

CITY OF SKY VALLEY

ADVERTISEMENT FOR REQUEST FOR BIDS

March 2, 2017

ATTENTION INTERESTED BIDDERS:

The City of Sky Valley Is soliciting bids from qualified firms to construct two pickleball courts at the Sky Valley City Park. The work shall include furnishing all labor, materials and equipment for grading, base installation, court construction and all associated construction activities as outlined in the scope of work section in the solicitation document Sky Valley RFB # PARK-2017-01.

An Optional Pre-Bid Meeting will be held on-site on Tuesday, March 14, 2017, at 10:00 A.M., at the Sky Valley City Park located at 995 Sky Valley Way. The purpose of the Pre-Bid Conference is to provide Bidders with an opportunity to view the site and to address questions and concerns. Bidders will be allowed to ask questions during the Pre-Bid Meeting, however, please note that oral answers to questions during the Pre-Bid are not authoritative. The last date to submit questions is Friday, March 17, 2017, at 4:00 P.M. Questions will be responded to in the form of an addendum.

Your response to this Request for Bids ("RFB") will be received by the designated clerk at City Hall no later than 2:00 P.M., Monday, March 27, 2017. Bids will be publicly opened and read at 2:01 P.M. on the respective due date at 3444 Highway 246, Sky Valley, GA 30537.

This RFB is being made available by electronic means. If accepted by such means, then the Bidder acknowledges and accepts full responsibility to ensure that no changes are made to the RFB. In the event of conflict between a version of the RFB in the Bidder's possession and the version maintained by City Hall, the version maintained by City Hall shall govern.

You are required to email and confirm receipt of your business name, contact person, address, phone number, fax number and the project number to Linda Lapeyrouse, City Manager, at [svcitymanager@windstream.net](mailto:svcitymanager@windstream.net), to be placed on the Plan Holders List. Failure to do so will prevent you from receiving any addenda that are issued and may deem you non-responsive.

The bid document may also be obtained from City Hall, 3444 Highway 246, Sky Valley, GA 30537, beginning on Thursday, March 2, 2017.

The City reserves the right to cancel any and all solicitations and to accept or reject, in whole or in part, any and all Bids when it is for good cause and in the best interest of the City.

Thank you for your interest in doing business with the City.



**REQUEST FOR BIDS**

Date: February 24, 2017

Project Title: Sky Valley Pickleball Court Construction

Project # *RFB Sky Valley PARK-2017-01*

Proposal Closing Date: Monday, March 27, 2017

Time: 2:00 p.m.

**INTRODUCTION:**

The City of Sky Valley is soliciting sealed bids from qualified vendors to design, provide and install two pickleball courts at the Sky Valley City Park.

Proposal packets may be down loaded free from the City of Sky Valley Web Site at <http://skyvalleyga.com/bid-opportunities.html> or may be obtained from City Hall, 3444 Highway 246, Sky Valley, GA 30537 between the hours of 8am – 4pm M-F.

**PROJECT TIME TABLE:**

Issue Date:	Friday, February 24, 2017
Optional Pre-Bid Meeting:	Tuesday, March 14, 2017 @ 10:00 a.m.
<b>Deadline For Questions: All Questions Must Be Submitted in writing to: svcitymanager@windstream.net</b>	Friday, March 17, 2017 @ 4:00 p.m.
Deadline For Addenda:	Tuesday, March 21, 2017 @ 4:00 p.m.
Deadline for Proposals:	Monday, March 27, 2017 @ 2:00 p.m.

Contact:

Questions Regarding the Bidding Process and/or Technical Questions

Linda Lapeyrouse, City Manager

3444 Highway 246, Sky Valley, GA 30537

706-746-2204

[svcitymanager@windstream.net](mailto:svcitymanager@windstream.net)

**City of Sky Valley**  
**3444 Highway 246**  
**Sky Valley, GA 30537**  
**706-746-2204**

**Project Title: Sky Valley City Park Pickleball Court Construction**

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***PROJECT DESCRIPTION:***

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The City of Sky Valley is accepting bids for the construction of two (2) Pickleball Courts at the Sky Valley City Park located at 995 Sky Valley Way, Sky Valley, GA 30537

The requirements and processes set forth herein shall be binding on all responding vendors. This project includes complete turn-key project (labor & materials) and clean-up according to the project specifications contained herein. All work must comply with all applicable standards, building codes, and amendments.

