



Bid Cutting Hay

Contact Information:

Gordon County
Attn: Purchasing Director
201 North Wall Street
Calhoun, Georgia 30701

(706) 879-2198
mvaughn@gordoncounty.org

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1.0 Overview

The Gordon County Board of Commissioners hereby solicits and requests sealed bids for the purchase of rights to mow and harvest hay from select property as described further in the Bid Documents. The County is proposing to enter into a Farm Crop Rental Agreement with the awarded vendor or individual. Your written and sealed proposal must contain at a minimum:

- An authorized signature.
- Complete Response Requirements
- Written oath stating the Vendor has not restricted competitive bidding. (Non-Collusion Affidavit form provided by county).

Bidder must have minimum Worker's Comp and General Liability Insurance in full force and effect. No Bid will be considered unless it is accompanied by satisfactory evidence that the Bidder holds any and all necessary or required Federal, State or local licenses and/or permits. Pursuant to O.C.G.A. § 13-10-91, all contractors and sub-contractors performing work within the State of Georgia on a contract with a public employer must register and participate in a federal work authorization. Gordon County will require certification for contractor that this requirement has been met. Each Respondent shall submit with its Bid a copy of current Business License &/or Occupational Tax Certificate issued in Georgia (Farm/Agricultural Operations are exempt from this requirement. Qualifications of the Bidder will be reviewed before the Award of the Contract.

1.1 Submission

If you choose to submit a Bid for this service, the County requires the vendor submit **one sealed printed bid (e-mail or faxes not accepted)**. Your sealed bid must be marked, "Cut-Hay" and delivered to the Gordon County Administration Building at 201 N. Wall Street, Calhoun, Georgia 30701 **no later than 2:00 p.m. on May 9, 2018**. Time at 201 N. Wall Street, Calhoun, GA 30701 will be the governing time for acceptability of the bid.

The bid response shall be in the form defined in:

5.0 Proposal Response Requirements.

Any response received after the deadline date and time shall be returned unopened. Incomplete responses may not be considered if the omissions are determined to be significant. All Bids will be publicly opened. You are invited to attend the opening. The submitted bid costs will be posted online at www.gordoncounty.org after the bid opening.

The Gordon County Board of Commissioners reserves the right to accept, or reject, any and all Bids received and/or disregard informalities in the Bids received. If additional information is needed, contact Martin Vaughn, Gordon County Purchasing Director mvaughn@gordoncounty.org

1.2 Communication with Gordon County

All Communications regarding this Bid should be communicated through Gordon County Purchasing. Telephone inquiries will not be accepted. Any questions regarding this Bid should be submitted to Martin Vaughn via e-mail – mvaughn@gordoncounty.org. Your inquiry must contain “Cut - Hay”, your company name and telephone number. Information obtained from **any other source is not official and should not be relied upon**

1.3 Award

While the County is entertaining a Bid, it will not be bound to award the Bid.

The County may contact and evaluate the vendor's/ individuals references; contact any current or past users of a vendors/individuals services.

The County will not be obligated to accept the highest offer but will make an award in the best interest of the County after all factors have been evaluated.

The County will be the sole judge of the successful offer. The County reserves the right to negotiate with any and all vendors/individuals. Vendors/individuals are advised that it is possible that an award may be made without discussion or any contact concerning the Bid received. Accordingly, Bids should contain the most favorable terms from a price and technical standpoint, which the vendor/individual can submit to the County. **DO NOT ASSUME** that you will be contacted or afforded an opportunity to clarify, discuss or revise your proposal.

2.0 Tentative Calendar of Events

Bid Posted: 4/16/2018

Pre-Bid Meeting

Bid Submittal Deadline 5/3/2018 at 2PM
Gordon County Admin Building – 201 N Wall St. – Calhoun, GA 30701

Evaluation 5/6 thru 5/15

Possible Vendor notification of award 5/15/2018

3.0 PURPOSE:

The purpose is to lease properties of the county for the purpose of allowing vendor/individuals to harvest hay on said properties. Said property shall be by the awarded bidder solely for the purpose of inspecting, mowing, drying, baling, transporting, other reasonable activities related to harvesting hay, and temporary storage of one or more cuttings of hay as conditions allow. The awarded bidder SHALL NOT permit any person except bidder's employees, contractors, and agents to enter upon the specified properties, and then only to perform the specified purposes outline in the bid.

Said Properties:

Property adjacent to Gordon County Justice Center 2700 US Hwy 41 North – Calhoun, GA

Fort Wayne Historical Site – SR 136 – Resaca, GA

Boat Ramp – SR 156 on Oostanaula River – Calhoun, GA 30701

4.0 General Vendor Info

Vendor/Individual is to review and be familiar with the enclosed proposal specifications. Failure to review the specifications will not relieve the successful vendor/individual of an obligation to carry out the provisions of the agreement.

The signer of the Bid must declare that the Bid is in all respects fair and in good faith without collusion or fraud and that the signer of the Bid has the authority to bind the principal proponent.

5.0 Proposal Response Requirements

Company Name: _____

Authorized Bidder: _____ Date _____

The Bid response should be in the following order. **This sheet** should be the first page of your response followed by each of the following. *Check off each of the following to insure your response is complete.*

Failure to include all information below or not to conform to the following format will be enough to disqualify you bid.

