

Request for Proposal

Remodel of restrooms at the Court House McIntosh County Board of Commissioners



Proposals must be received
No later than
May 15th 2017 by 11:00 am

LATE PROPOSALS WILL BE REJECTED

SPECIAL INSTRUCTIONS:

1. Place the signed Signature Affidavit as the first page of your proposal.
2. Label the lower left corner of your sealed submittal envelope as follows:

Remodel of restrooms at the Court House

Mail or Deliver to:
Shawn Jordan
MCINTOSH DEPUTY COUNTY MANAGER
MCINTOSH COUNTY ANNEX
P.O BOX 584
1200 NORTHWAY
DARIEN, GA 31305

3. For further information regarding this proposal
Contact Shawn Jordan at (912) 437-6671

1.0 Introduction and Background

The purpose of this document is to provide interested parties with information to enable them to prepare and submit a proposal for the remodel four existing bathroom facilities located on the first and second floors of the Court House Building

The County intends to use the results of this process to award a contract for the remodel.

The Court House Building is located at:

310 Northway, Suite 101 Darien, GA 31305

2.0 Scope of Work / remodel of four commercial restrooms

Currently, there is a women's bathroom and a men's bathroom on each of the two floors that are in need of remodel to be brought into ADA compliance. The overall footprint of these two facilities will remain the same size although all of the ceiling tile, flooring tiles, sheetrock wall coverings, lighting fixtures will be removed and replaced. Wooden doors will be sanded and stained and put back. Reference the following drawings/specifications regarding the layout of the facilities. All HVAC duct, electrical modifications and plumbing must be code compliant. It is the intent to bring these facilities into ADA compliance. The awarded Contractor will be responsible for all permitting. The County is seeking a lump sum bid price to include all materials, labor and permitting. The awarded Contractor will provide at a minimum one year (from final completion) warranty on all materials and labor.

- **Specifics regarding tile to be used on floors and walls and counter top can be obtained from Brunswick Flooring Attn: Jerry Barnett 912-265-0222 Ext. 110 jerry.barnett@brunswickfloors.com 3550 Darien Hwy, Brunswick, GA 31525**
- **Contractor will secure all necessary building permits (no cost for permit)**
- **Insure all components are ADA compliant.**
- **Provide necessary barriers to provide a safe work environment**
- **Set up debris collectors for disposal of all construction debris**
- **Work will include demolition of existing floor tile, sheetrock walls, lighting, sinks, toilets and partitions.**
- **Installation of new floor tiles, sheetrock or tile backer board, tile backsplash, plumbing, electrical, lighting, drain grates, partitions, mirrors, sinks, faucets, hand dryers, toilets, toilet paper dispensers and paint non- tile walls.**
- **Complete all work to manufacturer's specifications.**
- **Clean jobsite daily and observe the court schedule for days were quite is required**
- **Request inspections performed by County inspector if applicable**
 - **See "Table A" for a list of materials and fixtures needed on this job.**
 - **See attached Drawing for layout of restrooms**
 - **See attach photographs for examples of interior, materials and fixtures.**

3.0 **Work Hours**

Work hours will be 7:00 a.m. to 5:00 pm Mon. –Fri. with weekend arrangements preferred and “quiet work” only during days when court is in session.

4.0 **Mandatory Pre-bid/Site Inspection Meeting**

There will be one mandatory pre-bid meeting April 26 2017 – 10:00 a.m. All interested bidders will meet at the Court House Building location at:

310 Northway, Suite 101 Darien, GA 31305

5.0 **Liquidated Damages**

Once all submittals are approved, the awarded Contractor must achieve final completion within 16 weeks of award. If the awarded Contractor does not complete in that timeframe, liquidated damages, which will be equal to \$300.00 per calendar day will be payable to McIntosh County.

6.0 **Bid and Performance Bond**

Each bid submitted must be accompanied a bid bond prepared on the surety's standard form duly executed by the bidder as principal and having as surety thereon a surety company licensed in the State of Georgia, in the amount of five percent (5%) of your total bid price, payable to the owner as a guarantee that if the bid is accepted, the successful bidder will execute and file with the owner within ten (10) days from the date the lowest responsible bidders bid is accepted, the required insurance certificate, a performance bond and a labor and material payment bond, for the faithful performance of this project, and for the complete payment of all persons either performing labor or furnishing materials for the completion of this project. If the bidder fails to file such certificate and bonds within ten (10) days from the acceptance, the bid security shall be forfeited to the owner as liquidated damages.

