



## Lawton Park Tennis Courts Renovation Bid Packet

The City of Hartsville is seeking bids from licensed and qualified vendors to renovate two (2) tennis courts at Lawton Park located at 716 Prestwood Dr., Hartsville, South Carolina. Sealed bids will be received at City Hall until **February 26, 2016 at 2:00 pm.** All bids are subject to the provisions of the conditions outlined in this document.

Bids shall be opened promptly at City Hall in the 2<sup>nd</sup> floor conference room at the above stated time and date. The contents will be read aloud and recorded. The bid will not be awarded by the Purchasing Agent. Council reviews and approves all bids.

Bids must be submitted in a sealed envelope with "Bid #0216 Lawton Park Tennis Courts" clearly marked on the outside of the envelope for easy identification by the City of Hartsville. Facsimile or email submittals will not be accepted. Any bids received later than the specified time will not be accepted/considered. The City will not be responsible for late submission caused by the postal service, other carriers, or any other delivery problems regardless of the reason. Bids submitted by mail, Federal Express, United parcel Service, etc. must meet these same requirements and should be addressed to:

Mailing Address:

City of Hartsville  
Attn: Gina Tiller, Purchasing Dept.  
P.O. Drawer 2497  
Hartsville, SC 29551

Physical Address:

City of Hartsville  
Attn: Gina Tiller, Purchasing Dept.  
100 E Carolina Ave  
Hartsville, SC 29550

This request for bids does not commit the City of Hartsville to award a contract, to pay any cost incurred in the preparation of qualification statements or to procure or contract for the articles of goods or services. The City of Hartsville reserves the right to accept or reject any or all qualification statements received as a result of this request, to negotiate with any or all qualified Offerors, or to cancel in part or in its entirety this proposal, if it is in the best interest of the City to do so.

## **Instruction to bidders**

A responsible bidder means a bidder who has the capability in all respects to perform fully the requirements mentioned in the bid document and the integrity and reliability which will assure good faith performance.

A responsive bidder means a bidder who has submitted a bid which conforms in all respects to the invitation to bid requirements.

DEVIATIONS: Any deviations from the specifications contained herein, must be noted in detail on the respondents response for the City of Hartsville's consideration. Failure to submit documentation of deviations shall be grounds for rejection of the item offered to the City of Hartsville.

CHANGES: Any changes to the specifications in this invitation to bid package shall be in writing and an addendum will go out to all prospective respondents so each respondent can compete equitably.

INQUIRIES: Questions concerning this invitation to bid should be directed to the City Purchasing Agent, Gina Tiller in writing by e-mail at [gina.tiller@hartsvillesc.gov](mailto:gina.tiller@hartsvillesc.gov). The deadline for the submission of all inquiries is **February 19, 2016 at 5:00 pm.** **Any changes to the specifications in the bid package shall be in writing in an addendum. All Addendums will be posted on the City of Hartsville website at [www.hartsvillesc.gov](http://www.hartsvillesc.gov). It will be the responsibility of bidders to check the website for addendums.**

Bids must be signed by an individual legally authorized to offer the pricing and response to this invitation to bid. And bid that is not signed will be discarded.

**The bid sheet on page 5 must be used in order for the bid to be accepted.**

## **Purpose of project**

The proposed project will provide a durable sport surface on which public play may be optimized. The City of Hartsville will accept bids on renovation of 2 courts and additional improvements.

The respondent shall perform or provide any and all professional services related to the project and obtain all required permits.

**Scope of Services**

Bids should address all aspects of the proposed project, including but not limited to:

**Surface Preparation:** The contractor will prepare the courts for surfacing in accordance with the following steps.

- a. Clean, scrape and power wash courts as needed.
- b. Cracks will be cleaned and filled with acrylic fortified crack filler by hand. The repaired areas will be ground off smooth to blend with the rest of the surface.

**Court Surfacing:** The contractor will surface the courts in accordance with the following steps.

- a. Sand filled acrylic resurfacer will be applied over the entire court area in **TWO** layers.
- b. Sand filled color coatings will be applied as specified in two colors with **TWO** layers over the entire court.
- c. The courts will be lined off to USTA standards with one undercoating to help prevent fuzzy lines and two white coats textured to match the new surface. (**FOUR COAT SYSTEM**).

<b>Court nearest water</b>	<b>Clean existing asphalt, fill cracks, apply color coating, new lines with junior lines</b>
<b>Center court</b>	<b>Remove asphalt, add soil and sod. Install irrigation system. Install 10' Sun Trend shade shelter with seating. Install trash can. Install pathways to seating.</b>
<b>Court nearest road</b>	<b>Install Versa Court tile on existing asphalt court, with junior lines</b>
<b>Perimeter fencing</b>	<b>Remove all existing fence and install new at consistent height (black, hunter green, brown are recommended standard colors), with double gate for mower access to center section</b>
<b>Center court fencing</b>	<b>10' height intersecting external fencing, drop to 3-4' in center with opening in middle</b>

### **Criteria for Bid**

Companies are requested to submit three (3) copies of the bid to the City of Hartsville. The bid should include the following specifications/scope of work, taking into consideration but not limited to the following:

1. Estimated costs of project
2. Experience of the Company and a list of three references
3. Quality of Service
4. Timeliness of Completion of work
5. A City of Hartsville business license will be required (for cost information contact Finance Department at 843.383.3015). This will be required once awarded a contract agreement.
6. Provide certificates of insurance for general liability for \$1,000,000, auto liability for \$1,000,000 and workers compensation with city listed as additional insured.
7. Ability to sign a SC Illegal Immigration Reform Act Affidavit

Bids should include a surface material which provides at a minimum a 5 (five) year warranty. In additions, the bids should include a crack repair system, which provides at a minimum, a two (2) year warranty against the re-occurrence of the repaired cracks.

The City of Hartsville shall select colors of court surfacing to include outlying court area, playing court surface and striping. The City will also provide access to the site and provide an area adjacent to the court for the purpose of storing and preparing materials. A water and electrical source will be provided if possible.

Bidders are invited to visit the project site and examine the existing tennis courts prior to bid.

Satisfactory evidence that the bidder has the necessary capital, equipment and personnel to do the work may be required

**It is the intent of the City of Hartsville to review the bids for Lawton Park Tennis Court renovation which provide the best value to the citizens of Hartsville. If selected, the successful responder shall have 45 days for completion of the project from the date of issuance of a Notice to Proceed.**

**THE CITY RESERVES THE RIGHT TO ACCEPT OR REJECT ANY AND ALL BIDS IN  
WHOLE OR IN PART.**

[www.hartsvillesc.gov](http://www.hartsvillesc.gov)



**Invitation to Bid**

**Project: Lawton Park Tennis Courts Renovation No. 0216**

**Bid Due Date: 2:00 pm, Friday, February 26, 2016**

Total cost (including tax) including materials, equipment, fuel, labor, supervision, and all other resources necessary to complete the project as described in the invitation to bid. You may attach documentation and any breakdown of cost.

**TOTAL BID:** \$ \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature                      Printed Name                      Date

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Federal Tax ID                                      Email Address

\_\_\_\_\_  
Mailing Address (include zip code)

\_\_\_\_\_  
Telephone Number                                      Fax Number