



Date: January 13, 2022

Invitation for Bid (IFB) 23-10: Golf Course Maintenance Supplies

Due date for receipt of Quotes: Thursday, February 3, 2022, at or before 2:00 pm. Late quotes will not be considered.

Quotes must be emailed to Procurement@ColumbiaAssociation.org.

Questions regarding this IFB may be addressed to Michael Bost at (410) 423-4108 or via email to Michael.Bost@columbiaassociation.org.

The Columbia Association (CA) seeks bids for golf course maintenance supplies for the Hobbit's Glen and Fairway Hills Golf Clubs. All prices should be quoted FOB Destination, inclusive of all applicable freight and delivery charges. There will be multiple deliveries required throughout the year.

Facility locations:

Hobbit's Glen Golf Club
11130 Willow Bottom Drive
Columbia, MD 21044

Fairway Hills Golf Club
5100 Columbia Road
Columbia, MD 21044

Ethics in Procurement:

By submitting a bid, the Consultant agrees to adhere to the Columbia Association's policy on ethics in purchasing. This policy prohibits an employee and any immediate family member from receiving incentives, gifts, gratuities or favors of any kind from Consultants seeking business or engaged in business transactions with the Columbia Association. Neither the employee nor any of the employee's immediate family had or will have involvement in or influence in any way the selection of a Consultant to do business with the Columbia Association whereby the employee or the employee's immediate family will receive personal benefit.

Minority Business Enterprises:

Minority Business Enterprises, Women Owned Business Enterprises and Disabled Owned Business Enterprises will be afforded equal opportunity to submit Bids or Proposals in response to this Procurement and will not be subject to discrimination on the basis of race, color, sex, or national origin in consideration for award.

CA will establish guidelines and document efforts to attain its goal to procure Twelve Percent (12%) of the total dollar value in eligible procurements from MBEs, WBEs and DBEs.

CA recognizes Minority Business Enterprise (MBE) certification from the State of Maryland, Howard County, MD and the City of Baltimore. Please provide with your proposal a copy of your certificate if you are certified with any of these governmental agencies.

Sustainability:

The Columbia Association is committed to the procurement of goods and services that have less detrimental environmental and social impacts than competing goods and services. IFBs and RFPs shall endeavor, to the extent possible, to specify sustainable goods and services, and at the same time consider the value received and benefit to the environment in return for the expenditure. Goods and services should, for example, be more energy efficient, conserve water, reduce the use of fuel, generate less pollution and toxins, use recycled materials, and/or minimize waste.

Contract Term:

The contract term will be March 15, 2022 through March 14, 2023.

Payment Terms:

CA shall pay the selected vendor(s) within thirty (30) days of receipt of a properly prepared invoice from the vendor, and acceptance of same by CA.

Price Changes:

Notice of price changes are to be given in writing fifteen (15) working days in advance of such changes. It will be the responsibility of the contractor to inform CA in writing of any or all price increases. Should an order be placed before such notification, the contractor will be obligated to honor either the ordered price or the changed price whichever is less. Should price changes result in costs exceeding the budget appropriations for that item, CA may reject such changes and the contractor will have no further obligation to CA under the contract.

Pricing Schedule:

Please complete the pricing schedule that has been provided in accordance with this bid. The pricing schedule has been provided separately from the bid document, in a Microsoft Excel file format. Kindly email your completed pricing schedule in a Microsoft Excel file format to Procurement@ColumbiaAssociation.org. Also, provide information on lead times, minimum order requirements and return policy.

NOTE: Prices quoted should be FOB Destination. CA is subject to the State of Maryland 6% sales and use tax.

CA recognizes Minority Business Enterprise (MBE) certification from the State of Maryland, Howard County, MD and the City of Baltimore. Indicate below if your firm is certified with any of these governmental agencies and provide a copy of your certification letter with your bid.

MBE Status:

Hispanic Owned

African American Owned

Asian Owned

Disabled Owned

Native American Owned

Female Owned

REFERENCES

1.

| | |
|------------------------------|--|
| Company Name | |
| Address | |
| Name of Contact | |
| Telephone Number | |
| Email Address | |
| Contract Value (Annual) | |
| Brief Description of Project | |

2.

| | |
|------------------------------|--|
| Company Name | |
| Address | |
| Name of Contact | |
| Telephone Number | |
| Email Address | |
| Contract Value (Annual) | |
| Brief Description of Project | |

3.

| | |
|------------------------------|--|
| Company Name | |
| Address | |
| Name of Contact | |
| Telephone Number | |
| Email Address | |
| Contract Value (Annual) | |
| Brief Description of Project | |

**COLUMBIA ASSOCIATION
NO BID RESPONSE FORM**

In order to help us improve the quality of our solicitations, and to make our procurement process more responsive and business friendly, we ask that you take a few minutes and provide comments and suggestions regarding this solicitation. If you have chosen not to respond, please email this completed form to the attention of Michael Bost at: Michael.Bost@columbiaassociation.org

**Title: Golf Course Maintenance Supplies
Solicitation Number: 23-10**

1. If you have chosen not to respond to this solicitation, please indicate the reason(s) below:

- Other commitments preclude our participation at this time.
- The subject of the solicitation is not something we ordinarily provide.
- We are inexperienced in the work/commodities required.
- Specifications are unclear, too restrictive, unreasonable, etc. (Explain in REMARKS section)
- The scope of work is beyond our present capacity.
- Doing business with the CA is too complicated. (Explain in REMARKS section)
- We cannot be competitive.
- Time allotted for completion of bid/proposal is insufficient.
- Time allotted for completion of work is insufficient.
- Start up time is insufficient.
- Insurance requirements are restrictive.
- Prior CA contract experience was unprofitable or otherwise unsatisfactory.
- Payment schedule too slow.
- Other: _____

2. If you have submitted a response to this solicitation, but wish to offer suggestions or express concerns, use the REMARKS section below. (Attach additional pages as needed.)

REMARKS:

Vendor Name: _____ Date: _____

Contact Person: _____ Phone (____) _____ - _____

Address: _____

E-mail : _____