



**Purchasing Department**  
140 Stonewall Avenue West, Ste 204  
Fayetteville, GA 30214  
Phone: 770-305-5420  
[www.fayettecountyga.gov](http://www.fayettecountyga.gov)

March 6, 2019

**Subject: Invitation to Bid #1643-B: Fire Stations Roof Repair #1, 6, 7 & 10**

Gentlemen/Ladies:

Fayette County, Georgia invites you to submit a bid for roof repair of four Fire Stations. You are invited to submit a bid in accordance with the information contained herein.

A mandatory pre-bid conference will be held on **Wednesday, March 27, 2019** at 9am at Fire Station 1 450 Highway 279, Fayetteville, GA, 30214 to provide an opportunity for you to become more familiar with the project, and to ask questions. Attendees will have the opportunity to visit all four fire stations. Companies that attend will be invited to submit bids. Companies will be responsible to bring a ladder if they wish to gain access to the roof.

Questions concerning this invitation to bid should be addressed to Natasha Duggan, contract administrator, in writing via email to [nduggan@fayettecountyga.gov](mailto:nduggan@fayettecountyga.gov) or fax to (770) 719-5534. Questions will be accepted until **11am, Thursday, April 4, 2019**.

Purchasing Department office hours are Monday through Friday 8:00 a.m. to 5:00 p.m. The office telephone number is (770) 305-5420.

Please return your response to the following address:

Fayette County Purchasing Department  
140 Stonewall Avenue West, Suite 204  
Fayetteville, Georgia 30214

Bid Number: **#1643-B**  
Bid Name: **Fire Stations Roof Repair #1, 6, 7 & 10**

Your envelope *must* be sealed, and should show your company's name and address.

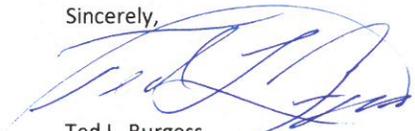
Bids will be received at the above address until **3pm, Thursday, April 11, 2019** in the Purchasing Department, Suite 204. Bids will be opened at that time.

Bids must be signed to be considered. Late bids cannot be considered. Faxed bids or emailed bids cannot be considered.

If you download this invitation to bid from the county's web site, it will be your responsibility to check the web site for any addenda that might be issued for this solicitation. The county cannot not be responsible for a vendor not receiving information provided in any addendum.

Thank you for participating in the solicitation process.

Sincerely,



Ted L. Burgess  
Director of Purchasing

**GENERAL TERMS AND CONDITIONS**  
**Invitation to Bid #1643-B: Fire Stations Roof Repair #1, 6, 7 & 10**

1. **Definitions:** The term "contractor" as used herein and elsewhere in these Terms and Conditions shall be used synonymously with the term "successful bidder." The term "county" shall mean Fayette County, Georgia.
2. **Bid is Offer to Contract:** Each bid constitutes an offer to become legally bound to a contract with the county, incorporating the invitation to bid and the bidder's bid. The binding offer includes compliance with all terms, conditions, special conditions, specifications, and requirements stated in the invitation to bid, except to the extent that a bidder takes written exception to such provisions. All such terms, conditions, special conditions, specifications, and requirements will form the basis of the contract. The bidder should take care to answer all questions and provide all requested information, and to note any exceptions in the bid submission. Failure to observe any of the instructions or conditions in this invitation to bid may result in rejection of the bid.
3. **Binding Offer:** Each bid shall constitute a firm offer that is binding for ninety (90) days from the date of the bid opening, unless the bidder takes exception to this provision in writing.
4. **Bidder's Questions:** The Fayette County Purchasing Department must receive questions about this invitation to bid in writing at least six days before the scheduled bid opening, excluding Saturdays, Sundays, and holidays. The county will post answers to questions and/or other information concerning the invitation to bid in the form of an addendum on the county's website at [www.fayettecountyga.gov](http://www.fayettecountyga.gov). It is the responsibility of the prospective bidder to check the website for any addenda issued for this invitation to bid.
5. **References:** Include with your bid a list of three (3) jobs that your company has done that are of the same or similar nature to the work described in this invitation to bid, on the form provided. Include all information as requested on the form.
6. **Bid Submission:** Submit your bid, along with any addenda issued by the county, in a sealed opaque envelope with the following information written on the outside of the envelope:
  - a. The bidder's company name,
  - b. The bid number, which is #1643-B, and
  - c. The bid name, which is **Fire Stations Roof Repair #1, 6, 7 & 10**

Mail or deliver one (1) original bid, signed in ink by a company official authorized to make a legal and binding offer, and two copies, to:

Fayette County Government  
Purchasing Department  
140 Stonewall Avenue West, Suite 204  
Fayetteville, GA 30214

Attention: Contracts Administrator

You may submit bids in person, by U.S. mail, or by a commercial carrier. Do not submit bids by facsimile, e-mail, or other electronic means. Once submitted, all bids become the property of Fayette County.

