



WARE COUNTY FACILITIES COORDINATOR

800 Church Street, Suite 218, Waycross, GA 31501

Phone: (912) 287-4480 Cellular: (912) 281-0215

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INVITATION TO BID FLOORING CONTRACTORS

The Ware County Board of Commissioners is seeking bids from Contractors for flooring work for the Ware County Courthouse Facility located at 800 Church Street, Waycross, GA 31501.

Scope of work shall include: Provide labor, materials, and equipment necessary to completely renovate the flooring as specified and as shown on the drawings, per current code and regulations. Some of the items included are; demolition of existing marble tile & preparing floor surfaces for installation of new flooring (including floor preparation as necessary), furnish and install new flooring as specified, clean up all debris and dispose of properly and legally, and vacuum and clean floors as necessary for occupancy.

Contract Time: Specify the amount of time required to do the work in the place provided on the bid form. 30 days to complete the work is the maximum.

Obtaining Plans and Specifications: The bid package with drawings and specifications cost \$0.00 (non-refundable) and may be picked up at the Ware County Facilities Coordinator's Office, 800 Church Street, Suite 218, Waycross, GA 31501, Phone: (912) 287-4480. To ask questions, examine the site and the work involved, bidders should contact, Clarke Lee, Facilities Coordinator for Ware County GA. Phone: (912) 287-4480.

Bonds and Insurance:

1. Bid Bond is not required.
2. Payment & Performance Bonds are not required.
3. Contractor must provide proof of General Liability Insurance in the amount of \$1,000,000.00 and Vehicle Insurance in the amount of \$500,000.00 per vehicle.
4. Contractor must provide proof of Worker's Compensation as required by law or a properly completed Worker's Compensation Exemption Affidavit.

Submitting Bids: Bids shall be received until **11:00 AM, Tuesday, May 07, 2013**, in the **County Commission Office, Attention: Clarke Lee, located at 800 Church Street, Suite 223, Waycross, GA 31501**, and shall be opened after that time. No bids received after this date and time shall be opened or considered.

Preservation of Rights: The Owner reserves the right to reject any and/or all bids and waive all minor technicalities, informalities, and irregularities. The Owner reserves the right to accept the bid, which in the judgment of the Owner, is in his best interest.

INSTRUCTIONS TO BIDDERS

It is the intent of Ware County to award this contract based upon the lowest and/or best bid price that is in the best interest of Ware County. Ware County is asking for Unit Prices in the event that items may be deleted or changed, or additional work is added which will change the contract value.

Each bidder shall include all costs for equipment, labor and materials, fees and other cost factors in their bid price. Ware County reserves the right to negotiate with the successful bidder before or after award of the contract for any value engineering that may save Ware County money and attain the same goal.

The Contractor awarded the contract shall submit, before proceeding to work, a Schedule of Values for unit price breakdowns to demonstrate bid pricing that will allow changes in work to be added or deducted.

Bids will be opened and read as stated in the Invitation to Bid. **All bids must be submitted on the same form as the specimen shown on pages 10 through 15 of this document and must be signed.** All blanks on the Bid Form must be filled in. The completed form shall be without interlineations, alteration or erasure. Failure to submit a bid in the form requested may render the bid irregular and shall be considered sufficient cause for rejection of a bid.

Bids shall be received until 11:00 AM, Tuesday, May 07, 2013, in the County Commission Office, Attention: Clarke Lee, located at 800 Church Street, Suite 223, Waycross, GA 31501, and shall be opened after that time. No bids received after this date and time shall be opened or considered. Bids are to reach the address designated in the Invitation to Bid no later than the time and date named in the Invitation to Bid.

Bids may be withdrawn by Contractors prior to the time set for official opening. After time has been called, no proposal may be withdrawn for a period of sixty (60) calendar days. Negligence or error on the part of any bidder in preparing his proposal confers no right of withdrawal or modification of his proposal after time has been called.

NEGOTIATION

Ware County reserves the right to negotiate with the lowest and/or best bidder for value engineering changes, after bid opening and establishment of the lowest and/or best bid, before the contract is awarded and/or after contract award.

Negotiations will not be made to increase the contract price except in the instance of additional work added to the contract.

ADDITIONAL WORK

Ware County reserves the right to make additions of work to this contract per the contract unit pricing structure and the contract documentation and through negotiations with the Contractor for work on this or other projects, for a period of one year.

BONDS & INSURANCE

No Bonds are required, because the Owner is paying by approved invoices, for work completed in place and approved by the Owner only.

Contractor must provide proof of General Liability Insurance in the amount of \$1,000,000.00 and insurance for vehicles in the amount of \$500,000.00 per vehicle.

Contractor must provide proof of Worker's Compensation as required by law, or a properly completed Worker's Compensation Exemption Affidavit.

