

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

March 19, 2019

Subject: Douglas County, Georgia, Board of Commissioners
Request for Proposals – Bill Arp and Fairplay Parks Concessions - SPLOST
Solicitation 19-009

Dear Gentlemen/Ladies:

Enclosed please find the Douglas County Board of Commissioners, Request for Proposals for the construction of new Concession Stands at Bill Arp Park and Fairplay Park in Douglasville GA.

Your sealed proposals, one (1) original unbound and three (3) bound copies, in response to this Request are due **no later than 2:00 p.m. ET, Tuesday, April 23, 2019**. All sealed proposals must be submitted to the Douglas County Purchasing Department, 8700 Hospital Drive, Douglasville, GA 30134. All proposals must be submitted by this date and time and will be publicly opened. You are invited to attend, or submit your proposals prior to the deadline as stated in the attachments. Each response should be marked on the outside of the envelope with: **“Proposal – RFP 19-009 – Bill Arp and Fairplay Parks Concessions - SPLOST, Closing Date/Time: April 23, 2019, 2:00 p.m.”**.

Questions regarding this Request for Proposals 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 no later than seven days (7) before the due date of the proposals either by e-mail, mail or fax. No questions by telephone will be accepted. No other County staff or officials associated with this Project should be contacted regarding this bid.

Thanking you in advance for your interest and looking forward to your participation.

Very truly yours,

Bill Peacock
Purchasing Director

ATTACHMENT

DOUGLAS COUNTY BOARD OF COMMISSIONERS
REQUEST FOR PROPOSALS
Bill Arp & Fairplay Park Concessions
Solicitation Number 19-009
March 19, 2019

Notice is hereby given that the Douglas County Board of Commissioners will accept sealed bids for the Construction of new Concession Stands at Bill Arp Park and Fairplay Park in Douglasville, Georgia. Bids should be submitted to the Douglas County Purchasing Office located on the third floor of the Douglas County Courthouse - 8700 Hospital Drive, Douglasville, Georgia 30134. Bids shall be due no later than **2:00 p.m., Eastern Daylight Time, Tuesday, April 23, 2019**. Bids shall be evaluated based on the price and the requirements and criteria set forth herein. The contract shall be awarded to the lowest responsible and responsive bidder whose bid meets the best needs of Douglas County requirements and criteria set forth in this invitation for bids.

A Pre-bid Conference will be held in the Purchasing Department conference room at 10:00 a.m. on Tuesday, April 2, 2019. Attendance is encouraged but is not mandatory. Questions can be submitted until the close of business on Friday, April 12, 2019. Answers/Final Addendum will be issued by email to bidders on approved list. Site visit will be made at both locations following this meeting.

Documents are available for download on the Architect's File Transfer Protocol site, alanbellarchitect.com. Contact Tammie Johnson at Tammie@alanbellarchitect.com to obtain credentials for downloading documents. General contractors are required to remit a fee of \$100.00 to Alan Bell Architect, Inc. in order to be added to the list of approved bidders. Documents will also be posted in the Douglas County Purchasing Department for review only. Any questions regarding the bid documents should be emailed to Mark Smith at ms.abarch@gmail.com. Addendum may be issued during the bidding period. All bidders are responsible to check the Architect's File Transfer Protocol site for addenda.

Both a Performance and a Payment Bond will be required in an amount equal to 100% of the Contract Price in a form to be provided by the County. Additionally, a 12-month Maintenance Bond will be required from an approved Surety. Proof of General Liability Insurance and Workman's Compensation Insurance will be required with the Douglas County Commission listed as an additional insured. All bids must be accompanied by a Bid Bond in the amount of 5% of the Bid Amount.

Douglas County, in accordance with Title VI of the Civil Rights Act of 1964 and related statutes and regulations, hereby notifies all bidders that it will affirmatively ensure that in regards to any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, sex, or national origin in consideration for an award. The General Contractor and all Sub-contractors shall insure that employees and employment applicants are not discriminated against because of race, color, creed, sex, or national origin.

Bidders shall submit a price AND shall have to submit information demonstrating it can meet the following requirements and criteria:

1. That the bidder has completed a minimum of three similar or more-complex projects.
2. That the bidder has been in business as a contractor in the same form for a minimum of five years.
3. That the specific project superintendent who works on the job has at least five years experience as a project manager or superintendent and has worked on at least three of the projects submitted by the bidder as similar projects.
4. That the bidder is current on all property tax owed to Douglas County. No contract will be awarded to a delinquent bidder.

Bids may not be withdrawn for a period of 90 days after time has been called on the date of bid opening. The Commission reserves the right to reject any and all bids and to waive any technicalities or irregularities and to award the bid based on the highest and best interests of the County. This project will exceed \$100,000 and therefore this project will be subject to the Public Works Construction Law, OCGA Sec. 36-91-1 et seq.