7. **Bid Preparation Costs:** The bidder shall bear all costs associated with preparing the bid.
8. **Late Bids:** Bids not received by the time and date of the scheduled bid opening will not be considered, unless the delay is a result of action or inaction by the county.
9. **More than One Bid:** Do not submit alternate bids or options, unless requested or authorized by the county in the Invitation to Bid. If a responder submits more than one bid without being requested or authorized to do so, the county may disqualify the bids from that responder, at the county's option.

10. **Bid Corrections or Withdrawals:** The bidder may correct a mistake, or withdraw a bid, before the bid opening by sending written notification to the Director of Purchasing. Bids may be withdrawn after the bid opening only with written authorization from the Director of Purchasing.
11. **Defects or Irregularities in Bids:** The county reserves the right to waive any defect or irregularity in any bid received. In case of an error in extension of prices or totals in the bid, the unit prices shall govern.
12. **Prices Held Firm:** Prices quoted shall be firm for the period of the contract, unless otherwise specified in the bid. All prices for commodities, supplies, equipment, or other products shall be quoted FOB Destination, Fayette County or job site.
13. **Brand Name:** If items in this invitation for bid have been identified, described or referenced by a brand name or trade name description, such identification is intended to be descriptive, but not restrictive and is to indicate the quality and characteristics of products that may be offered. Alternative products may be considered for award if clearly identified in the bid. Items offered must meet required specifications and must be of a quality which will adequately serve the use and purpose for which intended.
14. **Bidder Substitutions:** Bidders offering substitutions or deviations from specifications stated in the invitation to bid, shall list such substitutions or deviations on the "Exceptions to Specifications" sheet provided, or on a separate sheet to be submitted with the bid. The absence of such list shall indicate that the bidder has taken no exception to the specifications. The evaluation of bids and the determination as to equality and acceptability of products or services offered shall be the responsibility of the county.
15. **Samples:** When the county requires samples as part of the bid and vendor selection process, bidders must provide requested samples within the time allotted, and at no cost to the county unless otherwise specified. Any goods provided under contract shall conform to the sample submitted. The county will return samples only at the bidder's request, and at the bidder's expense, if they are not destroyed by testing.
16. **Non-Collusion:** By responding to this invitation to bid, the bidder represents that the bid is not made in connection with any competing bidder, supplier, or service provider submitting a separate response to this invitation to bid, and is in all respects fair and without collusion or fraud.
17. **Bid Evaluation:** Award will be made to the lowest responsive, responsible bidder, taking into consideration payment terms, vendor qualifications and experience, quality, references, any exceptions listed, and/or other factors deemed relevant in making the award. The county may make such investigation as it deems necessary to determine the ability of the bidder to perform, and the bidder shall furnish to the county all information and data for this purpose as the county may request. The county reserves the right to reject any bid item, any bid, or all bids, and to re-advertise for bids.
18. **Discounts:** Cash discounts offered will be a consideration in awarding the bid, but only if they give the county at least 15 days from receipt of invoice to pay. For taking discounts, time will be computed from the date of acceptance at destination or the date a correct invoice is received, whichever is the later date. Payment is deemed made, for the purpose of earning the discount, on the date of the check. For payment of full invoice price, minimum terms of net 30 are preferred.
19. **Trade Secrets – Confidentiality:** If any person or entity submits a bid or proposal that contains trade secrets, an affidavit shall be included with the bid or proposal. The affidavit shall declare the specific included information which constitutes trade secrets. Any trade secrets must be either (1) placed in a separate envelope, clearly identified and marked as such, or (2) at a minimum, marked in the affidavit or an attached document explaining exactly where such information is, and otherwise marked, highlighted, or made plainly visible. See O.C.G.A. § 50-18-72 (A)(34).
20. **Trade Secrets – Internal Use:** In submitting a bid, the bidder agrees that the county may reveal any trade secret materials contained in the bid to all county staff and officials involved in the selection process, and to any outside consultant or other third parties who may assist in the selection process. The bidder agrees to hold harmless the county and each of its officers, employees, and agents from all costs, damages, and expenses incurred in connection with refusing to disclose any material which the bidder has designated as a trade secret.

