

*Kevin Austin, Chairman of Board
David Moxley, Vice Chairman
Gilbert Hemric, Commissioner
Frank Zachary, Commissioner
Marion Welborn, Commissioner*



*Ed Powell, County Attorney
Lisa Hughes, County Manager
Tanya Gentry, Clerk to the Board*

YADKIN COUNTY NORTH CAROLINA

Request for Proposal: #2023-01

Title: Proposals for new Baseball/Softball Field Lighting at the Yadkin County Park, upper baseball/softball field (Field1).

Issue Date: July 1, 2022

Issuing Department: Yadkin County Parks and Recreation
PO Box 220
217 East Willow Street
Yadkinville, NC 27055

Sealed Proposals will be received until **3:00 p.m., July 28, 2022** from qualified vendors for **new lighting on the upper baseball/softball field (Field 1) at the Yadkin County Park.**

All inquiries for information concerning the Request for Proposals shall be directed in **written format** to:

**Jason Walker
PO Box 220
217 E Willow St
Yadkinville, NC 27055
(336) 849-7583
jwalker@yadkincountync.gov**

Sealed Proposals shall be mailed and/or hand delivered to the Issuing Department shown above and the envelope shall bear the name and number of this Request for Proposals. It is the sole responsibility of the proposer to ensure that its proposal reaches the Issuing Department by the designated date and hour indicated above.

In compliance with the Request for Proposals and to all the terms and conditions imposed herein, the undersigned offers and agrees to furnish the services and install the goods described in accordance with the attached signed proposal.

Firm Name: _____

Date: _____

Address: _____

Phone: _____

By: _____
(printed)

By: _____
(signed)

Background and Scope

A. General Information

This is a Request for Proposals (RFP) for qualified vendors to furnish and install all equipment, accessories, hardware, software, labor, training, and materials for a turnkey lighting system at the upper baseball/softball field at the Yadkin County Park. The new lighting system must meet all current NC High School Athletic Association rules and guidelines, as well as all local, state and federal laws, rules and regulations.

B. General Conditions

This RFP is not an offer to contract. Acceptance of a proposal neither commits the County to award a contract to any contractor, even if all requirements stated in this RFP are satisfied, nor limits our right to negotiate in our best interest. We reserve the right to contract with a vendor for reasons other than lowest price.

Please note: Price will not be the only factor considered when selecting a vendor. Yadkin County is seeking the bid with the best overall value to the County.

C. Reservations

Yadkin County reserves the right, at any time and for any reason, to cancel this RFP or any portion thereof, to reject all proposals or accept an alternate proposal. The County also reserves the right to waive any immaterial defect in the bid. The bid shall be good for a period of ninety (90) days from the opening of the bid. The County may seek clarification of the bid at any time and any delayed response could be a cause for bid rejection.

D. Incurred Costs

Yadkin County will not be liable for any costs incurred by respondents in replying to this RFP.

E. Award

Award shall be made by Yadkin County to the bid that is determined to be the most advantageous to Yadkin County.

F. Assignment

The bid respondent may not reassign any award made as a result of this RFP, without prior written consent of Yadkin County.

G. Evaluation Criteria

Proposal will be reviewed and a contractor will be selected based on the following criteria (listed in no particular order):

- Cost
- Suggested Equipment
- Qualifications
- Customer Service
- Compliance with Requirements
- Training
- Warranty
- Construction Timeline

H. Proposal Instructions and Time Frames

Respondents are to submit a sealed proposal, which will be evaluated by Yadkin County to determine the completeness of the bid. The sealed proposal must be clearly labeled on the outside of the envelope or package **“New lighting at Yadkin County Park”** in order to be considered. Submit one marked original and two (2) complete copies of the bid.

Submission Location: **Yadkin County Soil and Water office**
Jason Walker
2051 Agricultural Way
Suite 207
Yadkinville, NC 27055

Submission Deadline: July 28, 2022 at 3:00 p.m.

Contact/Questions: **Jason Walker**
PO Box 220
217 E Willow St
Yadkinville, NC 27055
(336) 849-7583
jwalker@yadkincountync.gov

***Note:** Questions must be in written format and delivered to Jason Walker by **July 15, 2022**. There will be an addendum issued based on the questions received on **July 19, 2022**. The addendum will be posted on the Yadkin County website. Bidders must contact Jason Walker in writing to indicate that they will be offering a bid in order to receive addendum and/or changes to the RFP.

I. **Project Timetable**

Request for Proposal issued:	July 1, 2022
Questions concerning Proposals:	July 15, 2022
Addendum to RFP:	July 19, 2022
Proposal Due:	July 28, 2022

J. **Proposal Contents / Format**

The following sections/information will be considered integral to this solicitation. As such, please address each accordingly.

1. **Cost:** Provide a detailed pricing structure of the proposed equipment. This should be a complete price to include the equipment, auxiliary equipment, any maintenance costs, delivery costs, setup costs, installation, training etc.
2. **Work Schedule:** Provide a detailed timeline indicating when the equipment can be delivered and the estimated start and completion dates for the entire project.
3. **References:** All proposals should include names, addresses, telephone numbers and contact persons for at least three (3) other organizations (public sector agencies are preferred) for which comparable services have been rendered in the past five (5) years.
4. **Vendor Information:** Provide a completed copy of:
 - Vendor Form
 - W9
 - Liability/Worker's Compensation Certificate of Insurance

K. Detailed Scope of Services

- 1) Provide all labor, materials, permits, etc. needed to install new lighting system at the upper baseball/softball field (Field 1) at the Yadkin County Park.
- 2) All services provided will be required to meet all current NC High School Athletic Association rules and guidelines, as well as all local, state and federal laws, rules and regulations.
- 3) As part of this project, the selected contractor will be required to remove and dispose of all current lighting equipment at the upper baseball/softball field (Field 1) at the Yadkin County Park.
- 4) Selected contractor will be required to coordinate with the power company in order to complete the project and ensure adequate and proper power supply is provided by the power company.
- 5) Location of all meter bases, transformers, control boxes, etc. must be detailed in the proposal.
- 6) Selected contractor will be responsible for securing all needed permits, and cost of these permits will be included in the proposal.

Mail or Fax completed form(s) to:
Yadkin County Finance Office
PO Box 220
Yadkinville, NC 27055
Telephone: (336)679-4338
Fax: (336)679-4337



Vendor Application

Please include W-9 Form when submitting a vendor application.

BUSINESS/LEGAL NAME _____
As listed on your IRS tax form

CONTACT PERSON _____

MAILING ADDRESS _____

CITY/STATE/ZIP _____

REMITTANCE
ADDRESS (if different from above) _____

CITY/STATE/ZIP _____

COUNTY _____

PHONE NUMBER _____ FAX NUMBER _____

E-MAIL ADDRESS _____

FEDERAL ID # _____ OR SOCIAL SECURITY # _____

Yadkin County Use ONLY:

Type of service being provided:

Is this vendor related (Spouse, Mother, Father, Children, In-Laws, Siblings) to the Department Head requesting vendor approval?

_____(YES) _____(NO)

DEPARTMENT HEAD SIGNATURE

FINANCE OFFICER SIGNATURE

217 E. Willow Street ~ Post Office Box 146 ~ Yadkinville, North Carolina 27055
(336) 679-4200 Office --- (336) 679-6005 Fax
www.yadkincountync.gov