



# City of Milton

P.O. Box 909, MILTON, FL 32572

Phone: (850) 983-5438 ∞ Fax: (850) 983-5415

## MEMORANDUM

TO: Interested Parties  
FROM: Diane Ebentheuer, Purchasing Officer  
RE: **ITB 2019.02.05 – Retractable Basketball Goals**  
DATE: February 13, 2019

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The City of Milton is seeking bids from firms for purchase and installation of four (4) Retractable Basketball Goals.

Bid information is available on the City's web page at [www.miltonfl.org/322/Purchasing](http://www.miltonfl.org/322/Purchasing).

There you may also register thru [VendorRegistry.com](http://VendorRegistry.com) (there is no charge to join); and/or thru [www.bidnetdirect.com/florida/city-of-milton](http://www.bidnetdirect.com/florida/city-of-milton) (there is no charge to join.)

The deadline for submitting your sealed bid is:

**Wednesday, March 13, 2019 at 2:00 p.m., CST**

**Delivered: City of Milton, 6738 Dixon Street, Milton, Florida**

**Mailed: City of Milton, P.O. Box 909, Milton, FL 32572**

Questions should be submitted in writing at least one (1) week prior to the bid due date and directed to the Purchasing Department at (850) 983-5438; or by e-mail to [purchasing@mymiltonflorida.com](mailto:purchasing@mymiltonflorida.com)

*Diane Ebentheuer*

Diane Ebentheuer, Purchasing Officer

## INSTRUCTIONS FOR BID SUBMITTAL

- I. Bids must be received by:

**Wednesday, March 13, 2019 @ 2:00 p.m.**

- II. **Sealed bids can be mailed to:** **or delivered to:**

City of Milton  
Purchasing Department  
P. O. Box 909  
Milton, FL 32572

City of Milton  
Purchasing Department  
6738 Dixon Street  
Milton, FL 32570

- III. Bids must be sealed and marked:

**“ITB 2019.02.05 – Retractable Basketball Goals”**

- IV. Bids must be complete and include:

1. Executed “Requirements for Bidders” statement (page 3)
2. Completed Bid Form (page 5)
3. FL Public Entity Crime Affidavit (available on city website under forms)  
<https://www.miltonfl.org/322/Purchasing>
4. Non-Collusion Affidavit (available on city website under forms)  
<https://www.miltonfl.org/322/Purchasing>

- V. Please provide one (1) original, and four (4) copies of your bid. Faxed or emailed proposals are not accepted.

All bids submitted shall be subject to acceptance or rejection. The City of Milton specifically reserves the right to accept or reject any or all bids, to waive any technicalities and formalities in the bid process, and award the bid in part or in any manner deemed to be in the best interest of the City. The City of Milton is exempt from sales tax.

Interested Parties shall submit all required forms and information simultaneously with bid. Forms and information become a part of the property of the City of Milton and will not be returned to the firm unless a written request to withdraw is received prior to opening of bids.

***The successful bidder*** will be required to submit additional forms, including, but not limited to: Drug Free Workplace, and Conflict of Interest Forms; and must provide proof of professional liability, workers compensation, and automobile insurance in the amount of \$1M, with the City named as additional insured.

**CITY OF MILTON, FLORIDA**  
**ITB 2019.02.05 Retractable Basketball Goals**

**REQUIREMENTS FOR BIDDERS**

These items apply to and become a part of the terms and conditions of the bid submitted. Any exceptions must be in writing.

Notice is hereby given that the City of Milton will receive bids from interested parties until **Wednesday, March 13, 2019 @ 2:00 p.m.** at its offices located at City Hall, Milton, Florida. Any bid received thereafter will not be considered.

Bids results will be publicly read at the City of Milton, City Hall Council Chambers on the day and at the hour specified.

The bid will be awarded to the lowest most responsive reliable firm complying with the conditions of the bid. The firm to whom award is made will be notified at the earliest possible date. The City of Milton reserves the right to reject the bid of a firm who has previously failed to perform properly or complete on time, contracts of a similar nature, or the bid of a firm who, in the sole opinion and discretion of the City of Milton is not in a position to perform the contract, or whose name appears on the United States Comptroller General's list of ineligible contractors.