21. **Ethics – Disclosure of Relationships:** Before a proposed contract in excess of \$10,000.00 is recommended for award to the Board of Commissioners or the County Administrator, or before the County renews, extends, or otherwise modifies a contract after it has been awarded, the contractor must disclose certain relationships with any County Commissioner or County Official, or their spouse, mother, father, grandparent, brother, sister, son or daughter related by blood, adoption, or marriage (including in-laws). A relationship that must be reported exists if any of these individuals is a director, officer, partner, or employee, or has a substantial financial interest in the business, as described in Fayette County Ordinance Chapter 2, Article IV, Division 3 (Code of Ethics).

If such relationship exists between your company and any individual mentioned above, relevant information must be presented in the form of a written letter to the Director of Purchasing. You must include the letter with any bid, proposal, or price quote you submit to the Purchasing Department.

In the event that a contractor fails to comply with this requirement, the County will take action as appropriate to the situation, which may include actions up to and including rejection of the bid or offer, cancellation of the contract in question, or debarment or suspension from award of a County contract for a period of up to three years.

22. **Contract Execution & Notice to Proceed:** After the Board of Commissioners makes an award, all required documents are received by the county, and the contract is fully executed with signature of both parties, the county will issue a written Notice to Proceed. The county shall not be liable for payment of any work done or any costs incurred by any bidder prior to the county issuing the Notice to Proceed.
23. **Unavailability of Funds:** This contract will terminate immediately and absolutely at such time as appropriated and otherwise unobligated funds are no longer available to satisfy the obligations of the county under the contract.
24. **Insurance:** The successful bidder shall procure and maintain the following insurance, to be in effect throughout the term of the contract, in at least the amounts and limits as follows:
- a. **General Liability Insurance:** \$1,000,000 combined single limit per occurrence, including bodily and personal injury, destruction of property, and contractual liability.
  - b. **Automobile Liability Insurance:** \$1,000,000 combined single limit each occurrence, including bodily injury and property damage liability.
  - c. **Worker's Compensation & Employer's Liability Insurance:** Workers Compensation as required by Georgia statute.

Before a contract with the successful bidder is executed, the successful bidder shall provide Certificates of Insurance for all required coverage. The successful offeror can provide the Certificate of Insurance after award of the contract, but must be provided prior to execution of the contract document by both parties. The certificate shall list an additional insured as follows:

Fayette County, Georgia  
140 Stonewall Avenue West  
Fayetteville, GA 30214

25. **Building Permits:** Work performed for the county requiring building permits by licensed contractors will not have permit fees assessed, although any re-inspection fees for disapproved inspections will be the responsibility of the contractor prior to final inspections and the Certificate of Occupancy or Certificate of Completion being issued.
26. **Unauthorized Performance:** The county will not compensate the contractor for work performed unless the work is authorized under the contract, as initially executed or as amended.
27. **Assignment of Contract:** Assignment of any contract resulting from this invitation to bid will not be authorized, except with express written authorization from the county.

