



**Ware County Recreation Department
1507 Grove Avenue
Waycross, Ga. 31501
912-287-4488 Fax 912-287-4485**

**INVITATION TO BID
YOUTH SPORTS TEAM TROPHY BID**

The Ware County Board of Commissioners is now accepting sealed bids for the purchase of **Sports Team Trophies** for the Ware County Recreation Department. Ware County has no intention of purposely eliminating any company from bidding. However, there are certain specifications that must be met or exceeded.

The Ware County Board of Commissioners reserves the right to reject any or all bids, with or without cause. Sealed bids will be accepted until Wednesday, May 11, 2011 and bids will be opened on that date at 10:30 a.m., at the Ware County Commission Office located at 800 Church Street, Suite 223, Waycross, Georgia. No late bids will be accepted. Awarding of the bid will take place at the next regular meeting of the Ware County Board of Commissioners and will be based on the lowest and/or best bid.

Questions regarding the scope of the project should be directed to the Ware County Recreation Director Rod Mitchell, (912) 287-4488. Questions regarding bid submittal or process should be directed to Elizabeth Hope (912) 287-4300.

Should your firm be interested in submitting a bid, please complete the attached forms, submit the sealed bid, marked **Recreation Trophies**, and mail or deliver to:

Ware County Board of Commissioners
Attn: Elizabeth Hope
800 Church Street, Suite 223
Waycross, GA 31501

Ware County
Opportunity in every direction.

SPECIFICATIONS

The Ware County Recreation Department has the following youth sports programs with estimated participants as listed below:

<u>Program</u>	<u>Estimated Number Of Participants</u>
<i>Basketball (Boys and Girls)</i>	<i>223</i>
<i>Baseball / Softball</i>	<i>319</i>
<i>Football (Flag and Tackle)</i>	<i>230</i>
<i>Cheerleading</i>	<i>84</i>

***Approximate number of 2010 participants*

Purchase volumes can and do vary, the above information is for informational purposes only, not a guarantee of future purchases.

Ordering:

- Any of the following ordering methods are acceptable: *online, by phone, by fax.*
- No minimum order shall be required.

Delivery Requirements:

- Deliveries must be made to each individual department as ordered.
- Deliveries are to be made between the hours of 8:00 a.m. and 4:30 p.m., Monday-Friday (excluding holidays).
- Delivery may be made via truck or national delivery service (UPS, Fed-Ex, etc).
- Vendor location must be within reasonable distance from Ware County Government offices, to allow for over-the-counter purchases.

Pricing:

- Pricing must include all costs and include cost of shipping and packing. No hidden fees.
- Pricing is fixed for the contract period.
- Please complete Attachment A-Pricing Sheet. Attachment A is a listing of the items purchased most frequently during 2010.
- Please list the discount offered for non-contract items on Attachment A.
- Please include a copy of your current catalog, if applicable, with your bid.
- The Ware County Board of Commissioners reserves the right to make purchases from other vendors on an emergency basis or should there be a substantial price difference favorable to Ware County.

Payment/Invoicing:

- Invoices should be sent directly to:
Ware County Recreation Department
1507 Grove Avenue
Waycross, GA 31501
- Payment Terms: Net 30 Days

Bid/Contract Period:

- The contract will be for a three (3) year period, with an annual option to renew. The first contract period will run from July 1, 2011-June 30, 2012. At any time during this period, there is a breach of contract by the vendor, the vendor will be notified in writing of contract termination. Rebidding will then be necessary.
- Vendor must notify Rod Mitchell, Recreation Department Director, 912-287-4488, of any changes that occur during the contract period.

ATTACHMENT A PRICING

Description	Manufacturer	Unit Price
Trophies		
Single Column With Marble Base and plastic sports figure		
4"		
6"		
Two Colum Team Championship Trophy with sports figure		
24"		
Two Column Team Runner-up Trophy with sports figure		
20"		
Plaques		
Award Ribbons 2" x 8"		
First Place		
Second Place		
Third Place		
Discount Rate for Non-Contract Items		%
Trophy Engraving Prices, Per Letter		

EXCEPTIONS

Please include detailed information regarding any exceptions that apply. If no exceptions, leave blank.

1. _____

2. _____

3. _____

4. _____

5. _____

BID AUTHORIZATION

Sign below in ink in the space provided. Unsigned bids will be considered incomplete and will be subject to rejection.

IT IS AGREED BY THE UNDERSIGNED BIDDER THAT THE SIGNING AND DELIVERY OF THIS BID REPRESENTS THE BIDDER'S ACCEPTANCE OF THE TERMS AND CONDITIONS OF THE SPECIFICATIONS AND PROVISIONS, AND IF AWARDED THIS BID, WILL PERFORM IN ACCORDANCE WITH THIS AGREEMENT.

BID SUBMITTED BY:

COMPANY NAME: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

TELEPHONE: _____

FAX: _____

SIGNATURE: _____

PRINTED NAME: _____

TITLE: _____

DATE: _____

STATEMENT OF NO BID

We, the undersigned, have declined to bid

- _____ Specifications too “tight”, i.e., geared toward one brand or manufacturer only
- _____ Insufficient time to respond to the Invitation to Bid.
- _____ We do not offer this product or services
- _____ Unable to meet specifications
- _____ Unable to meet Bond requirements
- _____ Specifications unclear (explain how)
- _____ Unable to meet Insurance requirements
- _____ Remove us from your Vendor’s List altogether
- _____ Other (specify below)

Remarks:

Company Name: _____
Signature: _____
Telephone: _____
Date: _____

ADDITIONAL INFORMATION

Is any owner or officer of the bidder an employee of Ware County or related as close as third cousin to a Ware County Commissioner or other elected official?

YES _____ NO _____

Local Vendors submitting a bid from Waycross and Ware County MUST have valid City and/or County business license.

Local Vendor: YES _____ NO _____

City License #: _____

County License #: _____

Date of Issue: _____

Any bid not containing this information will NOT be considered