

**DOUGLAS COUNTY BOARD OF COMMISSIONERS  
REQUEST FOR PROPOSAL  
COURTHOUSE SECURITY UPGRADE (REBID)  
SOLICITATION NUMBER 18-016  
August 28, 2018**

**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.

Proposal Forms/Drawings for bidding this project are required to be purchased from Superior Reprographics, Inc., 591 Thornton Road, Lithia Springs, GA 30122. Phone: 770-944-7293, Fax: 770-944-8975 or Email: [print@superiorreprographics.com](mailto:print@superiorreprographics.com). The cost for the Proposal Forms will be **\$112.35** per set. Please reference Douglas County Solicitation 18-016. 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.

### **General Instructions:**

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

Proposals will be received until **Friday, October 5, 2018 at 2:00pm** at the Douglas County Purchasing Department, 8700 Hospital Drive - Third Floor, Douglas County Courthouse Douglasville, Georgia 30134. Late proposals 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](mailto:bpeacock@co.douglas.ga.us)

**The deadline for questions to be submitted is Tuesday, September 11, 2018 by 5:00 pm. Responses will be provided by Friday, September 14, 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](http://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.

**Inspections of the Courthouse can be scheduled by calling Mr. Mark Price, 770-920-7378.**

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.

Ad Dates: 8/28 & 8/30