



## **Request for Proposal**

### **City of Auburn Athletic Field Baseball/Softball**

**RFP 21-009**

---

---

<b>RFP Available:</b>	Monday, August 20, 2021
<b>Mandatory Pre-Proposal Meeting:</b>	Thursday, August 26, 2021 @ 2:00 pm
<b>Mandatory Pre-Proposal Meeting Location:</b>	252 Parks Mill Rd, Auburn, GA 30011
<b>Deadline for questions:</b>	Friday, September 3, 2021
<b>Submittal deadline:</b>	Thursday, September 9, 2021 @ 2:30 pm – Bid Opening at City Hall

---

---

---

---

# City of Auburn, Georgia

## City of Auburn Athletic Field Baseball/Softball

### TABLE OF CONTENTS

<b><u>ITEM</u></b>	<b><u>PAGE</u></b>
TABLE OF CONTENTS	2
REQUEST FOR PROPOSAL	3
INSTRUCTIONS TO PROPOSERS	3-4
RFP CLOSING TIME	4
PROJECT SPECIFICATION	5
PURPOSE	5
DEFINITION	5
WORK SCOPE	5
MATERIAL SPECIFICATIONS	5
DESIGN SPECIFICATIONS	5
INSTALLATION SPECIFICATIONS	6
WARRANTY	6
COMPLETION DATE	6
CERTIFICATE OF INSURANCE	6
PROPOSAL FORM	7
NON-COLLUSION AFFIDAVIT - REQUIRED	8
ADDENDA ACKNOWLEDGMENT – REQUIRED (IF NECESSARY)	9
VENDOR/CONTRACTORS AFFIDAVIT AND AGREEMENT	10

# City of Auburn, Georgia

## City of Auburn Athletic Field

### Baseball/Softball

#### REQUEST FOR PROPOSAL

The City of Auburn, Georgia invites your company to submit a proposal on this RFP Package, titled: **City of Auburn Athletic Field**, as defined hereinafter.

All terms and provisions listed in the enclosed: "TABLE OF CONTENTS", "REQUEST FOR PROPOSAL", "INSTRUCTIONS TO BIDDERS", "PROJECT SPECIFICATIONS" AND "PROPOSAL FORM" are integral parts of the Bid Package.

The City of Auburn reserves the right to waive informalities in any proposal, to reject any or all proposals in whole or in part, to re-advertise, to negotiate segments of any or all proposals and to take any action that it feels is in its best interest.

The proposal price for Athletic Field Baseball/Softball will include:

- 1) Purchase price and installation for fencing needs for a 210' baseball/softball field;
- 2) Purchase price and installation of backstop and covered dugout area with concrete slab.
- 3) Purchase Price and installation of all required poles, clips, railing, etc. It is recommended that bidders view site prior to submitting bid and take specifications from existing fields.

#### INSTRUCTIONS TO PROPOSERS

1. To be considered, RFP'S must be in the possession of the City of Auburn prior to the time of the RFP Closing. RFP'S may be mailed or delivered to the office of Christy Case, City Accountant, City of Auburn, P O Box 1059, 1369 Fourth Avenue, Auburn GA 30011, in a sealed envelope clearly marked as to the item being bid and marked with the time and date of RFP Closing. Additionally, bid proposals will be accepted via email in PDF format. Bids can be submitted electronically to [ccase@cityofauburn-ga.org](mailto:ccase@cityofauburn-ga.org). Regardless of the method the Proposer uses to deliver the RFP, each Proposer shall be responsible for the RFP being delivered on time; as the City of Auburn assumes no responsibility for the same. Proposals offered or received after the time set for RFP closing will not be considered. Questions regarding the RFP must be submitted via email and sent to [ccase@cityofauburn-ga.org](mailto:ccase@cityofauburn-ga.org)
2. No Bid may be withdrawn for a period of 30 days from the RFP Closing Date.

