

**SEBASTIAN COUNTY JUDGE**  
**Purchasing Department**  
35 South 6th Street  
Fort Smith, Arkansas 72901  
(479) 784-1502 Fax (479) 784-1550

September 14, 2014

**NOTICE TO:** Qualified Bidders

**SUBJECT:** Request for Proposal, Bid Number SC – 1417

Sebastian County is interested in receiving sealed written proposals for furnishing the products/services specified in the attached Request For Proposal (RFP). Complete details regarding the products and/or services required by the County, and instructions for participating in the bid process, are included in the attached bid package.

Bids must be received by the time and date indicated in the RFP. Bids received after the time and date set for opening will not be considered.

Bidders who do not wish to submit bids must submit a "No Bid" to continue to be eligible for retention on the Bid List. The Bid List is periodically reviewed and bidders who have not responded to proposal requests are deleted.

If you are interested in submitting a bid, please be sure that the requirements of the RFP are completed since failure to meet the requirements could cause your bid to be rejected.

Any questions regarding the Bid Invitation should be directed to the Purchasing Department, (479) 784-1502.

Paul Schlaefli  
Purchasing/Facilities Administrator  
Sebastian County

Attach: RFP

# Request for Proposal

Sebastian County, Arkansas

**COVER SHEET**

**SECTION I**

**BID NUMBER:** SC-1417

**TITLE:** Ben Geren Soccer Field Sod Installation

**OPENING:** DATE: September 30, 2014  
TIME: 2:00 p.m.  
PLACE: Sebastian County Courthouse  
35 South 6th Street, Room 106  
Fort Smith, Arkansas

**MAIL SEALED PROPOSALS TO:** Sebastian County Purchasing Dept.  
35 South 6th Street, Room 106  
Fort Smith, Arkansas 72901

**ON OUTSIDE OF PROPOSAL SHOW:** (1) Return address  
(2) Bid opening date  
(3) Bid number & title

**BIDDER MUST COMPLETE THE FOLLOWING INFORMATION:**

NAME OF BIDDER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP CODE: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_ FAX Number: \_\_\_\_\_ Email: \_\_\_\_\_

**INSTRUCTIONS:**

1. Unit prices and extensions are required on proposal form.
2. **Return *three* copies of Section I (Cover Sheet) and Section II Proposal), and any other documents required by the specifications.**
3. Proposals must be signed to be accepted.
4. Any trade discounts should be deducted and net prices shown.
5. Bidder must guarantee product(s) offered will meet or exceed specifications contained in this Request for Proposals.
6. Bidding procedures will be in compliance with Arkansas Laws.
7. **QUOTE:** F.O.B. destination.
8. **TERMS:** Net 30 days.

# Proposal Form

**BID NO. SC-1416**

**Section II**

We, the undersigned, agree to furnish the products and/or services indicated below in accordance with the specifications and conditions contained herein, at the bid price shown.

It is expressly agreed and understood by and between the parties hereto, and is made a condition precedent to the entering into of any purchase agreement resulting from this invitation to bid, that the County Judge, Sebastian County, shall determine any and all questions or disputes which may arise concerning conformity to the specifications and conditions, and proposals; and the quantity, suitability, and acceptability of all items to be furnished hereunder; and his decision as to such matters shall be final, binding, and conclusive upon the parties hereto.

That this Request For Proposal and proposals submitted hereunder shall be governed by the laws of the State of Arkansas.

We, the undersigned, affirm that this proposal is made on behalf of the undersigned, and is made without collusion on the part of any person, firm or corporation; and that the conditions and other provisions have been carefully examined and are agreed to.

Ben Geren Soccer Field Sod Installation (This project will be done in phases)

Description	Total Price
Field 11(240'x360')	\$ _____
Field 5(240'x360')	\$ _____
Field 12(240'x360')	\$ _____
Tax	\$ _____
Total Bid	\$ _____

Written Amount \$ \_\_\_\_\_

Amounts shall be in both written form and figures. In case of a discrepancy between the written amount and the figures, the written amount will govern.

