



## **Jackson County Board of Commissioners**

67 Athens Street  
Jefferson, Georgia 30549  
Phone: (706) 367-6309  
Fax: (706) 367-1505  
Email: [lbernats@jacksoncountygov.com](mailto:lbernats@jacksoncountygov.com)

### **INVITATION TO BID**

March 28, 2016

Bid Number: 6109-01

Bid Name: Telescopic Bleachers for Gordon Street Gymnasium

The Jackson County Board of Commissioners is soliciting bids for the purchase and installation of telescopic bleachers at the Gordon Street Gymnasium located at 441 Gordon Street, Jefferson, Georgia 30549. Specifications, terms and conditions are contained herein.

**MANDATORY PRE-BID MEETING: WEDNESDAY, APRIL 6, 2016, at 10:00 AM**

**BID DUE DATE/TIME: APRIL 18, 2016 at 10:00 AM**

**RETURN SEALED BID VIA: [www.vendorregistry.com](http://www.vendorregistry.com), mail, or deliver to:**

Jackson County Board of Commissioners  
Attn: Purchasing Department – Bid # 6109-01, Telescopic Bleachers  
67 Athens Street  
Jefferson, GA 30549

**PUBLIC BID OPENING DATE/TIME: APRIL 18, 2016 AT 10:15 AM, local time prevailing**  
**LOCATION: 67 Athens Street, Jefferson, GA 30549**

Direct all questions concerning this bid to:

Len Bernat  
Jackson County Purchasing Manager  
(706) 367-6309  
[lbernats@jacksoncountygov.com](mailto:lbernats@jacksoncountygov.com)

## **1. GENERAL INFORMATION FOR BIDDERS:**

A. From the issue date of this Invitation to Bid (ITB) until an award has been announced, vendors shall not communicate with any Jackson County elected official or employee, with the exception of the name stated above or the Director of Purchasing, concerning this ITB or any information herein.

B. Whenever the terms “shall”, “must”, “will”, or “is required” are used in the ITB, the item being referred to is a mandatory requirement of this ITB and failure to meet any mandatory requirement may be cause for rejection of the bid.

C. All amendments and or addendums will be posted on the Jackson County Purchasing Information website, [www.jacksoncountygov.com](http://www.jacksoncountygov.com) and at [www.vendorregistry.com](http://www.vendorregistry.com) . It is the bidder’s responsibility to check this site on a regular basis. The Board will not be responsible for any information not viewed by bidders. All bidders should register at [www.vendorregistry.com](http://www.vendorregistry.com) so that the County has all the necessary vendor information to establish the vendor in the Financial Software System so that payments can be made promptly to the vendor awarded the contract.

## **2. QUOTATIONS**

A. The Board of Commissioners reserves the right to:

- (1) waive formalities and technicalities in any quotation;
- (2) reject any and/or all quotations when in the Board’s judgment, it will be in the best interest of the County;
- (3) accept the quotation that in its judgment will be in its best interest of the County;
- (4) purchase from any source, in part or in whole any supplies, equipment or services;
- (5) at its option, award on individual items or on a lump sum basis;
- (6) award this bid to the vendor who in the Board's opinion is most responsive and responsible and will perform in the best interest of the County;
- (7) negotiate final product and final price.

B. If the bids received exceed the budget for this project, then the Board reserves the right to negotiate with the lowest responsive, responsible bidder to bring the total price within the anticipated budget. In this case, price alone will not be the determining factor in award of this bid.

C. The bidder may give quotations on any one or more items and may offer alternates where indicated. No substitutes will be accepted once order is placed.

**3. PRICE:** Prices quoted shall include all costs and charges to include, but not limited to purchasing, packing, transporting the equipment, installation and/or services described herein. The Jackson County Government is exempt from state sales tax. All fees shall be included in the bid price. Bidders must quote based on the bid unit listed.

**4. SAMPLES:** No samples are required with this bid but the vendor may provide a brochure or other marketing material with their bid to help during the review process.

**5. AWARD:** This bid will be awarded to one vendor.

**6. TRADE NAME:** Bidders are required to indicate the brands and models of merchandise and/or services quoted. Unless listed as “brand/model only”, brand names and models listed in specifications are used as a standard of quality and/or clarification of desired product.

**7. MARKING:** Merchandise in full cases shall have an identification marking on the outside of the case. Each case, shipping container, etc. shall be marked with the Purchase Order Number supplied by the Board.

**8. SAFETY:** Material Safety Data Sheets shall be provided for all applicable items.

**9. DELIVERY:** Delivery of all materials from this quotation must be FOB destination to the Jackson County Board of Commissioners, 441 Gordon Street, Jefferson, Georgia 30549. Delivery shall be made within the vendor’s quoted days after receipt of order. Any item(s) not delivered within the time limit may be cancelled by BOC at no expense to same. No deliveries are accepted on Saturdays, Sundays or holidays. DELIVERY SHALL BE ACCOMPLISHED ON WEEKDAYS BETWEEN 8:00AM AND 4:00PM EASTERN TIME.

