



Macon-Bibb County, Georgia

INVITATION FOR BIDS

FOR

Inmate Showers-New Tile

135-40
910-73
914-83

BID NUMBER: 17-003-KMB

ISSUED: August 19, 2016

BIDS DUE NO LATER THAN 12:00 NOON ON THURSDAY, September 29, 2016

Macon-Bibb County Procurement Department
700 Poplar Street
Suite 308
Government Center
Macon, Georgia 31201

I. GENERAL

A. Invitation

1. Notice is hereby given that the Macon-Bibb County Board of Commissioners will receive sealed bids in the Procurement Department, Suite 308, Macon-Bibb Government Center, 700 Poplar Street Suite 308, Macon, Georgia 31201, until **12:00 o'clock NOON** at the time legally prevailing in Macon, Georgia on Thursday, September 29, 2016 for Inmate Showers-New Tile for the Macon-Bibb County Sheriff Department.
2. **NO BIDS WILL BE ACCEPTED AFTER THIS DESIGNATED TIME.**
3. Bids will be publicly opened in the Macon-Bibb County Procurement Department Conference Room on Thursday, September 29, 2016 at 2:00 pm.
4. Minority, Women Owned and other Disadvantaged Business Enterprises are encouraged to participate in the solicitation process. Additionally, respondents are encouraged to use M/W/DBE subcontractors where possible. Small and other disadvantaged businesses requiring assistance with the competitive process can contact Dr. James Louis Bumpus, Director of Small Business Affairs at (478) 951-2192 or jbumpus@maconbibb.us .

B. Bid Documents

1. Bid documents may be examined and obtained at the Macon-Bibb County Procurement Department, Suite 308, Macon Bibb Procurement Conference Center, 700 Poplar Street Suite 308, Macon, Georgia 31201, by calling (478) 803-0554, or may be viewed and downloaded from the Macon-Bibb County Procurement Page www.maconbibb.us/purchasing

C. Pre-Bid

A pre-bid conference is scheduled for 10:00 o'clock a.m., September 14, 2016 at 668 Oglethorpe Street, Macon, Georgia 31201. The meeting will be followed immediately by a site visit to be hosted by the Project Manager's team. This pre-bid is mandatory; contractor must be present in order to submit a response.

D. Bids

1. Envelopes shall be identified on the outside as
"17-003- KMB- Inmate Showers-New Tile"
And delivered by hand or mailed to:

Macon-Bibb County Procurement Department
700 Poplar Street Suite 308
Macon, Georgia 31201

E. Local Preference

1. Macon-Bibb County reserves the right to award bids to County businesses and merchants whose bid is within five percent (5%) of the lowest responsive and responsible non-local bid which conforms in all respects to this Invitation for Bids.

F. Validity

1. No bid may be withdrawn for a period of ninety (90) days after time has been called on date of bid opening.

G. Contract Award

1. The contract, if awarded, will be based on an individual basis or whichever award serves the best interest of Macon-Bibb County or the funding source.
2. Guidelines in the award of this contract will be Section 36-10-2.2, Official Code of Georgia Annotated.
3. Upon award of the Contract, a pre-construction meeting will be held to discuss the project and to establish a schedule of work.

The contract shall be awarded by the buyer to the lowest responsible and responsive bidder provided that where a non-local vendor has submitted the lowest bid, a local vendor whose price is within five (5) percent of the lowest bid, and whose price is lower than other local vendors, shall be treated as the lowest bidder, and provided further that, after consultation with the using department and approval by the county manager or the mayor, the buyer may award a contract to other than the lowest responsible and responsive bidder based on "best value" to Macon-Bibb County. The basis for any award based on best value shall be documented in writing by the buyer.

Best value shall be determined based on the following criteria:

- (1) The ability, capacity and skill of the bidder or firm to perform the contract or provide the services required;**
- (2) The capability of the bidder or firm to perform the contract or provide the service promptly or within the time specified without delay or interference;**
- (3) The character, integrity, reputation, judgment, experience and efficiency of the bidder or firm;**
- (4) The quality of performance of previous contracts or services;**
- (5) The previous and existing compliance by the bidder or firm with laws and ordinances relating to the contract or services;**
- (6) The sufficiency of the financial resources and ability of the bidder or firm to perform the contract or provide the services;**
- (7) The quality, availability and adaptability of the supplies or services to the particular use required;**
- (8) The number and scope of conditions attached to the bid by the bidder or firm, if any;**
- (9) Price, provided that where a non-local vendor has submitted the lowest bid, a local vendor whose price is within five (5) percent of the lowest bid, and whose price is lower than other local vendors, shall be treated as having submitted the lowest bid;**
- (10) Preference shall be granted to local vendors as against non-local vendors that are otherwise equal with respect to the above criteria.**
- (11) For contracts involving the use of S.P.L.O.S.T. funding, the degree and manner to which a bidder or firm intends to utilize local labor; non-labor, and administrative**

H. Excise Taxes

1. Any material that is to be incorporated into the work of this project may be consigned to Macon-Bibb County in care of the contractor. If the shipping papers show clearly that any such materials is so consigned, the shipment shall be exempt from the tax on transportation of property under the provisions of Section 3478(b) of the Internal Revenue Code, as amended by Public Law 180-78th Congress.
2. The Contractor shall pay all transportation charges.
3. Each bidder shall take this exemption into account in calculating his bid.

