

BILL C. PEACOCK
Director - Purchasing



DOUGLAS COUNTY BOARD OF COMMISSIONERS
PURCHASING DEPARTMENT

8700 Hospital Drive • Douglasville, GA 30134
Telephone (770) 920-7247 • Fax (770) 920-7219

February 17, 2016

Subject: Douglas County, Georgia, Board of Commissioners
Invitation to Bid – Whitestone Blvd Culvert Project
Solicitation No. 16-007

Dear Ladies/Gentlemen:

Enclosed please find the Douglas County Board of Commissioners, Invitation to Bid, covering Whitestone Blvd Culvert Project for the Douglas County Department of Development Control, Douglas County Georgia.

The Bid due date is March 16, 2016 no later than 2:00 pm ET. The Bid Opening will be held on March 16, 2016 at 2:00 p.m., ET, at the Douglas County Courthouse, Third Floor, Purchasing Bid Opening Room, 8700 Hospital Drive, Douglasville, Georgia. You are invited to attend, or submit your Bid prior to the deadline as stated in the attachments. Each Bid should be marked on the outside of the envelope with: "Solicitation No. 16-007 Whitestone Blvd Culvert Project".

Thank you in advance for your interest and we look forward to your participation.

Sincerely,

A handwritten signature in black ink, appearing to read "Bill C. Peacock", written in a cursive style.

Bill C. Peacock
Purchasing Director

Attachments

DOUGLAS COUNTY BOARD OF COMMISSIONERS

INVITATION TO BID

WHITESTONE BLVD CULVERT PROJECT

SOLICITATION NO. 16-007

NOTICE TO CONTRACTORS

Sealed Bids will be received by The Douglas County Board of Commissioners in the Douglas County Purchasing Department, 3rd Floor, Douglas County Courthouse, 8700 Hospital Drive, Douglasville, Georgia 30134, **UNTIL WEDNESDAY MARCH 16, 2016 @ 2:00 PM.** Bids may be mailed or hand delivered. **BIDS SHALL BE OPENED AND READ PUBLICLY at 2:00 PM WEDNESDAY MARCH 16, 2016** In the Purchasing Department, 3rd Floor of the Douglas County Courthouse.

Questions regarding this Invitation to Bid are to be delivered to:

Douglas County Purchasing Department
Mr. Bill Peacock, Purchasing Director
8700 Hospital Drive
Douglasville, Georgia 30134
Fax: 770.920.7219
Email: bpeacock@co.douglas.ga.us

All questions must be received by 5:00 P. M., E.T., FRIDAY MARCH 4, 2016 either by e-mail, mail or fax. (No questions by telephone will be accepted. All responses will be provided by or no later than 5:00 P.M., E.T., MARCH 9, 2016.). No other County staff or officials associated with this Project should be contacted regarding this bid. **DOING SO, MAY RESULT IN BIDDER'S DISQUALIFICATION.**

The work to be bid consists of furnishing all materials, labor, and equipment for:

The work to be done under this Contract consists of furnishing all labor, equipment and materials required for construction of Whitestone Blvd. Culvert Replacement, which includes installing approximately 65 lf of Triple 10' x 10' box culverts and associated roadway improvements, and all associated work.

All Bids shall be accompanied by a Bid Bond in favor of the Board of Commissioners of Douglas County in the amount of at least five percent (5%) of the Bid for the complete work. The Bid Bond shall be forfeited to the Board of Commissioners of Douglas County, Georgia as liquidated damages if the Bidder fails to execute the Contract and provide Performance Bond, Payment Bond and Liability Insurance Certificate within fifteen (15) calendar days after being notified that he has been awarded the contract.

"Payment will be made on a monthly basis for work performed the previous month, less two and one half percent (2.5%) retainage." Total value of items complete for each billing will be estimated by the Engineer and certified for payment as stated in GDOT Standards Section 109.07.

The County will make payments in accordance with the Douglas County's Financial Policy. The County typically makes payments within 30-45 days after receipt of an approved invoice or certified payment request from the Engineer (**ORIGINAL INVOICE FROM CONTRACTOR IS REQUIRED BEFORE PAYMENT WILL BE MADE**).

