



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

February 18, 2022

**Subject: Invitation to Bid #2063-B ELECTIONS BUILDING REMODEL**

Gentlemen/Ladies:

Fayette County, Georgia invites you to submit a bid for remodeling the Elections building. You are invited to submit a bid in accordance with the information contained herein.

This is a re-issue of a previous Invitation to Bid for the building remodel, which was cancelled for budgetary reasons. After a careful review of budget and other related considerations, the county has decided to move forward with the project.

A mandatory pre-bid conference will be held on **9:00a.m., Tuesday, March 9**, at the old Fire Station #4, 175 Johnson Ave, Fayetteville, GA 30214 to provide an opportunity for you to become more familiar with the project, and to ask questions. Companies that attend will be invited to submit bids for this project.

Architectural drawings for the project are available to download on the county's website. You may use the following link to access them:

[https://fayettecountyga.gov/purchasing/bids\\_and\\_proposals.htm](https://fayettecountyga.gov/purchasing/bids_and_proposals.htm)

As stated in the General Terms and Conditions, Section #2, your bid must include the *Bid Form* and the *General Conditions and Fee Statement* form in Excel format on a flash drive. The Excel file is available for you to download at:

[https://fayettecountyga.gov/purchasing/bids\\_and\\_proposals.htm](https://fayettecountyga.gov/purchasing/bids_and_proposals.htm)

Questions concerning this invitation to bid should be addressed to Sherry White in writing via email to [swhite@fayettecountyga.gov](mailto:swhite@fayettecountyga.gov) or fax to (770) 719-5544. Questions will be accepted until 3:00pm on Friday, March 11, 2022.

Purchasing Department office hours are Monday through Friday 8:00am to 5:00pm. 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: #2063-B  
Bid Name: ELECTIONS BUILDING REMODEL

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

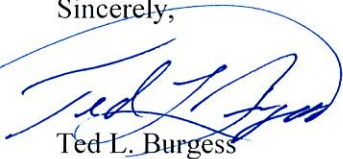
**Bids will be received at the above address until 3:00pm on Tuesday, March 22, 2022**, in the Purchasing Department, Suite 204. Bids will be opened at that time.

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,

A handwritten signature in blue ink, appearing to read "Ted L. Burgess", is written over a large, light blue circular scribble.

Ted L. Burgess  
Director of Purchasing



## PROJECT MANUAL & SPECIFICATIONS

FOR

### FAYETTE COUNTY ELECTIONS OFFICE

175 Johnson Avenue, Fayetteville, Georgia 30214

**Bid Advertisement Date**

*Wednesday, February 23, 2022*

**Pre-Bid Conference**

*Wednesday, March 9, 2022*

*9:00am EST, 175 Johnson Ave. Fayetteville, GA 30214*

**Deadline for Questions (RFIs)**

*Friday, March 11, 2022, 3:00pm EST*

**RFI Responses Distributed**

*Thursday, March 17, 2022*

**Bids Due**

*Tuesday, March 22, 2022, 3:00pm EST*

**BUILDING OWNER**

**Fayette County Administration**

140 Stonewall Avenue W, Suite 201, Fayetteville, Georgia, 20214

**ARCHITECT**

**Jefferson Browne Gresham Architects, Inc.**

150 Huddleston Road, Suite #1000

Peachtree City, GA 30269

**STRUCTURAL ENGINEER**

**Alpha Omega Engineering, LLC**

21 Lantern Circle

Cartersville, GA 30120

**MECHANICAL, PLUMBING, & ELECTRICAL ENGINEERS**

**Fagan Engineering Services, Inc.**

327 Dahlonega Street, Suite 101B

Cumming, Georgia 30040



## ELECTIONS OFFICE PROJECT MANUAL

DOCUMENT 000101 - PROJECT TITLE PAGE

### 1.1 PROJECT MANUAL

#### A. PROJECT INFORMATION

Project Name: Elections Office Remodel  
Project Address: 175 Johnson Avenue, Fayetteville, Georgia 30214

(A link to the project download folder will be distributed to the email address provided in the "intent to bid" response to the advertisement.)