**10. INSPECTION:** All merchandise and services shall be subject to inspection after arrival at destination or completion of work. In case any items are found to be defective or otherwise not in conformity with specifications or statement of work, the Board has the right to reject such items and/or services and return them at bidder’s expense.

**11. PAYMENT:** The Jackson County Board of Commissioners shall make payment for goods and services within thirty (30) days upon receipt, inspection and acceptance by BOC personnel and receipt of invoice. Payment may be made by check or by ACH.

**12. FACILITIES AND EQUIPMENT:** The bidder shall be responsible for the protection of the Jackson County Government’s premises and property, and will be held liable for any damages caused by the bidder, bidder’s employee(s) or bidder’s agent(s) during the execution of this bid, resultant purchase orders or contracts.

**13. INTERPRETATION:** If a bidder contemplating submitting a price quotation is in doubt as to the true meaning of any part of these documents, submit a request for interpretation to the Purchasing Manager at (706) 367-6309. All such interpretations will be posted on the Jackson County Purchasing Information web page.

**14. INDEMNIFICATION:**

A. The bidder does hereby indemnify and shall hold harmless the Jackson County Government, it’s Board members, employees, agents, and servants (each of the forgoing being hereafter referred to individually as “Indemnified Party”) against all claims, demands, causes of actions, actions, judgments or other liability including attorney’s fees

(other than liability solely the fault of the Indemnified Party) arising out of, resulting from or in connection with the Bidder's performance or failure to perform this agreement, including but not limited to:

- (1). All injuries or death to persons or damage to property, including theft.
- (2). Bidder's failure to perform all obligations owed to the bidder's employees including any claim the bidder's employees might have or make for privilege, compensation or benefits under any BOC benefit plan.
- (3). any and all sums that are due and owing to the Internal Revenue Service for withholding FICA, and unemployment or other State and Federal taxes.

B. The bidder's obligation to indemnify any Indemnified Party will survive the expiration or termination of this agreement by either party for any reason.

**15. FAILURE TO BID:** If you do not wish to bid, please return this bid and state reason(s).

**16. TERM OF CONTRACT:** By submitting a bid in response to this ITB, the bidder is agreeing to guarantee bid prices for the period beginning with bid award and ending six months after the bid award. The term may be extended for a period of six months upon agreement of both parties.

**17. BID RECAP:**

- A. A bid summary shall be sent to all responding bidders.
- B. A bid summary is available to all other requesters at no charge if requested within thirty days of bid award.
- C. After thirty days of bid award, bid documents are available under the Georgia Open Records Act. A written request must be made to the Jackson County Board of Commissioners.

**18. REQUIRMENTS:** The Board of Commissioners is seeking to purchase and have installed telescopic bleachers at the Gordon Street Gymnasium located at 441 Gordon Street, Jefferson, Georgia 30549. The vendor will provide the bleachers, installation of the bleachers, and all electrical work that will meet the following specifications:

- A. One (1) bank of bleachers with 6 rows of seats and 78 feet long. Bleachers will be wall attached with friction power operations (208V/3 phase) and SSM (plastic) seating surface.
- B. Three (3) NFPA foot level aisles with intermediate steps and self-storing aisle handrails.
- C. Two (2) sets of self-storing end rails.
- D. Four (4) permanent HC notchouts.
- E. 249 seats; rise – 10 ¼ inches; span – 26 inches

**19. PRE-BID MANDATORY MEETING:** To ensure all vendors have a complete understanding of the requirements outlined in this solicitation, a mandatory pre-bid meeting will be conducted on WEDNESDAY, APRIL 6, 2016 at 10:00 AM. Failure to attend this meeting disqualifies a vendor from bidding on this project.

**OTHER:** The undersigned offers and agrees to furnish any or all of the items upon which prices are quoted at the price set opposite each item, in the quantities described, delivered to the point(s) specified, in accordance with the terms and conditions set forth herein. The laws of the State of Georgia shall prevail concerning all purchases and services under this contract

I certify that I have read and understand the terms and conditions herein except as stated below. I further state that I am and/or my company is capable, able to, and will provide the requested products and/or service described herein. I am the owner or agent of the company stated below and am authorized and empowered to contract. By my signature on this ITB, I/we guarantee and certify that all items included in my bid meet or exceed specifications.

I certify that this quotation is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a quotation for the same materials, supplies, equipment, or services and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of State and Federal Law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of the quotation and certify that I am authorized to sign this quotation for the Contractor.

SUBMITTED BY \_\_\_\_\_ DATE \_\_\_\_\_

TITLE \_\_\_\_\_ EMAIL: \_\_\_\_\_

COMPANY NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_ FAX NUMBER \_\_\_\_\_

COMPANY WEBSITE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

**TOTAL PRICE FOR PURCHASE, DELIVERY, AND INSTALLATION OF  
BLEACHERS:**

\$ \_\_\_\_\_