



Twin Lakes Library System

**INVITATION FOR BID  
BID # 0002**

**RENOVATION AND CONSTRUCTION  
127 E. HANCOCK ST  
ANNEX BUILDING  
MILLEDGEVILLE GA  
31061**

**For all questions about this BID contact:**

*Stephen Houser, Library Director  
(478) 452-0673 phone  
(478) 452-0680 fax  
shouser@tlsga.org*

**Deadline:  
Friday, July 27, 2018 at 3:30 pm**

## **1.0 INTRODUCTION**

The Invitation for Bid is intended to provide interested vendors with sufficient information to guide them through the development of their proposed bid for construction and renovation.

In responding to this bid, it is important that all vendors follow the prescribed format so that each vendor will be providing comparable data to that submitted by other vendors and thus be assured of fair and objective treatment in the Library System's review and evaluation process.

## **1.2 Schedule of Events**

This Invitation for Bid will be governed by the following schedule:

### **DATES**

Release of Bid	Friday, June 29, 2018
Pre-bid meeting with Architect	Thursday, July 12, 2018 To schedule, call Stephen Houser, 478-452-0673
On-site inspection date	Thursday, July 12, 2018 (9am-4pm) To schedule, call Stephen Houser, 478-452-0673
Deadline for written questions	Wednesday, July 18, 2018
Answers to written questions	Monday, July 23, 2018
Proposals due	Friday, July 27, 2018 at 3:30pm

## **1.3 Restrictions on Communications with Staff**

All questions about this bid must be submitted in the following format:

Company Name

1. Question

Citation of relevant section of the bid

Questions must be in writing to the Library Director:

Address: Stephen Houser, M.L.I.S.  
Library Director  
Twin Lakes Library System  
151 S. Jefferson St.  
Milledgeville, GA 31061

E-mail: shouser@tllsga.org

Fax: 478.452.0680 fax

No questions other than written will be accepted. No response other than written will be binding upon the Twin Lakes Library System. Questions will be combined into one list of questions and responses and will be sent to all vendors who have received the bid document.

## **2.0 COMPANY BACKGROUND & EXPERIENCE**

### **2.1 Experience**

The vendor will provide a list of all clients for whom similar services, as detailed in this bid, have been provided during the past 5 years. The list must include:

Dates of service  
Name of contact person  
Title of contact person  
Phone number of contact person

The vendor will also disclose any services terminated by the client(s) and the reason(s) for termination.

Failure to provide this information will disqualify the bid submission.

## **3.0 BID**

### **3.1 Packaging of Bid**

Submissions must be by the following method:

Hard copies in a sealed package containing three (3) signed copies. The sealed package must be labeled as follows:

**(Vendor Name)**

**BID #0002**

**Construction and Renovation**

**127 E. HANCOCK STREET, MILLEDGEVILLE GA 31061**

Vendor response to this bid must consist of the following documents:

- Bid Sheet
- Bid Response Signature Page
- Product specification and warranty information.
- Letters from three (3) references **or** list of three references.

- Insurance certificates.
- E-Verify Form [Contractor Affidavit under O.C.G.A. 13-10-91(b)(1)]

### **3.2 Submission of Bid**

The original and TWO (2) copies of the bid response must be delivered no later than **3:30 P.M. on Friday, July 27, 2018.**

Proposals must be submitted to:

**Stephen Houser  
Library Director  
Twin Lakes Library System  
151 S. Jefferson St.  
Milledgeville, GA 31061**

**NOTE: OUTSIDE OF ALL ENVELOPES MUST BE CLEARLY MARKED.**

**Any proposal received after the due date and time will not be evaluated.**

### **3.3 Rejection of Bid/Cancellation of Bid**

The Twin Lakes Library System reserves the right to reject any or all bids, to waive any irregularity or informality in a bid, and to accept or reject any item or combination of items, when to do so would be to the advantage of the Library. It is also within the right of the Library to reject bids that do not contain all elements and information requested in this document. The Library reserves the right to cancel this bid at any time.

## **4.0 TERMS AND CONDITIONS**

### **4.1 Bid Amendments**

The Twin Lakes Library System reserves the right to amend this bid prior to the proposal due date. All amendments and additional information will be sent to all vendors who have received the bid document.