28. **Indemnification:** The contractor shall defend, indemnify and save the county and all its officers, agents and employees harmless from all suits, actions, or other claims of any character, name and description brought for or on account of any damages, losses, or expenses to the extent caused by or resulting from the negligence, recklessness, or intentionally wrongful conduct of the contractor or other persons employed or utilized by the contractor in the performance of the contract. The contractor shall pay any judgment with cost which may be obtained against the county growing out of such damages, losses, or expenses.
29. **Severability:** The invalidity of one or more of the phrases, sentences, clauses or sections contained in the contract shall not affect the validity of the remaining portion of the contract. If any provision of the contract is held to be unenforceable, then both parties shall be relieved of all obligations arising under such provision to the extent that the provision is unenforceable. In such case, the contract shall be deemed amended to the extent necessary to make it enforceable while preserving its intent.
30. **Delivery Failures:** If the contractor fails to deliver contracted goods or services within the time specified in the contract, or fails to replace rejected items in a timely manner, the county shall have authority to make open-market purchases of comparable goods or services. The county shall have the right to invoice the contractor for any excess expenses incurred, or deduct such amount from monies owed the contractor. Such purchases shall be deducted from contracted quantities.
31. **Substitution of Contracted Items:** The contractor shall be obligated to deliver products awarded in this contract in accordance with terms and conditions specified herein. If a contractor is unable to deliver the products under the contract, it shall be the contractor's responsibility to obtain prior approval of the ordering agency to deliver an acceptable substitute at the same price quoted in the contractor's original bid. In the event any contractor consistently needs to substitute or refuses to substitute products, the County reserves the right to terminate the contract or invoke the "Delivery Failures" clause stated herein.
32. **Termination for Cause:** The county may terminate the contract for cause by sending written notice to the contractor of the contractor's default in the performance of any term of this agreement. Termination shall be without prejudice to any of the county's rights or remedies by law.
33. **Termination for Convenience:** The county may terminate the contract for its convenience at any time with 10 days' written notice to the contractor. In the event of termination for convenience, the county will pay the contractor for services performed. The county will compensate partially completed performance based upon a signed statement of completion submitted by the contractor, which shall itemize each element of performance completed.
34. **Force Majeure:** Neither party shall be deemed to be in breach of the contract to the extent that performance of its obligations is delayed, restricted, or prevented by reason of any act of God, natural disaster, act of government, or any other act or condition beyond the reasonable control of the party in question.
35. **Governing Law:** This agreement shall be governed in accordance with the laws of the State of Georgia. The parties agree to submit to the jurisdiction in Georgia, and further agree that any cause of action arising under this agreement shall be required to be brought in the appropriate venue in Fayette County, Georgia.

**FAYETTE COUNTY FIRE & EMERGENCY SERVICES**  
**Invitation to Bid #1643-B: Fire Stations Roof Repair #1, 6, 7 & 10**

**INTRODUCTION**

Fayette County is seeking bids from qualified metal roof installers to repair roof sections that are leaking. There are four stations that need sections repaired: Stations 1, 6, 7, and 10. The successful contractor shall have a minimum of 5 years of experience.

**BACKGROUND**

Fayette County Fire & Emergency Services has a long history of providing excellence in fire and emergency services, we look forward to adding a new station in the near future, and continuing maintenance to our existing stations. At this time we are looking to repair roof leaks that have recently come up at station 1, 6, 7, and 10, so that we can continue to provide a safe and clean environment for staff as well as visitors.

**SCOPE OF WORK**

1. All work is taking place at active fire stations. Blocking of entrance doors and bay doors can only occur on a limited basis at pre-specified times.
2. Contractor shall remove and replace metal roofing on sections of the building that are leaking. Identification of the leaks shall occur by direct, documented inspection.
3. Contractor shall replace metal roofing panels with same type and color in a pre-finish 24" gauge standing seam galvalume roofing material.
4. Contractor shall replace damaged or deteriorated wood decking as needed with ½ inch plywood decking, with ply clips on wood roof trusses. Documentation of damage required.
5. Contractor shall install underlayment as required based on roofing best practices for the type and style roofing specified.
6. Contractor shall install flashing in the valley as required.
7. Contractor shall be responsible for the removal, storage and properly disposing of all material from project.
8. Contractor shall be responsible for the staging of all materials in a location agreed upon by County personnel. The sites are staffed each day on 24/7 basis however the security of contractor material is not the responsibility of Fayette County.
9. Contractor shall provide a 2 year Warranty on labor and a 10 year Warranty on material.
10. Contractor shall be responsible for providing all personnel, equipment, vehicles, tools, and material, needed to complete this job.
11. Contractor shall be responsible for the conduct of their personnel while on County property, all personnel shall conduct themselves in a professional and courteous manner at all times.
12. Contractor shall abide by the Fayette County no smoking policy, on all County property and building.
13. Contractor shall be liable for any damages caused during the project; items must be replaced with an equivalent or better.
14. Contractor shall provide a time line for the project. Once the project starts, the contractor shall continue to perform all needed work through completion of the project without delays, other than weather.
15. Fayette County personnel will perform periodic inspections of the work done by the contractor.

