



**FLOYD COUNTY BOARD OF COMMISSIONERS  
PURCHASING DEPARTMENT  
#12 East 4<sup>th</sup> Ave. Ste. 106  
ROME, GA 30161**

**(706) 291-5118**

**FAX (706) 290-6099**

**Date Issued: December 1, 2016  
Bid Number: 17-0112**

**NOTICE OF LETTING CONTRACT  
INVITATION FOR BIDS  
THE FORUM  
RENOVATION OF BALLROOM  
FLOYD COUNTY GEORGIA**

To Whom It May Concern:

Notice is hereby given that Floyd County, Georgia proposes to let a Contract to the lowest responsive, responsible bidder, upon sealed bids, for the furnishing of all labor, material, equipment and other things necessary to:

**RENOVATION OF FORUM BALLROOM  
ROME, GA  
2 GOVERNMENT PLAZA  
ROME, GA 30161**

Sealed bids will be received until 2:00PM (local time), on **Thursday, January 12, 2017**, at the office of the **Floyd County Purchasing Director, located in the Floyd County Administration Building, 12 East Fourth Avenue, Suite 106, Rome, Georgia**. Sealed bids will then and there be publicly opened and read aloud in the office of the Purchasing Director. Late bids will not be accepted.

Work is generally described as follows: Demolition of existing accordion partitions and ceilings. All new ceilings and lighting installed. All wall, flooring and ceiling finishes to be removed and replaced with new finishes. A new canopy and lighting installed to exterior.

**MANDATORY PRE-BID AND SITE VISIT** will be held at **10:00am on Monday, December 19, 2016**. Participants will meet in the lobby of The Forum, # 2 Government Plaza, Rome, GA 30161. Site visit will follow. Bids will not be accepted from contractors not attending this meeting.

The work is to be let in one contract, and shall conform in all respects to the Specifications of *Peacock Partnership (Architect)*, which are available for review in the office of the Purchasing Director of the Board of Commissioners of Floyd County, which is also the office of the undersigned, and said specifications, general conditions and drawings, are open to the inspection of the public.

**All forms, certifications and compliance documents required by Floyd County must accompany each bid. Including, but not necessarily limited to, compliance with the Georgia Security and Immigration Compliance Act OCGA 13-10-90 et. seq. Contractor must complete and submit with bid, the Contractor Affidavit under OCGA 13-10-91(b)(1) included with contract documents. Be advised that bid will not be read or accepted if this document is not submitted at time of bid.**

**Bids must be accompanied by a Bid Bond in an amount of not less than five percent (5%) of the bid. All bonds must be signed or countersigned by a Georgia Resident Agent.**

A Payment and Performance Bond in the amount of 100% of the total contract will be required from the successful Contractor/Provider within fourteen calendar day from notice of award.

Complete sets of documents, construction specifications and drawings may be requested by email [lamn@floydcountyga.org](mailto:lamn@floydcountyga.org) at the GPR [https://ssl.doas.state.ga.us/PRSapp/PR\\_index.jsp](https://ssl.doas.state.ga.us/PRSapp/PR_index.jsp) , or the Floyd County Website [www.romefloyd.com](http://www.romefloyd.com).

The right is reserved to the Board of Commissioners of Floyd County, Georgia to delay the award of the Contract for a period not to exceed sixty (60) days from the date of opening of bids, during which time bids shall remain open and not subject to withdrawal. The right is also reserved to the Board of Commissioners of Floyd County, Georgia to reject any and all bids and to waive any and all technicalities or informalities. Any contract executed pursuant to this notice shall be binding upon the Board of Commissioners of Floyd County, Georgia, as such, but will not create a liability expressed or implied, against any members of the Board of Commissioners of Floyd County, the Chairman of the Board, or employee of said County, in his or her individual capacity.

Equal Opportunity Employer

**FULL BID PACKAGE MUST BE RETURNED IN SEALED PACKAGE  
CLEARLY MARKED SEALED BID  
FORUM BALLROOM RENOVATION  
FLOYD COUNTY GEORGIA  
JANUARY 12, 2017 2:00PM  
BID # 17-0112**

NANCY LAM, CPPB, CPPO  
PURCHASING DIRECTOR

Legal ad run December 1, 8, & 15, 2016 PO# 160402

## INSTRUCTIONS TO BIDDERS

### 1.1 PROJECT LOCATION AND WORK SCHEDULE

- A. The Work will be performed at the following location: The Forum, Floyd County, 2 Government Plaza, Rome, GA 30161.
- B. The location will be available to the contractor 24 hours per day, but due to scheduled events the project must be completed prior to March 31, 2017.
- C. Equipment and material for the project will be stored at contractor's site, or owner designated location on site, until such time that equipment is to be installed.