### **4.2 Bid Withdrawal**

A submitted proposal may be withdrawn prior to the due date by a written request to the Library Director. A request to withdraw a proposal must be signed by an authorized individual.

### **4.3 Bid Costs**

The cost for developing the bid or the submission of the bid is the sole responsibility of the vendor. The Twin Lakes Library System will not provide reimbursement for such costs.

#### **4.4 Responsibilities of Prime Contractor**

The successful vendor will be considered as the prime contractor and will be required to assume total responsibility of services offered in the proposal whether or not the company is the manufacturer, producer, value added reseller, author, or supplier of the items. The Twin Lakes Library System will consider the successful vendor to be the sole point of contact with regard to all contractual matters, including performance or service unless otherwise stated.

Prior to final selection, vendors may be required to submit additional information that the Twin Lakes Library System may deem necessary to determine the vendor's qualifications.

#### **4.5 Firm Price**

Prices offered by the vendors will be firm and not subject to increase during the term of any contractual agreement arising between TLLS and the successful vendor as a result of this bid.

#### **4.6 Execution of Contract**

Upon the acceptance of a bid response, a contract must be provided by the bidder for signature of the Director. In the event that the successful vendor fails, neglects or refuses to execute the contract within ten (10) days after the mailing of said contract, the Twin Lakes Library System may at its option terminate and cancel its action in awarding the contract and the contract shall become null and void and of no effect. Incorporated by reference into the contract which is to be entered into by the Twin Lakes Library System and the successful vendor pursuant to this bid will be all of the information presented in or with this bid and the vendor's response thereto, and all written communications between the Twin Lakes Library System, its agents, and the successful vendor whose bid response is accepted.

#### **4.7 Exemption from Federal Excise & Sales Tax**

The Twin Lakes Library System is exempt from federal excise tax and sales tax. Net price as shown in the cost proposal shall be exclusive of such taxes.

#### **4.8 Statement of Time**

Time, when stated as a number of days, shall include Saturdays, Sundays, and legal holidays.

#### **4.10 Conflict of Interest**

If a vendor has any existing client relationship that involves the Twin Lakes Library System, the vendor must disclose each relationship.

### **5.0 SPECIFICATIONS OR SCOPE OF WORK**

The project consists of renovation and of an historic building to create a public library space, offices for library and City of Milledgeville staff, and retail space. This is Phase 2 of the project, with Phase 1 consisting of demolition and some renovation.

Please reference 'June 29, 2018, Construction Documents for Bid' for specific scope of work.

It is the responsibility of the bidder to carefully examine and fully understand the project scope. It is the responsibility of the bidder to make a personal examination of the site of proposed work and satisfy himself as to the actual conditions and requirements of the work.

Insurance requirements: Successful bidder shall submit certificates of insurance showing minimum coverage as follows:

1. Worker's Compensation- as required by State Law
2. Comprehensive General Liability
  - a. Each Person: \$500,000
  - b. Each Occurrence: \$1,000,000
3. Vehicle Liability
  - a. Each Person: \$300,000
  - b. Each Occurrence: \$500,000
4. Property Damage Insurance
  - a. Each Occurrence: \$100,000
  - b. Aggregate Limit: \$200,000

E-Verify Form [Contractor Affidavit under O.C.G.A. 13-10-91(b)(1)] required from Successful Bidder.

**BID SHEET**

Item #	Description	Total Price
1	Please see attached June 29, 2018, Construction Documents for Bid.	

\*\*\*\*\* PLEASE PRINT OR TYPE \*\*\*\*\*

**COMPANY NAME :** \_\_\_\_\_

**COMPANY CONTACT PERSON :** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_

**TELEPHONE # :** \_\_\_\_\_ **FAX # :** \_\_\_\_\_

**EMAIL :** \_\_\_\_\_

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**TITLE**

**BID RESPONSE SIGNATURE PAGE**

If the Vendor is: **A SOLE OWNER OR PARTNERSHIP** (Please Indicate Which):  
Execute this part of the Bid:

DATE: \_\_\_\_\_

\_\_\_\_\_  
(Signature of Owner or Partner)

\_\_\_\_\_  
(Business Name or Bidder)

\_\_\_\_\_  
(Print Name and Title)

\_\_\_\_\_  
(Address) (City) (State) (Zip) (Telephone Number)

If the Vendor is: **A CORPORATION** execute this part of the Bid. If not executed by the Corporation (i.e., required signatures as seen below and Corporate Seal affixed), a certified Corporate Resolution authorizing the form of execution used must be attached to and made part of this Bid Response.