16. Should the inspections determine that the work is substandard or not per code, the Contractor will be notified immediately of the problem and a "stop work" notice will be issued until the problem is resolved.
17. A pre-bid meeting will be held for this project, any questions shall be submitted by the required deadline as noted in the documents. Direct inspection of all sites will be available. Contractors shall come prepared to gain access to roofs and ceiling spaces as necessary.

Site locations:

Station #1:	450 Highway 279 Fayetteville, GA 30214 Constructed: 2001 Square Foot Total 5350 – Bay 2600	GPS: 33.31.33 / 84.26.52
Station #6:	903 Highway 85 Connector Brooks, GA 30205 Constructed: 1998 / Square Foot Total 4540 - Bay 2660	GPS: 33.17.37 / 84.27.39
Station #7:	220 Hampton Road Fayetteville, GA 30215 Constructed: 2002 / Square Foot Total 5350 - Bay 2600	GPS: 33.21.39 / 84.24.57
Station #10:	195 Seay Road Fayetteville, GA 30215 Constructed: 2002 / Square Foot Total 5350 - Bay 2600	GPS: 33.24.23 / 84.27.03

**Fayette County, Georgia  
Checklist of Required Documents**

*(Be Sure to Return This Checklist and  
the Required Documents in the order listed below)*

**ITB #1643-B: Roof Repair for Fire Station # 1, 6, 7 & 10**

Company information – on the form provided \_\_\_\_\_

Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1) \_\_\_\_\_

Pricing sheet \_\_\_\_\_

List of exceptions, if any – on the form provided \_\_\_\_\_

Signed Addenda, if any \_\_\_\_\_

References \_\_\_\_\_

**COMPANY NAME:** \_\_\_\_\_

## PRICING SHEET

ITB #1643-B: Roof Replacement for Fire Station # 1, 6, 7 & 10

Description	Pricing
Repairs of roof at Fire Station #1 per specifications	\$
Repairs of roof at Fire Station #6 per specifications	\$
Repairs of roof at Fire Station #7 per specifications	\$
Repairs of roof at Fire Station #10 per specifications	\$
<b>Total Price</b>	\$

NOTES:

1. All applicable charges shall be included in your total quoted price, including but not limited to materials, equipment, installation, labor, and any other amounts. No additional charges will be allowed after the quote received-by date.

State the time needed to commence work after Notice to Proceed is issued: \_\_\_\_\_ Days

State the length of time needed to complete the project: \_\_\_\_\_ Days

State the terms of the warranty:

Labor (minimum of two years): \_\_\_\_\_

Materials (minimum of ten years): \_\_\_\_\_

State your payment terms: \_\_\_\_\_

Company Name: \_\_\_\_\_

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**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 Fayette County, Georgia 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  
**#1643-B: Fire Stations Roof Repair #1, 6, 7 & 10**

\_\_\_\_\_  
Name of Project  
Fayette County Georgia

\_\_\_\_\_  
Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on \_\_\_\_\_, \_\_\_\_\_, 2019 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 \_\_\_\_\_, 2019

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires:  
\_\_\_\_\_

**COMPANY INFORMATION**  
**Invitation to Bid #1643-B: Fire Stations Roof Repair #1, 6, 7 & 10**

Company Name: \_\_\_\_\_

Physical Address: \_\_\_\_\_

\_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

\_\_\_\_\_

**AUTHORIZED REPRESENTATIVE**

Signature: \_\_\_\_\_

Printed or Typed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

**PROJECT CONTACT PERSON**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Office Number: \_\_\_\_\_ Cellular Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

## REFERENCES

### Invitation to Bid #1643-B: Fire Stations Roof Repair #1, 6, 7 & 10

Please list three (3) references for current or recent customers who can verify the quality of service your company provides. Projects of similar size and scope are preferable.