Failure to submit a bid bond will result in the rejection of your bid.

The bid security will be returned to the successful bidder upon satisfactory receipt of performance bond, certificate of insurance, payment bond, and /or any other forms required which may be pertinent to the project. In the event the successful bidder is unable or unwilling to perform pursuant to the terms and conditions of its accepted bid, McIntosh County, may at its discretion, cause the forfeiture of the full amount of the security or bond. The awarded contractor will be required to obtain a performance and payment bond equal to the contract sum.

7.0 **Insurance and Indemnification**

See Attachment A-C for the requirements of the awarded bidder. These forms must be completed and returned with your bid. **However, only the awarded contractor will need to supply their Certificate of Insurance.**

8.0 References

Include references for the last three projects your company has done work on. Include company name, project location and contact name and phone number.

Negative references may be grounds for bid rejection.

9.0 Mandatory Requirements of contractor.

- Must be a licensed general contractor in the State of Georgia
- Contractor must have a valid E-Verify Number.
- Payment and Performance Bonds are required at 100% of the bid price.
- A 5% Bid Bond is required to bid on project.
- Proof of Liability Insurance in the amount of \$1,000,000.
- Valid Certificate of Worker's Compensation Coverage
- Completed Bid Form
- Proof of Bid Bond
- Attachment A Signature Affidavit
- Attachment B Vendor Data Sheet
- Attachment C E-Verify Affidavit
- References

10.0 Closing Date / Submitting the Proposal

Proposers must submit a signed original of all materials required for acceptance of their proposal by **May 15th, 2017 by 11:00 AM** to:

Shawn Jordan
MCINTOSH DEPUTY COUNTY MANAGER
MCINTOSH COUNTY ANNEX
P.O BOX 584
1200 NORTHWAY
DARIEN, GA 31305

Proposals must be received in the above office by the specified time stated above.

All proposals must be packaged, sealed and show the following information on the outside of the package:

- Proposer's name and address
- Request for proposal title, "Court House restroom remodel"

Any bid or unsolicited amendments to a bid received after the closing date and time will not be considered. Bids will be publically read at that time. Facsimile or email bids are not acceptable.

11.0 **Clarification and/or Revisions to the Specifications and Requirements**

Any questions must be submitted before May 1st, 2017 to: (912) 437-6671

Shawn Jordan shawn.jordan@mcintoshcounty-ga.gov
McIntosh Deputy County Manager
1200 NORTHWAY
DARIEN, GA 31305

Questions received after the above date may not be answered.

If a vendor discovers any significant ambiguity, error, conflict, discrepancy, omission, or other deficiency in this request, the vendor should immediately notify the above named individual of such error and request modification or clarification of the document.

In the event that it becomes necessary to provide additional clarifying data or information, or to revise any part of this request, revisions/amendments and/or supplements will be provided to all recipients of this initial RFP.

Each proposal shall stipulate that it is predicated upon the terms and conditions of this RFP and any supplements or revisions thereof.

All documents will be posted online at www.mcintoshcountyga.com

12.0 **County Reservation**

This proposal request does not commit McIntosh County to make an award or to pay any costs incurred in the preparation of a proposal in response to this bid.

The bid will become part of McIntosh County's files without any obligation on McIntosh County's part.

The bidder shall not offer any gratuities, favors, or anything of monetary value to any official or employee of McIntosh County for any purpose.

The vendor shall report to McIntosh County any manufacturer product price reductions, model changes, and product substitutions. No substitutions are allowed without prior approval from McIntosh County.

McIntosh County has the sole discretion and reserves the right to cancel this bid and to reject any and all bids received prior to award, to waive any or all informalities and or irregularities, or to re-advertise with either an identical or revised specification.

The County reserves the right to reject any and all proposals and to negotiate the terms of the contract, including the award amount, with the selected proposer prior to entering into a contract. McIntosh County reserves the right to request clarifications for any bid.

13.0 Method of Procurement

The method for this procurement is competitive sealed bid, pursuant to McIntosh Code of Ordinances.

