



INVITATION FOR BID

23/24-074

VARIOUS EQUIPMENT AND AMENITIES FOR PARKS AND
RECREATION

Clay County
477 Houston Street
Green Cove Springs, FL 32043

RELEASE DATE: May 16, 2024

LAST DATE FOR INQUIRIES: May 31, 2024, 4:00 pm

BID DUE: June 13, 2024, 4:00 pm

RESPONSES MUST BE SUBMITTED ELECTRONICALLY TO:

Invitation For Bid #23/24-074

Title: Various Equipment and Amenities for Parks and Recreation

<https://secure.procurenow.com/portal/claycounty>

Clay County
INVITATION FOR BID
Various Equipment and Amenities for Parks and Recreation

I. Introduction.....

II. Instructions to Bidders.....

III. Scope of Work

IV. Supplier Questionnaire

Attachments:

- A - Chapter 8
- B - EFT FORM
- C - W-9 (2024)
- D - Warranty Letter
- E - Certificate of partial payment
- F - Certificate of final payment
- G - Performance & Paymt Bond
- I - Example Request for Quotation

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1. Introduction

The mission of the Purchasing Department is to provide fair and equitable treatment of all persons involved in public purchasing by the County, to maximize the purchasing value of public funds in procurement, and to provide safeguards for maintaining a procurement system of quality and integrity.

1.1. Summary

The purpose of this bid is to establish a firm, fixed percentage discount from manufacturer's and/or bidder's current catalog/supply/product information price list for the purchase and installation of various equipment and amenities for parks and playgrounds. The bid is also a means for qualifying vendors for ball park lighting services and court surfacing.

Bidders shall submit all inquiries regarding this RFB in the "Question and Answer" tab of the RFB. See "Inquiries/Questions" in the "Instructions to Bidders" below for more information.

Bidders are prohibited from contacting, by any means, whether orally, telephonically, electronically or in writing, any member of the Board, any County employee, including the County Manager, the County Attorney or the Commission Auditor, any member of the designated Evaluation Committee or any agent of the County regarding the Request for Bids in any respect during the Request for Bid Period. The Request for Bid Period during which no contact may occur commences from the date of publication of the notice of a Request for Bids and ends upon a Bid Decision becoming final, i.e. after the notice of bid protest period of 72 hours has expired. However, in the event of a notice of protest, the no contact rule continues in place during the Protest Period and does not end until a resolution of the protest has occurred and become final. The following exceptions exist to the no-contact rule:

- A. Inquiries may be submitted to the Purchasing Department if specifically provided in the Request for Bids;
- B. Pre-bid conferences provided for in the Request for Bids; and
- C. Formal presentations by Bidders to the designated Evaluation Committee or to the Board or any committee thereof specifically contemplated in the Request for Bids.

The Board reserves the right and power to reject any and all Bids without cause and to waive technical and non-technical or non-material defects in the Request for Bids or submittal of any Bid, and in its discretion to re-advertise the Request for Bids. The Board reserves the right to award Request for Bids which would be in the Best Interest of the County. Interested vendors are advised that the Clay County Board of County Commissioners has a local preference policy and Buy American policy. The complete policy for both can be viewed at: <https://www.claycountygov.com/government/purchasing/vendor-information>.

FOLLOWING THE BID OPENING AND TABULATION, A "NOTICE OF INTENT TO AWARD BID" OR A "NOTICE OF REJECTION OF ALL BIDS" WILL BE POSTED ON THE INTERNET

AT: <https://procurement.opengov.com/portal/claycounty?status=all>.

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THIS WEBPAGE CAN ALSO BE ACCESSED FROM THE HOMEPAGE OF THE COUNTY'S WEBSITE

AT: <https://www.claycountygov.com/government/purchasing/formal-bid-solicitations>