II. INSTRUCTIONS TO BIDDERS

A. Definitions

1. Wherever the term “Owner”, “County”, or “Macon-Bibb County” occur in these specifications, it shall mean Macon-Bibb County, a political subdivision of the State of Georgia acting through the Macon-Bibb County Board of Commissioners.
2. Wherever the term “work” occurs in these specifications, it shall mean the work as defined herein, including, all labor, materials, equipment, transportation, and supervision necessary to complete the contract.

B. Bidder’s Representation

1. Each bidder, by making his bid, represents that he has:
 - a) Read and understands the bidding documents; and,
 - b) Visited the site and become familiar with the local conditions under which the work is to be performed.
 - (1) Bidders shall examine the areas wherein work of this project is to be carried out and shall take into consideration all conditions that might affect his work.
 - (a) Failure of the bidder to inspect firsthand the areas affected by work in this project shall not relieve him of the obligation to comply fully with the scope of the work as defined herein.
 - (b) No consideration will be given any claim based on lack of knowledge of existing conditions, except where the Contract Documents make definite provisions for adjustment of cost or extension of time due to existing conditions that cannot be readily ascertained.

C. Document Discrepancies

1. Should the bidder find discrepancies in, or omissions from the documents, he shall at once notify the Macon-Bibb County Procurement Department.
2. Requests for Interpretations of Specifications shall be made in writing to the Macon-Bibb County Procurement Department not later than five (5) days prior to receipt of bids, email preferred, to kbradley@maconbibb.us.
3. Any subsequent instructions to bidders will be issued in the form of addenda to the specifications and sent to the bidder. All addenda shall be enumerated in the Bid Form.

4. All definitions set forth in the specifications are applicable to this Instruction to Bidders, the Bid Form and the proposed Contract Documents including, but not limited to, drawings, project manual, and any addenda issued prior to receipt of bids.
 - a) Addenda are written or graphic instruments issued prior to the execution of the Contract that may modify or interpret the bidding documents by deletion, additions, clarifications or corrections.
 - b) Addenda will become part of the Contract Documents when the Contract is executed.

D. Submittals

1. In order for bids to be considered, the complete bid document package shall be submitted including each of the following completed **Required Submission Documents** as Attachment "A".

Bidder Information Form
Bidder's Qualification Form
List of Sub-Contractors
Bidder Minority Participation Goal
Financial & Legal Stability Statement
Insurability Statement
E-Verify Affidavit
Debarment Form

Reservations

1. The bidder acknowledges that Macon-Bibb County reserves full freedom (in addition to the right to reject any and all bids) in awarding bids to consider all available factors including, but not limited to, price, the provision of needed and unneeded features, usefulness to the using department and prior County experience. In addition, the bidder recognizes the right of the Owner to reject a bid if the bidder failed to furnish any required submittals on the date required by the bidding documents, or if the bid is in any way incomplete or irregular. Hence the County may award bids to other than the lowest bidder if in the judgment of the Board of Commissioners the interest of the County will be best served by award to another.

Scope of Services

The Bibb County Sheriff's Office (LEC) is accepting bids for removing the existing tile and replacing with new tile in eighteen (18) inmate showers at The Law Enforcement Center (LEC) The contractors awarded the project will be responsible to obtain all permits and inspections as required.

- Contractor shall demo the showers and if necessary, re-build any flooring or walls needed for the new tile installation.
- The contractor shall be responsible for all tools, material, labor and supervision needed to complete the project.
- Only new material shall be used.
- Existing walls are 4-inch concrete blocks.
- Grout shall be epoxy.
- A water barrier shall be placed under the tile.
- Floor tile shall be one (1) inch white tile. Wall tile size shall be left to the discretion of the contractor and shall be white. The LEC Maintenance Engineer will review tile specifications with the contractor before the project

begins.

- Contractors shall replace shower partitions and soap holders.
- The Sheriff's Office shall be responsible for setting toilets and urinals.
- Trash disposal shall be the responsibility to the contractor. An onsite location can be made available for a dumpster.
- Contractors shall provide a time line for project completion and a description of how they plan to accomplish the project.
- Photographs may be taken but **shall not** contain images of inmates.
- Contractors may use their own price sheets but must have a grand total.

III. SPECIAL CONDITIONS

A. General

1. All work to be performed as part of this specification shall comply with all codes, ordinances and regulations applicable to the contract, including, but not limited to:
 - a) International Building Code
 - b) State and Local Building Code
 - c) Georgia Department of Transportation (D.O.T.)
 - d) Occupational Safety and Health Administration (OSHA)
 - e) Other Federal, State, or Local Codes

B. Layout of Work

1. The Contractor shall verify all existing conditions and contiguous work and lay out his work there from, providing for himself all other necessary measurements, lines and levels, and shall assume the responsibility for the correctness of the layout of the work.

