

**SECTION 00020
INVITATION TO BID**

THE CARROLL COUNTY BOARD OF COMMISSIONERS, ("CCBC"), pursuant to the provision of O.C.G.A., § 36-91-1, *et seq.*, herein seeks competitive Bids from only Pre-Qualified General Contractors for the construction of a new Justice Center to be located at 323 Newnan Street, Carrollton, Georgia (the "Project"). The Project will include the construction of a new four story Building containing approximately 105,000 Square Feet. A detailed design for the Project, including Plans and Specifications, has been prepared jointly by Alex Roush Architects, Inc. and Gardner, Spencer, Smith, Tench & Jarbeau, PC (the "Architect").

The requirements for construction of the Project, and the duties and responsibilities of the General Contractor whose Bid is accepted, are set forth in the Contract Documents which include the Instructions to Bidders; the Agreement Between Owner and Contractor (the "Agreement"); the Conditions of the Contract (General, Supplementary and other conditions); the Drawings; the Specifications; and, any Addenda issued by the Architect. The Contract Documents require, among other things, the furnishing of all materials and equipment for construction of the Project.

Only Pre-Qualified Bidders should obtain the Bidding Documents at the office of the Architect, Alex Roush Architects, Inc., 2255 Cumberland Parkway, Bldg. 100, Atlanta, Georgia 30339. Bidding Documents titled, **CARROLL COUNTY JUDICIAL CENTER**, Carrollton, Georgia, dated February 11, 2010 may be acquired on Friday, February 12, 2010 after 10:00 a.m. A required Deposit of **\$500.00 per Set**, should be filed promptly with the Architect.

Bidding Documents may also be examined at the following Plan Rooms:

1. **LDI**, 1575 Northside Drive, Suite 408, Atlanta, GA 30318,
(404) 355-3650.
2. **McGraw-Hill Construction Dodge**, 1750 Enterprise Way, Suite 103, Marietta, GA 30067,
(770) 953-2442
3. **Reed Construction Data**, 30 Technology Parkway South, Suite 100, Norcross, GA 30092,
(770) 849-6420
4. **AGC Builders Exchange**, 1940 The Exchange, Suite 300, Atlanta, GA 30339,
(678) 298-4130

Bidders are cautioned that acquisition of Bidding Documents through any source other than the office of the Architect and selected Plan Rooms is not advisable. Acquisition of Bidding Documents from unauthorized sources places the Bidder at risk of receiving incomplete or inaccurate information upon which to base a Bid.

The Architect will send the Bidding Documents, shipping charges collect, as soon as possible after receipt of Deposit. The full amount of the Deposit will be refunded upon return of such Set in good condition within Thirty (30) Days after opening of Bids. "Good condition" is defined to require that Documents will not have been taken apart or marked in a manner that limits their re-use during construction.

Any Bid submitted in response to this Request should comply strictly with all requirements set forth in the Instructions to Bidders. Any such Bid must contain the complete Bid Form setting forth the Contractor's proposed Contract Stipulated Sum for full and complete construction of the Project in conformity with all requirements of the Contract Documents. Any Bid must include a fully executed Bid Bond in the amount of Five Percent (5%) of the proposed Contract Stipulated Sum (exclusive of any Alternatives and Unit Prices) in the form required by the Instructions to Bidders. In evaluating Bids, the CCBC may seek

additional information from any Contractor concerning such Contractor's Bid or its qualifications to construct the Project.

The CCBC intends to award the Construction Contract to the responsible and responsive Contractor whose Bid is determined to be most advantageous to the CCBC, taking into consideration the following evaluation factors which are listed in their order of relative importance:

- (A) The Contractor's proposed Stipulated Sum including any Alternates accepted by the Owner (see attached Contract), which includes the Contract Sum for full and complete construction of the Project in conformity with all requirements of the Contract Documents.
- (B) Evaluation of Bidders performance on completed construction projects of similar size and scope including, but not limited to, previous justice center/courthouse projects.
- (C) All Bidders shall affirm the attached "Affidavit Verifying Status for a Carroll County Public Benefit Application" and include same with their sealed Bid and Bid Bond to be considered a qualified Bid.

Further the successful Bidder shall affirm the attached "Contractor Affidavit and Agreement (E-Verify)".

Contractor entering into contract with the CCBC shall comply with these affidavits and maintain documented records of compliance pursuant to Federal and State Law and Regulation.

