



**BRYAN COUNTY, GA  
REQUEST FOR PROPOSALS  
FOR  
A POLE BARN AT HENDERSON PARK**

**SUBMISSIONS ARE DUE AT THE ADDRESS SHOWN BELOW NO LATER THAN**

**THURSDAY, SEPTEMBER 26TH, 2019 AT 2:00PM, EST**

**BRYAN COUNTY BOARD OF COMMISSIONERS  
Attn: Finance Director  
51 North Courthouse Street  
P.O. Box 430  
Pembroke, GA 31321**

**RFP-Pole Barn at Henderson Park**

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THE RESPONSIBILITY FOR SUBMITTING A RESPONSE TO THIS RFP ON OR BEFORE THE STATED DATE AND TIME WILL BE SOLELY AND STRICTLY THE RESPONSIBILITY OF THE OFFEROR.

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Bryan County is soliciting a **Request for Proposal (RFP)** for a Pole Barn located at Henderson Park. Proposers will be graded on the following criteria:

- 1) Qualifications and experience of the company and/or staff (15 points)
- 2) Design, materials, & installation/construction of the pole barn (35 points)
- 3) Total cost (NTE \$50,000) and completion date of project (50 points)

Each of the above four criteria above will be reviewed by the Bryan County Commission. The successful applicant will be the proposer with the highest score.

The attached desired specifications or similar define the optimal finished product

#### INFORMATION TO VENDORS

1. RFP TIMETABLE

The anticipated schedule for the RFP is as follows:

RFP Released	Monday, September 9, 2019
Mandatory Pre-Bid Meeting	Wednesday, September 18, 2019 at 10:00AM, EST-Richmond Hill
Submittal deadline	<b>Thursday, September 26, 2019 at 2:00PM, EST-Pembroke, GA</b>
<b>Tentative</b> Award Date	Tuesday, October 8, 2019 at 5:30PM, EST-Richmond Hill, GA

2. BID SUBMISSION

Five (5) copies and one (1) soft copy of the complete signed submittal must be received **THURSDAY, SEPTEMBER 26, 2019, AT 2:00PM, EASTERN STANDARD TIME**. Proposals must be submitted in a sealed envelope or box stating on the outside, the vendor's name, address, the **Pole Barn at Henderson Park** to:

**Bryan County Board of Commissioners  
Attention: Finance Director-John Rauback  
P.O. Box 430  
51 North Courthouse Street  
Pembroke, GA 31321**

Soft copy\* is defined as various types of media that include but are not limited to: disc or flash drive to send a copy of the electronic proposal. Soft copies are to be included in the sealed submission. Vendors should **not** email or fax

copies of bids If vendors email or fax soft copies, vendor may be immediately disqualified. Soft copies will not be returned.

### **Hand Delivery**

Hand delivered copies may be delivered to the above address ONLY between the hours of 8:00AM and 5:00PM EST, Monday through Friday, excluding holidays observed by the Bryan County Government. For a complete listing of holidays, please visit [www.bryancounty.org](http://www.bryancounty.org).

3. **CONTACT PERSON**

Vendors are encouraged to contact **John Rauback, Finance Director at (912) 653-3899, by or email [jrauback@bryan-county.org](mailto:jrauback@bryan-county.org)** to clarify any part of the RFP requirements. All questions that arise prior to the DEADLINE FOR QUESTIONS due date shall be directed to the contact person in writing via email. Any unauthorized contact shall not be used as a basis for responding to this RFP and may result in the disqualification of the vendor's submittal.

Vendors may not contact any elected official or other county employee to discuss the bid process or bid opportunities except through the Finance Director named herein.

4. **ADDITIONAL INFORMATION/ADDENDA**

Bryan County will issue responses to inquiries and any other corrections or amendments it deems necessary in writing via email.

5. **LATE SUBMITTAL AND LATE MODIFICATIONS**

Submittals received after the due date and time will not be considered. Modifications received after the due date will not be considered. Bryan County Government assumes no responsibility for the premature opening of a proposal not properly addressed and identified, and/or delivered to the proper designation.