Qualifications of the Bidder will be reviewed before the Award of the Contract. The County may consider Award of the Contract to other than the low Bidder.

The Douglas County Board of Commissioners reserves the right to reject any and all Bids.

NOTICE TO PROCEED on this Project will be issued following receipt of the correct and fully executed Contract Documents and upon an approved Purchase Order in the contract amount.

Proposal Forms for bidding this project are required to be purchased from Superior Reprographics, Inc., 591 Thornton Road, Lithia Springs, Georgia, 30122. Phone: 770-944-7293, FAX 770-944-8975, or email print@superiorreprographics.com.

The cost for the Proposal Forms will be **\$106.30** per set (includes tax). Please reference **Douglas County Solicitation: 16-007**. Purchasing arrangements for Proposal Forms are strictly the responsibility of the bidder. Superior Reprographics, Inc. is the only approved source for these plans and Proposal Forms (contract bid documents). Bidders must allow **24 hours** printing time for each order.

Bidders are cautioned not to obtain bid documents from any other source, than the one mentioned above, to insure that bid documents are complete and include the latest amendments/changes. **IT IS THE BIDDER'S RESPONSIBILITY TO INSURE THAT HIS BID DOCUMENTS ARE COMPLETE AND CORRECT PRIOR TO BID SUBMITTAL.**

A copy of the Proposal Form will be available for review at the Douglas County Purchasing Office (770-920-7263), 3rd Floor, Douglas County Courthouse, 8700 Hospital Drive, Douglasville, Georgia 30134 between the hours of 8 am ET to 5 pm ET Monday through Friday.

Completion Date for this Contract shall be:

120 (ONE HUNDRED TWENTY) CALENDAR DAYS

FROM NOTICE TO PROCEED DATE

Bids shall be submitted in a sealed envelope, so marked as "Solicitation No. 16-007 Whitestone Blvd Culvert Project", as well as the Bidder's name, addressed to the Douglas County Board of Commissioners, **ATTENTION:** Purchasing Director's Office, 8700 Hospital Drive, Douglasville, Georgia, 30134.

No Bid will be received or accepted after the above specified time and date of the Bid Opening. Bids submitted after the designated time and date will be deemed invalid and returned unopened to the Bidder.

INVITATION TO BID: WHITESTONE BLVD CULVERT REPLACEMENT SOLICITATION NO. 16-007 BID OPENING DATE: 3/16/2016 CLOSING TIME: 2:00 PM	THIS BID TO RETURNED TO DOUGLAS COUNTY BOARD OF COMMISSIONERS Purchasing Department 8700 HOSPITAL DRIVE DOUGLASVILLE, GA 30135
Douglas County Board of Commissioners See Attached Terms/General Conditions	BIDDER INFORMATION The bidder information block below to be completely filled out. Failure to sign statement below by authorized representative will render bid invalid All bids must be typewritten or printed in ink.
Contact (County Staff): Bill Peacock Telephone Number: 770-920-7247 Email: bpeacock@co.douglas.ga.us	Company Name: _____ _____
ALL BIDS ARE SUBJECT TO THE FOLLOWING INSTRUCTIONS WHEN CHECKED: 1. <input checked="" type="checkbox"/> The below instructions, and "General Conditions" attached. 2. <input checked="" type="checkbox"/> The attached Agency Contract Terms and Conditions shall apply (___) page(s). 3. <input checked="" type="checkbox"/> the attached "General Conditions" shall apply (6) page(s). 4. <input checked="" type="checkbox"/> In conformance with the attached "Specifications" (___) page(s). 5. ___ See attached (___) page(s) of (___) line items. 6. <input checked="" type="checkbox"/> Equipment or supplies offered to conform to the attached <input checked="" type="checkbox"/> Plans/Specs <input checked="" type="checkbox"/> Drawing(s) ___ Sample(s) 7. ___ Bidders must show manufacturer's name and model number for each line item offered 8. ___ Bidders shall furnish specifications and complete descriptive literature with bid if offering substitute or alternate item. Bidder is cautioned to carefully read the instructions and the terms and conditions on the attached sheets. Failure to adhere to these instructions and terms and conditions may result in rejection of bid.	Address: _____ _____ _____ City State Zip Telephone FAX TIIN (Tax ID Number) or SSN (Social Security Number) _____ For Delivery in <u>120 Days after Bid Award</u> BID TOTAL

INSTRUCTIONS – See any attached sheets for additional terms, conditions, and specifications.

