

BILL C. PEACOCK
Director - Purchasing



DOUGLAS COUNTY BOARD OF COMMISSIONERS
PURCHASING DEPARTMENT

8700 Hospital Drive • Douglasville, GA 30134
Telephone (770) 920-7247 • Fax (770) 920-7219

August 13, 2019

Subject: Douglas County, Georgia, Board of Commissioners
Request for Qualifications – Connect Douglas Transit Services
Website Design and Implementation
Solicitation No. 19-016

Dear Ladies/Gentlemen:

Enclosed please find the Douglas County Board of Commissioners, Request for Qualifications, covering Connect Douglas Transit Services Website Design and Implementation for the Douglas County Transit Services Division, Douglas County, Georgia.

Your sealed bid, one (1) original unbound and two (2) bound copies, in response to this Request are due **no later than 2:00 p.m. ET, Friday, September 13, 2019**. All sealed bids must be submitted to the Douglas County Purchasing Department, 8700 Hospital Drive, Douglasville, GA 30134. All bids must be submitted by this date and time and will be publicly opened. You are invited to attend, or submit your bid prior to the deadline as stated in the attachments. Each response should be marked on the outside of the envelope with: **“Sealed Qualifications for Website Design Solicitation Number 19-016”**.

Questions regarding this Invitation to Bid are to be delivered to:

Douglas County Purchasing Department
Mr. Bill Peacock, Purchasing Director
8700 Hospital Drive
Douglasville, Georgia 30134
Fax: 770.920.7219
Email: bpeacock@co.douglas.ga.us

All questions must be received by 5:00 p.m., ET, Tuesday, September 3, 2019 either by e-mail, mail or fax. No questions by telephone will be accepted. All responses will be provided by 5:00 p.m. ET, Tuesday, September 10, 2019. No other County staff or officials associated with this Project should be contacted regarding this bid.

Thank you in advance for your interest and we look forward to your participation.

Sincerely,


Bill C. Peacock
Purchasing Director

Attachments

web site: CelebrateDouglasCounty.com

e-mail: bpeacock@co.douglas.ga.us

Persons With Hearing Or Speech Disabilities Who Need To Contact Douglas County May Place Their Call Through The Georgia Relay Center At (800) 255-0056 (Text Telephone) Or (800) 255-0135 (Voice Telephone).

Douglas County Board of Commissioners
Purchasing Department

Request for Qualifications

CONNECT DOUGLAS TRANSIT SERVICES
WEBSITE DESIGN AND IMPLEMENTATION
SOLICITATION 19-016

August 13, 2019

The Douglas County Board of Commissioners is seeking a qualified firm/individual to design and implement a new web presence for its Connect Douglas Transit Services Division. All information for interested vendors, and Qualification documents may be obtained at the office of the Douglas County Purchasing Department, (770.920.7247), located on the third floor of the Douglas County Courthouse, at 8700 Hospital Drive, Douglasville, Georgia.

Sealed Qualifications in response to this Invitation will be received by the:

Mr. Bill Peacock
Douglas County Purchasing Director
8700 Hospital Drive
Douglasville, Georgia 30134

One original and two copies should be mailed or hand delivered to the Purchasing Department.

The Qualifications due date is September 13, 2019 no later than 2:00 PM ET. Qualifications will be opened at 2:00 PM ET on the Due Date in the Purchasing Qualification Opening Room on the third floor of the Courthouse. You are invited to attend, or submit your Qualification prior to the deadline. Each response should be marked on the outside of the envelope with: **“Sealed Qualifications for Website Design Solicitation Number 19-016”**.

The purpose of the new website will be to promote, advertise and spotlight all of the services and programs offered by Connect Douglas. These include the new fixed/flex route bus services and accompanying paratransit service, commuter vanpool service, transportation voucher program for senior adults and individuals with disabilities, trip planning and Xpress bus service provided by the Georgia Regional Transportation Authority. Other programs may need to be added later.

The intent is to have a main landing page which will include easy navigation to sections about the various services. The website will be colorful and attention-getting, user-friendly and will contain essential information about all Connect Douglas services. Another goal is to have registration forms and applications that can be completed and submitted online, and an online payment option for some services.

The Connect Douglas website will be separate from the current Douglas County website, CelebrateDouglasCounty.com. The domain name will be www.connectdouglas.com. Once the Connect Douglas website is completed and tested, the firm/individual will place the website online for use by the public. All work will be completed under the direction of the Connect Douglas Division Manager or his designee.

This notice is a Request for Qualifications from interested firms/individuals. Submissions should include the background and experience of individuals who will be involved in the project, references and samples of previous successfully completed projects.

Connect Douglas will review the qualifications and will choose a firm/individual with whom it desires to negotiate a contract.

Payment will be determined during negotiations between Connect Douglas and the firm/individual, and will be based on factors such as the number of pages in the website and the complexity of the design and fillable forms.

The Connect Douglas office in the Douglas County Transportation Center, 8800 Dorris Road, Douglasville, GA 30134.

The contact for this project is Gary Watson, Connect Douglas Transit Services Division Manager, 770-920-7516, or gwatson@co.douglas.ga.us.

Douglas County reserves the right to waive any informalities, to reject any and all Qualifications, to evaluate Qualifications, to accept portions of any Qualifications and to accept any Qualification, which in its opinion, may be in the best interest of the County. The County reserves the right to add to or delete from the contract after the contract has been awarded.

No Qualification will be received or accepted after the above specified date and time of the Qualification opening. Qualifications submitted after the designated date and time will be deemed invalid and returned unopened to the vendor.

No Qualification may be withdrawn within thirty (60) days after the Qualification opening and all Qualifications shall remain firm during this period.