

MACON-BIBB COUNTY, GEORGIA

Request for Proposal (RFP)

FOR

INSTALLATION OF DEHUMIDIFICATION SYSTEM

03-167, 91-107, 99-247

20-081-LS



MACON-BIBB COUNTY

ISSUE DATE: May 14, 2020

DUE DATE: June 4, 2020

MBE/WBE/DBE Participation: 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 sub-consultants where possible.

Installation of Dehumidification System

I. GENERAL

A. Invitation

- A. Notice is hereby given that the Macon-Bibb County will receive sealed bids in the Procurement Department, Suite 308, Macon-Bibb Government Center, 700 Poplar Street, Macon, Georgia 31201, until **12:00 o'clock NOON** at the time legally prevailing in Macon, Georgia on Thursday, **June 4, 2020** for Dehumidification System for the Macon-Bibb County Records Storage located at 111 Third Street, Macon, Georgia.
- B. **NO BIDS WILL BE ACCEPTED AFTER THIS DESIGNATED TIME.**
- C. Bids will be publicly opened in the Macon-Bibb County Finance Department Conference Room on **Thursday, June 4, 2020 at 2:00 pm.**
- D. 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.

B. Bid Documents

- A. Bid documents may be examined and obtained at the Macon-Bibb County Procurement Department, Suite 308, Government Center, 700 Poplar Street, Macon, Georgia 31201, by calling (478) 803-0554, or may be viewed and downloaded from one of the links included below:
Georgia Procurement Registry website
http://ssl.doas.state.ga.us/PRSapp/PR_custom_index.jsp?agency=61100
Macon-Bibb County Procurement Page www.maconbibb.us/purchasing

C. Pre-Bid

A mandatory pre-bid conference will be held on Wednesday, May 27, 2020 at 10:00 A.M. at 111 Third Street, Macon, Georgia 31201.

D. Bid Bond

- A. Bids, in order to be considered, shall be accompanied by a bid bond, payable to the Owner, in amount not less than five-percent (5%) of the total base bid.
 - a) This bid security shall become payable to the Owner only if the bidder, to whom award is made, should fail to execute a contract with the Owner and furnish bond and insurance in accordance with terms of the contract within ten (10) days after notification of award.

E. Sealed Bids

- A. Envelopes shall be identified on the outside as

“Bid # 20-081-LS – Installation of Dehumidification System”

and delivered by hand or mailed to:

Macon-Bibb County Procurement Department

Attn: Lauren N. Schultz

700 Poplar Street, Suite 308

Macon, Georgia 31201

F. Validity

- A. 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

- A. The contract, if awarded, will be based on total bid price.
B. Guidelines in the award of this contract will be Section 36-10-2.2, Official Code of Georgia Annotated.

H. Insurance

- A. Insurance Requirements

- B. All deductibles shall be paid for by the Bidder.

- C. Required Insurance Coverages. The Bidder also agrees to purchase and have the authorized agent state on the insurance certificate that the Bidder has purchased the following types of insurance coverages, consistent with the policies and requirements of O.C.G.A. 50-21-37.

- D. The minimum required coverages and liability limits are as follows:

- E. Workers’ Compensation Insurance. The Bidder agrees to provide, at a minimum, Workers’ Compensation coverage in accordance with the statutory limits as established by the General Assembly of the State of Georgia. A group insurer must submit a certificate of authority from the Insurance Commissioner approving the group insurance plan. A self-insurer must submit a certificate from the Georgia Board of Workers’ compensation stating the contractor qualifies to pay its own workers’ compensation claims.