Note: No Bidders are to contact anyone with the Douglas County at any time during the Bidding Process. All questions are to be directed to the Architect, via email, at the address provided above. Any breach of this requirement will result in Bidder's disqualification.

INSTRUCTIONS TO BIDDERS 19-009

To be considered, Bids must be made in accordance with these Instructions to Bidders .

1. **EXAMINATION:** Bidders shall carefully examine the documents and the construction site to obtain first-hand knowledge of existing conditions. Contractors will not be given extra payments for conditions that can be determined by examining the site and documents. Pre-bid conference will be held at **in the Purchasing Conference room at 8700 Hospital Drive, Douglasville, Georgia 30134 at 2:00 p.m. on Tuesday, April 2, 2019.**
2. **QUESTIONS:** Submit all questions about the Drawings and Specifications **to the Architect, in writing.** Replies will be issued to all bidders of record as Addenda to the Drawings and Specifications and will become part of the Contract. The Architect and Owner will not be responsible for oral clarification.
3. **PREPARATION OF BIDS:** Bids shall be made on unaltered Bid Forms furnished by the Architect. Fill in all blank spaces and submit 1 copy. Bids shall be signed with name typed below signature.
4. **BID SECURITY:** Bid Bond shall be payable to Douglas County in the amount of five percent (5%), issued by surety licensed to conduct business in the State of Georgia. The Owner reserves the right to retain the bonds of the next 3 lowest bidders until the lowest bidder enters into a contract. The bid bond is to be submitted concurrently with the Bid.

5. **PERFORMANCE & LABOR & MATERIAL PAYMENT BONDS:** The accepted bidder (Contractor) shall furnish a proper Performance Bond and Payment Bond covering the full amount of the Contract Price as security for the faithful performance of all work under the Contract and payment of all charges in connection therewith. Cost of referenced Bonds shall be included in the Bid.
6. **SUBMITTALS:** Submit bid and bid security in an opaque, sealed envelope to Bill Peacock, Director – Purchasing at 8700 Hospital Drive, Douglasville, GA 30134. Mark on the envelope, “Bid for Solicitation 19-009, Bill Arp and Fairplay Concession Stands.” Phoned questions shall not be accepted. Responses shall be issued in the form of written addenda only.
7. **MODIFICATION AND WITHDRAWAL:** Bids may not be modified after submittal. Bidders may withdraw Bids at any time before bid openings, but may not resubmit them.
8. **DISQUALIFICATION:** The Owner reserves the right to disqualify bids, before or after opening, upon evidence of collusion with intent to defraud or other illegal practices upon the part of the bidder. Owner reserves the right to disqualify bids submitted without bid security.
9. **AWARD:** Owner reserves the right to accept any Bid, to reject any and all Bids, or to negotiate Contract Terms with the various Bidders, when such is deemed by the Owner to be in his best interest.
10. **CONTRACT FORM:** Standard Form of Agreement Between Owner and Contractor where the basis of payment is a Stipulated Sum.
11. **COMMENCEMENT:** Accepted bidder shall assist and cooperate with the Owner in preparing the formal Contract Agreement, and within 10 days following its presentation shall execute same and return it to the Owner along with bonds and certificates of insurance. Accepted bidder must be ready to begin work within 10 days following receipt of written order from the Owner to proceed or on date stipulated in such order.

BID FORM
BILL ARP & FAIRPLAY CONCESSIONS
SOLICITATION NUMBER 19-009

SUBMIT TO:

TO: Bill Peacock, Director – Purchasing Department
8700 Hospital Drive
Douglasville, GA 30134

I have received and reviewed bid documents, dated April 23, 2019 and titled:

New Concessions
Bill Arp & Fairplay Parks
Douglasville Board of Commissioners
Solicitation Number 19-009

I have also received Addenda _____ and have included their provisions in my bid. I have examined both the documents and the sites and submit the following bid.

In submitting this bid, I agree:

1. To hold my bid open until 90 days after bid date.
2. To accept all provisions of the Instructions to Bidders.
3. To execute a Contract if awarded, on the basis of this bid and to furnish Performance and Payment Bonds.
4. To accomplish the work in accordance with the Contract Documents.
5. To construct New Concessions for the individual project base bid sum of : _____ DOLLARS (\$ _____) and complete all work in _____ consecutive calendars days.
6. To provide **Manitowoc model UDE-0080A Ice Machine** for both sites as **Add Alternate # 1** for the sum of : _____ DOLLARS (\$ _____)

I have attached required bid bond:

Date: _____ By: _____

Address: _____ Title: _____