## **INSTRUCTIONS TO PROPOSERS - CONTINUED:**

3. All RFP's are to be submitted on the "Proposal Form" provided in this RFP Package, and signed by an authorized representative of the company placing the proposal. Two (2) complete sets of RFP Documents shall be furnished to each company or person interested in submitting a proposal. One set of the RFP Documents, including the "Request for Proposals", "Instructions to Proposers", "Work Scope", and "Proposal Form", all attached hereto, shall remain intact and be returned as an integral part of the RFP. The second copy is the Proposer's file copy. Included with the RFP, the Proposer shall submit material specifications and/or product bulletins clearly marked for proof that the material item(s) the Bidder proposes to provide will meet or exceed the requirements of the Technical Provisions.
4. The City of Auburn is exempt from Federal, State, and Local Taxes. Taxes incurred by the Contractor during this project shall be to the account of the Contractor.
5. Proposers shall not begin any work activity until such time as a Purchase Order has been received from the City of Auburn.
6. Equal Employment Opportunity - As regards the execution of the Work Scope of this RFP package, the Proposer/Contractor shall not discriminate against any employee or job applicant because of race, color, religion, sex, national origin, age, or physical handicap.
7. IMMIGRATION COMPLIANCE - During the entire duration of this Agreement, Contractor must remain in compliance with Georgia Security and Immigration Compliance Act of 2007 and Georgia code § 13-10-91 and § 50-36-1.
8. E-VERIFY-Contractor shall be required to be registered for and comply with Federal E-Verify requirements and the requirements of the Georgia Security and Immigration Compliance Act, O.C.G.A. § 13-10-91. Contractor shall submit the required affidavit promulgated by the Georgia Department of Labor to affirm its compliance. "E-Verify" is an internet-based employment eligibility verification program, operated by the U.S. Department of Homeland Security (DHS) in partnership with the Social Security Administration (SSA), that allows employers to electronically verify through an online government database the work eligibility of newly hired employees. E-Verify is administered by U.S. Citizenship and Immigration Services (USCIS).
9. For additional information on this RFP Package and to view site, contact: Christy Case, City Accountant, City of Auburn, at [ccase@cityofauburn-ga.org](mailto:ccase@cityofauburn-ga.org).

## **BID CLOSING TIME**

**The Bid Closing time will be at 2:30 EST. on Thursday, September 9, 2021**

# City of Auburn, Georgia

## City of Auburn Athletic Field

### Baseball/Softball

#### PURPOSE -

The Work Scope of this Technical Provision is to provide and install all fencing requirements to complete a 210' baseball/softball athletic field. Two dugouts should also be completed with covered areas and concrete slabs. Purchase Price and installation of all required clips, poles, railings, etc. should be included in proposal. It is recommended that bidders view site prior to submitting bid.

#### DEFINITION -

For all purposes and requirements of this document, the words "provide" and "provided" shall be defined as the requirement to furnish a service, or to furnish a product system, or facility in its entirety.

#### WORK SCOPE -

##### A. Material Specifications –

All Fence is Galvanized

60'- 30' tall back stop, wire directly behind home plate shall be 10 of 6-gauge fabric, all other wire shall be 9 ga, wire buried in dirt 6" with brace rail every 10' 20'- 10' tall fence off backstop to dugouts with top bottom and mid rail

2- Dugouts 20' long x 8' deep x 10' tall with top, bottom and mid rail, cement floor. colored tin roof, 3' opening to field

332'- 6' tall 9 ga sideline fence with 2- walk gates and 1- 12' double drive

335'- 8' tall 9 ga galv outfield fence

All fences shall have bottom rail. Mow Guard shall be under 6' and 8' fence.

2- foul poles with wing painted yellow

##### B. Design Specifications -

Field will replicate field 1 located at 252 Parks Mill Rd. Auburn, Georgia. It will be a 210' baseball/softball field. It is recommended that bidders view site prior to submitting bid.

**WORK SCOPE - CONTINUED:**

C. Installation Specifications -

Post will be set in drilled holes using concrete in holes. Fencing will consist of knuckle selvage to prevent injury.

E. Warranty –

Material and installation will be warranted for a period of one (1) year from completed installation.

D. Work Completion –

Bid will be presented and recommended to the City Council on Thursday, September 16, 2021. Material must be delivered within three (3) weeks. If vendor is awarded the bid, work must be completed by November 12, 2021.

E. Certificate of Insurance –

Vendor/Contractor must include certificate of insurance covering company and installers/contractors. City of Auburn assumes no responsibility in workmen's compensation.

