



CHEROKEE COUNTY

110 Railroad Ave.
Gaffney, SC 29340
Tel: (864) 902-2299
Fax: (864) 487-2796
Email: abi.reid@cherokeecountysc.com

REQUEST FOR BID

BID # 2022-04

FOR

Midway Complex Renovations

Issued on: Tuesday, August 31, 2021
Due Date: Monday, September 20, 2021 at 12:00pm

Administered by: Abi Reid

INTRODUCTION and INTENT of Bid:

Notice to Vendors

Sealed bid will be received by Cherokee County from experienced, qualified vendors who specialize in the following:

Recreation facility upgrades

Sealed Bid will be accepted until **Monday, September 20, 2021 at 12:00 P.M.** in the County Administration Office in the Cherokee County Administration Building, 110 Railroad Ave, 2nd Floor, Gaffney, South Carolina 29340.

Bid documents may be obtained from Abi Reid at the County Administration Building, by email abi.reid@cherokeecountysc.com. Bids shall be submitted on the form furnished and shall be submitted in a sealed envelope identifying the company name, the Bid title, the Bid number, and the Bid due date on the face of the envelope.

GENERAL CONDITIONS and FINANCIAL PROVISIONS:

PRICING: The company warrants that the pricing stated herein shall remain firm for a period of 120 days from the first day of the contract period. Pricing shall include all charges that may be imposed in fulfilling the terms of the contract.

PAYMENT TERMS: Payment terms are NET 30 days following receipt of correct invoice. Invoices must be submitted to:

Cherokee County
Attn: Accounts Payable
110 Railroad Ave
Gaffney, SC 29340

Cherokee County is responsible for all payments to the Company under this contract.

CHANGES: Cherokee County shall have the right, at any time, to alter the specifications to meet increased or decreased needs. If any such changes cause an increase or decrease in the cost or the time required for the performance, or otherwise affects any other provision of this agreement, an equitable adjustment shall be made and this agreement shall be modified in writing accordingly.

AVAILABILITY OF FUNDS: Any and all payments to the Company shall be deemed binding only to the extent of appropriated funds for the purpose set forth in this bid.

NON-DISCRIMINATION: The Company shall not discriminate against any individuals and will take proactive measures to assure compliance with all Federal and State requirements concerning fair employment, employment of people with disabilities, and concerning the treatment of all employees without regard to discrimination based upon age, race, color, religion, sex, national origin or disability.

GOVERNING LAWS: This contract is made under and shall be governed and construed in accordance with the laws of the State of South Carolina.

ADVERTISING: In submitting a bid to Cherokee County, the Company agrees not to use the results of their bid as a part of any commercial advertising without prior approval of Cherokee County Government.

CONFIDENTIALITY OF BIDS: In submitting a bid the Company agrees not to discuss or otherwise reveal the contents of the bid to any source outside of Cherokee County Government until after the award of the contract. Companies not in compliance with the provision may, at the option of Cherokee County, be disqualified from contract award. Only discussions authorized by the issuing agency are exempt from this provision.

COST FOR BID PREPARATION: Any costs incurred by a Company in preparing or submitting bids are the Companies' sole responsibility. Cherokee County will not reimburse any Company for any costs incurred prior to award of this contract.

TIME FOR ACCEPTANCE: Each bid shall state that it is a firm offer which may be accepted within a period of 90 days following the submittal date, Monday, September 20, 2021. Although the contract is expected to be awarded prior to that time, the 90-day period is requested to allow for unforeseen delays.

RIGHT TO SUBMITTED MATERIAL: All responses, inquiries, or correspondence relating to or in reference to this Request for Bids, and all other reports, charts, displays, schedules, exhibits, and other documentation submitted by the Company shall become the property of Cherokee County when received.

COLLUSIVE BIDDING: The vendor's signature on the Cherokee County "BID" is a guarantee that the prices quoted have been arrived at without collusion with other eligible Company and without effort to preclude Cherokee County Government from obtaining the lowest possible competitive price.

ERRORS AND OMISSIONS: The Contractor shall not take advantage of any errors or omissions in this BID. The Company shall promptly notify Cherokee County Government of any omissions or errors found in this document.

BID OPENING: The BID deadline is Monday, September 20, 2021 at 12:00 P.M. and will be opened at the County Council meeting at 5:00pm on that same day. On that date and time, the package containing the bid from each responding Company will be publicly opened. At that time the name of the Company and the cost(s) offered will be announced. This is an open and public meeting. Interested parties may attend. However, it must be noted that these costs and their components are subject to further evaluation for completeness and correctness. Therefore, the cost(s) announced at that time may not be an exact indicator of the Companies pricing position. Neither can the assumption be made that the Company with the lowest price offered will be awarded the contract. See **“EVALUATION CRITERIA”** and **“AWARD OF BID”** for further explanation on the components involved with the award of this contract.

