

PROJECT DESCRIPTION

The Crisp County Board of Commissioners, (herein referred to as CCBOC), invites you a Building/Flooring Contractor, (herein referred to as Contractor), to submit a bid for the removal of existing carpet tile and the Installation of New Flooring(LVP) and cove base on the 1st and 2nd floor common areas (herein referred to as **New Flooring**), at the Crisp County Courthouse. This bid must completely deliver, install, test, commission, warrant and document the **New Flooring**. All times in this RFP are Eastern Daylight Time, (herein referred to as EDT).

You may pick up a copy of the RFP at 210 S 7th St, Cordele GA, 31015, Rm 303, or by visiting the Crisp County Web Site, <http://www.crispcounty.com>, clicking on the bid opportunities tab and downloading it from there.

SCOPE OF WORK

- Remove existing carpet tiles and cove base for installation of the New Flooring
- Prepare exposed concrete, as needed, to accept the New Flooring.
- Indicate any changes required to successfully install the New Flooring, if any.
- All work to be performed on weekends only.
- Replace the removed 4" cove base with 6" cove base.
- Install, test, commission, warrant, and document this installation.
- Provide any Operational Maintenance data to the CCBOC Maintenance Staff.

Bidders, by submitting a proposal understand that work may have to be performed outside of normal business hours. (Normal business hours are 8:00 AM EDT until 5:00 pm EDT, Monday through Friday).

RFP SCHEDULE

- | | |
|---------------------------------|---|
| • Release of RFP | • Monday, DECEMBER 16, 2024 |
| • Pre-Bid Conference - Required | • Friday, JANUARY 3, 2025 10:00 AM EDT
Location: Crisp County Courthouse, 510 N 7 th Street, Cordele, GA. 31015 |
| • Bids Due | • Wednesday, JANUARY 15, 2025 2:00 PM EDT |
| • Award of Contract | • on or before Wednesday, JANUARY 22, 2025 |
| • Project Start Date | • Saturday, FEBUARY 8, 2025 8:00 AM EDT |

DELIVERABLES

Prior to Award:

- Provide EMR rating of 1 or less.
- Contractor's Pricing for the **New Flooring**.
- Submit completed, all attachments to this RFP.
- Completed Bid Form must be broken into Material and Labor, separated.
- Submit in Printed format, three (3) copies.

After Award:

- Provide copies of Contractor's Licenses and Insurance, within seven (7) days of award.
- Remove existing carpet tiles from common areas (1st and 2nd floors).
- Install new flooring in the common areas of 1st and 2nd floors.
- Provide 1 Year Warranty Statement.

SELECTION CRITERIA

- Quality of Work on Similar Projects
- Ability to perform the project within the timeline requested
- Project Cost

PREPARATION OF BID

- Contractors are expected to thoroughly and completely examine and familiarize themselves with this RFP.
- Failure in any area of this RFP, to understand the content, will be at the Contractor's risk.
- Each Contractor shall furnish the information required by this RFP.
- The Contractor shall sign the bid in the appropriate spaces.
- Each Contractor by making a proposal represents that they have visited the site and familiarized themselves with the local conditions under which the work is to be performed.
- Each Contractor by making a proposal represents that they have read and understand the RFP documents.

Completeness of Bid

- All Contractors are cautioned to make the Bid complete and to furnish all required information and details.
- Your Bid Package must break cost into materials and labor.
- Any changes to the RFP will be made in the form of an Addendum.

Contractor Questions

- Any explanation desired by a Contractor regarding vague or not understood wording, meaning, or Interpretation of any portion of this RFP may be made in writing to Toby Coleman via the contact information at the end of this section.
- Questions are due no later than 5:00 PM EDT, FRIDAY JANUARY 03, 2025.
- Answers given to a Contractor concerning this RFP will be furnished to all qualified Contractors as an addendum to this RFP.
- Receipt of all addendum by a Contractor must be acknowledged on the bid.
- Written instructions or explanations not bearing the signature of Toby Coleman, or oral instructions or explanations given before the award of the bid contract, will not be binding on **CCBOC**.

Toby Coleman
210 S 7th St Rm 303, Cordele GA, 31015
toby.coleman@crispcounty.com
Fax 229-276-2675

Submission of Bid Package

Contractors are to submit their Proposal and Bid Documents to the following address prior to 2:00 PM EDT, Wednesday JANUARY 15, 2025:

Crisp County Board of Commissioners
"New Flooring"
Attn: Clark Harrell
210 S. 7th St Rm 303
Cordele GA, 31015

ATTACHMENT A
New Flooring Proposal

Place: Crisp County Board of Commissioners
210 S 7th St
Cordele, GA 31015

Date: JANUARY 15, 2025

Time: 2:00 PM EDT

Proposal of _____ DBA _____

(Hereinafter called **Contractor**) organized and existing under the laws of the State of

Georgia, as a

(corporation, partnership, individual)

To: The Crisp County Board of Commissioners (hereinafter called CCBOC).

