achieved after project completion and warranty of those lighting levels (30%)
2. Quality of Design and Layout (25%)
3. Quality and durability of the proposed equipment (25%)
4. References and Experience on similar projects (10%)
5. Warranty (5%)
6. Proposed timeline (5%)

Notwithstanding the foregoing, Jones County reserves the right to reject any or all proposals and to waive technicalities.

MAILING INSTRUCTIONS

1. **Bidder submit a complete, fully executed RFP document.**
2. **If mailed, proposal should be forwarded by certified U.S. Postal Service. Please address and mark your bid as shown below.**

JONES COUNTY BOARD OF COMMISSIONERS
ATTN: JASON RIZNER
166 INDUSTRIAL BLVD.



**GRAY, GA 31032
"RFP – LIGHTING IMPROVEMENTS"**

3. If forwarded other than by U.S. Postal Service, delivery must be made directly to Jones County Administrator Jason Rizner, Jones County Government Center, 166 Industrial Blvd., Gray, GA 31032.

NOTE: IF MAIL OR DELIVERY BY ANY OTHER MEANS IS DELAYED BEYOND THE DATE AND HOUR SET FOR BID OPENING, PROPOSAL THUS DELAYED WILL NOT BE CONSIDERED.

Insurance and Indemnification

Selected Vendor must provide proof of insurance in accordance with the attached "Contractors Insurance Requirements" document, and the selected contractor must agree to indemnify, defend, and hold the County and County personnel harmless from and against any and all actions, suits, claims, demands, judgments, attorney's fees, costs, damages to persons or property, losses, penalties, obligations, expenses or liabilities that may be asserted or claimed by any person or entity arising out of the willful or negligent acts, errors or omissions of the selected vendor, its employees, agents, representatives or subcontractors in the performance of any task or service performed on behalf of the County whether or not there is concurrent active or passive negligence on the part of the County and/or County personnel, but excluding such claims or liabilities arising from the sole active negligence or willful misconduct of the County or County personnel.

Vendors must provide affidavit verifying status for County Public Benefits and Contractors E-Verify Affidavit with the submittal of the bid (see attached).

Interpretations and Clarifications:

Requests for information or clarification of this RFP must be made via email and directed to Leslie Faulk at the e-mail address listed below. Please reference the RFP page and topic. **Deadline for receipt of questions is May 13th at 5:00 PM. An addendum with all submitted questions and answers will be issued on May 17th.**

leslie.faulk@jonescountyga.org

Submission of RFP:

One (1) original hard copy and one (1) electronic copy of the proposal shall be submitted on or before May 22nd, 2019 at 3:00 p.m. to:

**JONES COUNTY BOARD OF COMMISSIONERS
ATTN: JASON RIZNER
166 INDUSTRIAL BLVD./P.O. Box 1359
GRAY, GA 31032
"RFP – LIGHTING IMPROVEMENTS"**



Sealed proposals should be clearly marked “RFP – LIGHTING IMPROVEMENTS”.

When received, all proposals and supporting materials, as well as correspondence relating to the RFP, shall become the property of the County. **Proposals sent by fax will not be accepted.**

In submitting a proposal, it is understood by the vendor that Jones County reserves the right to accept any proposal, to reject any and all proposals as non-responsive and to waive any irregularities or informalities in proposals when to do so is in the best interest of Jones County.

Any proposal may be withdrawn or modified by written request of the vendor, provided such request is received by the County at the designated address prior to the date and time set for receipt of proposals.

If a proposal includes any propriety data or information, such data or information must be specifically identified as such on every page on which it is found. Data or information so identified will remain confidential to the extent allowed by Georgia law and will be used by Jones County personnel solely for the purposes of evaluating proposals and conducting contract negotiations.

The cost of preparing a response to the RFP will not be reimbursed by the County.

After the RFP issue date, all communications between Jones County and prospective Proposers shall be in writing. Only emailed questions will be accepted. Any inquiries, requests for information, technical questions, clarifications, or additional information shall be directed to Leslie Faulk at Leslie.faulk@jonescountyga.org.

Interested vendors are responsible for examining the site prior to submitting a proposal and notifying the County of any issues prior to submitting their proposal.

The proposal must include the following:

1. A qualifications summary containing a description of the firm’s qualifications and a brief list and description of similar projects successfully completed.
2. References – minimum of three (3) references where the vendor completed a similar project within the past two (2) years.
3. Complete detailed specifications for the equipment in the proposal.
4. A detailed description of the vendor’s proposed approach to the project including layout, lighting type, pole replacement, wiring, etc.
5. Warranty Information.
6. Timeframe for completion.
7. Price.