Employers' Liability Insurance. The Bidder shall also maintain Employer's Liability Insurance Coverage with limits of at least:

- | | | |
|-------|---------------------------------|--------------------------------|
| (i) | Bodily Injury by Accident | \$1,000,000 each accident |
| (ii) | Bodily Injury by Disease | \$1,000,000 each employee; and |
| (iii) | Bodily Injury/Disease Aggregate | \$1,000,000 each accident |

Commercial General Liability Insurance. The Bidder shall provide Commercial General Liability Insurance (2001 ISO Occurrence Form or equivalent) that shall include, but need not be limited to, coverage for bodily injury and property damage arising from premises and operations liability, products and completed operations liability, personal injury liability and contractual liability. The CGL policy must include separate aggregate limits per Project and shall provide at a minimum the following limits:

Coverage	Limits
1. Premises and Operations	\$1,000,000 per Occurrence
2. Products and Completed Operations	\$1,000,000 per Occurrence
3. Personal Injury	\$1,000,000 per Occurrence
4. Contractual	\$1,000,000 per Occurrence
5. General Aggregate	\$2,000,000 per Project

Additional Requirements for Commercial General Liability Insurance are as follows:

Commercial business Automobile Liability Insurance. The Bidder shall provide commercial business Automobile Liability Insurance that shall include coverage for bodily injury and property damage arising from the operation of any owned, non-owned, or hired automobile. The commercial business Automobile Liability Insurance Policy shall provide not less than \$1,000,000 combined Single Limits for each accident.

Disposition of Insurance Documents. One original certificate of insurance with all endorsements attached must be deposited with Owner for each insurance policy required.

Failure of Insurers. The Bidder is responsible for any delay resulting from the failure of his insurance carriers to furnish proof of proper coverage in the prescribed form.

Additional Insured: Bidder shall add Owner as an additional insured under the commercial general and automobile policies.

II. INSTRUCTIONS TO BIDDERS

A. Definitions

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.

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. Related Documents

A. Required Submission Documents (Attachment “A”)

B. Scope of Work (Attachment “B”)

C. Bidder’s Representation

A. Each bidder, by making his bid, represents that he has:

a) Read and understands the bidding documents;

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.

D. Document Discrepancies

A. Should the bidder find discrepancies in, or omissions from the documents, he shall at once notify the Macon-Bibb County Procurement Department.

B. Any questions related to the bid shall be made in writing to the Macon-Bibb County Procurement Department not later than May 29, 2020 at 5:00

P.M. to lschultz@maconbibb.us

- C. 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.
- D. 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.
- E. Submittals
 - A. In order for bids to be considered, the complete bid document package shall be submitted including each of the following completed documents.
 - a) Bid Form (included in this bid document)
 - b) Attachment "A" Required Submission Documents
 - Bidder Information Form
 - Bidder's Qualification Form
 - List of Sub-Contractors
 - Minority Participation Goal
 - Financial & Legal Stability Statement
 - Insurability Statement
 - E-Verify Affidavit
 - c) Bid Bond in amount of 5% of the total base bid (acquired separately)
- F. Reservations
 - A. 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.

G. Surety and Insurance Companies

- A. The Contract provides that the surety and insurance companies must be acceptable to the Owner. The bidder shall require the attorney in fact who executes the required bonds on behalf of the surety to affix thereto a certified and current copy of his power of attorney indicating the monetary limit of such power.

III. SPECIAL CONDITIONS

A. General

- A. 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. Permits and Licenses

- A. Contractor shall obtain all permits and licenses, paying all fees as required, for execution of the Contract. In addition, the Contractor shall arrange for necessary inspections required by the City, County, State and other authorities having jurisdiction, and submit certificates of approval to the Owner or his designated representative.

BID FORM

Macon-Bibb County Board of Commissioners
Lauren Schultz, Procurement
Macon-Bibb County, Procurement Dept. 700
Poplar Street, Suite 308
Macon, Georgia 31201

DATE:

Re: **Installation of Dehumidification System**
Macon-Bibb County
Bibb County, Georgia

1. 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 _____
Addendum No. _____ Dated _____
3. 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 sixty (60) days following such time.
4. We hereby certify that we have not, nor has any member of the firm(s) or corporation(s), either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with this submitted bid.

Total Bid Price	\$ _____
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I certify that my bid meets these minimum specifications.

This Bid and the resulting contract shall be in strict compliance with the project specifications.

Respectfully Submitted,

AUTHORIZED SIGNATURE: _____ DATE: _____

PRINTED NAME: _____ TITLE: _____

COMPANY: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

TELEPHONE: _____

FAX: _____

EMAIL: _____