#### B. OWNER INFORMATION

Owner: Fayette County Administration  
140 Stonewall Avenue W, Suite 201, Fayetteville, Georgia, 20214  
Contact: Matthew Bergen, Project Manager  
Phone: 770-305-5320  
Owner Project No. #2063-B

#### C. ARCHITECT INFORMATION

Architect: Jefferson Browne Gresham Architects, Inc.  
Address: 150 Huddleston Rd., Suite 1000, Peachtree City, Georgia 30269.  
Phone: 770-632-9545.  
Web Site: [www.jeffersonarchitects.com](http://www.jeffersonarchitects.com).  
Proj. No. 20-3142  
Arch. of Record: Paul Gresham  
Project Architect: Stefan Kral, RA, NCARB

END OF DOCUMENT 000101





## ELECTIONS BUILDING REMODEL MANUAL

### PART 1 - GENERAL INFORMATION

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GENERAL CONDITIONS AND FEE STATEMENT

CONTRACTOR AFFIDAVIT

EXCEPTION FORM

COMPANY INFORMATION FORM

CONTRACTOR EXPERIENCE FORM

END OF SECTION 010000

**CHECKLIST OF DOCUMENTS TO RETURN**  
**ITB #: 2063-B: Elections Building Renovation**

*Return this checklist and the documents in the order listed below with your submittal.*

Bid Bond \* \_\_\_\_\_

Project Pricing Sheet \* \_\_\_\_\_

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

Exceptions Form, if any \_\_\_\_\_

Company Information Form \_\_\_\_\_

Contractor Experience Form \_\_\_\_\_

Copy of General Contractor's License \_\_\_\_\_

Signed addenda, if any are issued \_\_\_\_\_

\* Failure to execute and return this document will make the bid non-responsive and not eligible for award consideration.

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

**Invitation to Bid #2063-B  
Elections Building Remodel**

**GENERAL TERMS AND CONDITIONS**

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. **BID SUBMITTALS SHALL INCLUDE THE EXCEL VERSION OF THE EXHIBIT A – GC BID FORM, AND EXHIBIT B – GENERAL CONDITIONS BREAKDOWN FILES. THESE ARE REQUIRED EXCEL FORMS IN ADDITION TO ANY OTHER SUBMITTAL DOCUMENTATION. PLEASE PROVIDE AN ELECTRONIC COPY OF THESE FORMS ON A FLASH DRIVE, IN ADDITION TO THE PAPER ORIGINAL BID THAT YOU SUBMIT.** 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 sixty (60) days from the date of the bid opening, unless the bidder takes exception to this provision in writing.
4. **Bidder’s Questions:** As appropriate, 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 **#2063-B**, and
  - c. The bid name, which is ***Elections Building Remodel***

Mail or deliver one (1) original bid, signed in ink by a company official authorized to make a legal and binding offer, and an exact copy on q flash drive 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. **Determination of Lowest Bidder:** If the Invitation to Bid includes a base bid and alternates, the low bid will be determined based on the sum of the base bid and any alternates selected by the Owner.
19. **Payment Terms and Discounts:** The County's standard payment terms are Net 30. Any deviation from standard payment terms must be specified in the resulting contract, and both parties must agree on such deviation. 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 invoice acceptance by the County, 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.
20. **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).
21. **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.
22. **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.

23. **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.
24. **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.
25. **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.
  - d. **Builder's "All Risk" Insurance:** Contractor shall procure and maintain "all-risk" builder's insurance, providing coverage for the work performed under the contract, and the materials, equipment or other items incorporated therein, while the same are located at the construction site, stored off-site, or at the place of manufacture. The policy limit shall be at least 100% of the value of the contract, including any additional costs which are normally insured under such policy.

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

26. **Bid Bond:** You must include a bid bond with your bid, equal to five percent (5%) of the total amount bid. Bid bonds shall be provided by a surety which appears on Georgia's list of approved sureties administered by the State Insurance Commissioner, or the U.S. Treasury's list of approved bond sureties (Circular 570).
27. **Performance and Payment Bonds:** Prior to execution of a contract, the successful bidder shall submit performance and payment bonds each equal to 100 percent of the contract value, provided by a surety which appears on Georgia's list of approved sureties administered by the State Insurance Commissioner, or the U.S. Treasury's list of approved bond sureties (Circular 570).

