

**COUNTY OF BARNSTABLE**  
**PURCHASING**  
**DEPARTMENT OF FINANCE**

**Elaine Davis**  
Chief Procurement Officer

SUPERIOR COURT HOUSE  
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**Invitation for Bids**

Barnstable County is seeking sealed bids for Golf Course Materials and Services for the Municipal Golf Courses and other Political Subdivisions in Barnstable County for the period of March 1, 2017 through February 28, 2018.

Bid specifications may be obtained from the Barnstable County Purchasing Department, Superior Court House, P.O. Box 427, Barnstable, Massachusetts 02630.

Bids will be received at the Superior Court House, Office of the County Commissioners, Purchasing Department, 3195 Main Street, P.O. Box 427, Barnstable, MA 02630, on or before **January 12, 2017 at 10:00AM.**

Sealed envelopes containing bids shall be clearly marked "**Bid- Golf Course Materials -2017**".

**NOTE: One original and three (3) copies of each bid shall be submitted. NO faxed proposals will be accepted.**

The County of Barnstable reserves the right to accept or reject any or all bids, to waive any informality contained therein, and to award the contract as decided to be in the best interest of the County.

All bids for this project are subject to the provisions of Massachusetts General Laws, Chapter 30B.

The County of Barnstable fully complies with federal, state, and local laws and directives governing equal opportunity, affirmative action and non-discrimination in all county activities and actively solicits bids/proposals from MBE/WBE businesses in accordance with County policy.

Dated at Barnstable, Massachusetts, this 19th Day of December, Two Thousand and Sixteen.

Elaine Davis  
**Chief Procurement Officer**

# **BID FOR GOLF COURSE MATERIALS and SERVICES**

***BID IS FOR THE PERIOD OF MARCH 1, 2017 THROUGH FEBRUARY 28, 2018  
for  
MUNICIPAL GOLF COURSES and Other Political Subdivisions***

## **GOLF COURSES**

***Bass River Golf Course, Yarmouth  
Bayberry Hills Golf Course, Yarmouth***

***Cranberry Valley Golf Course, Harwich***

***Dennis Pines Golf Course, Dennis  
Dennis Highlands Golf Course, Dennis***

***Captain's Golf Course, Brewster***

***Olde Barnstable Fairgrounds Golf Course, Barnstable***

***Sandwich Hollows Golf Course, Sandwich***

***Bid prices are also available for use by municipalities in Barnstable County.***

## **General Information and Bid Submission Requirements**

Barnstable County is requesting bids for Golf Course Materials and Services for the Municipal Golf Courses in Barnstable County, and other political subdivisions.

### **Bid Delivery**

All bids must be delivered to:  
Barnstable County Purchasing Department  
3195 Main Street  
PO Box 427  
Barnstable, MA 02630

***Bids must be delivered by **January 12, 2017 at 10:00 AM.** Late bids will not be accepted.***

One original and two copies of the bid should be submitted. Bids must be sealed and marked as follows: Golf Course Materials – 2017.

All bids must include a non-collusion form, tax compliance certificate, bid pricing sheet, and reference form as provided in this IFB.

### **Bid Signature**

A bid must be signed as follows: 1) if the bidder is an individual, by her/him personally; 2) if the bidder is a partnership, by the name of the partnership, followed by the signature of each general partner; and 3) if the bidder is a corporation, by the authorized officer, whose signature must be attested to by the clerk/secretary of the corporation, and with the corporate seal affixed.

### **Time for Bid Acceptance**

The contract will be awarded within 60 days after the bid opening. The time for award may be extended for up to 45 additional days by mutual agreement between Barnstable County and the apparent lowest responsive and responsible bidder (or, for a contract requiring payment, the apparent highest responsive and responsible bidder.)

### **Changes and Addenda**

If any changes are made to this IFB, an addendum will be issued. Addenda will be e-mailed or faxed to all bidders on record as having picked up the IFB.

### **Questions about the IFB**

Questions concerning this invitation for bids must be submitted in writing via fax, email or regular mail no later than January 5, 2016 to:

Elaine Davis  
PO Box 427  
3195 Main Street  
Barnstable, MA 02630  
Fax: (508) 362-4136

Email: [edavis@barnstablecounty.org](mailto:edavis@barnstablecounty.org)

Written responses will be e-mailed or faxed to all bidders on record as having picked up the IFB.

### **Modification or Withdrawal of Bids, Mistakes, and Minor Informalities**

A bidder may correct, modify, or withdraw a bid by written notice received by the County prior to the time and date set for the bid opening. Bid modifications must be submitted in a sealed envelope clearly labeled "Modification No.\_\_\_\_" to the address listed in part one of this section. Each modification must be numbered in sequence, and must reference the original IFB.

After the bid opening, a bidder may not change any provision of the bid in a manner prejudicial to the interests of the City or fair competition. Minor informalities will be waived or the bidder will be allowed to correct them. If a mistake and the intended bid are clearly evident on the face of the bid document, the mistake will be corrected to reflect the intended correct bid, and the bidder will be notified in writing; the bidder may not withdraw the bid. A bidder may withdraw a bid if a mistake is clearly evident on the face of the bid document, but the intended correct bid is not similarly evident.

If this bid is received electronically, bidders are solely responsible for obtaining and completing required attachments that are identified in this bid and for checking for any addenda or modifications that are subsequently made to this bid or attachments. Barnstable County accepts no liability and will provide no accommodation to bidders who fail to check for amended bids and submit inadequate or incorrect responses.

