



Ware County

Opportunity in every direction.

INVITATION TO BID FIRE EXTINGUISHER SERVICES

The Ware County Board of Commissioners is seeking bids from contractors to service and maintain fire extinguishers, hood systems, and exit and emergency lights in the county buildings listed in the bid package.

Scope of work shall include: Provide labor, materials, and equipment necessary to service each type and kind of fire extinguisher listed, do annual fire extinguisher inspections, recharges and repairs, and to do annual and semiannual hood inspections and maintenance as required to keep all fire extinguishing services in compliance with applicable codes and test and repair exit and emergency lights.

Contract Time: The contract shall be for the period beginning July 01, 2010 through June 30, 2011 known as FYE 2011, and shall be renewable for an additional two years at owner's discretion. Annual inspections to be completed in January or February of each year.

Terms and Time of Payment: The contractor shall present the owner with a bill for approval by the owner's representative and upon approval shall be paid within a maximum of 30 calendar days of receipt of invoice. Ware County prefers to pay by Procurement (Visa Credit) Card.

Obtaining Plans and Specifications: To obtain a bid package with specifications, ask questions, examine the sites and the work involved, bidders should contact, Clarke Lee, Facilities Coordinator, 800 Church Street, Suite B-217, Waycross GA 31501, Phone: 912-287-4480, Fax 912-287-4482, Cellular: (912) 281-0215, Email: clarke@warecounty.com, or they may be downloaded from the Ware County website at: www.warecounty.com (under Quick Links select Bid Opportunities).

Bonds and Insurance:

1. Bid Bond is not required.
2. Payment & Performance Bonds are not required.
3. Contractor must provide General Liability insurance in the amount of \$1,000,000.00 and Vehicle Insurance in the amount of \$1,000,000.00 per vehicle.

Submitting Bids: Bids shall be received until **10:00 a.m. on Thursday, April 22, 2010**, in the Ware County Commission Office 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 & GENERAL CONDITIONS
BIDDING

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 8 through 14 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 will render the bid irregular and shall be considered sufficient cause for rejection of a bid.

Bids shall be received until **10:00 a.m. on Thursday, April 22, 2010**, in the Ware County Commission Office 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 hour 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 thirty (30) 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.

BONDS & INSURANCE

No Bonds are required.

Contractor must provide *General Liability Insurance* in the amount of \$1,000,000.00 and insurance for *Vehicles* in the Amount of \$1,000,000.00 per vehicle.

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

Before proceeding to work, the contractor must provide the following information to the owner's representative, Clarke Lee, Facilities Coordinator, 800 Church Street, Suite B-217, Waycross GA 31501.

1. Copy of current valid business license.
2. Certificates of insurance meeting or exceeding requirements.
3. Proof of Workman's Compensation Insurance, if required by law.

The owner must approve all submittal data before proceeding to work.

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, to not interfere, or minimize interference, with normal operations of the buildings and to insure the safety of staff and visitors. Access to secure areas must be coordinated through the appropriate contact in each building.

Ware County expects work to be performed during normal hours of operation in areas that can be safely cordoned off and normal operations of the facility can continue. For work required that cannot be accomplished safely during normal hours of operation the contractor must coordinate and schedule this work to be done at a time when it will be safe to proceed.

APPLICATIONS FOR PAYMENT

The Contractor shall submit to the Owner an itemized invoice for approval and payment. All invoices shall list the items and quantities of work done, per the contract pricing, and list the building in which they were done.

Payments for each invoice will be made within 30 calendar days of approval. Items in conflict will be researched and the contractor shall supply the needed information to approve them or remove them from the invoice before payment.

Ware County prefers to make payments via Procurement (Visa Credit) Card but if contractor does not offer this service will pay invoices by check.

Adding & Deleting Buildings: Buildings may be added or deleted from the list as determined by Ware County and the monthly billing shall be adjusted to reflect the changes. For the addition of new buildings the contractor and Ware County shall agree upon a monthly cost and amend the list to reflect the change.

GENERAL REQUIREMENTS

Fire Extinguishers: The contractor shall be required to furnish and install all labor, equipment, parts and materials necessary, and all other items necessary, to do a complete and professional job, to annually inspect, repair or replace if needed, recharge if needed, certify and tag as required by law, all the fire extinguishers for the Ware County buildings listed, or added to the list, throughout the contract period.

Hood Systems: The contractor shall be required to furnish and install all labor, equipment, parts and materials necessary, and all other items necessary, to do a complete and professional job, and to semiannually inspect, repair if needed, recharge if needed,

certify and tag as required by law, all hood systems for the Ware County buildings listed, or added to the list, throughout the contract period.

Hood Cleaning: The contractor shall be required to furnish and install all labor, equipment, parts and materials necessary, and all other items necessary, to do a complete and professional job, to clean hood systems, as is necessary to keep them safe for use and in compliance with applicable codes for the Ware County buildings listed, or added to the list, throughout the contract period.