28. **Preconstruction Conference:** There will be a preconstruction meeting, to be scheduled by the Owner. At a minimum, attendees will be Fayette County, the successful Contractor, the Architect, and Design Engineer(s).
29. **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.
30. **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.
31. **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.
32. **Indemnification:** The contractor shall 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.
33. **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.
34. **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.
35. **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.
36. **Inspection and Acceptance of Deliveries:** The county reserves the right to inspect all goods and products delivered. The county will decide whether to accept or reject items delivered. The inspection shall be conclusive except with respect to latent defects, fraud, or such gross mistakes as shall amount to fraud. Final inspection resulting in acceptance or rejection of the products will be made as soon as practicable, but failure to inspect shall not be construed as a waiver by the county to claim reimbursement or damages for such products which are later found to be in non-conformance with specifications. Should public necessity demand it, the county reserves the right to use or



consume articles delivered which are substandard in quality, subject to an adjustment in price to be determined by the Purchasing Director.

37. **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. As appropriate, the county will compensate the contractor for completed performance, and for any partially completed performance as determined by the county to be adequately performed. Termination shall be without prejudice to any of the county's rights or remedies by law.
38. **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.
39. **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.
40. **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.

## **Invitation to Bid #2063-B Elections Building Remodel SUPPLEMENTARY TERMS AND CONDITIONS**

The Contract to be awarded as a result of this Invitation to Bid (ITB) shall include the following supplementary terms and conditions.

1. The **Contract Document** shall be comprised of:
  - a. AIA Document A101-2017, Standard Form of Agreement Between Owner and Contractor
  - b. AIA Document A201-2017, General Conditions of the Contract for Construction
  - c. Invitation to Bid, including General Terms & Conditions and Supplementary Terms and Conditions
  - d. Addenda, if any are issued
  - e. Contractor's bid
  - f. AIA Document A312-2010, Payment Bond
  - g. AIA Document A312-2010 Performance Bond
  - h. Notice to Proceed
2. **Reference & Incorporation of the Construction Specifications Institute's (CSI) MasterFormat standards:** Unless noted otherwise in this ITB, the CSI MasterFormat Standards and Specifications are incorporated by reference into the Project Manual and Contract documents. All work shall be performed in accordance with CSI and other applicable codes listed on the plans or within this ITB, and shall supersede all other specifications unless more stringent requirements are listed.

It is the responsibility of the Contractor to be familiar with these specifications before bidding and to adhere to them during construction.
3. **Reference & Incorporation of AIA Documents:** AIA Document A101-2017, Standard Form of Agreement Between Owner and Contractor; AIA Document A201 – 2017, General Conditions of the Contract for Construction; AIA Document A312-2010, Performance Bond; and AIA Document A312-2010, Payment Bond are incorporated by reference into the Contract document resulting from this Invitation to Bid.
4. **Date of Commencement:** The Date of Commencement of the Work shall be the date of the Notice to Proceed.
5. **Contract Time:** The Contract Time, as defined in Article 8 of AIA Document A201-2017, shall be one hundred eighty (180) calendar days from Commencement of the Work to Substantial Completion.
6. **Liquidated Damages:** Time is of the essence in completion of the Work under this contract. Liquidated damages of \$1,000.00 will be assessed for each calendar day in excess of the allowed Contract Time, after adjustment for rain days or other allowed days, until Substantial Completion is reached, as certified by the Architect. These liquidated damages are not established as a penalty but are calculated and agreed upon in advance by the County and the Contractor due to

the uncertainty and difficulty of making a determination as to the actual and consequential damages which are incurred by the County and the general public as a result of the failure on the part of the Contractor to complete the Work on time.

7. **County Holidays:** The Contractor shall not work on a County Holiday unless written approval is provided by Fayette County at least three (3) days prior to the Holiday. The 2022 Holiday Schedule is available on the County's website at:  
[https://fayettecountyga.gov/information/county\\_holidays.htm](https://fayettecountyga.gov/information/county_holidays.htm)
8. **Work Hours:** Unless pre-approved otherwise by the County, all work shall be performed Monday thru Saturday (no Sunday work) and between the hours of 7:00 AM and 5:00 PM.
9. **Allowances:** The following Allowances with established dollar amounts will be included in each bid submitted:
  - a. Testing and Inspection Allowance: \$8,000.00
  - b. Contingency Allowance for Unforeseen Needs: \$40,000.00
10. **Retainage:** For each progress payment made to the prime contractor, the amount of 10% will be withheld as retainage from otherwise due amounts. Retainage will no longer be withheld from progress payments when (a) 50% of the contract value is due, and (b) the Owner is satisfied with the Work and progress of the Work. If minor items remain unfinished at the time of substantial completion, the Owner may withhold 200% of the value of each item until such time as the items are completed, at the Owner's discretion.
11. **General Contractor's License:** The Contractor shall have a General Contractor's license. Bidders shall submit a copy with their bids.
12. **Contractor Supervision and Work Coordination:** The Contractor shall supervise and direct the Work. Contractor shall be solely responsible for the means, methods, techniques, sequences and procedures of construction. Contractor shall employ and maintain onsite a qualified supervisor or superintendent who will be designated in writing by Contractor as the Contractor's site representative. The supervisor shall have full authority to act on behalf of the Contractor and all communications given to the supervisor shall be as binding as if given to the Contractor. The supervisor shall always be present on the site as required to perform adequate supervision and coordination of the work.
13. **Operation & Maintenance (O&M) Manual Submittal:** The Contractor shall submit two copies of each manual in draft form, or one electronic PDF file, at least fifteen (15) days before final inspection.

