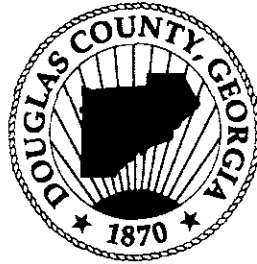


BILL C. PEACOCK  
Director - Purchasing



**DOUGLAS COUNTY BOARD OF COMMISSIONERS**  
**PURCHASING DEPARTMENT**

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

JANUARY 4, 2012

Subject: Douglas County Board of Commissioners  
Request for Proposal – Chattahoochee Hill Project  
Solicitation No. 11-017

Dear Gentlemen/Ladies:

Enclosed please find the Douglas County Board of Commissioners' Request for Proposal covering the Grading, Base, Paving and Drainage for Chattahoochee Hill Country Regional Greenway Trail Douglas County Pilot Project.

The Bid due date is January 27, 2012 no later than 2:00 PM ET. Bids will be opened at 2:00 PM ET on January 27, 2012 in the Purchasing Bid Opening Room on the third floor of the Douglas County Courthouse, 8700 Hospital Drive, Douglasville, Georgia. You are invited to attend, or submit your Bid prior to the deadline as stated in the attachments. Questions regarding this Bid may be emailed to Bill Peacock, [bpeacock@co.douglas.ga.us](mailto:bpeacock@co.douglas.ga.us), in the Purchasing Office of Douglas County no later than January 20, 2012, at 5:00 PM ET. Each bid should be marked on the outside of the envelope with: "Sealed Bid for Chattahoochee Hill Project, Solicitation No. 11-017, January 27, 2012".

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

Sincerely,

A handwritten signature in black ink that reads "Bill Peacock". The signature is written in a cursive style with a long horizontal line extending to the right.

Bill Peacock  
Purchasing Director

Attachments

# **NOTICE TO CONTRACTORS**

## **SOLICITATION # 11-017**

### **DOUGLAS COUNTY BOARD OF COMMISSIONERS**

Sealed Proposals will be received by The Douglas County Board of Commissioners in the Douglas County Purchasing Department, 3<sup>rd</sup> Floor, Douglas County Courthouse, 8700 Hospital Drive, Douglasville, Georgia 30134, until 2:00 p.m. ET, FRIDAY, JANUARY 27, 2012. Proposals may be mailed or hand delivered. Proposals shall be opened and read publicly at 2:00 p.m. ET, FRIDAY, JANUARY 27, 2012 in the Purchasing Department, 3<sup>rd</sup> Floor of the Douglas County Courthouse.

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

**PROJECT # CSHPP-0008-OO (754) DOUGLAS COUNTY, GEORGIA  
Grading, Base, Paving, and Drainage for  
Chattahoochee Hill Country Regional Greenway Trail  
Douglas County Pilot Project  
(See description of work in Appendix A).**

**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](mailto:bpeacock@co.douglas.ga.us)**

**All questions must be received by 5:00 P. M., E.T., Friday January 20, 2012 either by e-mail, mail or fax. ( No questions by telephone will be excepted). No other County staff or officials associated with this Project should be contacted regarding this bid. DOING SO, MAY RESULT IN DISQUALIFICATION.**

Douglas County further reserves the right, to extend the value of this Contract by up to 20% of the original value of the Contract (Bid Amount), to accomplish unforeseen Work, within the scope of the original Contract. Extended Work will be contracted in accordance with provisions of Section IV of this Contract (Section 104.03.A - AUTHORITY TO MAKE CHANGES).

All proposals 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 usually makes payments within 30-45 days after receipt of an approved invoice or certified payment request from the Engineer.

All bidders must be Pre-Qualified with Georgia Department of Transportation (GDOT) and all subcontractors must be registered with GDOT. 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. The contract shall not be awarded until funding is authorized by GDOT and a written notice to proceed with construction is issued by GDOT.

Notice to Proceed on this Project will be issued following receipt of the correct and fully executed Contract Documents and upon approval of a Purchase Order in the contract amount.

**Plan sets and proposal forms for bidding this project are required as a package 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](mailto:print@superiorreprographics.com).**

The cost for the Proposal Forms will be **\$50.00** per set. The cost for plans will be **\$168.00** per full size plan set. Half-size plan sets are not available for this project and no partial sheets may be purchased. Please reference **Douglas County Solicitation # 11-017**. Purchasing arrangements are strictly the responsibility of the bidder. Superior Reprographics, Inc. is the only approved source for these plans and contract bid documents. Bidders must allow **24 hours** printing time for each order.

A copy of the Proposal Form, Specifications and Plans will be available for review at the Douglas County Purchasing Office (770-920-7263), 3<sup>rd</sup> Floor, Douglas County Courthouse, 8700 Hospital Drive, Douglasville, Georgia 30134 between the hours of 8 am ET to 5 pm ET Monday through Friday. Bidders are cautioned not to obtain bid documents or plans from any other source, than the one mentioned above, to insure that bid documents are complete and include the latest amendments/changes.

Contractor is advised that Federal Funds are being utilized for construction of **PROJECT # CSHPP-0008-00 (754) DOUGLAS COUNTY, GEORGIA, Chattahoochee Hill Country Regional Greenway Trail Pilot Project.** The Disadvantage Business Enterprise (DBE) goal is set at 6%. Be advised that all DBE contractors must be certified by the Georgia Department of Transportation for their work to be counted towards the **6% DBE goal**. Bidders will be required to complete Federal Aid Certification of Compliance. Sub-contracts by the prime should also include these provisions. Information about the Disadvantage Business Enterprise program is on the Georgia Department of Transportation website. Go to [www.dot.state.ga.us](http://www.dot.state.ga.us). Click on Doing Business and then click on Disadvantage Business Enterprise.

**Completion Date for this Contract shall be: 180 calendar days from Notice to Proceed Date**

Bids (COMPLETE BID PROPOSAL FORM PACKAGE INCLUDING ALL SECTIONS- SEE SPECIAL PROVISION 102.03) shall be submitted in a sealed envelope, so marked as to identify its contents without being opened, 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.