____ Completed Bid Cost Sheet

____ Proof of Worker's Comp and General Liability Insurance in force and effect.

____ Reference Sheet

____ Completed Acceptance of Terms of this Agreement Sheet and non collision

____ Any other information deemed necessary

6.0 Bid Cost Sheet

_____ Amount to be paid to Gordon County annually

6.1 References

List 2 or more references – they must be from other projects where you have contracted to cut hay. They must contain the following:

Name – Telephone Number – E-mail - Description of Project

7.0 Terms and Conditions

The successful vendor shall submit the following items within ten calendar days of written notification from the county of the proposal award:

- Proof the Vendor is an authorized corporation and is authorized to do business in the State of Georgia.
 - Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1) – E-Verify Form
 - Written certification that the Vendor operates a drug-free workplace in accordance with O.C.G.A. 50-24-1 through 50-24-6 (form provided by county).
 - Workman's Compensation Insurance documentation of at least \$1,000,000
 - Liability Insurance documentation of at least \$1,000,000
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- There are no expressed or implied obligations for Gordon County to reimburse responding companies for any expenses incurred in preparing proposals in response to this bid.
 - The county reserves the right to request clarifications regarding information submitted as well as request additional information from one or more parties submitting qualifications.
 - By submitting qualifications, a party certifies that it has fully read and understood this bid, has reviewed the attached documents (if any), and has full knowledge of the nature, scope, quantity and quality of the work to be performed; the requirements of the products and services to be provided and the conditions under which the services are to be performed. Failure to do so will not relieve the successful proposing company of their obligation to enter into a contract and to completely perform the contract in strict accordance with this bid.
 - No proposals may be withdrawn or revoked for a period of 60 days after date of opening.
 - Ownership of all data, materials, and documentation prepared for and submitted in response to this bid shall belong exclusively to Gordon County and will be considered a public record and subject to public inspection in accordance with the Georgia Open Record Act, O.C.G.A. 50-18-70 et. seq. unless otherwise provided by law.
 - The Gordon County Board of Commissioners reserves the right to reject any or all proposals, call for new proposals, to waive any informalities in a proposals, and to select the qualified parties. The Gordon County Board of Commissioners reserves the right to accept, reject, and/or negotiate any and all proposals or parts of proposals deemed by the Board to be in the best interest of citizens of Gordon County.
 - This bid shall be governed in all respects by the laws of the State of Georgia and the successful proposing parties shall comply with all applicable federal, state, and local laws and regulations.
 - By submitting their qualifications, all proposing parties certify that their proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other person or party in connection with their proposals, and that they have not conferred on any Gordon County employee having official responsibility for this procurement transaction of any payment, loan, subscription, advance, deposit of money, services, or anything of value of more than nominal value, present or promise, unless

consideration of substantially equal or greater value was exchanged.

- The proposing parties specifically certify in submitting their proposals that they are not in violation of O.C.G.A. 16-10-2 and 16-10-22 for acts of bribery, and/or conspiracy in restraint of free and open competition in transactions with state or political subdivisions.

- Because bids awarded to “local” vendors contribute to the Gordon County tax base and promote the local economy, the Gordon County Board of Commissioners has determined that, under certain circumstances, such “local” vendors shall be provided an additional privilege when bidding against non-local vendors.

If a “local” vendor’s bid shall meet all specifications and is not more than four percent (4%) more than the lowest responsive and responsible bidder, the lowest bidding “local” vendor shall be given one (1) business day from the opening of such bids in which to notify the Purchasing Director that it agrees to match the low bid submitted by any non-local vendor. If such “local” vendor shall not agree to match the low bid, then the next lowest “local” vendor, if any within this specified category, shall be given one (1) business day there from to notify the Purchasing Director that it agrees to match the low bid submitted by any non-local vendor, and so on until all “local” vendors who fall within the specified category have had an opportunity to match the low bid.

This privilege or preference shall not apply to road construction or public works projects otherwise governed by Georgia Law or to the purchase of any other goods and/or services, for which such preference is prohibited by Georgia Law.

A “local” vendor for purposes of this section shall be defined as a vendor maintaining a physical presence within Gordon County, including, but not limited to the maintenance of one (1) or more offices within Gordon County with continuous employment of not fewer than two (2) persons at such office(s) for more than six (6) months prior to the submission of such bid. The mere maintenance of a post office box within Gordon County shall not qualify a vendor as “local” for purposes of this policy.

- By submitting their qualifications, all proposing companies certify that they are not currently debarred from submitting bids or proposals on contracts by any agency of the State of Georgia and/or the federal government, nor are they an agent of any person or entity that is currently debarred from submitting bids on contracts by any agency of the State of Georgia or the federal government.

8.0 Forms

8.1 Acceptance of Terms of this Agreement

Name of Proposer: _____

Contact Person: _____

Address: _____

City/State/Zip: _____

Telephone: _____ Fax: _____

E-mail: _____

Authorized Signature _____ Title: _____

Name Printed: _____ Date: _____

It is agreed by the above signed proposer that the signature and submission of this proposal represents the proposer's acceptance of all terms, conditions, and requirements of the proposal specifications and, if awarded, the proposal will represent the agreement between the parties.

The proposer agrees that the cost of any work performed, materials furnished, services provided, or expenses incurred, which are not specifically delineated in the proposal documents, but which are incidental to the scope, intent, and completion of this contract, shall be deemed to have been included in the prices for the various items scheduled.

8.2 Non-Collusion Affidavit of Prime Proposer

STATE OF _____ COUNTY OF _____

I _____, being first duly sworn, depose and say that;

He is _____ of _____, the proposer that has submitted the attached proposal;

He or 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 in 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 proposing 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 any overhead, profit, or cost element of the proposal price or the proposal price of any other proposer, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against the Gordon County Board of Commissioners or any person interested in the proposed contract; and

The price or prices quoted in the attached proposal are fair and 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.

Proposer: _____

By: _____

Name Printed: _____

Title: _____

Date: _____

Subscribed and sworn to me this _____ day of _____, 20__.

NOTARY PUBLIC: _____

Commission Expires: _____