C. Work Area

1. The Contractor shall confine his operations to as small an area as possible, using only the areas designated for on-site storage.
2. The Contractor shall protect all surrounding adjoining private and public property, taking every precaution to prevent damage or injury to trees, shrubs, curbs, sidewalks, driveways and fences along or adjacent to the work. Should damage occur, the Contractor shall restore, at his expense, any such property damage or injuries by his operations to a condition equal to that existing before such damage or injury was done, by repairing, rebuilding or otherwise restoring as may be directed by, and to the satisfaction of the Owner.
3. In case of failure on the part of the Contractor to restore such property, or make good such damages or injury, the Owner may, after forty-eight (48) hours written notice, proceed to repair, rebuild, or otherwise restore such property as may be deemed necessary, and the cost thereof shall be deducted from any monies due or which may become due the contractor under this contract.

D. Vandalism

1. The Contractor shall take every precaution not to leave equipment and materials where they can

be reached and used for defacing new or existing work at any time.

E. Extension of Time

1. In the event the work under this project is delayed by neglect, delay, or default of any other Contractor or the Owner, or by any damage which is the result of an Act of God, or by a general strike of the employees, the Contractor shall have reason to claim for delay and request an extension of time to complete the contract.

F. Inspection

1. Inspectors may be appointed to inspect all materials used and all work performed. Such inspection may extend to all or any part of the work and to the preparation of manufacture of the materials to be used. The inspectors will not be authorized to revoke, alter, enlarge or relax the provisions of this specification, nor will they be authorized to approve or accept any portion of the completed work or to issue instruction contrary to the plans and specifications. The inspector shall have authority to reject defective material and to suspend work that is being improperly done, subject to the final decision of the Inspector.
2. It is mutually agreed between the parties to the contract that to prevent all disputes and misunderstandings between them in relation to any of the provisions contained in these specifications, or their performance by either of said parties, the Owner shall serve as the referee to decide all matters of construction of the specifications and of the terms of the contract, and as to all matters arising or growing out of said contract and his decision shall be final and binding upon both parties.
3. The Owner and his inspectors shall have free access to all parts of the work, and to all material intended for use in the work. The work will be inspected as it progresses, but failure to reject or condemn defective work at the time it is done will in no way prevent its rejection whenever it is discovered before the work is finally accepted and approved, nor will final acceptance and approval constitute waiver by the County of any right of action for defective work or the failure to perform the contract according to its terms.

IV. EXECUTION

A. General

1. It is the intent of this specification to provide for the Inmate Showers-New Tiles, for the Macon-Bibb County Government, Macon, Georgia.

B. Specifications

1. The Contractor shall provide all services as outlined in Attachment "B"- Specifications, attached hereto and incorporated herein.

V. WARRANTY

- A. The Contractor shall guarantee all labor and workmanship for minimum of three (3) years from date of Completion.

BID FORM

Macon-Bibb County Board of Commissioners
Kimberly Bradley, Procurement Officer III
Macon-Bibb County, Procurement Dept.
700 Poplar Street Suite 308
Macon, Georgia 31201

DATE: _____

Re: 17-003-KMB- **Inmate Showers-New Tile**
Macon-Bibb County
Macon, Georgia

Dear Mrs. Bradley:

1. We have examined the Specifications, related documents and the site of the proposed Work, and are familiar with all the conditions surrounding this project, including the availability of materials and labor, and hereby bid to furnish all materials and labor, and to complete the project in accordance with the Contract Documents, within the time set forth herein, and at the prices stated below. These prices are to cover all expenses incurred in performing the Work required under these Specifications, of which this bid is part.
2. ADDENDUM RECEIPT:
 - a. We acknowledge our responsibility to ensure that all addenda have been received prior to the submission of a bid.
 - b. Bidder acknowledges receipt of the following addenda:
Addendum No. _____ Dated _____
Addendum No. _____ Dated _____
3. We agree to commence actual physical work on site, with an adequate force and equipment within the timeframe presented in the specifications and to complete fully all work within the stated timeframe following notice to proceed.
4. We agree that this bid may not be revoked or withdrawn after the time set for the opening of bids and shall remain open for acceptance for a period of ninety (90) days following such time.
5. In case of written notification by mail, telegraph, or delivery of the acceptance of this bid within ninety (90) days after the time set for the opening of bids, the undersigned agrees to execute within ten (10) days a Contract for the Work for the below stated compensation.
7. We hereby certify that we have not, nor has any member of the firm(s) or corporation(s), neither directly or indirectly, entered into any agreement, participated in any collusion, nor otherwise taken any action in restraint of free competitive bidding in connection with this submitted bid.
8. We understand the total bid price listed below to be inclusive of all materials, labor, equipment, and other provisions necessary to provide the services in accordance with the associated specification.

Inmate Showers-New Tile

Total Bid Price	\$_____
Time Line for Project	_____ Calendar Days