AWARD OF CONTRACT

The Owner reserves the right to reject any or all bids and to waive all minor technicalities, informalities and irregularities. Owner reserves the right to accept the bid, which in the judgment of the Owner is in his best interest.

SUBMITTALS

Within ten (10) calendar days after receipt of the "Notice of Award" of the contract and before proceeding to work, the Contractor must provide the following information to the Owner's representative, Clarke Lee, Facilities Coordinator, 800 Church Street, Suite 218, Waycross, GA 31501.

1. Copy of current valid business license.
2. Certificates of insurance meeting or exceeding requirements.
3. Proof of Worker's Compensation Insurance or a Worker's Compensation Exemption Affidavit (Page 8 of this document)
4. Copy of the manufacturer's installation recommendations and procedures.
5. Copy of Manufacturer's Warranty
6. Signed Contractor's Warranty (Page 15 of this document)
7. Schedule of Values for Unit Cost of work to be done. The objective is to have a unit cost for addition or deletion of work units and material units.

The Owner must approve all submittal data before work proceeds.

Approximate Quantities: The quantities shown on the drawings are generated by the drawing program. **The Contractor is responsible for getting their own quantities for demolition and installation before placing a bid.**

NOTICE TO PROCEED

Upon receiving and approving all the submittal data required, the Owner shall issue (in writing by letter, fax or email) a "Notice to Proceed" and the Contractor may then begin work in accordance with an approved work schedule being established.

SCHEDULING OF WORK

The Contractor shall schedule work, with the Owner and other trades, to insure that work flows smoothly without damage or hindrance to the Contractor or other trades involved.

TIME ALLOWANCE

The Contractor shall have no longer than the number of calendar days noted on the bid form or a maximum of 30 calendar days to complete the project unless preapproved by the Facilities Coordinator.

Days that are unsuitable for work because of inclement conditions must be documented and approved by the Facilities Coordinator to extend the contract completion days.

APPLICATIONS FOR PAYMENT

The Contractor shall submit to the Owner an itemized invoice, for approval and payment, for work in place completed and accepted. All invoices shall list the items and quantities of work done, and list the unit cost per the contract pricing.

STORED MATERIALS

Payment shall not be made for stored materials for this project.

SCHEDULE OF VALUES

The successful bidder will be required to provide a "Schedule of Values" that gives a price breakdown of the project such that unit pricing and payments schedules may be developed.

GENERAL REQUIREMENTS

The Contractor must have a current legal city, county and/or state business license, as required by law or ordinance, and is expected to perform all work with competent personnel. All work is to be performed per current code, law, regulation, manufacturer, and trade standards.

Ware County will be acting as the general Contractor and all work is to be coordinated with their representative, Clarke Lee, or his designee.

The Contractor will be required to furnish and install the designated products in the specified places, along with any and all miscellaneous items needed to do a complete professional installation.

The existing Marble baseboards are to remain and all new installations shall be fitted to them without leaving gaps and cracks.

All flooring must be installed by trained, competent personnel and in accordance with the manufacturer's specifications, installation procedures, and recommendations.

The general intent is that the Contractor shall purchase all materials and have them on hand to do the complete project when scheduled.

It is also the intent that all work is to be done after regular business hours and not during regular business hours.

It is the intent that no more demolition be done than can have the new carpet tiles installed before the next regular scheduled business hours.

If that is not possible, all floor surfaces must be trip and hazard free and mopped clean and ready for use at the next regular scheduled business time.

Demolition the marble tile designated, prepare the floors, and install the new carpet tiles.

Demolition the existing carpet as designated and install the new carpet tiles. Do not demolition more floor area than can be prepared and the new carpet tile installed before the next scheduled business hours.

Demolition the carpet on the stairs and replace it with the designated carpet.

Match the existing tile layout lines and pattern on the 2nd floor hallway.

SPECIFICATIONS

Along with the bid documents and drawings, the manufacturer's specifications, installation procedures, and recommendations are incorporated as part of the project specifications.

CLEAN UP - DAILY & FINAL

The Contractor is required to keep the facility clean while working. The Contractor shall keep the work area, and adjoining areas, free of hazards, dust, trip hazards, adhesives, and other foreign debris or matter. The work areas and adjoining areas shall be clean, safe, and ready for use during all regular business hours.

Mop floor areas that are not carpeted to be dust free before regular business hours.

Before calling for final inspection all debris shall be removed from the site and disposed of properly and legally.

Carpet shall be cleaned of any glue or other uncleanness and vacuumed thoroughly and completely.

Baseboards shall be cleaned of any glue and smudges and wiped with a damp cloth to leave them clean and dust free.