- 1) Quotes containing provisions for late or interest charges will not be considered. Removed or strike through any reference to these types of provisions on forms, and to initial the changes prior to submitting a response.
- 2) All responses will be considered F.O.B. Destination. Otherwise, freight charges must be separately stated in the bid for either the exact or a "shall not exceed" amount.
- 3) Each bidder shall place the bid Closing Time, Date, and the bid Number on the outside of the envelope containing the bid or fax coversheet. This information can be found in the upper left corner of this page. Failure to include the information could delay receipt and cause the bid to not be considered for evaluation or award.
- 4) Payment discounts from one (1) percent up to five (5) percent, for payment in no less than thirty (30) days, will be considered for the purposes of evaluation. All discounts will be taken when earned based on either the date of delivery and acceptance of the complete line item or the invoice date, whichever is later. Prices quoted must be based upon payment not sooner than thirty days or the quote may be considered non-responsive.
- 5) Only one bid form may be sent in an envelope. Any alternates offered for consideration are to be listed on the single bid. If you are quoting on more than one bid Number, a separate envelope must be used for each Number.

The following statement must be signed at the time bids are submitted. Failure to sign this statement will render bid invalid.

"I certify that this bid is made without prior understanding, agreement or connection with any corporation, firm or person submitting a bid for the same materials, supplies, or equipment, and is in all respect fair and without collusion or fraud. I understand that collusive bidding is a violation of State and Federal law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of this bid, and certify that I am authorized to sign this bid for the bidder."

Authorized Signature: _____ Date: _____

Name (typed or printed): _____ Email Address: _____

GENERAL CONDITIONS

PURPOSE

1. The purpose and intention of this invitation to bid issued by the Douglas County Purchasing Department is to afford all suppliers an equal opportunity to bid on all operating supplies, services, equipment, maintenance and repairs that are listed in the accompanying documents.

SPECIFICATIONS

2. Whenever standard Douglas County specifications are specified in any invitation to bid, or request for proposal, all bidders must comply with these specifications. Specifications other than standard specifications are to be considered as setting a standard of quality suitable to permit competition and at the same time protect the integrity of the purchasing process. It is the overall intent of the specifications to insure that the minimum needs of the County are met.

Brand or trade names used herein are intended to establish quality standards, and are not intended to limit or eliminate competition.

The County does reserve the right to specify that particular specifications be strictly adhered to, and brand or trade names not be substituted.

PURCHASING POLICY

3. All bidders are hereby put on notice that, in all purchasing and related activities, the Douglas County Purchasing Department shall pursue a policy of securing the greatest possible economy consistent with grades of quality of supplies and services that are adapted to the purpose for which they are required.

AWARD OF CONTRACT

4. The award of all contracts will be made in conformity with the above purchasing policy. Douglas County reserves the right to award items separately, grouped or on an "all or none" basis and to reject any or all bids and waive all informalities.

PRICING

5. All prices should be quoted in the unit of measure as required and shall be firm until bid is awarded unless otherwise specified.

CANCELLATION OF CONTRACT

6. In any of the following cases the Purchasing Department has the right to cancel any contract entered into under these Purchasing Rules and Regulations;

- a. Breach of Contract;
- b. In the event the contractor fails to furnish a satisfactory performance bond within the time specified, when such bond is required;
- c. Failure of the contractor to make delivery within the time specified in the contract;
- d. In the event any commodity of equipment is rejected for failure to meet specifications, non-conformity with sample or the items are not in good condition when delivered;
- e. Wherever the contractor is guilty of misrepresentation; i.e., misbranding of food or drugs;
- f. Wherever the contract was obtained by fraud, collusion, conspiracy or other unlawful means, or the contract conflicts with any statutory and constitutional provision of the State of Georgia or the United States; or
- g. Wherever Douglas County deems that a cancellation is in the best interest of the County provided that the Vendor be notified of such cancellation prior to production and/or shipment.