All Base Bid Proposals must be properly signed, submitted in duplicate (Two (2) Original Signed Copies) in One (1) Sealed Envelope, and received by the **Carroll County Board of Commissioners at its Administrative Office in the Commissioners Board Room, located at 423 College Street, Carrollton, Georgia 30117, no later than 2:00 p.m. on Thursday, the 25th of March 2010.** The CCBC will receive such Bids at such time and place. Bids received after said time will not be accepted. * At the discretion of the CCBC, and in conformity with the applicable provisions of Georgia Law, the CCBC may afford contractors an opportunity for subsequent discussion, negotiation, and revisions of Bids. The CCBC reserves the right to reject any or all Bids and to waive any technicalities or informalities.

The CCBC recommends and encourages participation by minority, disadvantaged, and women owned firms where possible.

Any Bid submitted in response to this Invitation shall remain open for acceptance by the CCBC, and same shall be honored by the Contractor, for a period of Sixty (60) Days of the set forth hereinabove for the receipt of Bids.

Any questions or comments concerning this Invitation to Bid should be addressed in writing to the Project Architect, Tyson Glore, at tyson@aroush.com.

A Mandatory Pre-Bid Conference will be held at 10:00 a.m. on the 4th day of March, 2010 at the Administrative Office in the Commissioners Board Room, located at 423 College Street, Carrollton, Georgia 30117. Representatives of Owner and Architect(s) will be present to discuss the Project. The purpose of this Conference is to review Project requirements and to respond to questions from prospective Bidders related to the intent of the Bid Documents. Oral statements shall not be binding or legally effective. Any Bidder not attending the Pre-Bid Conference in its entirety will be deemed to have not complied with the requirements of the Bidding Documents and their Bid will be rejected.

**All Bid Proposals must contain all required information. All information must be entered in the proper and appropriate location on the appropriate Forms. Bids submitted with missing information, or Bids with markings other than those required, including "Adds" and/or "Deducts" on the Bid Form or Envelope, will be rejected.*

CARROLL COUNTY BOARD OF COMMISSIONERS

END OF DOCUMENT



Affidavit Verifying Status for a Carroll County Public Benefit Application

By executing this affidavit under oath, as a bidder for a **REQUEST FOR PROPOSAL** or other public benefit as referenced in O.C.G.A. Section 50-36-1, I am stating the following with respect to my proposal for **[INSERT RFP NUMBER HERE]** for _____ [Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity], a representative for _____ [Name of business or corporation].

1) _____ I am a United States citizen

OR

2) _____ I am a legal permanent resident 18 years of age or older or I am an otherwise qualified alien or non-immigrant under the Federal Immigration and Nationality Act 18 years of age or older and lawfully present in the United States.*

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of Code Section 16-10-20 of the Official Code of Georgia.

Signature of Applicant: _____ Date: _____

Printed Name: _____

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
____ DAY OF _____, 20____

* _____
Alien Registration number for non-citizens

Notary Public
My Commission Expires:

***Note:** O.C.G.A. § 50-36-1 (e)(2) requires that aliens under the federal Immigration and Nationality Act, Title 8 U.S.C., as amended, provided their alien registration number. Because legal permanent residents are included in the federal definition of “alien”, legal permanent residents must also provide their alien registration number. Qualified aliens that do not have an alien registration number may supply another identifying number below:

If not a U. S. citizen, a copy of the supporting documentation must be submitted with this form.



CONTRACTOR AFFIDAVIT AND AGREEMENT (E-VERIFY)

RFP {PLACE NAME OF PROJECT HERE}

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individuals, firm, or corporation which is contracting with the Carroll County Board of Commissioners has registered with and is participating in a federal work authorization program* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by 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 further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with Carroll County Board of Commissioners, 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 to maintain records of such compliance and provide a copy of each such verification to the Carroll County Board of Commissioners at the time the subcontractor(s) is retained to perform such service.

E-Verify * User Identification Number

Company Name

BY: Authorized Officer or Agent
(Contractor Signature)

Date

Printed Name of Authorized Officer or Agent

Title of Authorized Officer or Agent of Contractor

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
_____ DAY OF _____, 20__.

Notary Public
My Commission Expires:



SUBCONTRACTOR AFFIDAVIT AND AGREEMENT (E-VERIFY)

RFP {PLACE NAME OF PROJECT HERE}

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individuals, firm, or corporation which is engaged in the physical performance of services under a contract with _____ on behalf of the Carroll County Board of Commissioners has registered with and is participating in a federal work authorization program* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by 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.

E-Verify * User Identification Number

Company Name

BY: Authorized Officer or Agent
(Contractor Signature)

Date

Printed Name of Authorized Officer or Agent

Title of Authorized Officer or Agent of Contractor

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
_____ DAY OF _____, 20__.

Notary Public
My Commission Expires:
