

**ANIMAL CONTROL
ADMIN BUILDING IMPROVEMENTS
501 Ball Street
Perry GA 31069**

BID NO 2016-28

CITY OF PERRY

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Animal Control Admin Building Improvements
Bid #2016-28

The City of Perry is requesting sealed bids for the remodeling of existing manufactured office building to be used as the administrative building for animal control. All bidders must have a Georgia contractor's license for residential/light commercial or commercial contractor's license to bid this project. All work will be in compliance with the State of Georgia Minimum Standard Codes with Amendments. **There is a mandatory pre-bid meeting on April 27, 2016 at 10:00 AM.** The bids are due May 11, 2016 at 2:00 PM.

Copies of the bid documents may be obtained at no cost by contacting the City of Perry Department of Administration – Purchasing, 1211 Washington Street, P O Box 2030, Perry, Georgia 31069 at 478-988-2712 or visiting www.perry-ga.gov. Direct any questions about the project to Steve Howard at 478-988-2719. Bids will be received until 2:00 PM local time May 11, 2016 at Perry City Hall, 1211 Washington Street, Perry, Georgia.

All bidders must have proof of liability/workers compensation insurance.

All bidders shall provide a list of local references.

No bidder may withdraw a bid within 60 days after the actual date of the opening.

Any contractor or subcontractor entering into a contract with the City of Perry must register and participate in the federal work authentication program (E-verify) to verify the employment eligibility of all employees.

The owner reserves the right to reject any or all bids, to waive, irregularities, technicalities and informalities.

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Scope of Services

The project consists of constructing a 12 x 10 porch with ADA compliant ramp system on the front and a 5 x 5 porch with steps on the side entry. Both porches are to have a roof. The exterior will be painted. The interior of the building will have two partition walls added to create office space and a laundry room. There will be electrical and plumbing modifications.

Special Conditions

Exterior

1. Construct a 12 x 10 covered front porch. This entry will require an ADA compliant ramp system with railing.
2. Construct a 5 x 5 covered porch at the side door entry. The access will be steps with railing. NOTE: Porches/Decks shall meet the requirements of 2014 IRC Prescriptive Deck details with 2015 amendments.
3. Install a gutter system on the exterior with downspouts.
4. Paint the exterior of the building with latex exterior paint; color chosen by City.

Interior

A sketch is provided representing the proposed layout. Bidder will be required to verify dimensions.

1. Construct a partition wall 30'-4" in length along the center line of the structure. Wall to consist of 2 x 4 wood framing with sound batts and ½" gypsum. Install 3'-0" nine panel interior door. Install (2) two 3'-0" x 3'-0" tempered glazing in wall. City will provide door hardware.
2. Construct an 11'-5" interior partition for office space. Wall to consist of 2 x 4 framing with sound batt and ½" gypsum. Install 3'-0" nine panel interior door. City will provide door hardware.
3. Rubber cove four inch base molding to be installed on both sides of new partition walls. Color to match existing.

Plumbing

1. Convert existing restroom into laundry with washer hookup and laundry sink
2. Remove existing countertop sink and reinstall after new countertop installed.
3. Add sink similar to existing in new countertop at kitchen.

Electrical

1. Install outlets in partition walls to meet NEC code
2. Install outlets in new laundry for washer and electric dryer. Washer and dryer will be supplied by the City.
3. Install one outlet above counter at kitchen for microwave.

Miscellaneous

1. Provide and install two (2) Formica or equal countertops on existing cabinets. Provide opening in both countertops to accommodate sink. Counter one is 86" in length; counter two is 66" in length. Width of countertops is to be 25 1/4".
2. Paint interior of building. Color to be selected by the City. Repair and prime all deformed areas and holes. Latex on walls; acrylic on trim. Two coats of paint required.
3. Remove all fire alarms and pull stations and cover with solid plate.
4. The City will provide power, water and restroom for construction utilizing facilities in building.
5. Contractor is required to use Advance Disposal System for construction debris unless they haul with their own equipment.

Contractor Requirements

- 1). Contractor must have current, valid workers compensation insurance coverage.
- 2). Contractor must have current, valid business license from Georgia local government.
- 3). Contractor must have current, valid general liability and vehicle insurance coverage.
- 4). Contractor must be in compliance with current Georgia immigration laws/regulations.
- 5). Contractor is responsible for the provision of all supplies, labor, equipment and permits.