6. **REJECTION OF PROPOSALS/CANCELLATION**

Bryan County Government reserves the right to reject any and all submittals and reserves the right to waive any irregularities or informalities in any submittal or in the submittal procedure, when to do so would be to the advantage of Bryan County. Bryan County reserves the right to cancel this RFP at any time.

7. **MINIMUM RFP ACCEPTANCE PERIOD**

Submittals shall be valid and may not be withdrawn for a period of 90 days from the date specified for receipt of submittals.

8. NON-COLLUSION AFFIDAVIT

By submitting a response to this RFP, the vendor represents and warrants that such proposal is genuine and not a sham or collusive or made in the interest or in behalf of any person not therein named and that the vendor has not directly or indirectly induced or solicited any other vendor to put in a sham proposal, or any other person, firm or corporation to refrain from submitting and that the vendor has not in any manner sought by collusion to secure to that vendor any advantage over any other vendor.

By submitting a proposal, the vendor represents and warrants that no official or employee of Bryan County Government has, in any manner, an interest, directly or indirectly in the proposal or in the contract, which may be made under it, or in any expected profits to arise there from.

9. COST INCURRED BY VENDORS

All expenses involved with the preparation and submission of the RFP to the Bryan County Board of Commissioners, or any work performed in connection therewith is the responsibility of the vendor(s).

10. OPEN RECORDS

All materials submitted in connection with this RFP will be public documents and subject to the Open Records Act and all other laws of the State of Georgia, the United States of America and the open records policies of Bryan County Board of Commissioners. All such materials shall remain the property of Bryan County and will not be returned to the respondent.

11. TAXES

Bryan County Government is tax exempt. No sales tax will be charged on any products or services. Bryan County cannot exempt any other person/vendor from applicable sales taxes that may be required of them in relations to this project. Selected vendor will be provided with Bryan County's Sales and Use Tax Certificate of Exemption number upon request.

The Bryan County Commission will select the firm deemed in the judgment of the Commission to be the most qualified, best suited, and who best meets the requirements of the Commission among those submitting Proposals. This RFP shall in no manner be construed as a commitment on the part of the Commission to execute a contract, to pay any cost incurred in the preparation of proposals to this request, or to procure or contract for any services. The Commission reserves the right to reject any proposal, which in its opinion does not have adequate qualifications. Furthermore, the Commission reserves the right to reject any or all proposals and to advertise for new proposals for any reason(s) or for no reason(s). The Commission reserves the right to waive minor irregularities and/or formalities.

The Proposer selected must procure and maintain at its sole expense the following types and amounts of insurance throughout the Term of the Agreement, which amounts may be adjusted by the Commission in the future, protecting the Proposer and Commission from claims and actions set forth in the indemnity provisions of this Agreement:

(1) General Liability Insurance - no less than One Million Dollars (\$1,000,000) each occurrence, Combined Single Limit ("CSL"), bodily injury and property damage, including Employer's non-ownership liability and hired auto coverages as applicable.

All Proposals and other materials or documents submitted by Proposer in response to this RFP will become the property of the Commission. The Commission is subject to open records requirements of the State of Georgia Statute 50-18-70, and as such, all materials submitted by Proposer to Commission are subject to disclosure. Proposer specifically waives any claims against the Commission related to the disclosure of any materials if made under a public records request.

If you have any questions, please contact John Rauback, Finance Director, at [jrauback@bryan-county.org](mailto:jrauback@bryan-county.org) or at (912) 653-3899.

No interpretation or clarification of the RFP will be made to any Proposer verbally. If any prospective Proposer wishes to question or has doubt as to the meaning of any part of the RFP, a written request for a clarification or interpretation must be submitted by email to [jrauback@bryan-county.org](mailto:jrauback@bryan-county.org). All such interpretations and any supplemental information will be sent to each Proposer at the respective email address furnished for such purposes prior to the date fixed for the deadline for Proposals. Failure of any Proposer to receive any such addendum or interpretation shall not relieve said Proposer from any obligation contained therein.