Contractor's License No. \_\_\_\_\_

Exceptions to specifications: NO \_\_\_\_\_ YES \_\_\_\_\_ (Attach itemized list)

From: \_\_\_\_\_ Signature: \_\_\_\_\_  
(Vendor) (Printed name & signature)

Date: \_\_\_\_\_ Title: \_\_\_\_\_

## General Conditions

Bid No. SC-1417

Section III

1. Bids must be received no later than the date and time set for bid opening. **Bids must be sealed.** Bids may be withdrawn, modified or corrected by the bidder after it has been submitted provided a written request to do so is filed with the County Judge prior to the time set for opening the bid. Telegrams or letters received prior to the time set for opening the bids will be accepted and attached to the unopened bid, and the bid will be considered withdrawn, modified, corrected, or otherwise changed accordingly. **NO BID MAY BE WITHDRAWN, MODIFIED, CORRECTED, OR OTHERWISE CHANGED AFTER THE TIME SET FOR OPENING THE BIDS.**
2. Specifications are designed to describe the type and quality of the product/services desired by the County. They are not intended to restrict bidding on any like product/service of equal or higher quality. Any exceptions to the specifications must be noted on a separate sheet by reference to the item number in the specifications where the exception is taken. If no exceptions are submitted with the Proposal, and accepted by the County, bidders will be expected to comply with the specifications. Products and/or services will be inspected for compliance prior to acceptance.
3. Prices quoted will be considered net prices unless otherwise stated by the bidder in the proposal. Bid prices must remain firm for 60 days unless otherwise stated in the specifications.
4. It shall be understood and agreed that any material or product purchased under this bid shall be new and in first class condition unless otherwise stated in or required by the bid invitation.
5. **Bids must be signed to be accepted.** Signature must be that of the individual authorized to obligate the bidder who is submitting the bid or proposal.
6. **State and Local Sales Taxes shall be stated as a separate item and shall not be included in the bid price of the product/services being proposed. If no taxes are so stated, the County will assume that any taxes due have been included in the price quoted and no additional taxes will subsequently be added to the bid price. The County is Sales Tax Exempt on motor vehicle purchases.**
7. **BIDS WILL BE EVALUATED BASED UPON COMPLIANCE WITH THE SPECIFICATIONS, BID PRICE, APPLICABILITY AND SUITABILITY OF THE PRODUCT/SERVICES BEING OFFERED, PRODUCT AND VENDOR RELIABILITY, WARRANTY, DELIVERY TIME, AND SUCH OTHER FACTORS DEEMED APPROPRIATE TO ASSURE THE COUNTY RECEIVES A QUALITY PRODUCT MOST ADVANTAGEOUS TO THE COUNTY.**
8. Assignment of any part or all of payments accruing under contracts or purchase agreements resulting from this Invitation to Bid will not be authorized. Payment shall only be made to the Contractor or vendor with whom the order is placed.
9. The County reserves the right to accept part or all of any specific bid or bids, and to accept any bid or bids with or without trade-in whichever is most advantageous to the County.
10. The Sebastian County Judge reserves the right to reject any or all bids/proposals, to accept any deemed most advantageous to the County, and to waive any formalities.
11. Attention of bidders is particularly called to the requirements as to conditions of employment to be observed. Bidders are advised that Arkansas State Department of Labor Prevailing Wage Rates **may** apply to this project should the base bid for all labor and materials reach the \$75,000 amount specified by State Law.

## Specifications for Sod Materials

Bid No. SC-1417

SECTION IV

**A. General:** The sod supply contractor shall furnish all labor, material and equipment required to complete the work described herein, in strict accordance with the drawings and/or terms of the contract.