Scope of Work:

- **Furnish all labor and materials to upgrade lighting on Curtis Field, McDaniel Field, and Chapman Field. Current light levels are indicated on the attached drawings. The following notes should apply to all proposals submitted:**
 - **Furnish any necessary labor and material to remove light fixtures, arms, and conduit for existing poles.**



- **Furnish any necessary labor, equipment and material to mount fixtures to new and existing poles. Furnish any necessary IMC conduit and new wire up the poles. Reconnect at bottom of poles to existing underground wire.**
- **Furnish any required labor and material to remove and dispose of poles currently in place.**
- **Furnish any labor and equipment required to off-load new poles.**
- **Furnish all necessary equipment and labor to re-aim fixtures.**
- **Furnish all material and equipment to repair or replace any damage to the facility during the project.**
- **Provide independent, third-party verification that light levels meet standards specified in vendor's proposal after installation.**

Proposal Review:

All proposals that meet the procurement requirements will be turned over to a proposal review committee. A proposal review committee will be appointed to evaluate all of the proposals received. Each committee member will evaluate each proposal based on the criteria provided in this document.

Verification After Installation

As stated above, vendors are required to provide independent, third-party verification of lighting levels after installation. Vendors shall submit the name of the selected verification contractor to Jones County prior to testing, and said vendor must be approved by Jones County before verification testing can take place. Satisfactory test results must be submitted to Jones County prior to issuance of payment. Additionally, Jones County reserves the right to verify the lighting levels with its own expert and have its own expert review the submission of the contractor.



References

Government/Company:

Contact Person:

Title:

Phone Number:

Project Description:

Date of Project:

Government/Company:

Contact Person:

Title:

Phone Number:

Project Description:

Date of Project:

Government/Company:

Contact Person:

Title:

Phone Number:

Project Description:

Date of Project:



Pricing Information

Checklist

- Contractor complies with insurance requirements
- References attached
- Information about vendor's qualifications attached
- Detailed description of vendor's proposed approach to project
- Detailed warranty information attached
- Subcontractor information and references attached (if applicable)
- E-Verify Affidavit attached
- Application for Public Benefit attached

I understand that I will need to provide a certificate of insurance as outlined in the attached insurance requirements prior to beginning work.

I further understand that I will be required to submit the attached Prime and Subcontractor's Work Authorization Certification and affidavit verifying status for County Public Benefit Application (copy attached), prior to beginning work.

I certify that I have visited the site and met with a representative of the Recreation Department and that I fully understand the scope of work detailed in the Request for Proposals.

I further certify that the bid below includes the following work and meets all specifications outlined in the bid documents:

Lump Sum Price to Complete the Work Described in the Above Scope of Work \$ _____

Company: _____

Address: _____

Contact: _____ E-mail Address: _____

Phone: _____ Fax: _____

Signature of Company Official: _____



Contractor Insurance Requirements

Contractor's Insurance Provisions: During the life of the contract and for such additional time as may be required, the contractor will provide, pay for, and maintain in full force and effect the insurance outlined here for coverages at not less than the prescribed minimum limits of liability, covering the contractor's activities, those of any and all subcontractors, or anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable.

Certificate of Insurance: Before starting work, the contractor will give the owner a certificate of insurance completed by a duly authorized representative of their insurer certifying that at least the minimum coverages required here are in effect and specifying that the liability coverages are written on an occurrence form and that the coverages will not be canceled, nonrenewed, or materially changed by endorsement or through issuance of other policy(ies) of insurance without 60 days advance written notice to:

Jones County Board of Commissioners
P. O. Box 1359
Gray, Ga. 31032

Failure of the owner to demand such certificate or other evidence of full compliance with these insurance requirements or failure of the owner to identify a deficiency from evidence provided will not be construed as a waiver of the contractor's obligation to maintain such insurance.

The acceptance of delivery by the owner of any certificate of insurance evidencing the required coverages and limits does not constitute approval or agreement by the owner that the insurance requirements have been met or that the insurance policies shown in the certificates of insurance are in compliance with the requirements.

If the contractor fails to maintain the insurance as set forth here, the owner will have the right, but not the obligation, to purchase said insurance at the contractor's expense. Alternately, the contractor's failure to maintain the required insurance may result in termination of this contract at owner's option.

Insurance Primary: All coverage required of the contractor will be primary over any insurance or self-insurance program carried by the owner.

No Reduction or Limit of Obligation: By requiring insurance, the owner does not represent that coverage and limits will necessarily be adequate to protect the contractor. Insurance affected or procured by the contractor will not reduce or limit the contractor's contractual obligation to indemnify and defend the owner for claims or suits which result from or are connected with the performance of this contract.

Duration of Coverage: All required coverage will be maintained without interruption during the entire term of this contract and following final acceptance of the property by the owner.

Subcontractor's Insurance: The contractor will cause each sub-contractor employed by contractor to purchase and maintain insurance of the types specified below. When requested by the owner, the contractor will furnish copies of certificates of insurance evidencing coverage for each subcontractor.

Insurance Limits and Coverage: To the extent applicable, the amounts and types of insurance will conform to the minimum terms, conditions, and coverages of Insurance Service Office (ISO) policies, forms, and endorsements.



If the contractor has any self-insured retentions, or deductible under any of the following minimum required coverages, the contractor must identify on the certificate of insurance the nature and amount of such self-insured retentions or deductible and provide satisfactory evidence of financial responsibility for such obligations. All self-insured retentions or deductible will be the contractor's sole responsibility.

