

*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*

**Request for Proposal: #2025-01**

**Title: Proposals for new Baseball/Softball Field Lighting at the Yadkin County Park, lower baseball/softball field (Field#2).**

Issue Date: October 16th, 2024

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., November 15th, 2024** from qualified vendors for **new lighting on the lower baseball/softball field (Field #2) 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 lower baseball/softball field (field#2) 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 Parks and Recreation**  
**Jason Walker**  
**PO Box 220**  
**217 E Willow St**  
**Yadkinville, NC 27055**

**Submission Deadline:** **November 15th, 2024 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 **November 1st**. There will be an addendum issued based on the questions received on **November 8th, 2024**. 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:	October 16th, 2024
Questions concerning Proposal due :	November 1st, 2024
Addendum to RFP posted on website:	November 8th, 2024
Proposal Due:	November 15th, 2024

**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: New Vendor Form, W9, and Liability/Worker's Compensation Certificate of Insurance
5. **Contractor's License:** Bidders must present the appropriate NC license as required by the North Carolina Licensing Board of General Contractors and as referenced in the current General Statutes applicable to General Contracting in the State of North Carolina. The license shall be applicable to all stages with the requested Scope of Work and as required for the contractor to obtain all applicable federal, state, and local permits and inspections.

**K. Detailed Scope of Services**

- 1) Provide all labor, materials, permits, etc. needed to install new lighting system at the lower baseball/softball field (Field #2) 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 lower baseball/softball field (Field #2) 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.

## NON-COLLUSION AFFIDAVIT

North Carolina of North Carolina  
County of \_\_\_\_\_

I \_\_\_\_\_, being first duly sworn, deposes and says that:

He/She is the \_\_\_\_\_ of \_\_\_\_\_, the proposer  
that has submitted the attached proposal;

He/She is fully informed respecting the preparation and contents of the attached proposal and of  
all pertinent circumstances respecting such proposal;

Such proposal is genuine and is not a collusive or sham proposal;

Neither the said Proposer nor any of its officers, partners, owners, agents, representatives,  
Employees or parties of interest, including this affiant, has in any way colluded, conspired,  
connived or agreed, directly or indirectly, with any other Proposer, firm or person to  
submit a collusive or sham proposal in connection with the contract for which the  
attached proposal has been submitted or to refrain from bidding in connection with such  
contract, or has in any manner, directly or indirectly, sought by agreement or collusion or  
communication or conference with any other Proposer, firm or person to fix the price or  
prices in the attached proposal or of any other Proposer or to fix overhead, profit or cost  
element of the proposal price of any other Proposer or to secure through collusion,  
conspiracy, connivance or unlawful agreement any advantage against the County of  
Yadkin or any person interested in the proposed contract; and

The price or prices quoted in the attached proposal are fair, proper and are not tainted by  
any collusion, conspiracy, connivance or unlawful agreement on the part of the Proposer  
or any of its agents, representatives, owners, employees, or parties in interest, including  
this affiant.

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Signature and Title

North Carolina of North Carolina  
County of \_\_\_\_\_  
Subscribed and sworn before me,  
This \_\_\_\_\_ day of \_\_\_\_\_, 2017

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Notary Public  
My commission expires \_\_\_\_\_



# Vendor Application

Please fill out this form and send by email to the appropriate County contact. Each business that submits the New Vendor Package Documentation in full will be added as Active Vendor in our Software.

## **Check All That Apply**

New Vendor

Update Existing Vendor

In Relation Bid/Proposal

Accept C.C. Payment

Vendor Name	Date Application Completed
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<u>Order Address</u>	<u>Pay Address</u>
Street	Street
Street	P.O. Box
City	City
State	State
Zip Code	Zip Code

Contact Person	Telephone Number	Fax Number	E-mail Address
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Federal Tax ID # (please send a copy of the W9)	Signature Responsible for Application Completion
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Department Head Signature	Purchasing Specialist Signature
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Type of Service Being Provided	Vendor Relation to Appropriate Department Head
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## **This Vendor Certifies That It Is A (if applicable)**

Disabled

Minority Business Enterprise

Woman Business Enterprise

To qualify for MWBE status, 51% of the company must be owned and controlled by minority groups or women. For the purpose of this definition, minority group members are Black Americans, Hispanic Americans, American Indians and/or American Women. To qualify for Disabled status, 51% of the company must be owned and controlled by disabled persons.



## Vendor Electronic Payment Authorization Form

Vendor Name	Date Authorization Completed
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<u>Vendor Address</u>		<u>Bank Information</u>	
Street		Name of Bank	
Street		Bank Routing Number	
City		Bank Account Number	
State	Zip Code	Checking Account	Savings Account

Authorized Signature	Printed Name	Title
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Telephone Number	Notification of Payment E-mail Address
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In order for Yadkin County Finance Department to complete the process of updating Vendor information, all vendors **MUST** provide a bank verification letter or a voided check to accompany the following completed form.

For your convenience and benefit, Yadkin County is now processing vendor payments electronically, rather than by check. Your payments will be deposited into the checking or savings account of your choice. In addition to having the money deposited electronically, you also will be notified of the deposit by email. This notice will provide you with all the information that would normally be on your check stub.

Please remember, in the event that you change banks, bank account numbers, or email addresses, you must notify the County with the necessary changes and include a new bank verification letter or a voided check. Failure to notify us of these changes will cause delayed payments to you. Please send all changes once initially established to our Yadkin County Purchasing Specialist, [mgjones@yadkincountync.gov](mailto:mgjones@yadkincountync.gov).

Contact Mary Grace Jones, Purchasing Specialist, at [mgjonees@yadkincountync.gov](mailto:mgjonees@yadkincountync.gov) or (336) 849 - 7560 with questions as necessary!