

Request for Bid May 27, 2013

Madison Parks and Recreation is requesting bids on the attached list of projects. Jerry Carpenter and/or Eddie Dean are available to meet with any interested bidder by appointment. Appointment may be scheduled by calling either 540-308-1247 or 540-727-4023 on either Thursday, May 30, Friday, May 31, Monday, June 3. Bids are due not later than 4:00 p.m. Friday, June 7 by e-mail to "Jerry Carpenter" <mcparksrec@gmail.com>, or hand delivered to the Clore House at Hoover Ridge.

All vendors responding must satisfy the Madison Purchasing Procedures available on the Board of Supervisors web site www.madisonco.virginia.gov/. Some parts of that are included below:

Small Purchases. A contract for goods or services may be entered into without conducting an IFB or RFP, when the aggregate or sum of all phases of the contract will not exceed \$50,000 (contract for goods and non-professional services) or \$30,000 (contract for professional services). All purchases made under this category must be in accordance with the County's approved Small Purchase Procedures, set forth below.

III. Small Purchase Procedures

Contract Price: <\$2501

- Verbal or written price quotes are encouraged, but not required
- Use of local vendors/contractors is preferred
- Purchasing official or employee must verify that budgeted funds are available prior to purchasing goods or authorizing performance of services
- Written receipts of purchases must be obtained and provided to the Finance Director
- State contract prices shall be checked

Contract Price: \$2,501 to \$10,000

State contract prices shall be checked

- At least **two (2) verbal or written price quotes** must be obtained
- Use of local vendors/contractors is preferred
- State contract prices shall be checked
- Purchasing official or employee must verify that budgeted funds are available prior to purchasing goods or authorizing performance of services
- A purchase order, or other documentation authorized by the Finance Director, shall be prepared by the purchasing official or employee, documenting the specific goods or services to be provided date(s) of delivery, the price of the goods or services, and any other specific terms or conditions applicable to the purchase
- A written invoice or statement must be received from the vendor/contractor, detailing the specific goods or services delivered, date(s) of delivery, and the amount(s) for which payment is requested
- Within 15 days of the receipt of an invoice from a vendor/contractor, the purchasing official/employee must certify whether the invoice is suitable for payment. If there is a defect or impropriety in the invoice, or in the goods or services received, the official or employee shall notify the vendor/contractor in writing within that 15-day period.



Contract Price: \$10,000 to \$30,000

- The purchasing official or employee shall prepare a written: “Request for Quotes” for approval by the County Administrator. The RFQ shall then be used to solicit written quotes from potential vendors.
- **Three (3) written price quotes** shall be solicited from potential vendors/contractors
- State contact prices shall be checked
- Selection of a vendor/contractor shall be made upon a determination of the overall combination of quality, price, and requirements/specifications, that, in total, are optimal relative to the County’s needs. Where local vendors and non/local vendors are otherwise equal, the local vendor/contractor is preferred
- A written contract shall be utilized, in a form approved by the county Administrator. The Finance must certify in writing that budgeted funds are available, and the County Administrator must approve the terms and condition of the purchase

VII. Contracts for Construction

No county official or employee shall allow any contractor to perform any work on a County construction project, until the contractor has provided evidence that he has obtained , and will maintain for the duration of the work, workers’ compensation coverage required by Virginia law. If subcontractors are being utilized, the contractor must be required to provide evidence that each of its subcontractors has obtained and will maintain coverage for the duration of the work performed by the subcontractor

Every solicitation, RFQ, IFB, and RFP for construction services must require contractors to submit their contractors’ license or certificate number as part of their responses. No price quote, bid or proposal from a construction contractor shall be given consideration unless the contractor has provided his license or certificate number.

Every construction contractor shall be required to provide evidence of its general liability insurance coverage, prior to commencement of any work on a county construction contract. If subcontractors are being utilized, the main contractor must be required to provide evidence of the subcontractors’ general liability insurance prior to allowing them to commence any work.

REQUEST FOR QUOTE

Fence Project 1 (Field H4)

Please submit a price for completely furnishing and installing fence for field 4 as shown on the attached diagram. 10 foot high fence is to be 9 gauge with schedule 40 3” x 12’ end post and 2 1/2” x 10’ 6” line post. This section of fence would have a top, middle, and bottom. The dugouts will only need the back and side wings because the front of each dugout is the backstop. The dugouts would have a top, middle, and bottom. The 4; 6’ x 6’ gates should also be 9 gauge. The balance of the fence shown be five foot high 11 gauge and post should 2 1/2” for end post and 2” for line post. The outfield and sides section of fence would have a top, rail only.