Bidder Requirements

Any contractor submitting a bid for this project must provide:

- 1). Three (3) commercial or institutional references.
- 2). Copy of current valid business license.
- 3). Statement of total cost to complete project.
- 4). Contractors Affidavit

A mandatory pre-bid conference is scheduled for 10 AM local time on Wednesday, April 27, 2016. The conference will be held at the Animal Control Facility (501 Ball Street, Perry, GA). Contractors will be allowed to inspect the project area after the conference. Only bids from contractors present at the meeting will be considered.

Questions

Questions concerning this bid should be directed to Mr. Steve Howard 478.988.2719 or 478.256.7917. Email steve.howard@perry-ga.gov

Bid Due Date

All bids must be received in the Department of Administration – Purchasing no later than 2:00 PM May 11, 2016.

Submission of Bid

Bid documents must be clearly marked on outside “Animal Control Admin Building Improvements Bid #2016-28”. No fax transmissions or emails will be accepted. Bids are to be submitted to:

Brenda King
Department of Administration – Purchasing
Animal Control Admin Building Improvements Bid #2016-28
1211 Washington Street
P O Box 2030
Perry GA 31069

The City reserves to reject any bid determined not to be in the best interests of the City.

BID FORM

**CITY OF PERRY
Animal Control Admin Building Improvements
Bid #2016-28**

Place: City Hall
1211 Washington Street
Perry, GA 31069
Date: Tuesday, May 11, 2016
Time: 2:00 PM

Proposal of _____ (hereinafter called "Bidder") a corporation organized and existing under the laws of the State of _____ a partnership, or an individual doing business as _____.

TO: City of Perry, GA

Ladies & Gentlemen:

The Bidder, having examined the plans and specifications with related contract documents and the site of the work, and being familiar with all of the conditions surrounding the construction of the proposed project including the availability of materials and labor, hereby proposes to furnish all labor, materials and supplies and to construct the project in accordance with the contract documents, within the time set forth therein, and at the price stated below. This price is to cover all expenses incurred in performing the work required under the contract documents of which this PROPOSAL is a part.

The Bidder hereby agrees to commence work under this contract on or before a date to be specified in a written "Notice to Proceed" of the Owner and to fully complete the work within _____ consecutive calendar days after the "Notice to Proceed" date as stipulated in the specifications.

The Bidder further agrees to pay as liquidated damages, the sum of One Hundred Dollars (\$100.00) for each consecutive calendar day thereafter.

The Bidder acknowledges receipt of the following addenda:

TOTAL BASE BID \$ _____

_____ (in words) _____ (Dollars) and _____ (Cents).

The above lump sum price shown shall include all labor, materials, bailing, shoring, removal, overhead, profit, insurance, etc., to cover the furnished work of the several kinds called for.

The Bidder agrees that this bid shall be good and may not be withdrawn for a period of sixty (60) calendar days after the closing time for the receipt of bids.

The Bidder understands that the Owner reserves the right to reject any or all bids and to waive any technicalities and informalities in the bidding and re-advertise.

The Bidder also understands that the additional information on the company's qualifications is required to be submitted with the bid and that the successful bidder may or may not be the low bidder. The Owner reserves the right to evaluate each Bidder's qualifications and bid prior to award.

The Bidder declares that he understands that any and all estimated quantities shown are for estimating purposes only and that the bid is to produce a fully functional project.

Bidder

SEAL (if bid is by Corp.)

Contractor License No.

ATTEST

By

(Signature): _____

Title

(Print): _____

Address of Bidder

Corporation Address:

() _____
Phone Number of Bidder

State of Corporation: _____

CITY OF PERRY

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 City of Perry 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: _____

GENERAL CONDITIONS

Workday will begin no earlier than 7:00 AM and end at 5:00 PM or earlier, if at any time; safety, quality of work, weather or darkness is an influencing factor. Once work is started, contractor shall proceed on a daily continuous basis, weather permitting, through to completion.

Measures will be taken so that during storage, materials will be protected from moisture penetration and theft.