**B. Materials:**

1. **Sod Variety:** Sod shall be Tiff Bermuda 419 or alternate of same or equal quality. Prior to installation, the contractor shall provide written submittal with verification from the Tiff Bermuda 419 or alternate that the selected local grower is licensed to produce and sell sod. **Substitutions of sod will be accepted only by prior approval.**
2. **Thickness of Cut:** Sod shall be machine cut at uniform soil thickness of 0.60 inch (15 mm), plus or minus 0.25 inch (6 mm), at the time of cutting. Measurement for thickness shall exclude top growth and thatch.
3. **Pad Size:** Individual pieces of sod shall be cut to the supplier's standard width and length. Maximum allowable deviation from standard widths and lengths shall be plus or minus 0.5 inch (15 mm) on width and plus or minus five percent on length. Broken pads and torn or uneven ends will not be acceptable.
4. **Strength of Sod Sections:** Standard size sections of sod shall be strong enough that it can be picked up and handled without damage.
5. **Moisture Content:** Sod shall not be harvested or transplanted when its moisture content (excessively dry or wet) may adversely affect its survival.
6. **Mowing Height:** Before harvesting, the shall be mowed uniformly at a height of 1 to 2.5 inches (25 to 60 mm).
7. **Time Limitations:** Sod shall be harvested, delivered and installed/transplanted within a period of 24 hours, unless a suitable preservation method is approved prior to delivery. Sod not transplanted within this period shall be inspected and Sebastian County prior to its installation.

(NOTE: Items 8 through 10 of the following "Material Standards" may also be specified when not using certified or approved sod.)

8. **Thatch:** Sod shall be relatively free of thatch, up to 0.5 inch (15 mm) allowable (uncompressed).
9. **Diseases, Nematodes and Insects:** Sod shall be reasonably free of diseases, nematodes and soil-borne insects. Specific nursery and/or plant materials laws may require that all sod entering inter-state commerce be inspected and approved for sale. The inspections and approval must be made by the appropriate government representative of the agriculture department or office of entomologist.

- C. Delivery and Off-Loading:** Sod shall be delivered to the site specified in this contract and off-loaded using equipment furnished by the sod supply contractor. Palletized or large-roll sod shall be off-loaded at the location(s) designated for this purpose at the installation site.
- D. Acceptance:** Acceptance will be given by the contractor or owners upon satisfactory completion of each delivery to the area(s) as indicated on the drawings of as otherwise specified and after an SOD CERTIFICATE is presented.
- E. Payment:** Specifications of method of payment, retainer and final payment shall be customary to the industry in this area. Payment will only be made after approval of the SOD CERTIFICATES.

## Specifications for Sod Transplanting and Installation

Bid No. SC-1417

SECTION V

- A. General:** The sod supply contractor shall furnish all labor, material and equipment required to complete the work described herein, in strict accordance with the drawings and/or terms of the contract.
- B. Grading:** All previously established grades shall be maintained in conformance with the drawings and/or applicable specifications.
- C. Time Limitations:** Sod shall be transplanted/installed within a period of 24 hours following harvesting, unless a suitable preservation method is approved prior to delivery. Sod not transplanted within this period shall be inspected and approved by the inspecting officer or his representative prior to its installation.
- D. Transplanting:**
- 1. Moistening the Soil:** During periods of higher than optimal temperature for the species being specified, and after all unevenness in the soil surface has been corrected, the soil shall be lightly moistened immediately prior to installation of the sod.
  - 2. Starter Strip:** The first row of turfgrass sod shall be laid in a straight line, with subsequent rows placed parallel to and tightly against each other. Lateral joints shall be staggered to promote more uniform growth and strength. Care shall be exercised to insure that the pieces are not stretched or overlapped and that all joints are butted tightly to prevent voids that would cause air drying of the roots.
  - 3. Sloping Surfaces:** On 3:1 or greater slopes, traditional size (1 sq yd/1sq m) sod shall be laid across the angle of the slope (perpendicular), with staggered joints and secured by tamping, pegging, stapling or other approved methods of temporarily securing each piece. Large-roll sod shall be laid in the direction of the slope, with temporary securing being at the discretion of the installation contractor.
  - 4. Swales and Intermittent Waterways:** The installation of turfgrass sod within drainways or intermittent waterways shall be determined after considering maximum channel velocities for storms of a designated intensity. Tradition size turfgrass sod shall be laid perpendicular to the direction of flow and pegged to resist washout during the establishment period, while large-roll pieces shall be laid in the direction of the flow, with temporary securing being at the discretion of the installation contractor.
  - 5. Watering and Rolling:** The installation contractor shall water the sod immediately after transplanting to prevent excessive drying during progress of the work. As sodding is completed in any one section, the entire area shall be lightly rolled. It shall then be thoroughly watered to a depth sufficient that the underside of the new sod pad and soil immediately below the pad are thoroughly wet. The general contractor shall be responsible for having adequate water available at the site prior to and during installation.