APPROVED MANUFACTURERS & SELECTIONS

The following manufacturer's are approved when installed per the manufacturer's recommendations and specifications; Shaw Contract Group

Carpet Tile

Style: Veil Tile 59594, Color Name: Desert, Color Number 33201, Construction: Multi-level Pattern Loop, Fiber: eco solution q® nylon, Protective Treatment: ssp® Shaw Soil Protection, Gauge: 1/12, Stiches per inch: 10.0, Tufted Weight: 26.0 oz/yd(2), Finished Pile Thickness: 0.128, Weight Density: 190, 138, Dye Method: 100% solution dyed, Secondary backing: Ecoworx® tile, Warranty: Lifetime Commercial Limited, Collection: Shadows, Manufacturer: Shaw Contract Group

Carpet for stairs

Style: Scatter 60732, Collection: Shadows, Size: 12 Foot (3.66 M), Construction: Multi-Level Pattern Loop, Product Type: Performance Broadloom, Fiber: Eco Solution Q® Nylon, Backing: Ecoworx® Performance Broadloom, Dye Method: 100% Solution Dyed, Tufted Weight: 30.0, Warranty: Lifetime Commercial Limited

Existing Baseboard

Existing Marble Baseboard to remain. New carpet tile is to be fitted to the existing baseboard with no cracks or holes.

Rubber Base

Roppe: 1/8" thick 4" high, rubber cove base matching the existing on the 2nd floor hallway leading to the Commission Office. Use pre-formed corners.

Other manufacturers may be considered but must be preapproved before proceeding to work or award of the contract.

FINISH & COLOR

The intent of this contract is to preserve our current color scheme for the Ware County Complex. The Contractor must provide the items asked for in the drawings and specifications unless otherwise approved.

UNSATISFACTORY OR UNACCEPTABLE WORK OR MATERIALS

Any work or materials found to be unacceptable or unsatisfactory shall be removed and replaced in conformance with the contract documents, rules, laws, and regulations. Should the Contractor fail to make, unacceptable or unsatisfactory work or materials, satisfactory or acceptable, Ware County may use any means necessary to make the work acceptable and charge all cost to the Contractor, who agrees to pay all such cost.

DAMAGE

The Contractor shall be fully responsible for the safety and good condition of all work and materials until the project is completed and accepted by the Owner.

The Contractor shall take care to not damage existing items to remain, new items installed, or other portions of the building or grounds, and all persons (employees or visitors) and personnel involved in the fulfillment of the contract.

Damaged items shall be repaired or replaced to the Owner's satisfaction as recommended by the Owner's representative, Clarke Lee, Facilities Coordinator, or his designee.

DAMAGE COST

All restoration of damages shall be done without any cost to the Owner. If Ware County has to expend any funds for restoration, counsel or lawsuit to collect the monies due, the Contractor agrees to reimburse Ware County all restoration and legal cost.

CODES & REGULATIONS

Contractor shall comply with all the required codes for safety, and all federal, state, county, city and local building codes. In the case of conflicting codes, the more stringent shall be the rule to follow.

TERMINATION OF CONTRACT

The Ware County Board of Commissioners may, at any time they deem necessary, terminate this agreement with written notice, for any justifiable reason, such as incompetence in performing the contract requirements. Payment shall be made for all approved work in place and approved materials on site. No payment shall be made for unapproved or unacceptable work in place or materials on site.

WARRANTY

Manufacturer's Warranty

The manufacturer shall provide their standard written manufacturer's warranty, approved and signed by the manufacturer, which includes all cost (labor, equipment, materials, shipping and etc.) for replacement of defective materials.

Contractor's Warranty

The Contractor shall warrant all work and materials to be free from defects and failure for a period of one year from the date of completion and final acceptance by the Owner. Should work or materials fail during the warranty period the Contractor agrees to replace said failures at no cost to Ware County and in a timely manner. Should the Contractor fail to fulfill the warranty obligations, Ware County may use any means necessary to make the work right and charge all costs to the Contractor, who agrees to pay all such costs.

WORKER'S COMPENSATION EXEMPTION AFFIDAVIT

Form should be completed by an officer of a sole proprietorship or a corporation with three (3) or less employees. Form must be signed and notarized.

This is to verify that

Company Name: _____

Address: _____

City, State, Zip Code: _____

is a (**Circle One**) Sole Proprietorship or Corporation/Partnership

and has ____ employees, other than his/her self.

Under the terms of Georgia Worker's Compensation regulations, it is NOT necessary for the above named company to carry Worker's Compensation Insurance.

Approved by Authorized Representative of Contractor

Company Name: _____

Address: _____

City, State, Zip Code: _____

Authorized Signature: _____

Printed Signature: _____

Printed Title of Signer: _____

Date of Signature: _____

Notary Printed Name & Signature

Date of Expiration

Seal

STATEMENT OF NO BID

Company Name: _____

Authorized Signature: _____

Phone: _____

Date of Signature: _____

Please explain your reason for not bidding below. This will help us improve our Bidding Process.