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***BIDDING INSTRUCTIONS:***

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Bids must be submitted in a sealed envelope. The vendor name, opening date, and complete project name must appear legibly on the outside of the envelope. Bids will be accepted until the date and time of opening. Bids must be submitted on the proposal form included. Only bids for the complete project will be considered.

**Irrevocable Bid Period:** Bids are irrevocable for a period of 60 calendar days after the bid deadline unless the City of Sky Valley consents to a different time period. Sky Valley reserves the right to accept or reject any or all bids, to waive formalities, technicalities, or irregularities and to re-advertise if necessary.

All proposals must be submitted in the following format:

1. Cover Letter Including:
  - Name, address, telephone number of the firm submitting the qualification statement
  - Summary of the firm's interest in the project and the name of one of more individuals authorized to represent the firm on a contractual basis
2. Cost Proposal - **the enclosed proposal form must be used**
3. A detailed itemization of the cost proposal submitted
4. Bidder's Certification (Appendix A)
5. Proof Insurance (General Liability, Auto, Worker's Comp Coverage)
6. E-Verify Affidavit (Appendix B)
7. Current Business License and/ or Occupational Tax Certificate
8. Contractor's license (if applicable)
9. A vendor information form must be completed and accompany bid submittal.

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**SCOPE OF PROJECT- SPECIFICATIONS:**

**Specifications for Two Pickleball Courts** on specified site at Sky Valley City Park located at 995 Sky Valley Way, Sky Valley, GA 30537.

**BID PROPOSAL:** BUILD TWO (2) PICKLEBALL COURTS on graded site 70' x 64' (ALLOWS 10' BETWEEN EACH COURT; 10' BETWEEN FENCE AND SIDE LINES AND 10' BETWEEN FENCE AND BASE LINES)

**-BID ACCORDING TO THE FOLLOWING SPECIFICATIONS-**

- 1) FINE GRADE ONE AREA 70' x 64' WITH LASER GRADER
- 2) HAUL AND PLACE 6" OF CRUSHER RUN WITH LASER GRADER
- 3) ROLL CRUSHER RUN WHEN MOIST UNTIL COMPACTED
- 4) APPLY 2.5" OF FINE TOPPING ASPHALT
- 5) INSTALL 10' HIGH BLACK VINYL COATED FENCE WITH 9 GAUGE WIRE, 3" TERMINAL POSTS, 2 3/8" LINE POSTS, GATES AND HARDWARE AS NECESSARY. NOTE: TERMINAL POSTS WILL BE SET IN A MINIMUM OF 200 LBS. OF CONCRETE PER FOOTING AND LINE POSTS WILL BE SET IN A MINIMUM OF 120 LBS. PER FOOTING
- 6) INSTALL NET POST FOUNDATIONS FOR TWO PICKLEBALL COURTS TO UNITED STATES TENNIS ASSOC (USTA) AND THE AMERICAN SPORTS BUILDERS ASSOC (USBA) COURT SPECIFICATIONS
- 7) APPLY 2 COATS OF BLACK AND 2 COATS OF COLORED FULL ACRYLIC PLAYING SURFACE; FINAL COLOR TO BE CHOSEN BY SKY VALLEY
- 8) STRIPE 2 PICKLEBALL COURTS WITH ONE COAT OF PRIMER AND TWO COATS OF WHITE LINE PAINT WITH ALL LINES 2 INCHES WIDE
- 9) INSTALL PERMANENT NET POSTS, NETS AND CENTER STRAPS
- 10) STATE THE NUMBER OF YEARS YOUR WORK IS UNDER WARRANTY

Work associated with this contract must be completed within ninety (90) days from the issuance of the notice to proceed.

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## **INTERPRETATIONS AND ADDENDA:**

An optional pre-bid meeting will be held at the project site on Tuesday, March 14, 2017, @10:00 a.m. at the Sky Valley City Park located at 995 Sky Valley Way, Sky Valley, GA 30537.