DATE: \_\_\_\_\_

\_\_\_\_\_  
(Corporate or Business Name of Bidder)

\_\_\_\_\_  
(Address) (City) (State) (Zip) (Telephone Number)

\_\_\_\_\_  
(Signature of President or Vice-Pres.)

\_\_\_\_\_  
(Signature of Secretary, Asst. Sec.,  
Treasurer or Asst. Treasurer)

\_\_\_\_\_  
(Print Name and Title)

\_\_\_\_\_  
(Print Name and Title)

**CORPORATE SEAL**



*Georgia Security & Immigration Compliance (GSIC) Act*  
CONTRACTOR AFFIDAVIT AND AGREEMENT

The Twin Lakes Library System and Contractor agree that compliance with the requirements of O.C.G.A. §13-10-91 and Rule 300-10-1-.02 of the Rules of the Georgia Department of Labor are conditions of this Agreement for the physical performance of services.

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. §13-10-91, *stating affirmatively that the individual, firm, or corporation which is contracting with the Twin Lakes Library System has registered with and is participating the federal work authorization program known as "E-Verify", web address <https://e-verify.uscis.gov/enroll/> operated by the United States Citizenship and Immigration Services Bureau of the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. §13-10-91.* The undersigned Contractor also verifies that he/she/it is using and will continue to use the federal work authorization program throughout the contract period.

The undersigned Contractor agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to the contract with the Twin Lakes Library System, Contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. §13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-.08 or a substantially similar form. Contractor further agrees the Contractor will advise the Twin Lakes Library System of the hiring a new subcontractor and will provide the Twin Lakes Library System with a Subcontractor Affidavit attesting to the Subcontractor's name, address, user identification number, and date of authorization to use the Federal Work Authorization Program within five (5) days of the hiring before the Subcontractor begins working on the Project. Contractor also agrees to maintain all records of such compliance for inspection by the Twin Lakes Library System at any time and to provide a copy of each such verification to the Twin Lakes Library System at the time the subcontractor(s) is retained to perform such services.

\_\_\_\_\_  
E-Verify Employment Eligibility Verification User Identification Number

\_\_\_\_\_  
Date of Authorization to Use Federal Work Authorization Program

\_\_\_\_\_  
NAME OF CONTRACTOR

\_\_\_\_\_  
Title of Authorized Officer or Agent of Contractor

\_\_\_\_\_  
Signature and Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

*\* As of the effective date of O.C.G.A. §13-10-91, the applicable federal work authorization program is the "EEV / Basic Pilot Program" operated by the U. S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).*

*Authority O.C.G.A. Sec. §13-10-91. **History.** Original Rule entitled "Contractor Affidavit and Agreement" adopted. F. May 25, 2007; eff. June 18, 2007, as specified by the Agency.*

**BID FORMS**

**PART 1 - GENERAL**

**1.1 BID INFORMATION**

- A. Bidder: \_\_\_\_\_.
- B. Project Name: RFP #0002 CONSTRUCTION AND RENOVATION
- C. Project Location: 127 E. HANCOCK ST., MILLEDGEVILLE, GA
- D. Owner: CITY OF MILLEDGEVILLE.
- E. Client: TWIN LAKES LIBRARY SYSTEM
- F. Owner Project Number: NA.
- G. Architect: ARCOLLAB, INC.

**1.2 CERTIFICATIONS AND BASE BID**

- A. Base Bid, Single-Prime (All Trades) Contract: The undersigned Bidder, having carefully examined the Procurement and Contracting Requirements, Conditions of the Contract, Drawings, Specifications, and all subsequent Addenda, as prepared by Arcollab and Architect's consultants, having visited the site, and being familiar with all conditions and requirements of the Work, hereby agrees to furnish all material, labor, equipment and services, including all scheduled allowances, necessary to complete the construction of the above-named project, according to the requirements of the Procurement and Contracting Documents, for the stipulated sum of:
  - 1. \_\_\_\_\_ Dollars (\$\_\_\_\_\_).