Fence Project 2 (Field H5)

Please submit a price for completely furnishing and installing fence for field 5 as shown on the attached diagram. 10 foot high fence is to be 9 gauge with schedule 40 3" x 12' end post and 2 1/2" x 10' 6" line post. This section of fence would have a top, middle, and bottom. The 4 5' x 6' gates should also be 9 gauge. The balance of the fence shown be five foot high 11 gauge and post should 2 1/2" for end post and 2" for line post. . The balance of the fence shown be five foot high 11 gauge and post should 2 1/2" for end post and 2" for line post. The outfield and sides section of fence would have a top, RAIL.

Fence Project 3

Please submit a price only for a dugouts composed 50 feet of 9 gauge fabric 6 foot high. This shou[d have top, bottom and middle rail 2; 3" line or corner post and 3; 2" line post.

Fence Project 4

Please submit a price only for a 50 foot roll of 10 foot high fence. This to be 9 gauge with schedule 2; 40 3; 3" x 12' end post and 2 1/2" x 10' 6" line post. This section of fence would have a top, middle, and bottom.

Fence Project 5

Please submit a price for materials only for a Project 1.

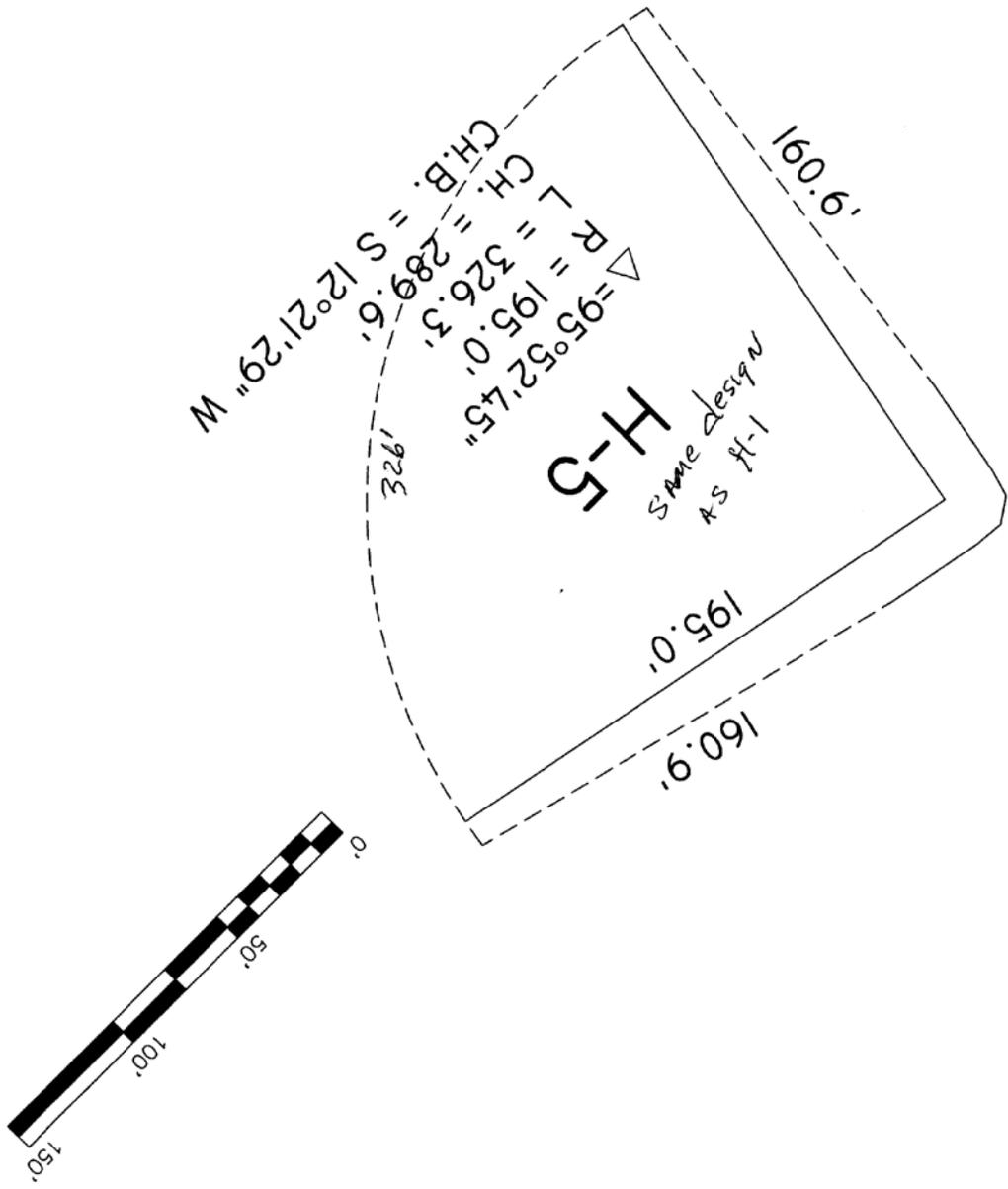
Fence Project 6

Please submit a price for materials only for a Project 2.

