

# INVITATION FOR BID

FOR

## City Hall Traffic Division Interior Renovation

BID NUMBER: 21-041-FL

90-922

15-550



MACON-BIBB COUNTY, GEORGIA

ISSUED: March 24, 2021

BIDS DUE NO LATER THAN 12:00 NOON ON Thursday, April 22, 2021

Macon-Bibb County Procurement Department  
Attn: Franklin Lawson  
700 Poplar Street  
Suite 308  
Macon, Georgia 31201

## I. GENERAL

### A. Invitation

1. Notice is hereby given that Macon-Bibb County will receive sealed bids in the Procurement Department, Macon-Bibb County Procurement Department, 700 Poplar Street, Suite 308, Macon, Georgia 31201, until **12:00 noon on Thursday, April 22, 2021** – **“City Hall Traffic Division Renovation”** for the Macon-Bibb County Government.

**NO BIDS WILL BE ACCEPTED AFTER THE ABOVE TIME.**

2. Bids will be publicly opened and read in the Procurement Department conference Room on **Thursday, April 22, 2021** starting at **2:00 p.m.**
3. 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 Charise Stephens, Director of Small Business Affairs at (478) 803-2819 or [cstephens2@maconbibb.us](mailto:cstephens2@maconbibb.us).

### B. Bid Documents

4. Bid documents will be made available at the Macon-Bibb County Procurement Department, 700 Poplar Street, Suite 308, Macon, GA 31201, (478) 803-0554 or [www.maconbibb.us/purchasing/](http://www.maconbibb.us/purchasing/) under active solicitations.

Georgia Procurement Registry website

[http://ssl.doas.state.ga.us/PRSapp/PR\\_custom\\_index.jsp?agency=61100](http://ssl.doas.state.ga.us/PRSapp/PR_custom_index.jsp?agency=61100)

Macon-Bibb County Procurement Page [www.maconbibb.us/purchasing](http://www.maconbibb.us/purchasing)

- C. A pre-bid conference is scheduled for 10:00 o'clock a.m., **Thursday, April 8<sup>th</sup>, 2021** at located at **700 Poplar Street, Macon, GA 31201**. This pre-bid is mandatory; contractor must be present in order to submit a response.

### D. Sealed Bids

*SEALED Bids* shall be delivered or mailed to:

Macon-Bibb County Procurement Department

Attn: Franklin Lawson

700 Poplar Street

Suite 308

Macon, Georgia 31201

478-803-0551

[flawson@maconbibb.us](mailto:flawson@maconbibb.us)

**Mark the outside of the envelope “Bid # 21-041-FL –City Hall Traffic Division Renovation”.**

E. Forms

1. The enclosed Macon-Bibb County bid form shall be used. Use of other bid documents may deem the bid to be non-responsive.
2. Any questions related to this Invitation to Bid shall be directed to the following contact person. No contact is to be made to anyone other than the contact listed. Such contact may result in disqualification from the proposal process.

Email: [flawson@maconbibb.us](mailto:flawson@maconbibb.us)

**All questions or concerns regarding the Bid should be made via email only.**

**The Deadline for questions is Friday, April 9<sup>th</sup>, 2021 at 5:00 PM EDT.**

F. Validity

1. No bid may be withdrawn for a period of sixty (60) days after time has been called on date of bid opening.
2. All prices shall be Delivered prices, FOB Destination, after deducting all non-applicable taxes, delivered to each requesting department or office. Vehicles shall be ready to use.

G. Contract Award

1. The Contract, if awarded, will be based on bid price and may be awarded to two contractors.
2. Guidelines in the award of this Contract will be Section 36-91-2, et seq., Official Code of Georgia Annotated.
3. Upon award of the Contract, a post-award meeting will be held to discuss the project and to establish a schedule of work.

H. Liquidated Damages

Liquidated damages in the amount of **\$150** damages shall be charged to the contractor for each day that the project is delayed beyond the completion date of the contract. These charges are to defray the cost of inspection by Macon-Bibb employees assigned to the project.

I. Bid Bond

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.

1. 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.
2. Contractor may submit a cashiers check or certified check for not less than 5% of the total base bid. The check must be made out to “Macon-Bibb County” and include the bid number in the memo line of the check. **Personal checks, business checks, and cash are strictly prohibited.**

J. Insurance

1. Deductibles. All shall be paid for by the Contractor.
2. Required Insurance Coverages. The Contractor also agrees to purchase and have the authorized agent state on the insurance certificate that the Contractor has purchased the following types of insurance coverages, consistent with the policies and requirements of O.C.G.A. § 50-21-37. The minimum required coverages and liability limits are as follows:
  - a. Workers’ Compensation Insurance. The Contractor 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.
  - b. The Contractor shall require all Trade contractors/subcontractors performing work under this Contract to obtain an insurance certificate showing proof of Workers’ compensation Coverage and shall submit a certificate on the letterhead of the Contractor in the following language:

This is to certify that all trade contractors/subcontractors performing work on this Project are covered by their own workers’ compensation insurance or are covered by the Contractor’s workers’ compensation insurance.