Bidders may not alter (manually or electronically) the bid language or any bid documents. Unauthorized modifications to the body of the bid, specifications, terms or conditions, or which change the intent of this bid are prohibited and may disqualify a response.

### **Right to Cancel/Reject Bids**

Barnstable County reserves the right to cancel this IFB, or reject in whole or in part any and all bids, if it is determined that cancellation or rejection serves the best interest of Barnstable County.

### **Bid Prices to Remain Firm**

All bid prices submitted in response to this IFB must remain firm for 60 days following the bid opening.

### **Unforeseen Office Closure**

If, at the time of the scheduled bid opening, Superior Courthouse is closed due to uncontrolled events such as fire, snow, ice, wind, or building evacuation, the bid opening will be postponed until 2:00 p.m. on the next normal business day. Bids will be accepted until that date and time.

## **Purchase Description/Scope of Services**

### **CONTRACT TERM**

The contract is in effect from March 1, 2017 through February 28, 2018. Vendors must submit bids based on prices for the contract period. ***NO Increases in pricing will be allowed during the bid period. Bidders will be held to their bid prices or will be considered non-responsible bidders and may not be considered for future contracts.***

Awarded vendors will be required to submit a usage report to the County indicating the amount of each product they have sold and to which locations.

All prices must be F.O.B., freight prepaid.

Because of the distinct disparity in both quality and cost of certain products, it has been determined that no other manner of description suffices and therefore, proprietary specifications (brand names) have been used for these items.

### **FERTILIZER AND/OR PELLETIZED LIME BIDS**

All bids to include delivery to the maintenance building, during working hours:  
Before 2:00 p.m. Monday through Friday, except Holidays.

All products must be delivered within two (2) weeks  
of order unless otherwise specified.

Bidders can provide a price per bag or a price per bag applied, but it is not required to bid both. An award will be made for each category.

### **CHEMICAL BIDS**

All chemicals must be labeled for turf use  
(All names used or equal)

All vendors must be licensed in Massachusetts and  
registered with the Department of Food and Agriculture.

All bids to include delivery during working hours:  
Before 2:00 p.m. Monday through Friday except Holidays.

**In an emergency, materials may be purchased from an alternate  
vendor providing that the cost is less than \$1000.00**

All deliveries within five (5) working days of order- verbal order or purchase order.  
All orders **MUST** be accompanied by any applicable MSDS Sheet.

A minimum of two (2) weeks notice must be given to any contractor spreading granular pesticides.

## **APPLICATION SPECIFICATIONS**

### **TYPES OF EQUIPMENT**

- A. Tractor drawn, single axle, floatation tires, single spinner spreader. Capacity not to exceed two (2) tons. Minimum capacity - 1500 lbs. PTO spreader, traction feed. Variable spreading width - minimum 60 feet wide.

OR

- B. A demonstrated method of application that ensures similar accuracy, speed, mobility, low soil compaction and the capability to make accurate variable delivery rates acceptable to the individual superintendent. The Superintendent will have the total authority to determine acceptability of application methods.
- C. All materials to be in properly labeled bags and handled by applicator. Application to be billed by the number of bags applied. The Superintendent may accept other packaging methods at his discretion.

### **NUMBER OF APPLICATIONS**

Time of application to be decided by Superintendent or Designee.  
Formulation determined by the Superintendent.

Amount of material determined by the Superintendent.

### **Rule for Award**

Contracts will be awarded to the responsive, responsible bidder offering the lowest price on each item. If an item is listed and followed by a line requesting a substitute the award for the substitute will be given to the vender offering the lowest price. Substitutes must contain the minimum active ingredients per gallon or per pound.

### **Required Documents:**

- Attachment A: Reference Form
- Attachment B: Certificate of Non-Collusion and Tax Compliance – *Please use as the cover sheet for your bid documents.*
- Attachment C: Bid form. Please do not return all bid pages, only those which you are bidding on. Bids must be submitted in hard copy; however, vendors are encouraged to also submit a copy of their bid on cd or flashdrive.

**ATTACHMENT A: REFERENCE FORM**

Bidder: \_\_\_\_\_

IFB Title: \_\_\_\_\_

**Bidder must provide references for:**

Bidder must submit a complete list of all current customers from whom they have supplied these materials for at least two (2) years, with contact names and telephone numbers.

Reference: \_\_\_\_\_ Contact: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Description and date(s) of supplies or services provided: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reference: \_\_\_\_\_ Contact: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Description and date(s) of supplies or services provided: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reference: \_\_\_\_\_ Contact: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Description and date(s) of supplies or services provided: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*attach additional sheets if necessary*

**ATTACHMENT B**

**PLEASE USE THIS SHEET AS THE COVER PAGE FOR YOUR BID**

## **Non-Collusion Form and Tax Compliance Form**

### **CERTIFICATE OF NON-COLLUSION**

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

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Signature of individual submitting bid or proposal

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Name of business

### **TAX COMPLIANCE CERTIFICATION**

Pursuant to M.G.L. c. 62C, §49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

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Signature of person submitting bid or proposal

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Name of business

Any person or corporation which fails to execute this document  
will be considered a non-responsive bidder  
and will be rejected pursuant to MGL Chapter 30B.