### 1.2 BID SUBMISSION

- A. See Invitation to Bid for information on when and where bids will be received.
- B. Amendments to submitted Bids will be permitted when received in writing prior to bid closing and when endorsed by the same party or parties who signed and sealed the Bid.
- C. Bidders may withdraw their Bid by written request at any time before bid closing.

### 1.3 INTENT

- A. The intent of this Bid request is to obtain an offer to perform the work as described in the Invitation to Bid.

### 1.4 CONTRACT TIME

- A. Identify Contract Time in the Bid Form. The completion date in the Agreement shall be the Contract Time added to the commencement date.

### 1.5 DEFINITIONS

- A. Bidding Documents: Plans and specifications supplemented with Invitation to Bid, Instructions to Bidders, Bid Form, and bid securities identified. Bidding documents may also include additional stipulations required by Floyd County included in the Invitation to Bid Package such as, but not limited to, Contractor Affidavit (E-Verify), and W-9.
- B. Contract Documents: Those items so designated in the Agreement. Only printed or hard copies of the items listed in the Agreement are Contract Documents. Approved Shop Drawings, other Contractor submittals, and the reports and drawings of subsurface and physical conditions are not Contract Documents.
- C. Bid: Executed Bid Form and required attachments submitted in accordance with these Instructions to Bidders.

- D. Bid Price: Monetary sum identified by the Bidder in the Bid Form for completion of the work as outlined in the Contract Documents.

#### 1.6 BIDDING DOCUMENTS IDENTIFICATION

- A. The Bid Documents are identified as:
  1. Invitation to Bid with required forms
  2. Instructions to Bidders
  3. Bid Form (with supplements)
  4. Project plans
  5. Project specifications

#### 1.7 AVAILABILITY OF DOCUMENTS

- A. Bidding Documents may be obtained as stated in Invitation to Bid.
- B. Partial sets of Bidding Documents will not be issued.
- C. Bidding Documents are made available only for the purpose of obtaining offers for this Project. Their use does not grant a license for other purposes.

#### 1.8 EXAMINATION OF DOCUMENTS

- A. Upon receipt of Bidding Documents verify documents are complete. Notify Engineer if documents are incomplete. Immediately notify Engineer upon finding discrepancies or omissions in Bidding Documents.

#### 1.9 INQUIRIES AND ADDENDA

- A. Direct questions in writing to Nancy Lam, at the office of the Purchasing Director; email questions to [lamn@floydcountyga.org](mailto:lamn@floydcountyga.org) or mail to Purchasing Office. Verbal answers are not binding on any party.
- B. Submit questions no later than **2:00PM December 27, 2016**, questions received after this time may or may not be addressed. Replies will be made by Addenda. Addenda may be issued at any time during bidding period. Addenda will be sent to all known Bidders and Owner. Addenda become part of the Contract Documents. Include resultant costs in the Bid Price.

#### 1.10 PRODUCT SUBSTITUTIONS

- A. See Section 01000 “General Requirements” for Product substitution procedures.

#### 1.11 SITE EXAMINATION

- A. Contact Owner to schedule a time to examine Project site before submitting a Bid. Known Bidders will be contacted about scheduled Contractor walk-throughs, or schedule will be set in the Invitation to Bid. Participation in formal pre-bid meetings are considered mandatory.

## 1.12 SUBMISSION PROCEDURE

- A. Submit two copies of executed offer on Bid Forms provided, signed and sealed with required security deposit in a closed opaque envelope, clearly identified with Bidder's name, Project name, and Owner's name on the outside.

## 1.13 BID INELIGIBILITY

- A. Bids that contain irregularities of any kind may be declared unacceptable at Owner's discretion.

## 1.14 SECURITY DEPOSIT

- A. Bid Bond - 5% of total bid

## 1.15 PERFORMANCE ASSURANCE

- A. 100% Payment and Performance Bond

## 1.16 CONTRACTOR QUALIFICATIONS

- A. Bidders must submit the following information to qualify:
  1. List of comparable projects completed within the last 3 years to include contact information.
  2. Proof of general liability insurance policy.
    - a. The Contractor shall secure and maintain in force throughout the duration of this contract comprehensive general liability insurance with a minimum coverage of \$500,000 per occurrence and \$1,000,000 aggregate for personal injury and \$500,000 per occurrence/aggregate for property damage.
    - b. Said general liability policy shall name Floyd County Commissioners as an additional named insured and shall include a provision prohibiting cancellation of said policy except upon 30 days prior written notice to the Owner. Certificates of coverage as required by this section shall be delivered to the Owner within 14 days of execution of contract.