- a) **Employers’ Liability Insurance. The Contractor 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

The Contractor shall require all Trade Contractors/Subcontractors performing work under this Contract to obtain an insurance certificate showing proof of Employers Liability Insurance Coverage and shall submit a certificate on the letterhead of the Contractor in the following language;

*This is to certify that all trade contractors/subcontractors performing work on this Project are covered by their own Employers Liability Insurance Coverage or are covered by the Contractor's Employers Liability Insurance Coverage.*

- b) **Builders Risk Insurance.** Contractor shall provide a **Builder's Risk Policy** to be made payable to the Owner and contractor, as their interests may appear. The policy amount should be equal to 100% of the Contract Sum, written on a **Builder's Risk "All Risk"**, or its equivalent. The policy shall be endorsed as follows:

**The following may occur without diminishing, changing, altering or otherwise affecting that coverage and protection afforded the insured under this policy:**

- (i) **Furniture and equipment may be delivered to the insured premises and installed in place ready for use; and**
- (ii) **Partial or complete occupancy by Owner; and**
- (iii) **Performance of work in connection with construction operations insured by the Owner, by agents or lessees or other Contractors of the Owner or Using Agency.**

**In the event that the contract is for renovation, addition or modification of an existing structure and Builders Risk Insurance is not available, the Owner will accept an Installation Floater Insurance Policy with the above endorsement in lieu of the Builders' Risk Insurance Policy. Such floater must insure loss to materials and equipment prior to acceptance by Owner and must be on an ALL RISK BASIS with the policy written on a specific job site.**

- c) **Commercial General Liability Insurance.** The Contractor 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, lasting and explosion, collapse of structures, underground damage, 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:

<b>Coverage</b>	<b>Limits</b>
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 Contractor 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.

Additional Requirements for Commercial Business Automobile Liability Insurance are as follows:

Commercial Umbrella Liability Insurance. The Contractor shall provide a commercial Umbrella Liability Insurance to provide excess coverage above the Commercial General Liability, Commercial Business Automobile Liability and the Workers' Compensation and Employers' Liability to satisfy the minimum limits set forth herein. The umbrella coverage shall follow form with the Umbrella limits required as follows:

<b>For contract Amounts Less Than \$5,000,000:</b>	<b>For Contract Amounts Equal to or Greater than \$5,000,000:</b>
\$2,000,000 per Occurrence	\$2,000,000 per Occurrence
\$4,000,000 Aggregate	\$10,000,000 Aggregate

2. Additional Requirements for Commercial Policies
  - a) **The policy shall name as additional Insureds the officers, members, and employees of the Owner and the Using Agency.**
  - b) **The policy must be on an "occurrence" basis.**
  
3. Disposition of Insurance Documents. One original certificate of insurance with all endorsements attached must be deposited with Owner for each insurance policy required.
  
4. Termination of Obligation to Insure. Unless otherwise expressly provided to the contrary, the obligation to insure as provided herein shall not terminate until the Design Professional/Architect has executed the

Certificate of Material Completion.

5. Failure of Insurers. The Contractor is responsible for any delay resulting from the failure of his insurance carriers to furnish proof of proper coverage in the prescribed form.
6. Additional Insured: Contractor shall add Owner as an additional insured under the commercial general and automobile policies.

K. Forms

1. The enclosed Macon-Bibb County bid form shall be used; use of other documents may deem the bid non-responsive. Additionally, all submission documents must be completed and included with the bid; failure to include completed, signed, and notarized forms (as applicable) may deem the bid non-responsive.

L. Local Preference

1. Macon-Bibb County reserves the right to award bids to County businesses and merchants whose bid is within 5% (five percent) of the lowest responsive and responsible bid which conforms to the Invitation to Bid.
2. Macon-Bibb County reserves the right to award bids to County businesses and merchants whose bid is within 5% (five percent) of the lowest responsive and responsible bid which conforms to the Invitation to Bid.

M. 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".
  - a) Bid Form
  - b) Bidder Information Form
  - c) Bidder's Qualification Form
  - d) List of Sub-Contractors
  - e) Bidder Minority Participation Goal
  - f) Financial & Legal Stability Statement
  - g) Insurability Statement
  - h) E-Verify Affidavit
  - i) Title VI – Non-Discrimination Notice
  - j) Bid Bond, cashier's check, or certified check in amount of 5% of the total base bid (acquired separately)

N. Reservations

1. 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 Macon-Bibb County experience. Hence, Macon-Bibb 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. Any required information not submitted with bids shall deem bid non-responsive.