Questions pertaining to the intent or meaning of the bid documents shall be submitted in writing to Linda Lapeyrouse, City Manager, [svcitymanager@windstream.net](mailto:svcitymanager@windstream.net) by Friday, March 17, 2017 @ 4:00 p.m. Interpretations or clarifications considered necessary will be issued by addenda posted to the Sky Valley Website and e-mailed to each plan holder by Tuesday, March 21, 2017 @ 4:00 p.m. Questions received after the stated deadline may not be answered. Oral interpretations or clarifications will be without legal effect.

A signed acknowledgement of any addenda issued must be attached to your bid response. Bids received without addenda acknowledgements will not be considered.

## **DUE DATE:**

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Bids must be submitted by 2:00 p.m. on Monday, March 27, 2017, WITHOUT EXCEPTION. Bids will be opened publicly at City Hall, 3444 Highway 246, Sky Valley, GA 30537. Bids will be reviewed the successful bidder will be formally notified by mail.

## **INSURANCE & INDEMNIFICATION REQUIREMENTS:**

### Insurance:

Worker's Compensation and Employer's Liability Insurance - Statutory Limits;  
Comprehensive General Liability Insurance - \$1,000,000/ each occurrence & \$2,000,000 / aggregate;  
and Comprehensive Automobile Liability Insurance - \$1,000,000/ each occurrence & \$2,000,000 / aggregate

The vendor shall provide a certificate of insurance to the City demonstrating that the aforementioned insurance requirements have been met prior to the commencement of work under this contract. The general liability and auto liability certificates of insurance shall indicate that the policies have been endorsed to cover the City of Sky Valley as an additional insured and must reference the specific project by name that the policies may not be canceled or modified without thirty (30) days prior written notice to the City. Contractor shall incorporate a copy of the insurance requirement as herein provided to every subcontractor and shall require each subcontractor to comply with such requirements.

### Indemnification:

The City shall be held harmless against any and all claims for bodily injury, sickness, disease, death or personal injury, or damage to property or loss of use of any property or assets resulting therefrom, arising out of, resulting from the performance of the products or from the services, of which the City is contracting hereunder, provided such is caused in whole or in part by any negligent act or omission of the vendor, or any subcontractor or any of their agents or employees, or arises from any job-related injury. The contractor agrees to indemnify the City and pay the cost of the City's legal defenses, including the fees of attorney as may be selected by the City, for all claims described in the hold harmless clause herein. Such payment on behalf of the City shall be in addition to any and all other legal remedies available to the City and shall not be considered to be the City's exclusive remedy.

## ***TERMS AND CONDITIONS***

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All proposals and supporting materials as well as correspondence relating to the RFB become property of Sky Valley when received. Any proprietary information contained in the submittal should be so indicated. However, a general indication that the entire contents or a major portion of the proposal is proprietary will not be honored.

All applicable State of Georgia and Federal Laws, County and County ordinances, licenses and regulations of all agencies having jurisdiction shall apply to the respondent, the contractor and project throughout and are herein incorporated. The agreement with the Contractor and all questions concerning the execution, validity or invalidity, capability of the parties and the performance of the Agreement, shall be interpreted in all aspects in accordance with the laws of the State of Georgia.

Professionals requiring special licenses must be licensed in the State of Georgia, and shall be responsible for those portions of the work as may be required by law.

Sub-contractors as part of the project team must be clearly identified in the submittal, including roles, resumes of key personnel and project references. The contractor is responsible for obtaining E-Verify Affidavits from sub-contractors.

From the date Sky Valley receives a proposal through the date a contract is awarded to a contractor, no respondent may make substitutions, deletions, additions or other changes in the configuration of respondent's proposal or members of respondent's team.

### **GEORGIA IMMIGRATION & COMPLIANCE ACT**

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Pursuant to O.C.G.A. § 13-10-91, all contractors or subcontractors who enter into a contract with the City of Sky Valley or a contractor of the City of Sky Valley in connection with the physical performance of services within this State, shall register and participate in the federal work authorization program to verify information on all newly hired employees. Any employee, contractor, or subcontractor of such contractor or subcontractor shall also be required to satisfy these requirements. Upon contracting with a new subcontractor, a contractor of subcontractor shall, as a condition of any contract or subcontract entered into provide the City of Sky Valley with notice of the identity of any and all subsequent subcontractors. Such notice shall be provided within five (5) business days of entering into a contract or agreement for hire with any subcontractor. Such notice shall include an affidavit from each subsequent contractor attesting to the subcontractor's name, address, user identification number, and date of authorization to use the federal work authorization program. Access to the authorization program to obtain an E-Verify number can be found at <https://e-verify.uscis.gov/enroll/StartPage.aspx?JS=YES> The website is operated by the U.S. Department of Homeland Security (USDHA).

