

**DOUGLAS COUNTY BOARD OF COMMISSIONERS
REQUEST FOR PROPOSAL
COURTHOUSE SECURITY UPGRADE
SOLICITATION NUMBER 18-012**

INTRODUCTION

Douglas County (“County” or “Owner”) is soliciting proposals from qualified vendors (“Contractor”, “Proposer” or “Vendor”) to perform work, as specified herein, for the:

Courthouse Security Upgrade

Douglas County Courthouse
8700 Hospital Drive
Douglasville, Georgia 30134

General Description of Project:

Douglas County is seeking proposals for the renovation of the security entrance area of the Courthouse and the adjacent office space. Scope of work will substantially increase the area to expand security screening capability and staging for persons entering the complex. The renovation will create a single point of entry for both public and staff.

Add Alternate:

Courthouse Secure Parking Expansion

Douglas County Courthouse
8700 Hospital Drive
Douglasville, Georgia 30134

Douglas County is also seeking additional pricing for the renovation and expansion of the secured parking area located at the rear of the courthouse. This expansion is designed to increase the number of parking spaces for designated personnel that may require an additional level of security.

The aforementioned information is a general description only and all proposals shall be based on the architectural/engineering plans provided as part of this solicitation.

Project Deduct:

Douglas County is seeking deductive cost information from proposers willing to utilize supervised inmate labor for ancillary services not requiring professional licensing or expertise on the project. These services may include general cleaning, demolition or material handling. Proposers willing to utilize these services should include a general description of inmate labor to be utilized and the associated total cost deduction.

GENERAL INSTRUCTIONS:

Please submit an original, three (3) copies and an electronic copy on flash drive or disc.

Bids will be received until **Friday, July 27, 2018 at 2:00pm** at the Douglas County Purchasing Department, 8700 Hospital Drive - Third Floor, Douglas County Courthouse Douglasville, Georgia 30134. Late bids will not be accepted.

Any questions regarding this RFP must be directed in writing to

Douglas County Purchasing Department
8700 Hospital Drive, Third Floor
Douglas County Courthouse
Douglasville, Georgia 30134
Email: bpeacock@co.douglas.ga.us

The deadline for questions to be submitted is Tuesday, July 17, 2018 by 5:00 pm. Responses will be provided by Friday, July 20, 2018 by 5:00 pm.

The written proposal documents supersede any verbal or written communication between parties. Addenda are posted on the Purchasing web site (www.celebratedouglascounty.com). Any information concerning the RFP will be furnished to all prospective proposers as an addendum to the invitation if such information is necessary or if the lack of such information would be prejudicial to uninformed proposers. Receipt of addenda must be acknowledged in the submitted proposal. It is the proposer's ultimate responsibility to ensure that they have all applicable addenda prior to bid submittal.

A MANDATORY pre-proposal conference and site tour will be held on Wednesday, July 11, 2018 at 10:00 am at the Douglas County Courthouse, 8700 Hospital Drive, Douglasville, Ga 30134. The site tour will be conducted immediately following the pre-proposal conference.

All documentation submitted as part of or with the proposal becomes the property of Douglas County and will not be returned.

The vendor shall respond to each requirement outlined in this RFP and in the same format as the RFP. In most instances, it shall be sufficient to affirmatively acknowledge agreement with the stated requirement. In the event the vendor's proposal differs from the requirements, the difference shall be specifically noted and explained.

The vendor shall be required to comply with all applicable statutes regarding employment discrimination and will be required, as a part of the response, to clarify as follows:

1. The vendor will not discriminate against any employee or applicant for employment because of race, sex, age, color, religion, national origin, or

handicap, except where it is a bonafide occupational qualification reasonably necessary to the normal operation of the vendor.

If any part of the work is or will be subcontracted, the Vendor shall provide as part of the Proposal a complete description of all subcontractor(s), the experience level of each of such subcontractor(s), and the subcontracting arrangement(s) between Vendor and subcontractor. All subcontract workers and their work will be bound by the same terms and conditions as contained in the Proposal. The Vendor will be responsible for all work performed by subcontractors in the same manner as work performed by the Vendor. Subcontracting of any of the work or services described herein or assigned of Vendor's Agreement will only be permitted upon written request of the Vendor and written approval by the County. Vendor must provide a complete list of all subcontractors including Subcontractor's name, service to be performed, years of experience providing service, and contact information.

Each Vendor shall certify that they will have staff on site at all times when construction is taking place and that they will provide contact information to the program manager and Owner for 24 hour availability in case of emergency.

The County will provide Vendor and Vendor's staff with copies of policies, procedures, and guidelines that govern their conduct while in facilities maintained by the County.

PRICE OF WORK:

Contractor shall base their bid on the drawings included with this RFP and any issued addenda as well as information gathered during the pre-proposal conference.

Ad Dates: 6/19 & 6/21