Gentlemen:

The Contractor, in compliance with your invitation for proposals from qualified BUILDING/FLOORING Contractor, knowing the site of the proposed work, and being familiar with all the conditions surrounding this project, hereby submits the following proposal:

Contractor acknowledges the receipt of the following addendum (if any):

Contractor agrees to be prepared to commence work on requested tasks on SATURDAY, FEBUARY 8, 2025, 8:00 AM EDT.

Contractor agrees to perform all of the work described in the PROJECT DESCRIPTION, and the SCOPE OF WORK provided herewith, as presented in the Request for Proposals as requested at the rates set forth below:

Total Project Cost: \$ _____

The Contractor provides the following estimates:

1. Cost of materials: _____
2. Cost of labor: _____

The Contractor understands that compliance with all applicable Federal, State and Local Law, Rules and Regulations is required.

**ATTACHMENT A continued
New Flooring Proposal**

The Contractor understands that he must comply with the Copeland "Anti-Kick Back" Act. This act provides that each contractor shall be prohibited from inducing, by any means, any person employed in the conduct of public work to give up any part of the compensation to which he is otherwise entitled.

The Contractor understands that he must provide Certification of Equal Opportunity Employer, Drug Free Workplace, and D.B.E. Candidate or Minority Contractor status where applicable. D.B.E Contractors are encouraged to participate.

The Contractor understands that he must comply with the **Georgia Security and Immigration Compliance Act:**

1. Contractor and any and all sub-contractors utilized in conjunction with services provided to local government will comply with the requirements of O.C.G.A. § 13-10-91 and the Georgia Department of Labor's Rule 300-101-.02.
2. Contractor must indicate the appropriate blank: Contractor employs: ___ 500 or more employees; ___ 100 to 499 employees; ___ 99 or fewer employees.
3. Contractor will provide a lawfully executed affidavit or substantially similar affidavit to the Georgia Department of Labor's Contractor Affidavit, as set forth in Rule 300-10-1-.07, to the local government which will be a material term of the contract and incorporated into the contract.
4. In the event that Contractor employs or contracts with any subcontractor(s) in conjunction with this contract, Contractor will secure from each and every subcontractor a written representation of the number of employees each subcontractor employs as being 500 or more employees, 100 to 499 employees or 99 or fewer employees.
5. Contractor will provide lawfully executed affidavits or substantially similar affidavits from each and every subcontractor utilized in conjunction with this agreement and will provide copies of those affidavits to the local government. These subcontractor affidavits will be attached and incorporated into this agreement. The subcontractor affidavit should be identical or substantially similar to the subcontractor affidavit prepared by the Georgia Department of Labor at Rule 300-10-1-.08. This subcontractor affidavit also must be or become a part of any agreement between the Contractor and Subcontractor.
6. Contractor and any subcontractor that provides services related to the contract understands and acknowledges that it may be subject to audit by the Georgia Department of Labor for its compliance with O.C.G.A. 13-10-90 et seq. and all implementing rules.

The Contractor agrees that this bid shall be valid and may not be withdrawn or revoked for a period of sixty (60) calendar days after the scheduled bid opening time.

Respectfully submitted by:

Print Name

Signature

Title

Business address

(Seal-if Contractor is a corporation)

ATTACHMENT B
GSICA CONTRACTOR AFFIDAVIT AND AGREEMENT

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 that is contracting with Crisp County Georgia 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 Crisp County Georgia, 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 County Administrator of Crisp County Georgia at the time the subcontractor(s) is retained to perform such service.

Contractor must indicate the appropriate blank: Contractor employs _ 500 or more employees; ___ 100 to 499 employees; ___ 99 or fewer employees;

EEV / Basic Pilot Program* User Identification Number: _____

BY: Authorized Officer or Agent Signature: _____

Contractor Name: _____

Title of Authorized Officer or Agent of Contractor: _____

Printed Name of Authorized Officer or Agent: _____

Date: _____

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).
(End of Form)

SUBCONTRACTOR AFFIDAVIT

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm or corporation that is engaged in the physical performance of services under a contract with _____ (Name of Contractor) on behalf of Crisp County Georgia 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.

Contractor must indicate the appropriate blank: Contractor employs:

___ 500 or more employees:

___ 100 to 499 employees;

___ 99 or fewer employees;

EEV / Basic Pilot Program* User Identification Number: _____

BY: Authorized Officer or Agent: _____

Contractor Name: _____

Title of Authorized Officer or Agent of Contractor: _____

Printed Name of Authorized Officer or Agent: _____

Date: _____

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).