1. Government/Company Name \_\_\_\_\_

City & State \_\_\_\_\_

Work or Service Provided \_\_\_\_\_

Approximate Completion Date \_\_\_\_\_

Contact Person and Title \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

2. Government/Company Name \_\_\_\_\_

City & State \_\_\_\_\_

Work or Service Provided \_\_\_\_\_

Approximate Completion Date \_\_\_\_\_

Contact Person and Title \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

3. Government/Company Name \_\_\_\_\_

City & State \_\_\_\_\_

Work or Service Provided \_\_\_\_\_

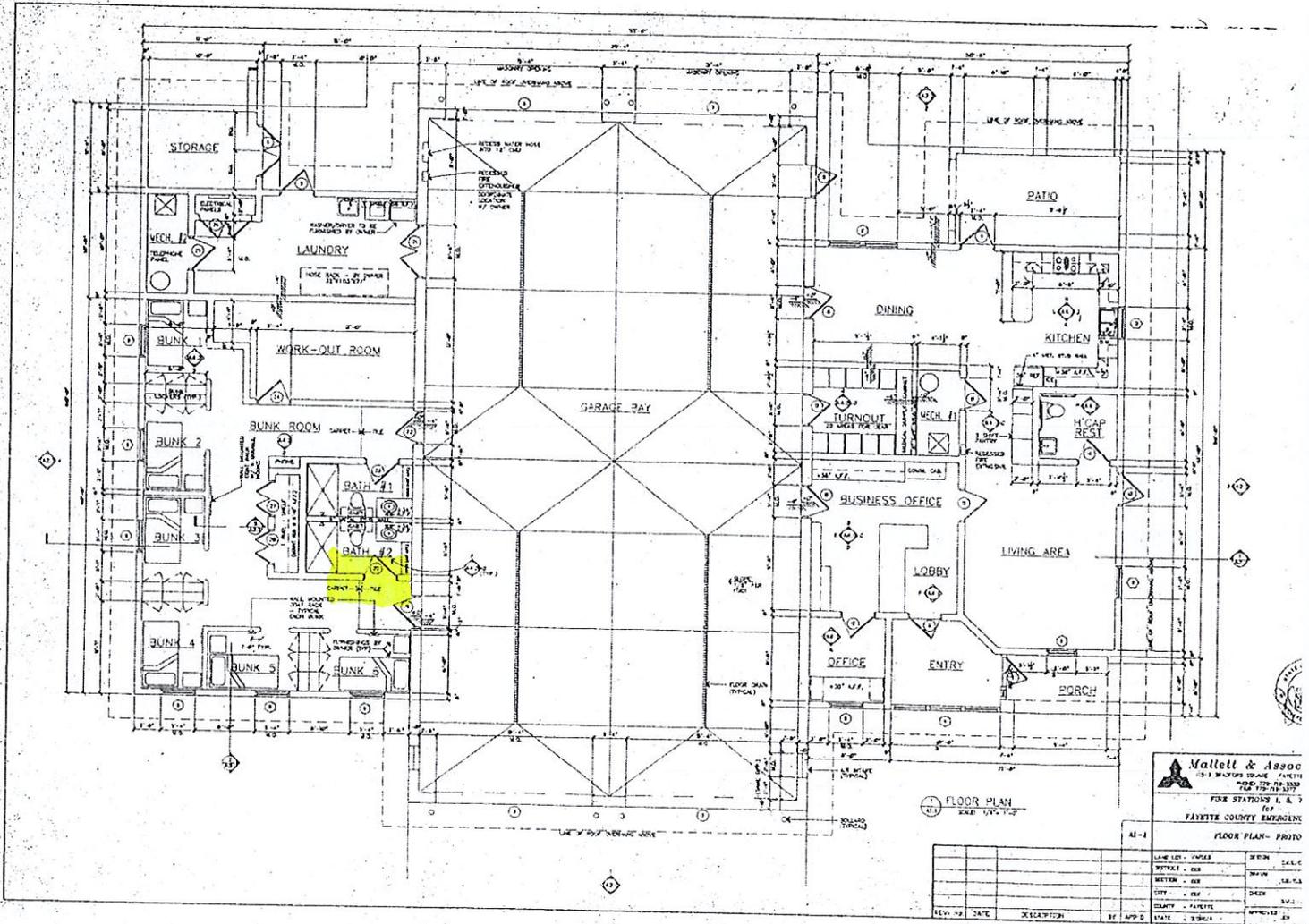
Approximate Completion Date \_\_\_\_\_

Contact Person and Title \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**COMPANY NAME** \_\_\_\_\_