The diagrams for a 5 fields are enclosed. At this time we only anticipate doing all of fields 4 and 5.

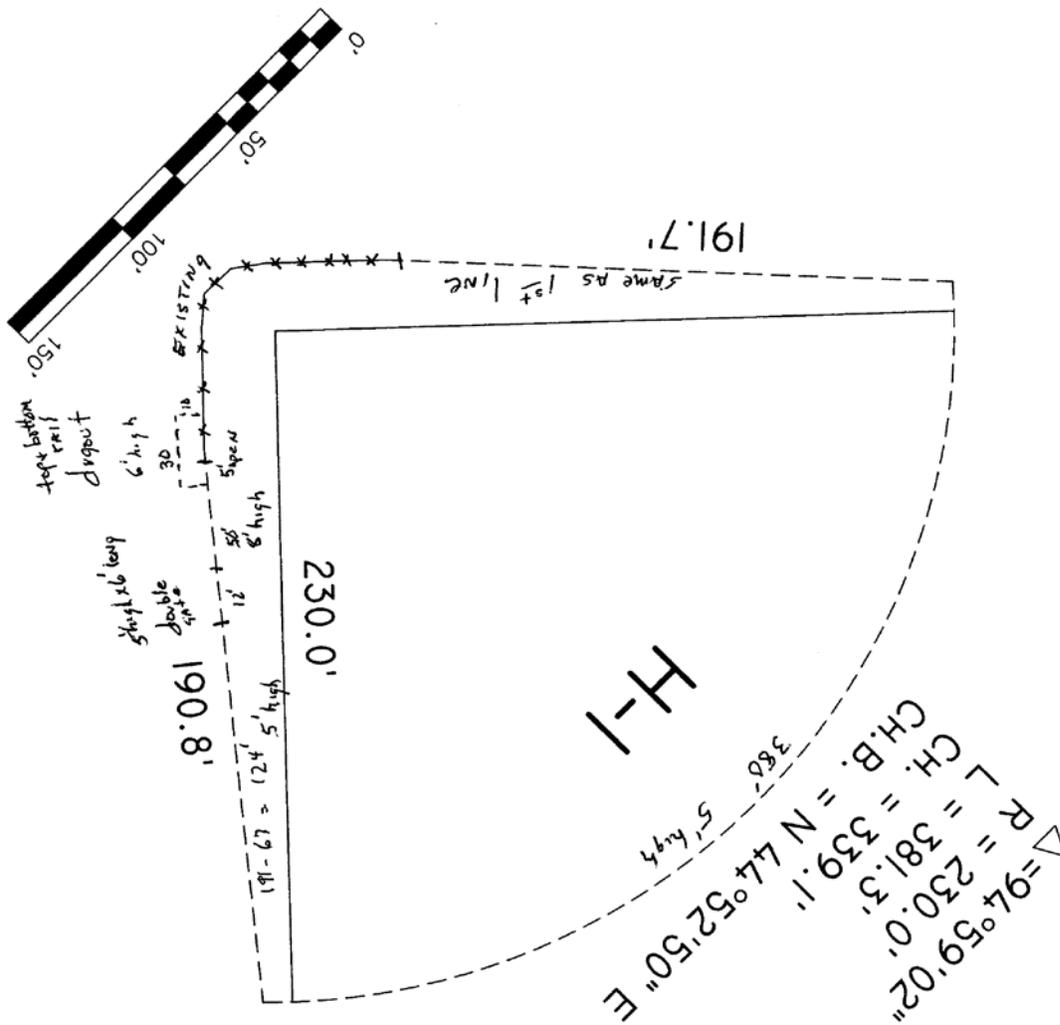
All fencing vendors on the Madison County List of Vendors should receive copy of this Request for Quote.





CLORE
 4





5' high
 9 gauge top rail, middle rail, bottom rail
 8' high
 9 gauge top rail, bottom wire