**BID FORM
COURTHOUSE FLOORING BID**

SCHEDULE OF VALUES				
Item Description	Unit	Number of Units	Cost Each	Total
Marble Tile Demolition & preparation, includes all labor, materials and equipment	SF			
Stair Carpet Demolition & Preparation, includes all labor, materials and equipment	SF			
Carpet Demolition & Preparation, includes all labor, materials and equipment	SF			
Carpet Tile Installed, includes all materials, labor, and equipment	SY			
Rubber Base Installed, includes all materials, labor, and equipment	LF			
Stair Carpet Installed, includes all materials, labor, and equipment	SF			
Miscellaneous Materials				
Total Bid Price				
Number of days to complete project: Remember that this is an after hours project to be done on weekends or after regular hours				

BID FORM
COURTHOUSE FLOORING BID

It is the intent of these specifications to describe the items needed and requirements to be met to provide Ware County with the flooring systems as called for in the drawings and specifications, including manufacturer's specifications, installation procedures & recommendations. Ware County will not be responsible for any charges not shown on this contract, without prior approval from the Facilities Coordinator or his designee.

Having carefully examined the specifications entitled **COURTHOUSE FLOORING BID**, dated **May 07, 2013**, as well as inspecting the premises and conditions affecting the work, the undersigned proposes to furnish all services, equipment, materials and labor called for by them, for the complete project, for the sum of

_____ Dollars
(WRITE OUT AMOUNT)

\$ _____ which
(AMOUNT IN NUMBERS)

sum is hereinafter called the Base Bid.

Number of calendar days required to complete work _____

The undersigned hereby agrees that this bid may not be revoked or withdrawn after the time set for the opening of bids, but shall remain open for acceptance for a period of sixty (60) calendar days following such time.

Upon notification by mail, facsimile, delivery, phone or email of the acceptance of this proposal the undersigned agrees to execute within ten (10) calendar days a contract for the completion of all work specified.

Award of the contract shall be made by the Ware County Board of Commissioners and the Contractor will be notified in writing by letter, fax, or email, and will have no more than ten (10) days to produce all submittal items required to issue a "Notice to Proceed".

By submitting this proposal, Contractor certifies this proposal is made without prior understanding, agreement or connection with any corporation, firm or individual submitting a proposal for the same materials, supplies or equipment, and is in all respects fair and without collusion or fraud. Contractor further agrees that he understands collusive bidding is a violation of State and Federal law and can result in fines, prison sentences and civil damage awards. By submitting this proposal Contractor agrees to abide by all conditions of this proposal.

BID FORM

Sign below in ink in the space provided. Unsigned bids will be considered incomplete and will be subject to rejection.

It is agreed by the undersigned bidder that the signing and delivery of this bid represents the bidder's acceptance of the terms and conditions of the specifications and provisions, and if awarded this bid, will perform in accordance with this agreement.

BID SUBMITTED BY:

Acknowledgement of Addenda: _____

Company Name: _____

Address: _____

City: _____

State: _____

Zip Code: _____

Phone: _____

Fax: _____

Email: _____

Authorized Signature: _____

Printed Signature: _____

Title of Signer: _____

Date of Signature: _____

Is any Owner or officer of the bidder an employee of Ware County or related as close as third cousin to a Ware County Commissioner or other elected official?

CHECK ONE: YES_____ or NO_____

Vendors submitting a bid from Waycross and Ware County MUST have valid City and/or County business license.

COMPLY: YES _____ NO _____

EXPIRATION DATE _____

City License No. _____

County License No. _____

NOTE: Any bid not containing this information will NOT be considered.

Ware County Contract Agreement

Sign, date, notarize, and return this page with the bid documents. This page will be signed, dated, and notarized by the County after approval of the bid.

Signing this document thereby binds the Contractor to all items included in the bid package. The bid documents, amendments, attachments, drawings and specifications (including manufacturer's specifications, installation procedures & recommendations) are a part of the contract and the Contractor agrees to be bound and to perform in accordance with all the content therein.

Approved by Authorized Representative of Contractor

Company Name: _____

Address: _____

City, State, Zip Code: _____

Authorized Signature: _____

Printed Signature: _____

Printed Title of Signer: _____

Date of Signature: _____

Notary Printed Name & Signature

Date of Expiration

Seal

Approved by Authorized Representative of Ware County

**Ware County Board of Commissioners, 800 Church Street, Suite 223,
Waycross, GA 31501**

Printed Title of Signer: **Chairman of Board of Commissioners**

Authorized Signature: _____

Printed Name of Signature: **Jimmy Brown**

Date of Signature: _____

Notary Printed Name & Signature

Date of Expiration

Seal