For a bid / proposal / submittal to be considered, such certification shall be included in the contractor response to all solicitations issued by the City of Sky Valley. Once the City has selected a contractor, the awarded bidder will be required to provide Certificate of Liability Insurance (with Sky Valley listed as an additional insured).

## SKY VALLEY COST PROPOSAL FORM

<b>Bid information</b>	
<i>Bid Number:</i>	RFB # Park-2017-01
<i>RFP Name:</i>	PICKLEBALL
<i>Issue Date:</i>	02-24-17
<i>Pre-Bid Con.</i>	03/14/17 @ 2:00 p.m.
<i>Due date/time:</i>	03/28/17 @ 9:00 a.m.

<b>Description - per attached specifications</b>	<b>Price</b>
<b>BID TOTAL</b>	\$
Please list any time constraints your company would have in beginning work on this project:	

***A detailed itemization of the cost proposal submitted must be attached to this bid form***

The undersigned certifies that he/she offers to furnish materials/services in strict accordance with requirements of this bid including terms and conditions attached; that the prices quoted are correct and he/she agrees that this bid may not be withdrawn for a period of 60 days from due date noted above.

Authorized Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Company \_\_\_\_\_

Phone \_\_\_\_\_



# Appendix A

## BIDDER'S CERTIFICATION RFB Sky Valley PARK-2017-01

Date of Proposal \_\_\_\_\_

I certify that this Proposal is submitted without prior understanding, agreement or connection with any corporation, firm or person submitting a Proposal for the same goods/services and is in all respects fair and without collusion or fraud. I understand that collusive bidding is a violation of state and Federal law and can result in fines, prison sentences and civil damages awards. I agree to abide by all conditions of this bid and certify that I am authorized to sign this bid for the bidder.

### Bidder Information

(Type or Print)

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

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, & Zip Code

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Fax#

\_\_\_\_\_  
Tax ID Number

### Name and Mailing Address

(Where to Send Payment)

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

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, & Zip Code

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Email Address

OR

\_\_\_\_\_  
Social Security Number

### Name & Title of Person Authorized to Sign

\_\_\_\_\_  
Name

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
Title

**Proposals or Bids not signed shall be declared as "Non-Responsive"  
and may not be considered for award.**

# APPENDIX B

## CONTRACTOR AFFIDAVIT AND AGREEMENT

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 contracting with the **CITY OF SKY VALLEY, a public employer**, has registered with and is participating in a federal work authorization program\* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with the **CITY OF SKY VALLEY**, contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-.08 or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the **CITY OF SKY VALLEY** at the time the subcontractor(s) is retained to perform such service.

\_\_\_\_\_  
EEV / Basic Pilot Program\* User Identification Number

\_\_\_\_\_  
BY: Authorized Officer or Agent (Contractor Name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title of Authorized Officer or Agent of Contractor

\_\_\_\_\_  
Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME

ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2017.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

\* As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV / Basic Pilot Program" operated by the U. S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).

# Sky Valley

## Vendor Information Form

(Please print or type)

Place an "x" beside the description(s) that best describe your organization:

Minority Owned	Women Owned	Large Business	Small Business_	Date Opened:
Partnership	Incorporated	LLC	DBA	State:

LIST THREE REFERENCES WHOM YOU HAVE COMPLETED SIMILAR BUSINESS WITH:

COMPANY NAME	CONTACT PERSON	E-MAIL	PHONE
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

I certify that the information that is stated above is factual and true and the taxpayer identification or social security number is correct:

SIGNATURE: \_\_\_\_\_ TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

**RETURN THIS FORM TO:**

**City of Sky Valley**  
**3444 Highway 246**  
**Sky Valley, GA 30537**

Along with your [W9 Form](#)