



Date: January 12, 2022

Invitation for Bid (IFB) 23-11: Supply of Various Turf Grass Sod for Hobbits Glen and Fairway Hills Golf Clubs

Due date for receipt of Quotes: Thursday, January 20, 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 the supply of various types of turf grass sod for the Hobbit's Glen and Fairway Hills Golf Clubs. All prices should be quoted FOB Destination. Freight charges shall be quoted as a separate line item on the pricing schedule. There will be multiple deliveries required throughout the year. It is anticipated that the awarded firm(s) will ship the sod to the locations identified below, but there may be times where CA decides to pick up the order directly from the awarded firm's facility particularly when a Less Than Truck Load (LTL) order is required. If your firm offers discounted pricing for LTL shipments, please provide the pricing information with your bid submission.

Please note that CA may make multiple awards in response to this Invitation for Bid (IFB). Additionally, all bid pricing must remain firm for the first six (6) months of the contract term.

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 Vendor 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 Vendors 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 Vendor 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 1, 2022 through February 28, 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 vendor to inform CA in writing of any or all price increases. Should an order be placed before such notification, the vendor 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.

Guarantee:

The bidder guarantees that all products offered (or used in the installation of those products) carry a guarantee against any and all defects for a minimum period of one year from acceptance or as stated in CA's written solicitation. The bidder must correct any and all defects in material and/or workmanship which may appear during the guarantee period by repairing, (or replacing with new items or new materials, if necessary) any such defect at no cost to CA and to CA's satisfaction. Should a manufacturer's warranty or guarantee exceed the requirements stated above, the guarantee or warranty will be the primary one used in the case of defect. Copies of manufacturer's warranties must be provided upon request. All warranties and guarantees must be in effect from the date of acceptance by CA of the goods or services. The bidder guarantees that all work shall be accomplished in a workmanlike manner and the bidder must observe and comply with all Federal, State, County and local laws, ordinances and regulations in performing the services listed. Goods and materials provided under this contract must be of first quality, latest model and of current manufacture, and are not of such age or so deteriorated as to impair their usefulness or safety. Items that are used or demonstrator models are unacceptable.



Pricing Schedule: Invitation for Bid (IFB) 23-11: Supply of Various Turf Grass Sod

Directions: Please provide a per sq. foot price for each item on the pricing schedule below. It is not required to provide pricing on every item listed on the pricing schedule.

Note: Actual requirements under this contract will vary depending on seasonal weather conditions. CA’s average annual expenditure for sod is approximately \$50,000.00 per year for both golf courses. Additionally, CA is subject to the State of Maryland 6% sales and use tax.

Bid Item	Product Description	Unit Price Per Sq. Foot	MD TAX (6%) Per Sq. Foot	Extended Price Per Sq. Foot
1	Turf Type Tall Fescue	\$	\$	\$
2	007 Bent grass Greens Height - Washed	\$	\$	\$
3	Zeon Zoysia – Fairway Height	\$	\$	\$
4	HGT Bluegrass – Fairway Height	\$	\$	\$
5	Patriot Bermuda – Fairway Height	\$	\$	\$
6	Meyer Zoysia – Fairway Height	\$	\$	\$

Bid Item	Item Description	Unit Price
7	Freight – 18 wheeler (16 Pallets + Fork Lift)	\$
8	Freight – Smaller Truck (10 Pallets + Fork Lift)	\$

To be delivered _____ days after receipt of Purchase Order

The bidder certifies that this bid is made without any previous understanding, agreement, or connection with any person, firm, or corporation making a bid for the same project, without prior knowledge of competitive prices, and is in all respects fair, without outside control, collusion, fraud, or other illegal action.

The undersigned proposes to furnish in accordance with the Invitation for Bid:

Federal Tax Identification Number: _____

Firm Name: _____

Address: _____

Authorized Person: (Printed) _____

Authorized Signature: _____

Title: _____ Date: _____

Phone No. _____ Fax No. _____

E-mail _____

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

**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: Supply of Various Turf Grass Sod
Solicitation Number: 23-11

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 : _____