Unless otherwise indicated, the O&M manual should be organized into separate sections for each system and subsystem, and separate sections for each piece of equipment not part of a system. The Manual shall contain a title page, table of contents, and manual contents. Include operation data required in individual Specification sections and equipment descriptions, operating standards, operating procedures, operating logs, wiring and control diagrams, and license requirements.



14. **Final As-Built Plans:** During construction, the Contractor shall keep an up-to-date, redlined, marked set of Progress As-Built Drawings and Specifications on the site. The Final As-Built Plans shall include all revisions and changes, both design and construction, that indicate precisely how the project was constructed. At the conclusion of the project, the Final As-Built Plans shall be made available for County review and final acceptance. As-built drawing shall be sealed, signed, and dated by the licensed professional engineer.
15. **Workmanship Guarantee:** The Contractor shall warranty and guarantee all materials supplied, equipment furnished, and work performed to be free from defects (resulting from faulty materials supplied or workmanship) for a period of twelve (12) months from the date of Final Acceptance.

The Owner shall give notice of observed defects with reasonable promptness, and the Contractor shall have thirty (30) days to address the issue(s).

If the Contractor fails to make such repairs, adjustments, or other work that may be made necessary by such defects, the Owner may do so and charge the Contractor the cost thereby incurred. If different guarantees or warranties are required in the technical specifications for specific item(s), then the more stringent (i.e. longer) shall apply.

**ARCHITECTURAL DRAWING INDEX (ALL DRAWINGS DATED 5/25/21 UNLESS INDICATED)**

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A-002 GENERAL NOTES  
A-003 AS BUILT PLAN  
A-004 DEMOLITION PLAN (REVISION #1 6/21/21)  
A-005 LIFE SAFETY PLAN  
A-006 ACCESSIBILITY DETAILS  
A-007 CEILING DETAILS  
A-101 FLOOR PLAN  
A-102 REFLECTED CEILING PLAN  
A-201 RESTROOM PLAN DETAILS AND ELEVATIONS  
A-202 RESTROOM PLAN DETAILS AND ELEVATIONS  
A-301 EXTERIOR ELEVATIONS - BASE BID  
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A-301C 3D RENDERING - BASE BID  
A-401 SECTIONS  
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A-501 SUSPENDED CEILING DETAILS  
A-502 EXTERIOR DETAILS -FLASHING  
A-601 DOOR SCHEDULE AND ELEVATIONS (REVISION #1 6/21/21)  
A-602 GLAZING SCHEDULE AND ELEVATIONS  
A-603 GLAZING HEAD, JAMB, SILL DETAILS  
A-604 FINISH PLAN AND SCHEDULE (REVISION #1 6/21/21)  
A-701 INTERIOR ELEVATIONS  
A-801 EXTERIOR ELEVATIONS – PRICING ONLY, ALTERNATE BID  
A-801A 3D RENDERING – PRICING ONLY, ALTERNATE BID  
A-801B 3D RENDERING – PRICING ONLY, ALTERNATE BID  
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F-102 FIRE PROTECTION – PENETRATIONS

**STRUCTURAL DRAWINGS**

S-0 GENERAL NOTES  
S-1 FOUNDATION PLAN  
S-2 FRAMING PLAN  
S-3 SECTIONS, DETAILS AND NOTES

**ELECTRICAL DRAWINGS**

E-001 ELECTRICAL SCHEDULES, NOTES AND DETAILS  
E-100 ELECTRICAL POWER PLAN  
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**PLUMBING DRAWINGS**

P-001 PLUMBING NOTES  
P-002 PLUMBING SCHEDULES AND DETAILS  
P-100 PLUMBING SANITARY WASTE PLANS  
P-101 PLUMBING DOMESTIC WATER PLAN

END OF DOCUMENT

## **Invitation to Bid #2063-B: Elections Office Remodel Introduction & Scope of Work**

### **INTRODUCTION**

Fayette County is soliciting Bids from qualified contractors experienced with interior and exterior renovations consisting of mechanical, electrical, plumbing, fire protection, telecom, security, fiber optic, and architectural systems and finishes.