Exit & Emergency Lights: The contractor shall be required to furnish and install all labor, equipment, parts and materials necessary, and all other items necessary, to do a complete and professional job, to annually inspect, repair if needed, recharge if needed, certify and tag as required by law, all the Exit and Emergency lights for the Ware County buildings listed, or added to the list, throughout the contract period.

SITE VISITS

The contractor will be required to coordinate and schedule with Ware County's representatives, as delegated, to be given access to all areas requiring service.

DAMAGE

The contractor shall be fully responsible for the safety and good condition of all work and materials until work 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.

CODES & REGULATIONS

Comply with all the required codes for Safety, and local building codes. In the case of conflicting codes the more stringent shall be the rule to follow.

BUILDINGS LIST

Building / Department Name	Address	City
Court House (Including Old Jail Area)	800 Church Street	Waycross
Annex I & Vehicles	201 State Street	Waycross
Central Service Building	805 Grove Avenue	Waycross
Planning Department & Vehicles	902 Grove Avenue	Waycross
Board Of Assessors & Vehicles	215 Oak Street	Waycross
PSAF Building & Vehicles	3395 Harris Road	Waycross
Day Treatment Program Building	378 State Street	Waycross
Ware County Library & Vehicles	401 Lee Avenue	Waycross
Senior Citizens Center & Hood System	1615 Carswell Avenue	Waycross
Ware County Extension Service & Vehicles	605-A Church Street	Waycross
Maintenance Facility & Vehicles	330 Albany Avenue	Waycross
District Attorney & Vehicles	306 Albany Avenue	Waycross
Magistrate Court & Vehicles	310 Albany Avenue	Waycross
Office Of Sheriff & Vehicles		
Sheriff Department & Vehicles	3487 Harris Road	Waycross
Jail Operations & Hood System	3489 Harris Road	Waycross
Pod 1	3489 Harris Road	Waycross
Pod 2	3489 Harris Road	Waycross
Exercise Building	3487 Harris Road	Waycross
Maintenance Building	3487 Harris Road	Waycross
Evidence Storage	3487 Harris Road	Waycross
Storage Building	3487 Harris Road	Waycross
Record Storage Building	3487 Harris Road	Waycross
Public Safety Training Facility	4635 Alma Highway	Waycross
Public Safety Range Tower	4635 Alma Highway	Waycross
Public Safety Classroom	4635 Alma Highway	Waycross
Public Safety Burn Building	4635 Alma Highway	Waycross
Hazmat Building	4635 Alma Highway	Waycross
Public Works & Vehicles		
Public Works Main Office	3699 Harris Road	Waycross
Mike King's Office	3699 Harris Road	Waycross
Vehicle Maintenance	3697 Harris Road	Waycross
Parts Department	3697 Harris Road	Waycross
Storage Trailer	3699 Harris Road	Waycross
Storage Building	3699 Harris Road	Waycross
Welding Shop	3699B Harris Road	Waycross
Sign Shop	3699C Harris Road	Waycross
Inert Landfill Control Building	3699D Harris Road	Waycross

Airport & Vehicles		
Airport Terminal	3098 Keen Drive	Waycross
Quanson Hanger	2841 Forest Road	Waycross
Corporate Hanger	2894-A Forest Road	Waycross
Corporate Hanger	2894-B Forest Road	Waycross
T Hanger	3295 Unit A Keen Drive	Waycross
T Hanger	3295 Unit B Keen Drive	Waycross
Feed Bin Storage	Keen Drive	Waycross
Crate Factory	3097 Keen Road	Waycross
Recreation & Vehicles		
Grove Avenue Main Office	1507 Grove Avenue	Waycross
Grove Avenue Gym & Other Bldgs	1507 Grove Avenue	Waycross
Memorial Park Recreation Building	1300 Reynolds St	Waycross
City Auditorium	865 Pendleton Street	Waycross
Erin Johnson Park	3225 Smith Drive	Waycross
Bailey Street Pool House	1304 Bailey Street	Waycross
6-Field Concessions	2101 Recreation Road	Waycross
4-Field Concessions	2101 Recreation Road	Waycross
Trembling Earth Football	2101 Recreation Road	Waycross
Trembling Earth Maintenance	2101 Recreation Road	Waycross
Public Safety Operations & Vehicles		
Station 1-Fire & EMS & Spares & Vehicles & Hood System	3411 Harris Road	Waycross
PSAF Trailer Storage Facility	3411-A Harris Road	Waycross
Disabled Veterans (old FS # 1)	2800 Smith Drive	Waycross
Cookout/Storage Building	2800 Smith Drive	Waycross
Station 2-Manor Fire Station	4625 Manor Millwood Rd. South	Manor
Station 3-Southeast Fire Station	250 Vickers Road	Waycross
Station 4-Emerson Park Fire Station	2510 Alabama Avenue	Waycross
Station 5-Boggy Bay Fire Station	2800 South Lakeview Drive	Waycross
Station 6-Dixie Union Fire Station	6586 Alma Highway	Waycross
Station 7-Millwood Fire Station	8069 Sawmill Road	Millwood
Station 8 -Pebble Hill Fire Station	3199 Pebble Hill Road	Waycross
Station 9-Waresboro Fire Station	3280 West Church Street	Waresboro
Station 10-Bickley Fire Station	6160 Bickley Highway	Nichols

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.