EVALUATION CRITERIA: Cherokee County Government, at its sole discretion, following an objective evaluation, will award this contract to the most responsible, responsive Company. The bid will be evaluated on a “best overall value” basis including, but not limited to, completeness and content of the bid, pricing, quality, the Company’s ability to follow the specifications, the Company’s ability to provide a team of skilled, trained employees, the Company’s experience with similar projects and the Company’s responses to “Mandatory Issues”. In addition to these considerations, the evaluators may request additional information, oral presentations or discussions with any or all of the responding Companies to clarify elements of their bid or to amplify the materials presented in any part of the bid. However, Companies are cautioned that the evaluators are not required to request clarification; therefore, all bids should be complete and reflect the most favorable terms available from the Company.

Cherokee County reserves the right to make independent investigations as to the qualifications of the Company. Such investigations may include contacting existing customers. Companies should keep in mind that this is a Request for bids and not a request to contract. Cherokee County reserves the unqualified right to accept or reject any and all bids, and to waive any irregularities as may be permitted by law when it is deemed that such action will be in the best interest of Cherokee County.

REFERENCE TO OTHER DATA: Only information which is received in response to this Request for Bids will be evaluated. Reference to information previously submitted shall not be evaluated.

AWARD OF BID: Cherokee County Government, at its sole discretion, following an objective evaluation, will award this contract to the most responsible, responsive Company. Price will be a major consideration but will not be the determining factor in our selection. The award of this contract will be based and granted on **“BEST VALUE.”** **“BEST VALUE”** will allow Cherokee County to consider factors beyond pricing such as whether the responsible Company is able to meet and/or exceed the required specifications. **“BEST VALUE”** will permit and reflect prudent stewardship of public funds and trust. Award of the contract to one Company does not mean that the other bids lacked merit. Award of the contract signifies that after all factors have been considered, the selected bid was deemed most advantageous to Cherokee County

NOTIFICATION OF AWARD: After all prerequisites and specifications have been met by the Company and the award for the Midway Complex Renovations has been made, the successful Company will be notified within ten (10) working days of this award. Cherokee County will notify the successful Company in writing, either by a LETTER OF AWARD or a PURCHASE ORDER or both. **VERBAL NOTIFICATION OF THE AWARD OF THIS CONTRACT IS NOT CONSIDERED A RELIABLE MODE OF NOTIFICATION AND, THEREFORE, WILL NOT BE RECOGNIZED AS AN OFFICIAL NOTIFICATION.**

TERMINATION FOR CAUSE: Cherokee County reserves the right to terminate this contract at any time for cause. The violation of any provision or condition contained in this contract, or the refusal, failure, or inability to carry out any provisions of this contract shall constitute sufficient grounds to terminate this contract for cause.

TERMINATION WITHOUT CAUSE: Cherokee County and the Company may terminate this contract without cause. Written notice of termination must be sent via certified U.S. mail no later than thirty (30) days prior to the termination date.

EMPLOYEE GUIDELINES:

DRUG POLICY: The Company certifies that it maintains a drug free work place environment to ensure worker safety and workplace integrity. The Company further agrees their employees shall comply with Cherokee County's Drug-Free Workplace Policy.

EMPLOYEE GUIDELINES: The Company shall use only qualified personnel to provide the required services. The Company shall be responsible for insuring that employees abide by all rules and regulations set forth for the buildings and grounds.

SAFETY:

State and Federal Regulations: The Company shall perform all work in accordance with State and Federal safety regulations in regards to work zones, work areas, equipment, vehicles, tools and supplies. The Company shall provide all necessary and required work zone protective devices and traffic channeling devices as required under State and Federal safety regulations.

Public Safety: The Company shall protect the safety and convenience of the general public. The Company shall perform work as needed and necessary to protect the general public from hazards.

SPECIAL CONDITIONS:

HISTORICALLY UNDERUTILIZED BUSINESSES: Cherokee County invites and encourages participation in this BID process by businesses owned by minorities, women, disabled, disabled business enterprises and non-profit work centers for the blind and severely disabled.

BID INFORMATION:

- BIDS will be received by Cherokee County until September 20, 2021 at 12:00 P.M. EST. Bids may be submitted by mail or delivered in person. **NO** faxed or email bids will be accepted. The Administrative Specialist must receive all bids at the following location **PRIOR** to the date and time specified. Any bids received after the date and time prescribed shall **NOT** be considered for award and the bid shall be returned to the Company.