This is a renovation project of a divided dual-department facility located at 175 Johnson Avenue in Fayetteville, built in 1977. This building will house the new Elections Office to the north and the existing Public Defenders office to the south. The Elections Office renovations will consist of both major interior and exterior renovations. Additive Alternates for the Public Defender's office will consist of minor exterior updates and repairs.

### **MANDATORY PRE-BID CONFERENCE AND SITE VISIT**

A mandatory pre-bid conference and site visit will be held at 9:00 A.M. on March 9, 2022 at 175 Johnson Avenue, Fayetteville, GA 30214. Bidders are required to attend and participate in the mandatory pre-bid conference and site visit. Bidders shall sign in at the mandatory pre-bid meeting and site visit as proof of attendance. Only the Bidder or its authorized representative or employee shall sign in at the mandatory pre-bid meeting and site visit. For individual firms planning to bid as a yet to be formed joint venture, a representative from each firm is required to attend and sign in. Failure of a Bidder to attend or sign in at the mandatory pre-bid conference and site visit, will be cause for rejection of Bid. For information regarding the mandatory pre-bid conference and site visit, please contact Sherry White, Contracts Administrator via email at [swhite@fayettecountyga.gov](mailto:swhite@fayettecountyga.gov).

**PLEASE NOTE THAT DUE TO THE CURRENT COVID-19 PANDEMIC, FACE MASKS MAY BE REQUIRED AT THE PRE-BID AND SITE VISIT MEETING, SOCIAL DISTANCING IS RECCOMENED. IF YOU ARE EXPERIENCING A FEVER, FLU-LIKE SYMPTOMS, OR GENERAL MALAISE, PLEASE SEND SOMEONE ELSE TO REPRESENT YOUR COMPANY.**

### **SCOPE OF WORK**

The Scope of Work shall consist of, but not limited to, all indicated or addressed work in the construction documents or elsewhere in this Invitation to Bid. A complete Bid will include a detailed breakdown of costs on the enclosed *Bid Form* and the *General Conditions and Fee Statement* form.

Additional specifications regarding exterior painting, fiber optic cable, minimum voltage cables, alternates, and related items are as follows:



1. **Exterior Painting:** The Base Bid shall include labor and materials to paint the Elections portion of the building, including caulk sealing of all cracks, repair holes (like materials), replace gutters and downspouts with 6" aluminum seamless gutters, and replace and paint all damaged or missing soffits.
2. **Additive Alternates:** Only enter the following Alternates into the Invitation to Bid's Bid Form:

***Alternate #1: Exterior Alternate Façade*** – As shown in drawings.

***Alternate #2: Gutters & Facia Around Entire Building (adds Public Defender's portion)*** – Contractor shall replace damaged or missing soffits, and replace gutters and downspouts with 6" aluminum seamless gutters. The dimensions of the Public Defender's gutters are 200' and the soffit are 125' of 24" w and 70' of 42" w to have a continuous run from Elections to replace gutters for entire building.

***Alternate #3: Paint Entire Building Façade (adds Public Defender's portion)*** – Contractor shall provide labor and materials to paint the Public Defender's portion of the building to match the Elections portion. Work shall include caulk sealing of all cracks, repair holes (like materials) and paint all soffits. The dimensions of the Public Defender's portion is 2,500 square feet to match the Elections Side.

3. **Fiber Optic Cable:**

- a. **COMMUNICATIONS OPTICAL FIBER BACKBONE CABLING:** The Contractor shall install one hundred twenty five (125) feet of six-strand, single-mode, armored cable, manufactured by Corning. The cable shall be installed through the attic from the Public Defender's server room to the Elections Department server room. The Contractor shall install cable riser in each room, secured to the wall.
- b. **COMMUNICATIONS OPTICAL FIBER SPLICING AND TERMINATIONS:** The contractor shall splice and terminate six (6) strands of fiber optic cable with SC connectors on both ends of the cable.

