

**HART COUNTY BOARD OF COMMISSIONERS
800 Chandler Street
HARTWELL, GA 30643**

DATE: May 7, 2018

BID NOTICE

Sealed bids for **Sports Photography at the Hart County Recreation and Parks Department @ 200 Clay Street** subject to the conditions and provisions set forth in the attached bid package will be received at the Hart County Board of Commissioners office until **Thursday, June 7, 2018, at 3:30 PM**. The commodities and/or services must be furnished as described and specified in this package.

Bid will be awarded on **June 26, 2018**. The Recreation and Parks Director will contact the successful vendor to set up picture dates.

Bids must be received either via mail or hand delivered in a **sealed envelope**. Faxed bids will not be accepted.

Please address mailed bids, Fed-Ex, UPS, or hand delivered bids to:

HART COUNTY BOARD OF COMMISSIONERS
Betty Floyd
Attn: **Recreation Sports Photography**
800 CHANDLER STREET
HARTWELL, GA 30643

NOTE: Some "Next Day" deliveries may not get delivered to this office prior to the bid opening. Please be aware of this and make arrangements to have your bid here on time, as late bids will be rejected.

NOTICE: If you are downloading this information from a web page, you must register with Hart County at the contact information listed in **Section V, Interpretations or Addenda** or via email at bettyf@hartcom.net. This is the only way Hart County can be sure that you receive all addendum and relevant information for this bid.



**HART COUNTY RECREATION AND PARKS DEPARTMENT
BIDS FOR Sports Photography**

**DATE BIDS DUE:
Thursday, June 7, 2018
3:30 p.m.**

**BID FORM
HART COUNTY BOARD OF COMMISSIONERS
800 CHANDLER ST., HARTWELL, GA 30643**

The (Company) _____

submits herewith Bid in response to bid request in this package, and in compliance with the description(s) and/or specification(s) attached hereto:

PRICE:
(SEE ATTACHED BID FORM)

The following Addenda to the Bidding and Contract Documents are acknowledged:

Addendum No: _____ Dated: _____

Addendum No: _____ Dated: _____

OFFICIAL COMPANY
ADDRESS _____

CITY/STATE/ZIP _____

SIGNATURE _____

PRINT NAME _____

TITLE _____

PHONE _____

DATE _____

FAX# _____

EMAIL _____

Corporate Seal (if applicable)

**Hart County Recreation and Parks Department
Sports Photography BID FORM
2018 Season**

Package A

2 – 5x7 Individual Print

8 – wallets (individual)

1 – 5x7 Team

Price: \$ _____

Package B

1 - Composite Memory Mate

1 – 5x7 Individual Print

8 - wallets

Price: \$ _____

Package C

1 – 8x10

2 – 5x7 (individual)

8 wallets (individual)

Price: \$ _____

Package D

2 – Photo Buttons (individual)

Price: \$ _____

Additional Information:*

1) _____ % donation to the Recreation Department (gross or net) _____

2) Donation received on the day pictures taken? _____yes or _____no

3) Sponsor plaques provided? _____yes or _____no

4) Appreciation plaques provided for coaches? _____yes or _____no

5) Would prices remain the same for entire season (Aug. through Mar. –
Football/cheerleading and basketball)? _____yes or _____no

6) Photos delivered to rec. dept. or to parents?

7) Turn around time for photo delivery?

8) There are approximately 200-250 football players and cheerleaders in the football program and 125 to 150 basketball players each year. Actual numbers are determined during registration.