- E. Acceptance:** Acceptance of the transplanted sod shall be on a daily basis, within 12 hours of completion of an area or section, unless otherwise specified.
- F. Disclaimer:** The installation contractor shall not be held liable for damages incurred to the sod as a result of de-icing compounds, fertilizers, pesticides or other materials not applied by him or under his supervision, nor for those caused by acts of God or vandalism.
- G. Guarantee:** The installation contractor shall guarantee work covered by this specification to the extent that all transplanted sod shall be uniform in color, leaf texture and shoot density and be reasonably free of visible imperfections at acceptance.
- H. General Contractor's Responsibility:** The general contractor shall be responsible for maintaining the accepted sodded area until the effective date for sod maintenance operations. The effective date shall be specified in a written notice from Sebastian County.
- I. Payment:** Specifications of method of payment, retainer and final payment shall be customary to the industry in this area.

## Specifications for Maintenance of Transplanted Sod

Bid No. SC-1417

SECTION VI

- A. **General:** The sod contractor shall furnish all labor, material and equipment required to complete the work described herein, in strict accordance with the drawings and/or terms of the contract.
- B. **Watering:** The owner shall supply adequate water to the site. The single-most important factor in the successful rooting of newly installed sod is adequate, regular watering. Watering should begin immediately after installation. The amount of water required will vary depending upon season, weather, temperature, wind, slope, and sod variety. The owner shall designate the contractor to ensure adequate water supply and application.
1. **First Week:** The contractor shall provide all labor and arrange for all watering necessary for rooting of the sod. Soil on sod pads shall be kept moist at all times. In the absence of adequate rainfall, watering shall be performed daily or as often as necessary during the first week and in sufficient quantities to maintain moist soil to a depth of at least 4 inches (100 mm). Watering should be done during the heat of the day to prevent wilting.
  2. **Second and Subsequent Weeks:** The contractor shall water the turfgrass sod as required to maintain adequate moisture in the upper 4 inches (100 mm) of soil, necessary for the promotion of deep root growth.
- C. **Mowing:** The first mowing shall not be attempted until the sod is firmly rooted and securely in place. Not more than 30 percent of the grass leaf shall be removed by the initial or subsequent mowings. Care shall be taken to assure cutting blades are maintained in a sharp condition. Sodded area shall be maintained between 1.5 and 2.5 inches (40-60 mm), unless otherwise specified.
- D. **Time Limitations:** Duration of maintenance responsibilities shall be for 30 days unless otherwise specified.
- E. **Disclaimer:** The installation contractor shall not be held liable for damages incurred to the turfgrass sod as a result of de-icing compounds, fertilizers, pesticides or other materials not applied by him or under his supervision, nor for those caused by acts of God or vandalism.
- F. **Guarantee:** The installation contractor shall guarantee work covered by this specification to the extent that all transplanted sod shall be uniform in color, leaf texture and shoot density and be reasonably free of weeds, diseases and other visible imperfections at acceptance.
- G. **Payment:** Specifications of method of payment, retainer and final payment shall be customary to the industry in this area.