

APRIL 15, 2014

INVITATION TO BID

**For CONTRACTORS FOR RENOVATIONS TO EXTERIOR WINDOWS AND DOORS
For CITY OF LOCUST GROVE – CITY HALL**

PURPOSE

This Invitation to Bid is to procure the services of a qualified Licensed Contractor to perform renovations to exterior windows and exterior doors at the City of Locust Grove's Historic City Hall Building located at 3644 Highway 42.

SCOPE OF WORK

Work generally consists of removing all exterior windows and doors and replacing with energy efficient products that are compatible with the building's historical exterior elevations. Work may include the following:

- Demolition and haul-away of existing exterior doors and windows
- Installation of energy-efficient doors and windows that is compatible with the building's current exterior appearance and in compliance with applicable Building & Fire Codes.
- Installation of security measures (cameras, remote locks, card access) on three exterior doors.
- Installation of weatherproofing materials and sealants
- Rough/Finish carpentry

PROPOSAL SUBMISSION

Submit **four (4) copies** of your sealed bid, including the Bid Form to the following:

Mail	-OR-	Delivery
City of Locust Grove Community Development Dept. ATTN: Bert Foster, Director PO Box 900 Locust Grove, Georgia 30248		City of Locust Grove Community Development Dept. ATTN: Bert Foster, Director 3644 Georgia 42 Locust Grove, Georgia 30248

Proposals must be received by **MAY 9, 2014 at 11:00 AM**, when they will be opened in the Mayor's office in City Hall. Proposals received after the submission deadline, as determined by the clock in the Mayor's office, will not be accepted.

BID SCOPE

Bids shall include, at a minimum, the following information:

1. Description of business, including involvement with similar projects
2. Reference(s) from previous customers.
3. A lump sum price to perform the scope of work.
4. Bid bond guarantee equal to 5% of the bid price.

5. Proposed schedule to complete the scope of work. The work must be complete by October 30, 2014.
6. Acknowledgement of receipt and examination of the Bidding Documents and any Addenda.

All detailed and backup documentation shall be included as a part of the proposal in a single envelope, and shall be identified by the City of Locust Grove's project number: **COLG14-PROJ-3**.

LABOR STANDARDS

The selected Contractor shall comply with the Georgia Security and Immigration Compliance Act (GSICA), by registering with, and participating in, a federal work authorization program (currently "E-Verify") to verify work eligibility of all new employees.

The selected Contractor shall be required to execute an affidavit attesting of its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation 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 contractor will continue to use the federal work authorization program throughout the contract period and the 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).

EQUAL EMPLOYMENT OPPORTUNITY

The selected Contractor shall comply with the Equal Employment Opportunity, Executive Order 11246, as amended, prohibiting discrimination against any employee or applicant for employment because of race, color, religion, sex, or national origin.

BASIS OF AWARD

A committee will review the proposals and evaluate them based on the following criteria, with a weighting factor as indicated. The Contractor with the highest final score shall then be recommended to the City Council for award:

- Firm qualifications and experience: 25%
- Lump Sum Price to perform the Work: 65%
- Schedule to complete the Work: 10%

Incomplete proposals, inaccurate or misleading information, unsupported claims, or the inability to provide the required bonding shall be basis for disqualification. The City of Locust Grove reserves the right to reject any or all proposals, and to waive technicalities and informalities.

BIDDING DOCUMENTS

To obtain copies of the current City Hall floor plan and any issued Addenda, contact the following. Fees for documents are non-refundable:

LDI Repro Printing Center
456 Industrial Blvd, Suite A
McDonough, GA 30253
770.954.1805

Any questions regarding the Proposal and the Bidding Documents shall be directed to Bert Foster, Locust Grove Community Development Director, bfoster@locustgrove-ga.gov or call 770.692.2321.

Questions shall be accepted until **APRIL 24, 2014, 10:00 AM**. Responses to questions, in the form of Addenda, shall be made available by **APRIL 25, 2014, 12:00 Noon**

END OF REQUEST