O. Scope of Work

Macon-Bibb County Government is seeking qualified contractor for Interior Renovation of the City Hall Traffic Division. Interior Renovations includes Wall Painting, Bathroom Accessories, Fixture Replacement, Asbestos Abatement and Floor Replacement.

The selected contractor shall furnish the materials, equipment, labor, and supervision to provide and perform the work as described below and represented in the attached scoped drawings - (City Hall Traffic Division Drawings\_Attachment B).

**Demolition/Abatement**

- Demolish Existing Cabinetry
- Demolish Existing Wood Seating around Columns
- Demolish Existing Floor Tiles
- •Abate all Environmental Issues per Environmental Protection Division (EPD) Regulations including all demoed work

**Ceilings**

- Demolish Existing Ceiling Tiles and paint grid white.
- Provide and Install New Ceiling Tiles in Main Room and Offices.

**Painting**

- Prepare all Wall Surfaces for Painting in Main Room, Offices, and Stairwell
- Apply Primer to all Wall Surfaces.
- Apply Finish Coats (2) to all Wall Surfaces.
- Paint and Refinish all Door Frames.
- Repaint/Refinish Doors.

**Flooring**

- Prepare Flooring Surface after Abatement.
- Provide and Install LVT in all areas where carpet and VCT removed.
- Provide and Install New Rubber Base.

**Bathrooms**

- Demo Soap Dispenser
- Demo Paper Towel Dispenser
- Demo Paper Dispenser
- Furnish and Install Lavatory Mirror
- Remove Existing Plumbing Fixtures
- Provide and Install New Madera Chair Height Toilet with Zurn Flush Valve
- Provide and Install New Lavatory Sink and Faucet

**Drawings and Specifications**

Referenced and attached hereto – City Hall Traffic Division Drawings\_Attachment B.



P. Specifications and Requirements

1. Contractor must have worked in this nature and size of the scope of work. (References may be required).
2. Contractor shall be responsible for obtaining applicable permits and subject to code enforcement processes (inspections).
3. Contractors shall perform all work in accordance with all applicable codes.
4. The contractor shall perform all work, make all deliveries, and have access to work areas between 7:00 AM and 5:00 PM Monday through Friday, excluding Federal and State holidays.
5. Project construction shall be scheduled upon receipt of the PO.
6. The work shall be completed within 90 calendar days from date of the Purchase Order issuance.
7. The Contractor shall submit for approval the manufacturer's cut sheets for materials utilized for this project prior to commencing any work.
8. Maintain, clean work areas at all times.
9. Remove and dispose of all demolished materials and construction debris. Site must be cleaned every day at the completion of work.
10. Contractor shall take extra precautions to pick up all debris, nails and fasteners from the ground and all surrounding area and finishing with magnetic pickup to ensure safety and cleanliness.
11. All measurements and quantities supplied in this scope of work are approximate in nature and are supplied as a convenience for the contractor. The contractor is responsible for field verification of all measurements and quantities.
12. Contractor shall verify all new and existing conditions and dimensions at job site prior to the proposed process start of construction, and during construction.
13. Contractor shall make arrangements for delivery of materials and have a representative available to receive said materials between hours aforementioned. The Owner is not responsible to receive or accept deliveries.
14. Parking will be made available for the Contractor by the Owner and the Contractor shall coordinate all parking with the Owner prior to beginning work.
15. Contractor shall obtain approvals in advance for all lay down and storage areas.
16. All salvageable materials remain the property of the Owner.

17. The Contractor shall keep at the site one copy of Job Specs (Scope of Work).
18. Prior to any shutdown of systems, (electrical, mechanical, etc.), the Contractor shall notify the onsite staff and the Project Manager of the required shutdown at least 3 days prior.
19. Contractor shall be responsible for protection of all surfaces including those not in the scope of work from construction dust, debris or damage during construction up until final acceptance. The methods of protection including plastic, paper, sealing doors or windows, etc.
20. Final clean up and disposal: Remove debris, rubbish, and waste material from the property of the Owner on a daily basis. Upon completion of work, all construction areas shall be left clean and free from debris. Clean all dust, dirt, stains, hand marks, paint spots, droppings, and other blemishes.

**Bid Price Form**  
**For**  
**City Hall Traffic Division Renovation**

<b>Total Bid Price</b>	\$ _____
<b>Time Line for Project</b>	_____ <b>Calendar Days</b>

**I certify that my bid meets these minimum specifications. This bid shall be valid and may not be withdrawn for a period of ninety (90) calendar days after the scheduled closing time for receiving bids.**

Printed Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

**ACKNOWLEDGMENT OF ADDENDUM**

The undersigned Bidder acknowledged receipt of the following addendum, if issued, to the Invitation for Bid. If none received, write "None Received."

Addendum No.	Dated:
Addendum No.	Dated:
Addendum No.	Dated:
Addendum No.	Dated:
Addendum No.	Dated:

Firm	
Signature	

Print Name	
Title	
Date	