Commercial General Liability: The contractor will maintain commercial general liability insurance covering all operations by or on behalf of the contractor on an occurrence basis against claims for personal injury (including bodily injury and death) and property damage (including loss of use). Such insurance will have these minimum limits and coverage:

Minimum limits: \$1,000,000 each occurrence
 \$2,000,000 general aggregate with dedicated limits per project site
 \$2,000,000 products and completed operations aggregate

Worker's Compensation: The contractor will maintain workers' compensation and employer's liability insurance.

Minimum limits: Workers' compensation – statutory limit
 Employer's liability:
 \$1,000,000 bodily injury for each accident
 \$1,000,000 bodily injury by disease for each employee
 \$1,000,000 bodily injury disease aggregate



Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1)

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of (Jones County) has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Contractor

Name of Project

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, ____, 201__ in _____(city), _____(state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE _____ DAY OF _____, 201__.

NOTARY PUBLIC

My Commission Expires:



Subcontractor Affidavit under O.C.G.A. § 13-10-91(b)(3)

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with (name of contractor) on behalf of Jones County has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the subcontractor with the information required by O.C.G.A. § 13-10-91(b). Additionally, the undersigned subcontractor will forward notice of the receipt of an affidavit from a sub-subcontractor to the contractor within five business days of receipt. If the undersigned subcontractor receives notice that a sub-subcontractor has received an affidavit from any other contracted sub-subcontractor, the undersigned subcontractor must forward, within five business days of receipt, a copy of the notice to the contractor. Subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

(THIS SHOULD BE 5 TO 6 NUMBERS)

Federal Work Authorization User Identification Number

Date of Authorization

Name of Subcontractor

Name of Project

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, ____, 201__ in _____(city), _____(state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE _____ DAY OF _____, 201__.

NOTARY PUBLIC

My Commission Expires:



Affidavit Verifying Status County Public Benefit Application Jones County Board of Commissioners

By executing this affidavit under oath, as an applicant for a Jones County Georgia Business Occupation Tax Certificate, Alcohol License, Taxi Permit or other public benefit as referenced in O.C.G.A. Section 50-36-1, I am stating the following with respect to my application for a Jones County Business Occupation Tax Certificate, Alcohol License, Taxi Permit or other public benefit for _____. [Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity]

1) _____ I am a United States citizen

OR

2) _____ I am a legal permanent resident 18 years of age or older or I am an otherwise qualified alien or non-immigrant under the Federal Immigration and Nationality Act 18 years of age or older and lawfully present in the United States.*

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of Code Section 16-10-20 of the Official Code of Georgia.

Signature of Applicant:

Date

Printed Name:

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE

____ DAY OF _____, 20__

* _____

Alien Registration number for non-citizens

Notary Public _____

My Commission Expires: _____

***Note:** O.C.G.A. § 50-36-1(e)(2) requires that aliens under the federal Immigration and Nationality Act, Title 8 U.S.C., as amended, provide their alien registration number. Because legal permanent residents are included in the federal definition of "alien", legal permanent residents must also provide their alien registration number. Qualified aliens that do not have an alien registration number may supply another identifying number below:



OPTIONAL — FOR NON-BIDDERS ONLY

**JONES COUNTY BOARD OF COMMISSIONERS – PURCHASING DEPARTMENT
NO BID STATEMENT**

In an effort to make the procurement of goods and services for the County as competitive as possible, we are soliciting information from contractors and/or vendors who cannot bid. Your responsiveness and constructive comments will be appreciated. Completion of this form will assist us in evaluating factors which relate to the competitiveness of our bids. Please check any of the boxes below which may apply. Please explain any issues that you feel needs to be addressed.

- Specifications - Restrictive, too light", unclear, specialty item, geared toward one (1) brand or manufacturer only. *(Please explain in detail below).*
- Manufacturing - Unique item, production time for model has expired, etc.
- Bid Time - Insufficient time to properly respond to bid or proposal.
- Delivery Time - Specified delivery time cannot be met.
- Payment - Payment terms unacceptable. *(Please be specific)*
- Bonding - We are unable to meet bonding requirements.
- Insurance - We are unable to meet insurance requirements.
- Removal - Remove our firm from your bidders list for the particular commodity or service.
- Keep - Please keep our company on your bidders list for future reference.
- Project is: _____ / Too Large _____ / Too Small _____ / Site or Location is Too Distant
- Miscellaneous - Do not wish to bid, do not handle this type of item(s) or services, unable to compete, Contract clauses are unacceptable, etc. *(Please be specific)*
- Our company would only be interested in this project as a subcontractor or supplier.

VENDOR STATEMENT:

Bid #: _____

Bid Description: _____

Company Name: _____

Company Official Name: _____

Company Official Signature: _____

Telephone Number: _____

Email Address: _____

JONES COUNTY BOARD OF COMMISSIONERS – PURCHASING DEPARTMENT
(478) 986-6405 x 161
leslie.faulk@jonescountyga.org