4. **Data Cabling & Infrastructure:**

- a. Contractor shall install sixty-four Category 6 twisted pair wire drops in existing low voltage conduits identified on included drawings labeled "Data Cabling." Each drop will need to be terminated in appropriate enclosure with boxes, jacks, and plates as necessary. Drops are to be tested and labeled on wall plates and Intermediate Distribution Frame (IDF) patch panel.
- b. Contractor shall install one (1) multimode fiber optic cable, approximately one hundred fifty (150) feet, with a minimum of four strands (2 pairs) run from the Elections Building IDF to the IDF in the adjoining county building. Fiber should be tested and terminated in a suitable fiber termination enclosure providing SC type connectivity.

IDF installation shall meet the following requirements:

- 1) Properly mounted and secured lockable wall mount rack enclosure (22U minimum) with appropriate ventilation for network switches, UPS, and small (NVR) network video recorder appliance.
  - 2) Twenty-four (24) Port Cat6 patch panel or combination of panels providing at least sixty-four (64) terminations.
5. **Medium Voltage Cables:** The outlet in the server room on the Public Defender's side of the building shall be toned out to electrical panel and tied into the Emergency Panel for generator.



**Bid #2063-B: Elections Building Remodel  
BID FORM**

Project: **FAYETTE COUNTY ELECTIONS OFFICE**  
 Address: **175 JOHNSON AVE, FAYETTEVILLE, GA 30214**  
 Square Feet: **5,416 sf (Existing one story building)**  
 Contractor: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Contact: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Phone: \_\_\_\_\_

Plan Date: \_\_\_\_\_  
 Project Start: \_\_\_\_\_  
 Completion Date: \_\_\_\_\_  
 Project Duration: \_\_\_\_\_

Stipulated Sum Construction Cost					
		Bid Amount	UNITS	QUANT.	Comments
<b>PART A: BASE BID</b>					
<b>Division 1 - General Conditions</b>					
	Total Gen. Conditions (Provide breakdown on Exhibit B.)				
	Fees				
	Insurance				
	<b>Sub Total Division 1</b>	\$ -			
<b>Division 2 - Existing conditions</b>					
024119	Selective demolition				
	<b>Sub Total Division 2</b>	\$ -			
<b>Division 3 - Concrete</b>					
031000	Concrete forming and accessories				
032000	Concrete reinforcing				
033000	Cast in place concrete				
	<b>Sub Total Division 3</b>	\$ -			
<b>Division 4 - Masonry</b>					
042613	Masonry Veneer				
047200	Cast stone masonry				
	<b>Sub Total Division 4</b>	\$ -			
<b>Division 5 - Metals</b>					
051200	Structural steel framing				
054000	Cold-formed metal framing				
055000	Metal fabrications				
	<b>Sub Total Division 5</b>	\$ -			
<b>Division 6 - Wood &amp; Plastics</b>					
006010	Lumber				
061000	Rough Carpentry				
061600	Sheathing				
061800	Glue laminated construction				
062023	Interior finish carpentry				
	<b>Sub Total Division 6</b>	\$ -			
<b>Division 7 - Thermal Moisture</b>					
072100	Thermal insulation				
072500	Weather barriers				
072600	Vapor Retarders				
073113	Asphalt shingles				
076200	Sheet metal flashing and trim				Includes gutters, downspouts, trim & soffits around project extents only.
079200	Joint Sealants				
	<b>Sub Total Division 7</b>	\$ -			
<b>Division 8 - Doors &amp; Windows</b>					
081113	Hollow metal doors and frames				
081416	Flush wood doors				
083113	Access doors and frames				
084113	Aluminum-framed entrances, storefronts and windows				
087100	Door hardware				
088000	Glazing				
088300	Mirrors				
	<b>Sub Total Division 8</b>	\$ -			
<b>Division 9 - Finishes</b>					
092216	Non-structural metal framing				
092900	Gypsum board				
095123	Acoustical tile ceiling				
096513	Resilient base and accessories				
096813	Tile carpeting				
099113	Exterior painting				
099123	Interior painting				
	<b>Sub Total Division 9</b>	\$ -			