PROSPECTIVE BIDDERS ARE NOTIFIED THAT THE FAILURE TO INCLUDE A PROPER BID BOND OR OTHER SECURITY APPROVED UNDER THE COUNTY'S PURCHASING POLICY, IF REQUIRED FOR THIS REQUEST, WILL RESULT IN REJECTION OF THE BID AND SHALL, AS WELL AS THE FAILURE TO FILE A WRITTEN NOTICE OF PROTEST AND TO FILE A WRITTEN PETITION INITIATING A FORMAL PROTEST PROCEEDING WITHIN THE TIMES AND IN THE MANNER PRESCRIBED IN CHAPTER 8, SECTION I OF THE COUNTY'S PURCHASING POLICY SHALL, CONSTITUTE A WAIVER OF THE RIGHT TO PROTEST THE BID REQUEST, ANY ADDENDUM THERETO, OR THE BID DECISION, AS APPLICABLE, AND TO INITIATE A FORMAL PROTEST PROCEEDING UNDER THE PURCHASING POLICY. THE COUNTY'S PURCHASING POLICY CAN BE VIEWED AT THE COUNTY'S WEBSITE BY FOLLOWING THE APPROPRIATE LINKS FROM THE HOMEPAGE ADDRESS SET FORTH ABOVE.

IF A PROSPECTIVE BIDDER IS IN DOUBT WHETHER THIS REQUEST REQUIRES A BID BOND, SUCH PROSPECTIVE BIDDER IS SOLELY RESPONSIBLE FOR MAKING APPROPRIATE INQUIRY.

THE BOARD RESERVES THE RIGHT TO REJECT ANY AND ALL BIDS WITHOUT CAUSE AND TO WAIVE TECHNICAL AND NON- TECHNICAL OR NON-MATERIAL DEFECTS IN THE REQUEST OR SUBMITTAL OF ANY BIDS.

A PERSON OR AFFILIATE WHO HAS BEEN PLACED ON THE CONVICTED VENDOR LIST FOLLOWING A CONVICTION FOR A PUBLIC ENTITY CRIME MAY NOT SUBMIT A BID ON A CONTRACT TO PROVIDE ANY GOODS OR SERVICES TO A PUBLIC ENTITY, MAY NOT SUBMIT A BID ON A CONTRACT WITH A PUBLIC ENTITY FOR THE CONSTRUCTION OR REPAIR OF A PUBLIC BUILDING OR PUBLIC WORK, MAY NOT SUBMIT BIDS ON LEASES OF REAL PROPERTY TO A PUBLIC ENTITY, MAY NOT BE AWARDED OR PERFORM WORK AS A CONTRACTOR, SUPPLIER, SUBCONTRACTOR, OR CONSULTANT UNDER A CONTRACT WITH ANY PUBLIC ENTITY, AND MAY NOT TRANSACT BUSINESS WITH ANY PUBLIC ENTITY IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES, FOR CATEGORY TWO FOR A PERIOD OF 36 MONTHS FROM THE DATE OF BEING PLACED ON THE CONVICTED VENDOR LIST.

1.2. [Background](#)

The purpose of this bid is to establish a firm, fixed percentage discount from manufacturer's and/or bidder's current catalog/supply/product information price list for the purchase and installation of various equipment and amenities for parks and playgrounds. The bid is also a means for qualifying vendors for ball park lighting services and court surfacing.

1.3. [Contact Information](#)

If you need immediate assistance, at any point during the solicitation process, please email the Purchasing Department at: Purchasing@Claycountygov.com in addition to the Purchasing Department Staff Member listed below.

The Department information listed below is strictly for visibility. Bidders are not to contact any agent of the County regarding the Request for bids in any respect during the Request for Bid Period.

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Inquiries may only be submitted to the Purchasing Department.

Donna Fish

Buyer 1

P O Box 1366

Green Cove Springs, FL 32043

Email: donna.fish@claycountygov.com

Phone: [\(904\) 278-3761](tel:(904)278-3761)

Department:

Parks and Recreation

Department Head:

Justin Pierce

Parks and Recreation Director

1.4. Timeline

The proposed dates for the Evaluation Committee and Recommendation are subject to change.

It is the responsibility of the Bidder to monitor the [County's calendar](#) and [Board of County Commissioner Meeting Agendas](#) for any adjusted dates.

The County reserves the right to alter dates as needed.

Clay Today Advertisement Date	May 16, 2024
OpenGov Advertisement Date	May 16, 2024
Last Date of Inquiries	May 31, 2024, 4:30pm
Final Addendum	June 7, 2024, 4:30pm
Bid Due	June 13, 2024, 4:00pm
Bid Open	June 14, 2024, 9:00am Clay County Administration Building Fourth Floor, Conference Room B 477 Houston Street Green Cove Springs, Florida 32043