PERFORMANCE BONDS

7. Douglas County reserves the right to require a performance bond on all awards over \$1,000.00.

NON PERFORMANCE

8. In the event contractor fails to perform in accordance with the specifications, the contractor will be deemed to be in default. The Purchasing authority shall notify the contractor verbally and in writing of incidence of nonperformance. If the contractor fails to perform in accordance with the contract specifications, within five (5) days after notice, as provided herein, the Purchasing Manager shall take appropriate action including but not limited to contract cancellation, collection proceedings, suspension or disbarment.

SUBSTITUTIONS

9. If bidding other than specified in the bid proposal, state brand, model number and submit illustrations and descriptive literature with bid in order that quality, suitability, and compliance with the specifications may be determined. Failure to do so may cause your bid to be disqualified.

DISCOUNTS

10. Discounts will be considered when making an award.

QUANTITIES

11. Douglas County reserves the right to increase or decrease the quantity as necessary at the same prices and terms stated in sellers bid proposal.

DELIVERY

12. All deliveries shall be F.O.B. Douglas County, Georgia. If the vendor fails to make delivery within a satisfactory time, Douglas County reserves the right to cancel the item and to purchase elsewhere charging the re-procurement costs, i.e., increase in price, cost of handling (if any), to the original vendor making the unsatisfactory, late or non-delivery cause for cancellation.

PAYMENT

13. Payments will not be made in advance. Payments will be made after satisfactory delivery and acceptance by Douglas County for goods and/or services based on the actual quantities installed and unit prices submitted on the Bid Form. This supersedes any Payment/Unit Price included in the bid documents and specifications.

BID RESPONSE

14. Bids should be submitted on the forms provided for this purpose and should be filled out with ink or typewritten and signed in ink. Do not erase, correct or white over any prices or figures necessary for the completion of this bid proposal. If any corrections are necessary, each one should be initialed. Failure to comply with these requirements may cause your bid to be disqualified.

CONTRACTUAL SERVICES

15. At the option of Douglas County and acceptance by the contractor this contract may be extended for two (2) additional twelve (12) month periods not to exceed 36 months at the same terms and prices.

INSURANCE

16. For general contracting exposure.

A) INSURANCE REQUIREMENTS

Contractor shall procure and maintain for the duration of the contract, insurance against claims for injuries to persons or damages to property that may arise from or in connection with performance of the Work hereunder by the Contractor, his agents, representatives, employees, or subcontractors.

MINIMUM LIMITS OF INSURANCE

Contractor shall maintain limits no less than:

1. The Contractor and Subcontractors shall secure and maintain during the life of this contract Worker's Compensation Insurance for all of their employees employed at the site of any Douglas County project, at statutory limits. The Employer's Liability shall have limits not less than \$500,000.
2. Comprehensive General Liability Insurance – shall be in limits no less than \$1,000,000 combined single limit per occurrence for aggregate or property damage. Property damage insurance shall be in broad form including complete operations.
3. Automobile liability coverage for owned, non-owned and hired. Such insurance shall be in limits no less than \$1,000,000 combined single limit per occurrence.
4. Professional liability shall be in limits no less than \$2,000,000 each claim made, and annual aggregate of \$3,000,000

B) OTHER INSURANCE PROVISIONS

1. General Liability, and Automobile Liability insurance

- A. The Owner and its officers, officials, employees and volunteers are to be covered as additional insured's with regards to any liability arising out of activities performed by or on behalf of the Contractor.
- B. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the Owner and its officers, officials employees or volunteers.
- C. The Contractor is responsible for insuring its own property and equipment.

2. Workers' Compensation and Employers Liability Coverage. The insurer shall agree to waive all rights of subrogation against Douglas County and its officers, officials, employees and volunteers for losses arising from the work performed by the Contractor for the Owner.