SCHEDULE OF VALUES

Item	Description	Counts	Cost Each	Total Cost
Recharge Prices				
2½ lb.	ABC Extinguisher	4		
5 lb.	ABC Extinguisher	143		
10 lb.	ABC Extinguisher	141		
20 lb.	ABC Extinguisher	35		
2½ lb.	BC Extinguisher	1		
5 lb.	BC Extinguisher	2		
10 lb.	BC Extinguisher	30		
20 lb.	BC Extinguisher	15		
5 lb.	CO2 Extinguisher	1		
10 lb.	CO2 Extinguisher	4		
15 lb.	CO2 Extinguisher	1		
20 lb.	CO2 Extinguisher	1		
2½ gal	H2O Extinguisher	21		
6 Liter	K Class	2		
1.25 lb.	Halotron Extinguisher	1		
5 lb.	Halotron Extinguisher	2		
11 lb.	Halotron Extinguisher	4		
20 lb.	Halotron Extinguisher	1		
2½ gal	Foam SP	4		

Item	Description	Counts	Cost Each	Total Cost
New Prices				
2½ lb.	ABC Extinguisher	1		
5 lb.	ABC Extinguisher	11		
10 lb.	ABC Extinguisher	5		
20 lb.	ABC Extinguisher	5		
2½ lb.	BC Extinguisher	1		
5 lb.	BC Extinguisher	5		
10 lb.	BC Extinguisher	15		
20 lb.	BC Extinguisher	10		
5 lb.	CO2 Extinguisher	1		
10 lb.	CO2 Extinguisher	1		
15 lb.	CO2 Extinguisher	1		
20 lb.	CO2 Extinguisher	1		
2½ gal	H2O Extinguisher	5		
6 Liter	K Class	1		
1¼ lb.	Halotron Extinguisher	1		
5 lb.	Halotron Extinguisher	1		
11 lb.	Halotron Extinguisher	1		

Item	Description	Counts	Cost Each	Total Cost
Inspection Prices				
Yearly Inspections		398		
6 Year Inspections		48		
High Pressure Hydro Retest				
12 Year Hydro Test		20		
Parts Prices				
Labels		398		
Pins		398		
O-Rings		39		
Valve Stems		39		
H2O Valve Stems		2		
Mounting Brackets Wall		10		
Mounting Brackets Vehicle (HD)		10		
Mounting Brackets Vehicle (5 lb)		10		
Hose & Nozzle (CO2)		7		
Hose Assembly (Dry Chemical)		28		
Gauges		40		
Handles		20		
Rivets		20		
Seals		398		

Item	Description	Counts	Cost Each	Total Cost
Hood Systems				
Semi-Annual Inspections		6		
Clean Hood System as Needed		2		
Fuse Links 360 Degree		18		
CO2 Cartridges		2		
Jail Dual Hood Ansul R-102				
3-Gallon Tanks - recharge		2		
1.5 - Gallon tank recharge		1		
Senior Citizens Range Guard System				
4-Gallon Recharge		1		
Fire Station 1				
Guardian III System		1		
Exit & Emergency Lights:				
Annual Maintenance Parts included		231		
Annual Maintenance Without Parts		231		
Bulbs		4		
batteries		27		
New Lights		34		
Total Bid Amount				

**BID FORM
FIRE EXTINGUISHER BID**

It is the intent of these specifications to describe the items needed and requirements to be met to provide Ware County with service to maintain fire extinguishers, hood systems, and exit and emergency lights in the county buildings. Please complete the following bid documents and include all charges for this contract. **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 FIRE EXTINGUISHER BID, dated January 19, 2010, as well as inspecting the premises and conditions affecting the work, the undersigned proposes to furnish all services, materials and labor called for by them for the work, as enumerated by the Schedule of Values, for the sum of

_____ Dollars
(WRITE OUT AMOUNT)

\$ _____ which
(AMOUNT IN NUMBERS)

sum is hereinafter called the Base Bid.

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 thirty (30) calendar days following such time.

Upon notification by mail, facsimile, delivery, phone or email of the acceptance of this proposal within thirty (30) calendar days after the time set for the opening of bids, 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 asked to produce certificates of insurance, schedule of values, submittals, and any other required documentation before being given 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:

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.