Contractor is fully responsible for any damage sustained to the building's exterior, interior, adjacent buildings, and all their landscaping and grounds during the course of the project. **The Contractor at his expense will make all necessary repairs.**

Contractor is responsible for removal of all used materials, rubbish, leaving the roof, buildings and grounds clean. Any loose trash is to be picked up and contained from the project on a daily basis. Trash, rubbish, debris and the like shall not be piled up on grounds overnight. Containers used for trash removal shall be emptied as needed, but under no circumstances be allowed over a weekend or holiday. Successful responsive bidder will be advised of this schedule prior to mobilization of work.

Contractor will provide experienced personnel with proper training.

Contractor shall furnish and install all materials and labor to complete assigned task.

Contractor shall provide a copy of his state of GA contractor's license and obtain a permit with the appropriate Municipality. Permits must be on jobsite before commencing work.

Contractor shall furnish all services, tools and equipment needed to complete his assigned task.

All materials are to be new and applied in a neat professional manner.

Contractor will allow owner or representative to inspect work in progress and make an inspection upon completion of the work, to determine if materials and procedures have been followed.

The presence of owner or his representative in no way relieves contractor from his contractual responsibilities with the building owner.

Contractor shall provide Certificate(s) of Insurance, covering Workmen's Compensation, General Liability and Vehicles. Certificate(s) **shall** be on file with the owner or owner's representative before mobilization of material or labor.

Contractor shall submit a "Partial Release of Liens," with each draw request and a "Final Release of Lien," prior to final payment to render the project free of any Liens. "Partial Release of Liens," and "Final Release of Liens," will also be required from suppliers.

Contractor will submit a full list of all material suppliers, subcontractors and equipment or other such rental companies providing services or labor, which they will be working with on this project prior to starting project.

Contractor agrees not to sub-contract or assign any portion of this project without prior written approval of Owner.

Final payment will not be authorized until final inspection is made and approved by the Contractor, Owner and his Representative.

JOB CONDITIONS

Weather: Proceed with renovation work only when existing and forecasted weather condition will permit work to be performed in accordance with manufacturer's recommendation and warranty requirements.

CONSTRUCTION FACILITIES AND TEMPORARY CONTROLS CONTRACTOR'S USE

Contractor's use of Premises: Limit use of premises for work and for construction operations, to allow for owner occupancy. Parking for construction workers shall be limited to areas at Owner's direction.

ELECTRICITY

Owner will provide contractor with use of existing electrical hook-up. It shall be the Contractor's responsibility to locate existing power source and provide any additional service conductors for their specific work.

WATER

Connection to existing facilities is available by use of hose. Owner will pay for water used.

SANITARY FACILITIES

Owner will allow contractor to use permanent restroom facilities on site.

CLEANING DURING CONSTRUCTION

Control accumulation of waste material and rubbish, daily dispose in a closed container or remove to a legally permitted landfill. There shall be **no** dumping in the Owner's receptacles.

ALL CONSTRUCTION SHALL MEET THE CURRENT BUILDING CODES ADOPTED BY THE STATE OF GEORGIA AND CITY OF PERRY. THE SUCCESSFUL BIDDER IS RESPONSIBLE FOR ANY PERMITS AS REQUIRED BY THE CITY OF PERRY INSPECTION DEPARTMENT.

CONTRACT

STATE OF GEORGIA

HOUSTON COUNTY

THIS AGREEMENT, entered into this ____ day of _____, 2016 by and between The City of Perry, Georgia, hereinafter referred to as the "City," and _____, hereinafter referred to as "Contractor."

WITNESSETH

WHEREAS, the City desires to employ General Contractor for the remodeling of existing manufactured office building located at 501 Ball Street, Perry, Georgia and the Contractor desires to accept such employment in accordance with the terms, covenants, and conditions hereinafter set forth.

NOW, THEREFORE, in consideration of the mutual covenants and agreements herein contained, and other good and valuable considerations, each to the other, the receipt and sufficiency whereof being hereby acknowledged, the parties hereto do hereby covenant and agree as follows:

1.

Contractor shall furnish all of the materials, equipment, and labor necessary for the remodeling of existing manufactured office building located at 501 Ball Street, Perry, Georgia.

2.