## 1.17 BID FORM SIGNATURE

- A. Sign Bid Form as follows:
  1. Sole Proprietorship: Signature of sole proprietor in the presence of a witness who will also sign. Insert the words "Sole Proprietor" under the signature. Affix seal.
  2. Partnership: Signature of all partners in the presence of a witness who will also sign. Insert the word "Partner" under each signature. Affix seal to each signature.
  3. Corporation: Signature of duly authorized signing officers in their normal signatures. Insert the officer's capacity in which the signing officer acts, under each signature. Affix the corporate seal. If the Bid is signed by officials other than the president and secretary of the company, or the president/secretary/treasurer of the company, submit a copy of the by-law resolution of their board of directors authorizing them to do so, with the Bid Form in the bid envelope.
  4. Joint Venture: Signature of each party of the joint venture under their respective seals in a manner appropriate to such party as described above, similar to requirements for Partnerships.

1.18 ADDITIONAL BID INFORMATION

- A. Bidders are required to complete the following Bid Form Appendices and submit with Bid.
  - 1. Appendix A - List of Subcontractors: Include names of all Subcontractors and portions of the Work each Subcontractor will perform.
  - 2. Contractor is responsible for all required permits and licenses.

1.19 BID OPENING

- A. Bids will be opened immediately after time for receipt of Bids. Bidders may be present, but attendance is not required.

1.20 DURATION OF OFFER

- A. Bids shall remain open to acceptance and shall be irrevocable for a period of 60 calendar days after bid closing date.

1.21 ACCEPTANCE OF OFFER

- A. The Owner reserves the right to accept or reject any or all offers.

END OF DOCUMENT

SPECIFICATION

SEE PROJECT MANUAL

BID FORM

To: Floyd County, Georgia  
12 East 4<sup>th</sup> Avenue, Suite 106  
Rome, GA 30162

Project: The Forum Ballroom – Renovation

Date: .....

Submitted by: .....  
(full name and address)

1.22 OFFER

Having examined the Place of The Work and all matters referred to in the Instructions to Bidders, Bid Documents and Contract Documents prepared by Engineer for the above mentioned project, we the undersigned, hereby offer to enter into a Contract to perform the Work for the Contract Price of:

Ballroom Renovation per Specifications and Drawings \$ \_\_\_\_\_

**Bid breakdown form in FORMS SECTION must be completed**

1.23 ACCEPTANCE

This offer shall be open to acceptance and is irrevocable for 60 days from the bid closing date. If this bid is accepted by the Owner within the time period stated above, we will:

- Execute the Agreement within fourteen (14) days of receipt of Notice of Award.
- Commence work within fourteen days after written Notice to Proceed. If this bid is accepted within the time stated, and we fail to commence the Work or we fail to provide the required Bond(s), the security deposit shall be forfeited as damages to the Owner by reason of our failure, limited in amount to the lesser of the face value of the security deposit or the difference between this bid and the bid upon which a Contract is signed.

1.24 CONTRACT TIME

If this bid is accepted, we will complete the Work according to the stated Work Schedule.

1.25 ADDENDA

The following Addenda have been received. The modifications to the Contract Documents noted therein have been considered and all costs thereto are included in the Bid Price.

Addendum # ..... Dated .....

Addendum # ..... Dated .....

Addendum #.....Dated.....

1.26 APPENDICES

A List of Subcontractors is appended hereto and identified as Appendix A.

1.27 BID FORM SIGNATURES

The Corporate Seal of

.....  
(Bidder - print the full name of your firm)

was hereunto affixed in the presence of:

.....  
(Authorized signing officer Title)

(Seal)

.....  
(Authorized signing officer Title)

(Seal)

If the bid is a joint venture or partnership, add additional forms of execution for each member of the joint venture in the appropriate form or forms as above.

APPENDIX A - LIST OF SUBCONTRACTORS

The following is the list of Subcontractors referenced in the Bid Form submitted by:

(Bidder) .....

Dated ..... and which is an integral part of the Bid Form.

The following work will be performed (or provided) by Subcontractors and coordinated by us:

WORK SUBJECT	NAME

# FORMS

# SAMPLE AGREEMENT

# PROJECT MANUAL

# PROJECT DRAWINGS