# Station 1 leak in highlighted area



**Mattell & Assoc**  
 1213 BRADLEY SQUARE FAIRFAX VA 22031  
 703-727-7133  
 703-727-7134

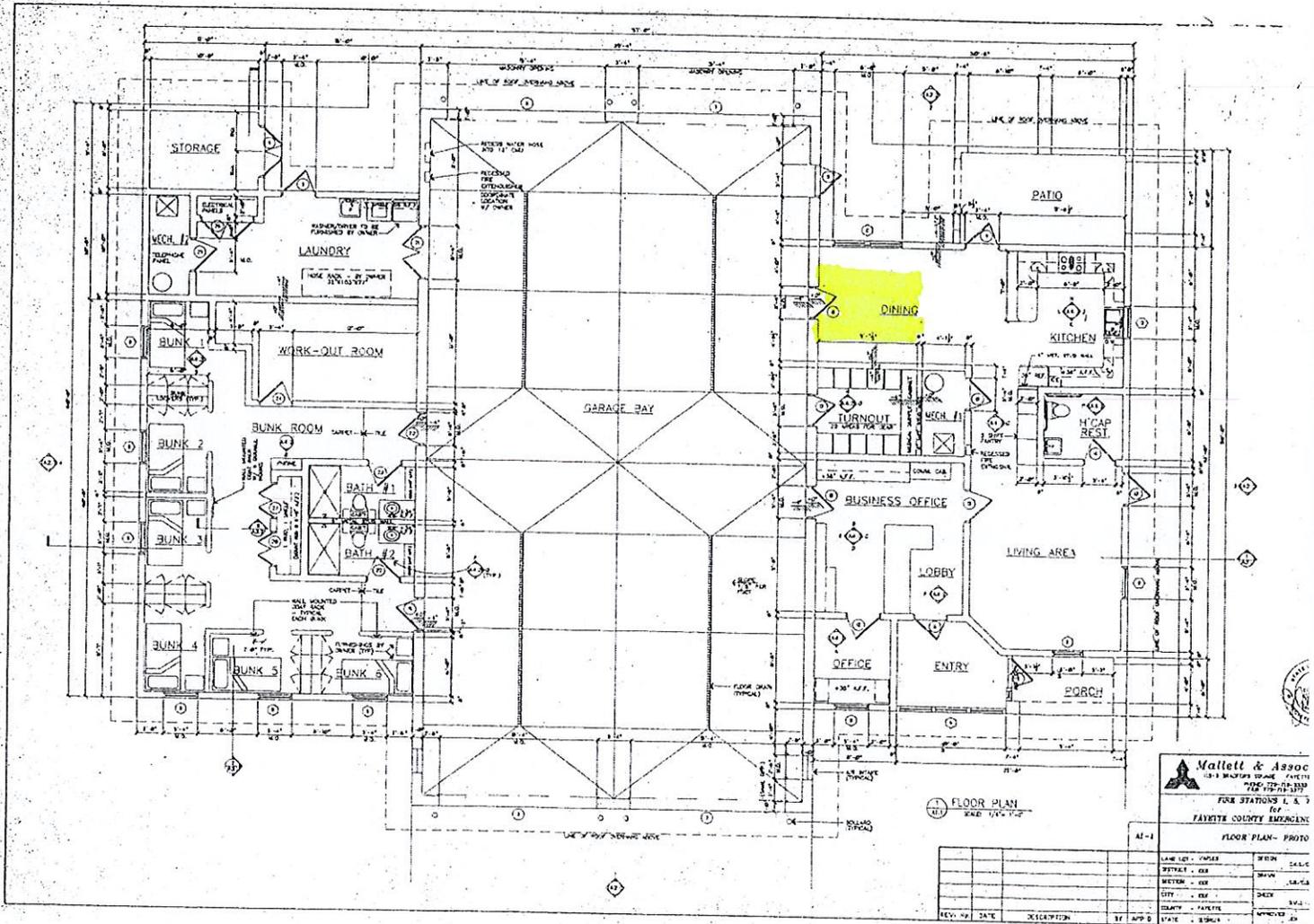
FOR FIRE STATIONS 1, 2 & 3  
 FAIRFAX COUNTY EMERGENCY  
 101

FLOOR PLAN - PHOTO

AI-1



# Station 6 leak in highlighted area



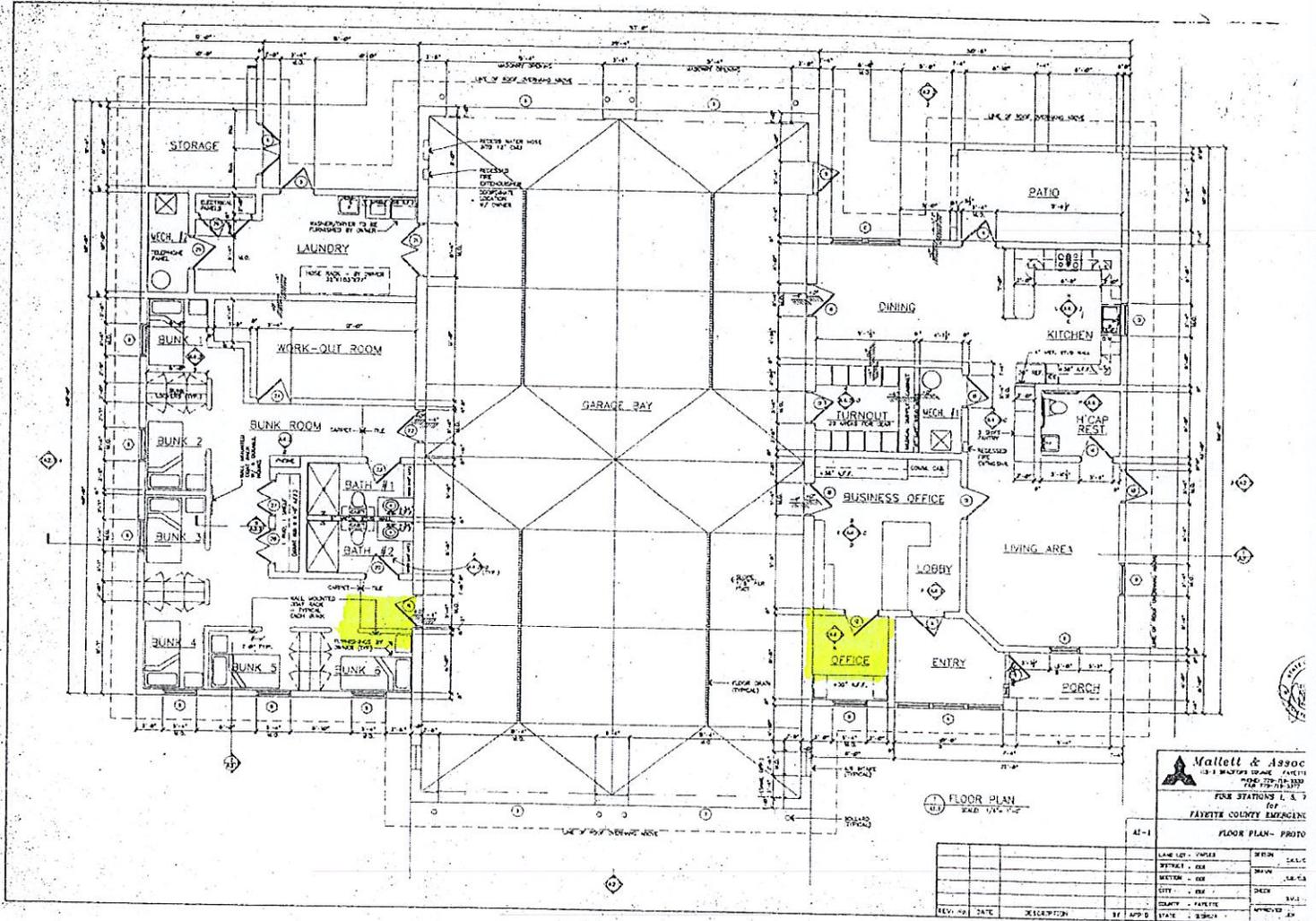
**Mallett & Assoc**  
 1214 W. 10TH ST. FAIRFIELD, CA 94504  
 (916) 433-1111  
 FAX (916) 433-1112

FOR  
**FAIRFAX COUNTY EMERGENCY**

FLOOR PLAN - PHOTO

REV. NO.	DATE	DESCRIPTION	BY	APP'D	STATE	REGISTER

# Station 10 leak in highlighted area



**Mallett & Assoc**  
 1213 WALTONS LEASE FAYETTE  
 704-782-1133  
 704-782-1134

FIRE STATIONS 1, 2, 3  
 FOR  
 FAYETTE COUNTY EMERGENCY

FLOOR PLAN - PHOTO

REV. NO.	DATE	DESCRIPTION	BY	APP'D	STATE	ISSUED