**1.3 SUBCONTRACTORS AND SUPPLIERS**

- A. The following companies shall execute subcontracts for the portions of the Work indicated:
  - 1. Plumbing Work: \_\_\_\_\_.
  - 2. HVAC Work: \_\_\_\_\_.
  - 3. Electrical Work: \_\_\_\_\_.

**1.4 TIME OF COMPLETION**

- A. The undersigned Bidder proposes and agrees hereby to commence the Work of the Contract Documents on a date specified in a written Notice to Proceed to be issued by Architect, and shall fully complete the Work within 60 calendar days.

**1.5 LIQUIDATED DAMAGES**

- A. The undersigned Bidder proposes and agrees hereby to pay as liquidated damages, the sum of **\$500.00** for each consecutive calendar day over 60 calendar days until the Work is fully completed.

**1.6 ACKNOWLEDGEMENT OF ADDENDA**

- A. The undersigned Bidder acknowledges receipt of and use of the following Addenda in the preparation of this Bid:
  - 1. Addendum No. A, dated \_\_\_\_\_.
  - 2. Addendum No. B, dated \_\_\_\_\_.
  - 3. Addendum No. C, dated \_\_\_\_\_.
  - 4. Addendum No. D, dated \_\_\_\_\_.

**1.7 BID SUPPLEMENTS**

- A. The following supplements are a part of this Bid Form and are attached hereto.
  - 1. Contractor E-verify Affidavit.
  - 2. Bid Form Supplement - Bid Bond Form (AIA Document A310).

**1.8 CONTRACTOR'S LICENSE**

- A. The undersigned further states that it is a duly licensed contractor, for the type of work proposed, in Georgia, and that all fees, permits, etc., pursuant to submitting this proposal have been paid in full.

**1.9 SUBMISSION OF BID**

- A. Respectfully submitted this \_\_\_\_ day of July, 2018.
- B. Submitted By: \_\_\_\_\_ (Name of bidding firm or corporation).
- C. Authorized Signature: \_\_\_\_\_ (Handwritten signature).
- D. Signed By: \_\_\_\_\_ (Type or print name).
- E. Title: \_\_\_\_\_ (Owner/Partner/President/Vice President).
- F. Witness By: \_\_\_\_\_ (Handwritten signature).
- G. Attest: \_\_\_\_\_ (Handwritten signature).
- H. By: \_\_\_\_\_ (Type or print name).

- I. Title: \_\_\_\_\_(Corporate Secretary or Assistant Secretary).
- J. Street Address: \_\_\_\_\_.
- K. City, State, Zip: \_\_\_\_\_.
- L. Phone: \_\_\_\_\_.
- M. License No.: \_\_\_\_\_.
- N. Federal ID No.: \_\_\_\_\_(Affix Corporate Seal Here).

**Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1)**

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of (name of public employer) has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

\_\_\_\_\_  
Federal Work Authorization User Identification Number

\_\_\_\_\_  
Date of Authorization

\_\_\_\_\_  
Name of Contractor

\_\_\_\_\_  
Name of Project

\_\_\_\_\_  
Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on \_\_\_\_\_, \_\_\_\_, 201\_\_ in \_\_\_\_\_(city), \_\_\_\_\_(state).

\_\_\_\_\_  
Signature of Authorized Officer or Agent

\_\_\_\_\_  
Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME

ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_,201\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires:\_\_\_\_\_

**END OF BID FORMS**

# AIA Document A310™ – 2010

## Bid Bond

**CONTRACTOR:**  
*(Name, legal status and address)*

**SURETY:**  
*(Name, legal status and principal place of business)*

**OWNER:**  
*(Name, legal status and address)*

**BOND AMOUNT:**

**PROJECT:**  
*(Name, location or address, and Project number, if any)*

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this \_\_\_\_\_ day of \_\_\_\_\_

	<i>(Contractor as Principal)</i>	<i>(Seal)</i>
<i>(Witness)</i>	<i>(Title)</i>	
	<i>(Surety)</i>	<i>(Seal)</i>
<i>(Witness)</i>	<i>(Title)</i>	

**CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.**

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