3. All Coverages: Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after ninety (90) days' prior written notice by certified mail, return receipt requested, has been given to the Owner, Douglas County, Georgia, in care of the Douglas County Purchasing Department.

C) ACCEPTABILITY.

Insurance is to be placed with insurers with a Best's rating of no less than A:VIII, or otherwise acceptable to the Owner.

D) VERIFICATION OF COVERAGE.

Contractor shall furnish Douglas County with certificates of insurance and with original endorsements effecting coverage required by this clause. These certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates and endorsements are to be received and approved by the Owner before any work commences. Douglas County further reserves the right to require complete, certified copies of all required insurance policies at any time.

E) SUBCONTRACTORS

Contractor shall include all subcontractors as insured under its insurance or shall ensure that subcontractors have met the insurance requirements of this agreement. Douglas County may request evidence of subcontractor's insurance at any time.

LOCAL PREFERENCE

17. Douglas County Board of Commissioners has approved the utilization of a local county preference to the Douglas County Code of Ordinance. The local preference may be used and allows for a local firm to be awarded the bid when not the lowest bidder, if the lowest bid is within 3% of the local company's bid amount, except for construction services, and road project expected to exceed \$20,000, which will be subject to Georgia State law. If all bidders are local firms, this section does not apply.

INDEMNIFICATION AND GENERAL CONSTRUCTION TERMS

18. The contractor hereby agrees to protect, defend, indemnify and hold the county and its merit and contract employees, agents and officers free and harmless from any and all losses, claims, liens, demands and causes of action of every kind and character including, but not limited to, the amounts of judgments, penalties, interests, court costs, legal fees and all other expenses incurred by the county arising in favor of any party.

Contractor agrees to investigate, handle, respond to, provide defense for and defend any such claims, demand or suit at the sole expense of the contractor. Contractor also agrees to bear all other costs and expenses related, thereto, even if the claim or claims alleged are groundless, false or fraudulent. This provision is not intended to create any cause of action in favor of any third party against contractor or the county or to enlarge in any way the contractor's liability but is intended solely to provide indemnification of the county from liability for property damage, property loss, personal injury, bodily injury or death to the contractors, the contractor's employees or any third persons or property arising from the contractor's performance hereunder.

The contractor agrees to keep informed and comply with all Federal, State, and local laws, policies, regulations, ordinances and codes, but not limited to, the contractor's duty to provide a safe work environment and road conditions for the contractor's employees, subcontractors, county employees and third parties. This provision confers all safety responsibility, to include but not limited to, knowledge of the latest edition of the Manual on Uniform Traffic Control Devices (MUTCD), Standard Highway Signs (SHS), Utility Accommodation Policy and Standards Manual, safety management, human resource management, and traffic management as it relates to all methods and forms of employee hiring and retention, safety signage, fall prevention, warning devices, safety barricades, safety fencing, work zone flaggers, scaffolding, motorist and pedestrian road and sidewalk detour direction and all other regulated safety requirements for the duration of The Work as is necessary to provide for the health and safety of the Contractor's employees, subcontractors, county employees, pedestrians, motorists and all third parties. Where and when applicable, warning devices shall be placed prior to the commencement of any road improvement work on any roads and shall remain in place until the conclusion of all Work.

GEORGIA SECURITY AND IMMIGRATION ACT OF 2006

19. As of July 1, 2007, all contracts with Douglas County must have a certification from the Contractor that they comply with the Georgia Security and Immigration Act of 2006. This requires all those individuals, firms, contractors, consultants, etc., contracting with the County to execute the Contractor Affidavit and Agreement. If subcontractors are engaged, they are required to execute the Subcontractor Affidavit. These affidavits are available to download from the Douglas County Purchasing Department website, located at www.celebratedouglascounty.com, or may be attached for your convenience in compliance with this requirement.

DISPUTE RESOLUTION

20. The jurisdiction and venue of any dispute arising out of this agreement shall lie with in the Superior Court of Douglas County, Georgia, and the governing law shall be the law of the state of Georgia.