The Contractor represents to the City that he is fully experienced and properly qualified as an expert to perform the work provided for herein and that he is properly equipped and organized to

perform such work. The Contractor shall operate as an independent Contractor and not as the agent of the City.

3.

The Contractor agrees to furnish all materials, equipment, and labor and agrees to provide same and perform all work in accordance to the satisfaction of the City.

4.

The City shall pay the Contractor in current funds for the performance of the work the contract sum of \$_____ in accordance with the bid sheet shown on the Bid Form attached hereto. Said sum being the amount that the Contractor bid for the opportunity to perform said work. The contractor is to submit invoices to the City of Perry on a monthly basis.

5.

Any additions, deletions, or changes to the plans or schedules shall be agreed to in writing by both the Contractor and the City.

6.

The Contractor shall commence improvements according to the plans and specifications of the City on or before _____. The Contractor will exert every effort to complete construction within 60 calendar days from commencement. Extensions of time will be allowed for delays arising from unforeseeable causes beyond the control and without the fault of negligence of Contractor. A request for an extension of time must be made by Contractor in writing to the City within fifteen (15) calendar days after the unforeseen condition manifests itself to Contractor. Bidders further agree to pay as liquidated damages the sum of \$100.00 for each consecutive calendar day thereafter.

7.

Upon completion of the work as contemplated herein, the Contractor shall completely clean the premises freeing it of all trash, rubbish, debris, boxes, wrapping, and all of Contractor's equipment as well as any leftover materials and inventory not desired by the City.

8.

The Contractor shall comply with all requirements and regulations of governmental authorities as is required.

9.

The Contractor hereby indemnifies and agrees to save the City harmless from all liens or claims of right to enforce liens against the premises or improvements to be made thereto, of whatever nature said liens or claims may be. Neither final payment nor acceptance by the City shall constitute a waiver of this indemnity and if such claims are filed, the Contractor shall refund to the City all monies the City may be compelled to pay to discharge such liens or claims, including all costs and attorneys' fees. Upon completion of the work, the Contractor shall provide an affidavit, in a form reasonably satisfactory to the City, affirming under oath that all laborers and material suppliers involved in any respect with the work have been paid in full.

10.

The Contractor hereby indemnifies the City against all liabilities, claims, and demands for personal injury or property damage arising out of or caused by any act or omission of the Contractor, his subcontractors, agents, or employees, arising in or about the work area at any time from the date of this agreement until final completion of construction. The Contractor further covenants to use proper care and caution in the performance of his work hereunder so as not to cause damage to any adjoining or adjacent property, and the Contractor shall indemnify and hold the City harmless from any liabilities, claims, or demands for damage to such adjoining or adjacent property.

11.

Contractor shall purchase, maintain and provide evidence of General Liability and Workers Compensation Insurance coverage throughout the duration of this contract for the benefit of and in an amount approved by the City prior to commencement of the performance of the work.

12.

All bidders shall provide proof of compliance with E-Verify requirements.

13.

The Contractor shall not assign this agreement or any amount payable hereunder without the prior written consent of the City.

14.

The Contractor will, at the request of the City, correct any defects due to faulty materials or workmanship, without cost to the City, and neither the final payment by the City nor the final acceptance by the City of the work to be completed hereunder shall relieve the Contractor from responsibility for any such defect in materials and workmanship.

15.

This agreement constitutes the entire agreement of the parties hereto and no representations, inducements, promises, agreements or otherwise between the parties not embodied herein shall be of any force or effect. All warranties and representations of the Contractor hereunder shall survive final payment and acceptance of the work. Time is of the essence of this agreement.

16.

This contract and the rights of the parties will be governed by and construed in all respects in accordance with the laws of the State of Georgia.

The Courts of Houston County, Georgia shall have exclusive jurisdiction to try disputes arising under or by virtue of this contract.

IN WITNESS WHEREOF, the parties have executed the within instrument the day and year first above written.

CITY OF PERRY, GEORGIA

BY: _____
James E. Faircloth, Mayor

Attest: _____
Lee Gilmour, City Manager

CONTRACTOR

BY: _____

Attest: _____

(CORPORATE SEAL)

Animal Control Admin Building Improvements
City of Perry Bid #2016-28