Bids may be withdrawn by written, or faxed request, provided such withdrawals are received prior to bid opening date.

**NOTE:** Unless stated on the Bid form the bid submitted will assume all specifications will be met. Please note all exceptions on the form.

All bids submitted shall be subject to acceptance or rejection. The City of Milton specifically reserves the right to accept or reject any or all bids, to waive any technicalities and formalities in the bid process, and award the bid in part or in any manner deemed to be in the best interest of the City.

The undersigned understands that any conditions stated above, clarifications made to the above or information other than that requested should be stated in writing on a separate sheet.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address/City/Zip

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

\_\_\_\_\_  
Contact Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company Representative Signature

\_\_\_\_\_  
Date

**CITY OF MILTON, FLORIDA**  
**ITB 2019.02.05- Retractable Basketball Goals**

***SCOPE OF WORK***

The City of Milton is soliciting bid for purchase and installation of four (4) Retractable Basketball Goals inside the gym of the Guy Thompson Community Center. The City reserves the right to award the bid in part or in any manner deemed to be in the best interest of the City.

**Submittals**

Manufacturers Data: For information only, submit four (4) copies of manufacturer's specifications and installation instructions for each material and component part. Include methods of installation for each type of substrate to receive units indicated by transmittal that copy of each instruction has been distributed to the installer.

Shop Drawings: Submit shop drawings for all basketball equipment. Show anchors, grounds, reinforcements, accessories and installation details.

Maintenance data: Submit manufacturer's installation, operation and maintenance manuals.

**Product - Basketball Gym Equipment**

(Note: Comparable models may be substituted. Make sure to list exceptions on bid page.)

- Backstops: Four (4) each Model 3107 by Gared, Single Post Ceiling Hung Basketball Backstops with a twenty-five (25) year warranty. Structure to be powder coated black.
- Backboards: Four (4) each Model LXP4200 by Gared, 42" x 72" regulation steel-framed glass backboard.
- Basketball Goals: Four (4) each Model 2000+ Collegiate Breakaway Rim by Gared each with a four (4) year minimum warranty.
- Backboard Padding: Four (4) each Model PMCE Gared Pro-Mold® Bolt-On Backboard Padding grey in color.
- Safety Strap: Four (4) each Model 1100 Gared Safstop Safety Locking Strap
- Electric Winch: Four (4) each Model 1197 Oared Electric hoist with wireless remote receiver.
- Electric Height Adjuster: Four (4) each Model 1171 Gared Electric Adjust-A-Goal Height Adjustor with wireless remote receiver.
- Wireless Remote Transmitter: Four (4) each Model 1198 Wireless Remote Control Transmitter.

**Execution**

Examination of Substrate: Installer must examine substrate conditions under which the equipment being installed, and notify the Owner, in writing, of conditions detrimental to the proper and timely completion of the work. Do not proceed with work until unsatisfactory conditions have been corrected in a manner acceptable to the Installer.

Installation: Install equipment in locations and mounting heights as necessary and in accordance with the manufacturer's instructions. Provide trim and accessories for complete installation. Electrical power is not included in this bid.

**CITY OF MILTON, FLORIDA**  
**ITB 2019.02.05 Retractable Basketball Goals**

Cost Overview

| Required Items                       | Unit Cost | Total Cost |
|--------------------------------------|-----------|------------|
| Backstops (4 each)                   |           |            |
| Backboards (4 each)                  |           |            |
| Basketball Goals (4 each)            |           |            |
| Backboard Padding (4 each)           |           |            |
| Safety Strap (4 each)                |           |            |
| Electric Winch (4 each)              |           |            |
| Electric Height Adjuster (4 each)    |           |            |
| Wireless Remote Transmitter (4 each) |           |            |
| Installation (Complete/Lump Cost)    |           |            |
| <b>Total Cost</b>                    |           |            |

**Notate any Exceptions (use extra pages if necessary)**

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\_\_\_\_\_  
 Company Name

\_\_\_\_\_  
 Address/City/Zip

\_\_\_\_\_  
 Phone

\_\_\_\_\_  
 Email

\_\_\_\_\_  
 Contact Name

\_\_\_\_\_  
 Title

\_\_\_\_\_  
 Company Representative Signature

\_\_\_\_\_  
 Date