-----**END OF WORK SCOPE**-----

# City of Auburn, Georgia

## City of Auburn Athletic Field

### Baseball/Softball

## PROPOSAL FORM

TO: CHRISTY CASE, CITY ACCOUNTANT  
CITY OF AUBURN  
BOX 1059  
1369 Fourth Avenue  
AUBURN, GA 30011

Proposals - Lump Sum Bid Price for Work Scope items, listed herein, to include: All Fence is Galvanized 60'- 30' tall back stop, wire directly behind home plate shall be 10 of 6 gauge fabric, all other wire shall be 9 ga, wire buried in dirt 6" with brace rail every 10' 20'- 10' tall fence off of backstop to dugouts with top bottom and mid rail 2- Dugouts 20' long x 8' deep x 10' tall with top, bottom and mid rail, cement floor. colored tin roof, 3' opening to field 332'- 6' tall 9 ga sideline fence with 2- walk gates and 1- 12' double drive 335'- 8' tall 9 ga galv outfield fence All fence shall have bottom rail. Mow Guard shall be under 6' and 8' fence. 2- foul poles with wing painted yellow. Specifications and adjustments can be taken from Field 1.

Purchase Price and installation of all required hardware, etc. It is recommended that all bidders view site prior to submitting bid.

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

\_\_\_\_\_

BIDDER: \_\_\_\_\_ BY: \_\_\_\_\_

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

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

**Required Forms for Submission**



**NON-COLLUSION AFFIDAVIT**

The following affidavit is to accompany the Proposal:

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

\_\_\_\_\_  
Owner, Partner or Officer of Firm

\_\_\_\_\_  
Company Name, Address, City and State

being of lawful age, being first duly sworn, or oath says that he/she is the agent authorized by the Vendor to submit the attached Proposal. Affiant further states as Vendor, that they have not been a party to any collusion among Vendors in restraint of competition by agreement to Proposal at a fixed price or to refrain from proposalding. Affiant also states as Vendor, that they have not been a party to any collusion with any office of the City of Auburn or any of their employees as to quantity, quality or price in the prospective contract; and that discussions have not taken place between Vendors and any office of the City of Auburn or any of their employees concerning exchange of money or other things of values for special consideration in submitting a sealed Proposal for:

\_\_\_\_\_  
Firm Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

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





## ADDENDA ACKNOWLEDGEMENT

---

The vendor has examined and carefully studied the Request for Qualifications and the following Addenda, receipt of all of which is hereby acknowledged:

Addendum No. \_\_\_\_\_  
Addendum No. \_\_\_\_\_  
Addendum No. \_\_\_\_\_  
Addendum No. \_\_\_\_\_

---

Authorized Representative/Title  
(Print or Type)

Authorized Representative (Date)  
(Signature)

***Vendors must acknowledge any issued addenda. Submittals which fail to acknowledge the vendor's receipt of any addendum will result in the rejection of the offer if the addendum contained information which substantively changes the owner's requirements.***



**VENDOR/CONTRACTORS AFFIDAVIT AND AGREEMENT**

**COMES NOW** before me, the undersigned officer duly authorized to administer oaths, the undersigned contractor, who, after being duly sworn, states as follows:

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91 and Georgia Department of Labor Rule 300-10-1-.02, stating affirmatively that the individual, firm, or corporation which is contracting with the City has registered with and is participating in a federal work authorization program \* in accordance with the applicability provisions and deadlines established in O.C.G.A. § 13-10-91 and Georgia Department of Labor Rule 300-10-1-.02, and will continue to participate in said program for the duration of its Agreement with the City.

The undersigned contractor further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to the contract with the City of Auburn, Georgia, of which this affidavit is a part, the undersigned contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. § 13-10-91 and Georgia Department of Labor Rule 300-10-1-.02 through the subcontractor’s execution of the subcontractor affidavit require by Georgia Department of Labor Rule 300-10-1-.08 or a substantially similar subcontractor affidavit. The undersigned contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the City at the time the subcontractor(s) is retained to perform such service.

Name of Project:\_\_\_\_\_

EEV/E-Verify Number

Date of Authorization

**FURTHER AFFIANT SAYETH NOT.**

BY: Authorized Officer or Agent

Date

Title of Authorized Officer or Agent of Contractor

Printed Name of Authorized Officer or Agent

Contractor Legal Name

Address

Sworn to and subscribed before me

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Notary Public

My commission expires:\_\_\_\_\_

\*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. As of the effective date of O.C.G.A. § 13-10-91, the applicable federal work authorization program is the “EEV 1 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).