		Bid Amount	UNITS	QUANT.	Comments
<b>Division 10 - Specialties</b>					
101423	Room-identification panel signage				
102113	Phenolic core toilet compartments				
102800	Toilet, bath and laundry accessories				
104413	Fire protection cabinets				
104416	Fire Extinguishers				
	<b>Sub Total Division 10</b>	\$ -			
<b>Division 11 - Equipment</b>					
	Misc. Equipment				
	<b>Sub Total Division 11</b>	\$ -			
<b>Division 12 - Furnishings (Furnish Install)</b>					
124813	Entrance floor mats and frames				
	<b>Sub Total Division 12</b>	\$ -			
<b>Division 15 - Mechanical</b>					
015100	Mechanical material and methods				
015300	Plumbing piping system				
015530	Split system condensing units				
015540	Power ventilators				
015560	Gas fired heaters				
015600	Ductwork				
015610	Ductwork accessories				
015700	Covering and insulation				
015800	Testing, adjusting and balancing				
015900	Basic fire protection general requirements				
015910	Basic fire protection materials and methods				
015920	Fire protection systems				
	<b>Sub Total Division 15</b>	\$ -			
<b>Division 16 - Electrical</b>					
016010	Special provisions for electrical work				
016110	Raceways				
016120	Wire and cable - 600 Volts and under				
016131	Junction and pull boxes				
016134	Outlet boxes				
016140	Wiring devices				
016150	Motors, controllers and electric powered equipment				
016170	Disconnect switches				
016190	Supporting devices				
016400	Class "B" fire alarm system				
016471	Panel Boards				
016476	Fuses				
016501	Lighting fixtures and controls				
016603	Empty raceway system				
016730	Category 6, coaxial, audio, and video cable				
016910	Temperature controls				
	<b>Sub Total Division 16</b>	\$ -			
	Allowance for Testing & Inspections	8,000.00			
	Allowance for Contingencies	40,000.00			
	<b>Total Stipulated Sum - Base Bid</b>	\$ 48,000.00			
<b>PART B: BIDS FOR ADDITIVE ALTERNATES:</b>					
	<b>ALTERNATE #1 (EXTERIOR ALTERNATE FAÇADE)</b>	\$ -			(See A-801, A-801A, A-801B & A-801C for Alternate Façade Design)
	<b>ALTERNATE #2 (GUTTERS &amp; FACIA - PUBLIC DEFENDER SIDE)</b>	\$ -			(To include Gutters, Downspouts, Trim & Soffits around entire building)
	<b>ALTERNATE #3 (PAINT FAÇADE - PUBLIC DEFENDER SIDE)</b>	\$ -			(To include paint on EIFS surfaces & trim around entire building façade)



FAYETTE COUNTY ELECTIONS OFFICE  
General Conditions and Fee Statement  
ITB 2063-B: Elections Office Remodel

Project Assumptions	
Construction Start Date	TBD
Proposed Duration	

General Conditions					
Project Management	Employee Name	Work Location	Committed to Project (A)	Billable Rate (Month) (B)	Total Project Cost (11 * A * B = C)
<b>Example Employee</b>	<b>John Doe</b>	<b>50% Office 50% Jobsite</b>	<b>30%</b>	<b>\$ 2,500</b>	<b>\$ 9,000</b>
Project Executive				-	-
Senior Project Manager					-
Project Manager					-
Assistant Project Manager					-
Project Engineer					-
General Superintendent					-
Project Superintendent					-
Assistant Superintendent					-
Foreman					-
Safety Engineer					-
Senior Estimator					-
Estimator					-
MEP Coordinator					-
BIM Specialist					-
Secretary					-
Scheduler					-
Project Accountant					-
Other					-
Total Project Management					\$ -
Indicate what costs are included in billable rates above. For example: Labor, workers compensation, trucks, vehicle repairs and maintenance, fuel, etc.					

Site Office Expense	Quantity	Unit	Unit Cost	Total Cost
Job Office Trailer Rental			\$ -	\$ -
Job Office Set-up				-
Temporary Storage				-
Office Furniture				-
Computers / Equipment				-
Copy Machines / Maintenance				-
Office Supplies				-
Janitor / Sanitation Supplies				-
Postage				-
First Aid / Medical Treatment				-
Job signs				-
013233 Progress Photos				-
Blueprints / Printing				-
Internet				-
Cellular Phone Charges				-
Radio Communications				-
014000 Quality Requirements				
016000 Product Requirements				
017300 Execution				
017419 Construction Waste Mgmt & Disposal				
017823 Operation and Maintenance Data				
017839 Project Closeout Documents & Procedures				-
017900 Demonstration & Training				
Job Office Computers				-
Total Site Office Expense				\$ -