14.0 Taxes

Bid pricing must include all pertinent taxes, including sales tax. After selection of the contractor, but before contract signing, McIntosh County will meet with the vendor to determine any items to be direct purchased by the county. Should the county opt to direct purchase materials or equipment, such material/equipment costs will be removed from the bid pricing, together with the taxes and a final contract sum will be determined. The duties of receipt, inspection, inventory and acceptance of such material/equipment direct purchased shall remain with the contractor.

| <u>Qty</u> | <u>Item</u> | <u>Manufacturer</u> | <u>Code</u> |
|------------|---|-------------------------|---|
| 4 | two sink counter tops | Caesarstone | Atlantic Salt 6270 |
| 4 | mirror | various | single large size |
| 4 | electric blower/hand dryer | various | stainless finish |
| 8 | sinks mounted from below | various | white porcelain |
| 8 | hot and cold mixing faucets | various | brushed nickel |
| 4 | liquid soap dispenser | various | stainless finish |
| 8 | recessed can lights LED bulb | various | LED / stainless finish |
| 16 | 2' wide 4' long ceiling tile slot lights | various | LED / white paint trim |
| 8 | large roll toilet paper dispenser | Ga pacific | stainless |
| 4 | ADA 60"x60" partition (w/door) | Fry | Black powder coat w/ stainless trim railing |
| 4 | non ADA partition 36 wide (w/door) 60" deep | Fry | Black powder coat w/ stainless trim railing |
| 8 | ADA stainless grab hand rails | various | stainless |
| 4 | American Standard pressure flush toilets w/ lever | American Standard | white porcelain |
| 4 | American Standard pressure flush toilets w/ auto flush sensor | American Standard | white porcelain |
| ? Gallons | interior commercial grade paint | Sherwin Williams | SW9161 DustBlu (a light grey/blue) |
| | ceramic tile floor 12"x24" laid parallel w/ door entrance | Bambu | Nero |
| | floor wall transition tile 4"x6" | Daltile | matte Suede Grey |
| | Wall tile | Crossville Groove Glass | Samba 4 "x12" laid horizontal 50/50 |
| ? | Ceiling tiles for drop in ceiling | various | White |

Table "A".

MCINTOSH COUNTY PROPOSAL FORM

Court House Restroom Remodel

Bid Due: May 15th 2017 11:00 a.m.

Mail / Deliver Bids To:

Shawn Jordan,
McIntosh Deputy County Manager
1200 NORTHWAY
DARIEN, GA 31305
(912) 437-6671

Lump Sum Bid Price \$ _____

Written _____ Dollars and Cents

Acknowledgement of Addendum(s)

Addendum _____ Date Issued _____

Firm Name: _____

Authorized Signature: _____

Print name: _____

Title: _____

Date: _____

Address: _____

Telephone: _____

Fax: _____

E-mail: _____

ATTACHMENT A

SIGNATURE AFFIDAVIT

In signing this proposal, we also certify that we have not, either directly or indirectly, entered into any agreement or participated in any collusion or otherwise taken any action in restraint of free competition; that no attempt has been made to induce any other person or firm to submit or not to submit a proposal; that this proposal has been independently arrived at without collusion with any other proposer competitor or potential competitor; that this proposal has not been knowingly disclosed prior to the opening of proposals to any other proposer or competitor; that the above statement is accurate under penalty of perjury.

The undersigned, submitting this proposal, hereby agrees with all the terms, conditions, and specifications required by the County in this Request for Proposal, and declares that the attached proposal and pricing are in conformity therewith.

Name (Type or Print)

Title

Signature

Firm

Address: (Street, City, State, Zip Code)

Telephone

Fax

E-Mail

Date

ATTACHMENT B

VENDOR DATA SHEET

1. Proposing Company Name: _____

Telephone: _____ Toll Free Telephone: _____ Fax: _____

Address: _____

City: _____ State: _____ Zip + Four: _____

E-Verify #: _____

2. Contact Persons in the event there are questions about your proposal

Name: _____ Title: _____

Telephone: _____ Toll Free Telephone: _____

Name: _____ Title: _____

Telephone: _____ Toll Free Telephone: _____

Address: _____

City: _____ State: _____ Zip + Four: _____

Attachment C

Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1)

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of McIntosh County Board of Commissioners has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Contractor

Name of Project

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, ____, 201__ in _____(city), _____(state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE _____ DAY OF _____, 201__.

NOTARY PUBLIC

My Commission Expires:
