



Cherokee County Board of Commissioners  
Purchasing Department  
1130 Bluffs Parkway, Canton, GA 30114  
Phone: (678) 493-6000  
Fax: (678) 493-6035

## REQUEST FOR BIDS

### **RFB# 2024-003 RENOVATION, 400 EAST MAIN STREET**

**THE PROJECT:** The Cherokee County Board of Commissioners Purchasing Department (County) is requesting competitive sealed **bids** from licensed general contractors for the renovation of Cherokee County Probation Office located at 400 East Main Street, Canton GA 30114, meeting the specifications and as described herein.

There **will** be a mandatory meeting to review the requirements. The meeting will be held at the proposed work site and will include walking the area.

All times in the solicitation are local times to Cherokee County, Georgia in the Eastern Time Zone.

This Request for Opportunity Description is one of two documents making up this solicitation. The second document is Cherokee County Standard Solicitation Terms and Conditions, which contains all the standard forms potentially required to accompany a submission. Both of these documents together constitute the entire solicitation at the time of issuance.

The County reserves the right to reject any or all bids/proposals, to waive technicalities and to make a selection and final award as deemed to be in the best interest of the County, including using any form of contract it deems most advantageous to the County.

#### **SCHEDULE:**

<b>Issued</b>	October 18, 2023
<b>Mandatory Site Visit</b>	<b>November 1, 2023 AT 10:00 AM</b>
<b>Questions Due</b>	<b>November 6, 2023 by 4:00 PM</b>
<b>Answers Due</b>	November 9, 2023
<b>Bids/Proposals Due</b>	<b>November 17, 2023 at 10:00 AM</b>
<b>Anticipated Award Date</b>	December 5, 2023

**THE EXPECTED PERIOD OF PERFORMANCE:**

The base period of performance is broken down into two areas; Physical Delivery of Product(s) and Service Delivery. This is a function of the Statement of Work (SOW) and/or specification and reflects if there is physical item or items to be delivered and / or delivery of services. An X in the box corresponding to item 1 below, Physical Delivery indicates a physical item or items are to be delivered and an X in the 2. Delivery of Services indicates that Services are to be performed. Either or both may apply to the work contemplated by this solicitation.

Additionally, should there be an X in the box corresponding item 3. Option Grant, then the County requests the right to extend the period of performance beyond the Base Rate as specified.

1. ☐ NO PHYSICAL ITEMS/GOODS      ☒ PHYSICAL DELIVERY OF ITEMS/GOODS REQUIRED:

For Physical Delivery solicitations, the period of performance for an award shall begin with either the placement of Purchase Order or the date indicated on the Agreement. All items to be delivered are to be FOB Cherokee County at the address indicated in the solicitation. Performance shall be complete upon final acceptance by the County. Time is of the essence for the delivery of each item specified. Warranty requested as below:

☐ Warranty Term Requested: \_\_\_\_\_

2. ☐ NO SERVICES REQUIRED      ☒ PERFORMANCE OF SERVICES:

For Performance of Services solicitations, the period of performance shall begin with the placement of either a Purchase Order or the date of the Agreement unless the Agreement, the SOW or the Solicitation Terms indicate that performance shall begin upon the issuance of a Notice to Proceed (NTP), in which case the NTP would represent the beginning of performance. Term of services requested are as below:

Services Term:

- ☐ One Year  
☐ Two Years  
☐ Three Years  
☒ Other: 8 MONTHS FROM Notice to Proceed (NTP)

3. ☐ OPTION GRANT:

This solicitation contains requested options; please see Statement of Work for details.

**SUBMITTAL INSTRUCTIONS:**

Interested Bidders/Proposers should carefully review the requirements defined herein and provide complete and accurate submissions that should include the following items (**only items indicated with an “X” in the corresponding boxes are required for this solicitation**):

- ☒ Information and Addenda Acknowledgement Form (Appendix A)
- ☒ Non-Influence and Non-Collusion Affidavit (Appendix B)
- ☒ E-Verify Affidavit (Appendix C)
- ☒ References\* (Appendix D)
- ☒ Acceptance of County' Standard Agreement\*\*, as below: (Appendix E)
  - ☐ Professional Services Agreement (Sample provided)
  - ☒ Construction Services Agreement (Sample Provided)
  - ☐ Architectural & Engineering Services Agreement (Sample Provided)
  - ☐ Other:
- ☒ Certification Regarding Debarment, Suspension, and Other Responsibility Matters Primary Covered Transactions (Appendix F)
- ☒ Contractor's License Certification (Appendix G)
- ☒ Bonds Requirements **if the price bid > \$100K**
  - ☒ Ability to Provide Performance, Labor & Matl. Payment Bond (Appendix H)
  - ☒ Bid Bond (See Appendix I)
- ☒ Evidence of/ability to provide Insurance at the limits identified herein,\*\*\*
- ☒ Certifications, Licenses or Registrations as required by law and/or as requested
- ☒ General Contractor's License
- ☒ Pricing on included pricing sheet / bid form (Attachment B)
- ☒ Contractor's Qualifications Statement (Appendix J)
- ☒ ARPA Terms, Conditions, Certifications & Representations (Attachment 1)
- ☐ Substitutions Proposed: See Instructions Standard Solicitation Terms\*\*\*\*, Item 9
- ☒ Any other requirements as requested under the scope of work

*This project is funded by the American Rescue Plan Act of 2021 (ARPA). All documents listed above with an ☒ in the box are required to be submitted with complete and accurate information including signatures and notarization where required. Attachment 1 (ARPA Terms & Conditions and Representations) shall be incorporated into the County's standard Construction Services Agreement. Failure to comply with this requirement will be deemed as non-responsive.*

**Notes:**

\*The County reserves the right to contact not only those references provided, but may also use previous performance for the County, other contacts it identifies and other sources of information believed to be viable to evaluate capability, viability and performance.

\*\*If Acceptance of County's Standard Agreement is checked, all work/items defined herein are to be quoted according to these requirements. Copies of these agreements can be located at the County's Procurement web page.

\*\*\*Insurance levels requested are those identified in the County's Standard Agreement, section "I."

\*\*\*\*Standard Solicitation Terms Refer to Cherokee County Standard Solicitation Terms and Conditions

**EVALUATION CRITERIA:**

Bids/Proposals that contain options or additive work above and beyond the base bid will be evaluated financially according to the criteria described in the solicitation. However, should the use of options or additive work proposed exceed the County budget, the County retains its rights to address such situations as described in its Standard Terms For Bid and Proposal Solicitation as well as the right to award based on the base bid only or the base bid plus quoted additive work that is within its budget.

☒ Bids determined to be Responsive and Responsible will be ranked based on Request For Bid Requirements below.

OR

☐ Proposals determined to be Responsive and Responsible will be evaluated on the following criteria:

**REQUEST FOR BID REQUIREMENTS:**

In order TO BE CONSIDERED the General Contractor MUST COMPLY with the below requirements. Failure to submit these requirements during the bid process shall render the bid NON-RESPONSIVE:

1. SUBMITTAL INSTRUCTIONS ON PAGE 3

The Contractor must provide each item marked with an "X"

2. RESPONSIBILITY

a. PAST PERFORMANCE ON SIMILAR PROJECTS (QUALITY OF WORK, GENERAL REPUTATION, PREVIOUS EMPLOYMENT ON PUBLIC WORKS)

- Previous similar Construction Experience:

- The information requested will be used to augment any Project Information provided in AIA Document A305 as requested. Information provided on form A305 must be relevant to a minimum of three construction projects similar in scope and within 70% of the bid price and must have been completed within the last 3 years. Supplement the information requested in the form with the following:

- Original Project Start & End Date
- Actual Project Start & End Date
- Original Project Price & Actual Project Price at Completion
- Number of Change Orders and Total cost added as a result.
- Owner contact name, email, and phone number.

- Previous Project Experience with Cherokee County and other known clients:

- County will review project details for previous projects performed with the County to inform all areas related to its Contractor responsibility determination. References and any other known clients may be contacted should the evaluation team deem them necessary.
- In considering its responsibility determination, the County reserves the right to reject the bid of any vendor who has previously failed to perform properly or

complete contracts of a similar nature on time, or who upon investigation shows is not in a position to perform the contract.

b. Financial Responsibility

Financial Responsibility will be determined using information provided in Appendix J.

3. PRICE – LOWEST EVALUATED PRICE

Award, if any, will be made to the Responsible Contractor submitting the Lowest Responsive bid as determined by the County.

**HOW AND WHERE TO SUBMIT BIDS AND PROPOSALS:**

The County has two methods for receiving bids and proposals that are mutually exclusive; either electronically or by physical receipt. The box with the “X” below indicates how and where bids or proposals are to be submitted. The County will NOT accept proposals by fax, or e-mail unless authorized, in writing, by the Procurement Director. The solicitation submission deadline will be strictly enforced; no late bids/proposals will be accepted for any reason, please plan accordingly.

**A. Electronic Submissions Only:**

☒ Bids and Proposals are to be submitted electronically ONLY to BidNet Direct. Physical copies are not to be submitted unless approved in advance by the Purchasing Director.

Proposals and all requested documentation to be provided electronically should in the Adobe Portable Document Format (PDF) as ONE file unless otherwise indicated in these solicitation instructions. Documents provided in response to this solicitation are to be named according to the following naming convention:

- a. [Solicitation Number]\_[Vendor Name]\_[Document Type]  
Example: “2017-111\_ABC Company\_Proposal”

**QUESTIONS/ADDENDA:**

Only written inquiries will be permitted during the solicitation period. **Questions are to be submitted via BidNet Direct** for this solicitation no later than the date and time indicated in the Schedule, as may be amended. Answers will be posted via formal Addendum and only released as part of the solicitation documents on BidNet Direct. All interested parties are instructed to monitor BidNet Direct on a regular basis throughout the solicitation period. The final date for posting of Addenda is per the Schedule, as may be amended.

**STATEMENT OF WORK AND / OR SPECIFICATION LOCATED ON THE NEXT PAGE**

**STATEMENT OF WORK:**

Cherokee County is seeking proposals from licensed general contractors for the renovation of Cherokee County Probation Office located at 400 East Main Street, Canton GA 30114.

The renovation includes an approximately 7,270 square foot single story facility to contain offices, administration, and drug testing spaces. The office and administration spaces will accommodate Probation Staff, Supervisors, and the Director. The offices are adjoined by support spaces containing restrooms, a break room, a training room, office and custodial storage, and mechanical spaces as well. The exterior walls shall be CMU block construction with light gage metal furring and gypsum board interiors, with brick exterior veneer. The interior walls shall be light gage metal stud and gypsum board construction. The building will receive all new paint, flooring, lighting, electrical, plumbing, HVAC, and low voltage systems. The building exterior will receive new paint on the metal roofing system and brick veneer, new prefinished metal gutter and downspout systems, new aluminum storefront windows and entrance, new flagpole and building lighting, and general repairs throughout.

Project shall be complete within 8 months from the issuance of the notice to proceed.

Plans have been submitted to the building department. The awarded contractor will have to apply for and pick up the permits. Permit fees will be waived.

All work shall be in accordance with the plans and specifications issued by KRH Architects and are included as part of this solicitation.

Attachments:

23-001 Probation Combined Drawings

23-001 Probation Combined Specifications

Cherokee Standard Construction Agreement Sample

Cherokee County Standard Solicitation Terms and Conditions

**END OF STATEMENT OF WORK**

**ATTACHMENT B**

RFP# 2024-003 RENOVATION, CHEROKEE COUNTY PROBATION OFFICE

*PRICING FORM***A. Base Proposal**

Company Name: \_\_\_\_\_  
 proposes to fully and completely construct the Project in conformity with all requirements of the Contract Documents and furnish all necessary labor, material and equipment for such construction, and, furthermore, to fully, completely, and strictly perform all obligations of the Contractor as set forth in the Contract Documents, for the lump sum contract price of

(\$\_\_\_\_\_). Said lump sum contract price is allocated, in its entirety, to the following elements of the work:

General Conditions and Fees	\$_____
Demolition	\$_____
Concrete	\$_____
Light Gage Metal Framing	\$_____
Low Voltage/Fire Alarm System	\$_____
Electrical	\$_____
Mechanical	\$_____
Plumbing	\$_____
Painting	\$_____
Masonry	\$_____
Other	\$_____
<b>TOTAL (must match lump sum)</b>	<b>\$_____</b>