Each bid must be submitted in a sealed envelope, addressed to:

Cherokee County
Attn: Abi Reid
110 Railroad Ave
Gaffney, SC 29340

- Each sealed envelope containing a bid must be plainly marked with the **“COMPANY’S NAME”, “BID TITLE”, “BID NUMBER”, and the “BID OPENING DATE & TIME”**.
- All BIDS must be submitted on the required forms. All blank spaces for bid prices must be completed in ink or typewritten. The Bid Forms must be completed, signed, and dated by an official of the company authorized to bind the firm. Unsigned bids will not be considered. Bids must consist of one (1) original and one (1) copy. These bids shall be marked as such – Original and Copy.
- Questions regarding this BID must be submitted in writing directly to **Abi Reid**, abi.reid@cherokeecountysc.com.
- A conditional or qualified bid will not be accepted.
- Prior to receiving the contract, the successful bidders will be required to submit a Certificate of Liability Insurance

COMPANY INFORMATION:

1. Owner of the Company _____
 2. Location of the Company _____
 3. List the number of years in business _____
 4. Is your business full or part-time? _____
 5. List the number of people employed on a regular basis. _____
 6. Do you maintain an office that is staffed during normal daily working hours?

 7. Who is the County's contact person in the event your firm is awarded the contract?

- E-mail Address: _____
8. List at least four (4) references of firms (not residences) in which your company has provided services within the past two (2) years.

Company Name	Contact Name	Telephone Number



**CHEROKEE COUNTY
110 RAILROAD AVE
GAFFNEY, SC 29340**

REQUEST FOR BIDS

BID TITLE:
Midway Complex Renovations

BID NUMBER:
2022-04

Issue Date:
August 31, 2021

Purchasing Contact & Telephone
Abi Reid
Administrative Specialist
864-902-2299

BID DUE DATE & TIME:

Monday, September 20, 2021 @ 12:00 P.M. EST

NOTE: BIDS received after the opening date and time will not be accepted.

Cherokee County Government solicits your company to submit a bid on the above referenced project. By signing this form, the Company signifies their acceptance of all terms, conditions, and specifications set forth in this bid. All bids must have an authorized signature in the space provided below. Two (2) copies of your bids must be sealed and delivered to: CHEROKEE COUNTY, Finance Office, 110 Railroad Ave, Gaffney, SC, 29340 before the BID deadline. The package containing bids for this project must reference the "COMPANY'S NAME", "BID TITLE", "BID NUMBER", and the "BID OPENING DATE & TIME". **NO** faxed or email bid will be accepted. Cherokee County Government will not be responsible for late or lost bids by the U.S. Postal office or any other delivery services used by the Company. BIDS may not be withdrawn for a period of sixty (60) days after the bid opening unless otherwise specified.

MANDATORY PRE-BID MEETING: Tuesday, September 7, 2021 @ 10:00am
Cherokee County Recreation District Office

THE FOLLOWING MUST BE COMPLETED, SIGNED, AND RETURNED AS PART OF YOUR BID. BIDS WILL NOT BE ACCEPTED WITHOUT THIS FORM, SIGNED BY AN AUTHORIZED AGENT OF THE CONTRACTOR.

COMPANY NAME:

MAILING ADDRESS:

CITY, STATE, ZIP:

EMPLOYER'S FEDERAL IDENTIFICATION NUMBER:

TELEPHONE NUMBER:

FAX NUMBER:

I CERTIFY THAT THIS BID IS MADE WITHOUT PRIOR UNDERSTANDING, AGREEMENT, OR CONNECTION WITH ANY OTHER CONTRACTOR SUBMITTING A BID FOR THE SAME SERVICES, AND IS IN ALL RESPECTS FAIR AND WITHOUT COLLUSION OR FRAUD. I AGREE TO ABIDE TO ALL TERMS AND CONDITIONS OF THIS BID AND CERTIFY THAT I AM AUTHORIZED TO SIGN THIS BID AS OR FOR THE COMPANY.

AUTHORIZED SIGNATURE:

TYPED OR PRINTED NAME:

TITLE: _____

DATE: _____

Cost BID/Execution of BID

By submitting this bid, the potential Company certifies the following:

- This bid is signed by an authorized representative of the firm.
- The cost and availability of all materials, and supplies associated with performing the services described herein have been determined and included in the proposed cost.
- All costs, direct and indirect, have been determined and included in the proposed cost.
- The potential Company has read and understands the conditions set forth in this BID and agrees to them with no exceptions. If exceptions exist, they must be listed on a separate numbered sheet
- Prior to receiving the contract, the successful bidders will be required to submit a Certificate of Liability Insurance

Therefore, in compliance with this Bid, and subject to all conditions herein, the undersigned offers and agrees, to perform the services in accordance with the specifications and conditions in this BID at the prices quoted, if this bid is accepted within 90 days from the date of the opening.