* Please provide any samples or attach additional information (i.e. additional packages or items offered) that your business may feel as relevant to this bid

***THANK YOU FOR YOUR CONSIDERATION
OF THE HART COUNTY RECREATION AND PARKS DEPARTMENT***

Company Name: _____

**BID SUPPLEMENTAL FORM
HART COUNTY BOARD OF COMMISSIONERS**

DATE: _____

NOTICE: *Hart County Purchasing Policy prohibits awards to a (1) county employee, (2) employee of a constitutional officer, (3) a Board of Commissioner Member, (4) Constitutional Officer or to a company/business where a county employee/Constitutional Officer holds any interest. These prohibitions also apply to immediate family members of those listed above. By signing below you are confirming that these prohibitions do not apply to your company/bid.*

References: Name Title Organization Phone Number email address

- 1.
- 2.
- 3.

_____ (Bidder) takes the following exceptions to the specification and bid documents: (Please include all changes or equivalent offerings to this bid below or on an additional sheet of paper) **(Important: See Section II)**

SIGNATURE: _____

Date: _____

I. GENERAL INFORMATION FOR BIDDERS

Hart County Reserves the right to reject any and all bids, further negotiate with one or more bidders, and waive any technicalities or informalities if it is deemed in the best interest of the County. Hart County assumes no responsibility in the costs incurred by the bidder in preparing a response.

It is the bidder's responsibility to verify all quantities and specifications are met to perform the work as specified herein, before submitting their bid. Price submitted shall include all labor and materials for completion of the work. In the event of a conflict between these specifications and any referenced specifications, the higher quality specification shall supersede. Qualities listed are approximate and may be varied at the discretion of the Owner.

All measurements given on the list of work to be done are approximate. It is the contractor's responsibility to verify all quantities and measurements necessary to perform the work as specified herein, before submitting their bid.

Bidders must bid the entire project. The County may choose to award any combination of the items or all of the items. The prices submitted will include all costs including screen-printing, overhead, profit, taxes (if applicable), etc... so that each item can be independently awarded depending on the amount of funds available.

Bids submitted and prices submitted shall be valid for 90 days after submittal of bids. After this 90 day period, the bidder has the right to withdraw his pricing or be awarded the work at the bid price should the County choose to award this work. If only one bid is received, the County may choose to not open the bid and solicit additional bids prior to opening all bids in a public meeting.

The Contractor shall be responsible for all damage or injury to property of any character resulting from any act, omission, negligence, or misconduct in the prosecution of the work. When any direct or indirect damage or injury is done to private or public property by or on account of any act, omission, negligence or misconduct in the execution of the work, the Contractor shall either restore at his own expense such property to a condition similar or equal to that existing before such damage or injury occurred; or shall make good such damage or injury in a manner acceptable to the owner of the damaged property and to the County.

If unit prices are required to be submitted with bid, these unit prices will be applied to any changes that occur in the project as directed by the owner through a formal change order. The unit prices submitted will include all expenses including engineering, profit, overhead or any other expenses occurring with the charged unit. Changes/unit prices will apply to both additions and deletions of work.

II. INTERPRETATIONS OR ADDENDA

Any questions concerning this invitation should be directed via fax or mailed to:

James A. Owens
Recreation & Parks Director
200 Clay Street
Hartwell, GA 30643
Fax: 706-376-8528
jowens@hartcountyga.gov

Hart County reserves the right to reject any or all bids, to further negotiate with one or more bidders, and to waive any technicalities and informalities, and to accept the bid deemed to be in the best interest of the County.

No oral changes or interpretations shall be made to any bidder regarding the Bid Documents or any part thereof. Every request for an interpretation shall be made in writing via fax, email, or U.S. mail to the contact information shown above.

Any inquiry received five or more days prior to the date fixed for acceptance of bids will be given consideration and addressed to all known bidders in the form of an Addendum. Any changes or interpretations to the specification shall also be in the form of an Addendum to the Bid Documents. All Addenda will be faxed and mailed to each person holding bid documents, but it shall be the bidder's responsibility to make inquiries as to the Addenda issued. All such Addenda shall become part of the Bid Documents and all bidders shall be bound by such Addenda, whether or not received by the bidders. It shall be the bidder's responsibility to ensure delivery of any and all requests for interpretations.

End of Bid packet