Safety	Quantity	Unit	Unit Cost	Total Cost
Safety Incentives			\$ -	\$ -
Fences & Gates				-
Traffic Control				-
Fire Protection, Extinguishers				-
Personal Protective Equipment				-
Other				-
Total Safety				\$ -
Temporary Utilities / Miscellaneous	Quantity	Unit	Unit Cost	Total Cost
Job Office - Temporary Electric			\$ -	\$ -
Temporary Electric - Building				-
Water - Field Office				-
Water - Coolers				-
Ice and Cups				-
Temporary Toilets				-
Temporary Hand Washing Stations				-
Drug Testing				-
MIS Charges				-
Off-site Parking				-
Other				-
Total Temporary Utilities / Miscellaneous				\$ -
General Equipment	Quantity	Unit	Unit Cost	Total Cost
Travel Expense			\$ -	\$ -
Pickup Trucks				-
Small Tools/Expendables				-
Equipment Rental				-
Fuel/Oil/Grease				-
Vehicle Repairs/Maintenance				-
Other				-
Total General Equipment				\$ -
Total General Conditions				\$ -

Insurance Rates	
General Liability (Rate and Coverage Limits)	
Excess Liability (Rate and Coverage Limits)	
Subcontractor Default Insurance rate (%)	
Contractor Controlled Insurance Program (%)	
Builder's Risk rate - New Construction (%)	
Other Insurance (Please list if applicable)	
Payment & Performance Bond rate (%)	
Current Year EMR	

Fee Statement	
CM Fee (%)	
Change Order Fee (%)	

**Contractor Affidavit under O.C.G.A. § 13-10-91(b)(l)**

The undersigned contractor ("Contractor") executes this Affidavit to comply with O.C.G.A § 13-10-91 related to any contract to which Contractor is a party that is subject to O.C.G.A. § 13-10-91 and hereby verifies its compliance with O.C.G.A. § 13-10-91, attesting as follows:

- a) The Contractor has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program;
- b) The Contractor will continue to use the federal work authorization program throughout the contract period, including any renewal or extension thereof;
- c) The Contractor will notify the public employer in the event the Contractor ceases to utilize the federal work authorization program during the contract period, including renewals or extensions thereof;
- d) The Contractor understands that ceasing to utilize the federal work authorization program constitutes a material breach of Contract;
- e) The Contractor will contract for the 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(a), (b), and (c);
- f) The Contractor acknowledges and agrees that this Affidavit shall be incorporated into any contract(s) subject to the provisions of O.C.G.A. § 13-10-91 for the project listed below to which Contractor is a party after the date hereof without further action or consent by Contractor; and
- g) Contractor acknowledges its responsibility to submit copies of any affidavits, drivers' licenses, and identification cards required pursuant to O.C.G.A. § 13-10-91 to the public employer within five business days of receipt.

\_\_\_\_\_  
Federal Work Authorization User Identification Number

\_\_\_\_\_  
Date of Authorization

\_\_\_\_\_  
Name of Contractor

#2063-B Elections Building Remodel

\_\_\_\_\_  
Name of Project

Fayette County GA  
\_\_\_\_\_  
Name of Public Employer

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

Executed on \_\_\_\_\_, \_\_\_\_\_, 20\_\_\_\_ 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 \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC  
My Commission Expires: \_\_\_\_\_



**EXCEPTIONS TO SPECIFICATIONS**  
**ITB #: 2063-B: Elections Building Renovation**

Please list below any exceptions or clarifications to the specifications of this bid. Explain any exceptions in full.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_
13. \_\_\_\_\_

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

**COMPANY INFORMATION FORM**  
**ITB #: 2063-B: Elections Building Renovation**

**COMPANY**

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

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

\_\_\_\_\_

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

\_\_\_\_\_

**AUTHORIZED REPRESENTATIVE**

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

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

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

Office Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

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

**PROJECT CONTACT PERSON**

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

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

Office Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

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

**CONTRACTOR EXPERIENCE FORM**  
**ITB #: 2063-B: Elections Building Renovation**

**Project 1**

Project Name	
Project Location	
Owner Name	
Owner Telephone & Email	
Date of Award	
Date of Completion	
Contract Amount (\$)	
Project Description	

**Project 2**

Project Name	
Project Location	
Owner Name	
Owner Telephone & Email	
Date of Award	
Date of Completion	
Contract Amount (\$)	
Project Description	



**CONTRACTOR EXPERIENCE FORM - continued**  
**ITB #: 2063-B: Elections Building Renovation**

**Project 3**

Project Name	
Project Location	
Owner Name	
Owner Telephone & Email	
Date of Award	
Date of Completion	
Contract Amount (\$)	
Project Description	