COMPANY: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

TELEPHONE NUMBER: _____ FAX: _____

FEDERAL EMPLOYER IDENTIFICATION NUMBER: _____

E-MAIL: _____

BY: _____	_____
Signature	Typed or printed name

_____	_____
Title	Date

THIS PAGE MUST BE SIGNED AND INCLUDED IN YOUR BID.

Midway Complex Renovations

BID SHEET 2022-04

Total Project Cost \$ _____

NOTICE TO BIDDERS” Bids must be submitted on this form. Bids made otherwise will be subject to rejection

CHEROKEE COUNTY BID SPECIFICATIONS #2022-04

Midway Complex Renovations

INTENT:

These specifications reflect the County's intent to renovate and enhance the existing fields and grounds at the Midway Recreation Complex located near Hyatt Street in Gaffney, SC.

SCOPE OF WORK TO BE COMPLETED:

- Remove all existing fencing, including back stops & dugouts, and replace with black vinyl coated chain link fencing of equal height. New backstops to be 25' tall by 80' long, which will be 20' directly behind home plate and then 30' extending down each baseline. Fencing will include (3ea) 4' walk gates at each dugout/bullpen and (1ea) 12' drive gates in the outfield on each field. This includes fencing surrounding dugouts and foul poles. Landscaping behind backstops will have to be removed
- (8) New dugouts to be 10' x 25' with black vinyl chain link fencing and shade fabric covering each. Will include metal bench with back rest and concrete floor. Price should include an electrical outlet in each dugout.
- (8) New bullpens along each foul line will be 10' x 72' with new black vinyl chain link fencing and infield mix to match existing fields (as close as possible). Existing trees will have to be removed to allow space for bullpens.
- (1) Water spigot per playing field – which is (4) total.
- Extend (1) field by 50'. This will include rough grading and fine grading, outfield soil, Bermuda sod, moving fences, moving score boards, and adjusting/adding lighting as needed per Musco recommendations.
- Extend (1) field by 100'. This will include rough grading and fine grading, outfield soil, Bermuda sod, moving fences, moving score boards, and adjusting/adding lighting as need per Musco recommendations.
- New ADA compliant bleachers at (8) existing seating areas. This includes new bleachers with stairs, rails, and safety fencing on sides of backs of bleachers.
- Cantilevered fabric shade structures to cover bleachers

- (1) sun shade with 4 posts beside concessions building for seating/picnic area. Sun shade structure approximately 30' x 30' x 8 tall. This includes sun shade, footings, and patching concrete sidewalks at footings.
- Grade, overlay and extend parking lot #1 +/-890SY. This will include new striping, signage, and wheel stops.
- Grade and pave parking lot #2 +/-4,000SY. All handicapped parking spots behind cedars. This includes grading, stone subbase, light duty asphalt paving, adding or widening driveways at each end of parking area, 5' wide ADA Accessible sidewalk from parking areas to main field entrance gates at each end of parking area, striping parking lot, handicapped parking signs, wheel stops, grassing around new parking lot.
- Grade and pave parking lot #3 +/-360SY. This will include new striping, signage, and wheel stops.

COMPLETION OF WORK:

All work must be completed by February 28, 2022.



CHEROKEE COUNTY VENDOR PREFERENCE AFFIDAVIT

_____, who being duly sworn, (company name/company representative) certifies that the vender identified in this Bid Response meets all qualifications for the preference as defined in Part 8 of the Cherokee County Purchasing Policy and Procedure Ordinance, as amended.

By this written claim, Bidder requests that the preference be exercised in consideration of the award of this Bid.

BIDDER CERTIFIED THAT HE MEETS ALL QUALIFICATIONS FOR THE (CHECK ONLY ONE OF THE FOLLOWING):

_____ 1. **CHEROKEE COUNTY VENDOR PREFERENCE**

Bidder Signature: _____

Bidder Name: _____

Position: _____

Firm Name: _____

Address: _____

Telephone: _____

Subscribed and sworn to before me this _____ day of _____, _____

NOTARY PUBLIC FOR SOUTH CAROLINA

MY COMMISSION EXPIRES: _____

******This page ONLY applies to vendor's that are located in Cherokee County**