



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

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June 21, 2024

**Subject: Invitation to Bid 2436-B – Fayette County Sheriff's Office Watch Office Renovation**

Gentlemen/Ladies:

Fayette County, Georgia is seeking bids from qualified contractors for the renovation of the Sheriff's Watch Office. You are invited to submit a bid in accordance with the information contained herein.

**A mandatory pre-bid conference will be held at 10:30 am, Tuesday, July 9, 2024, at 155 Johnson Avenue, Fayetteville, Georgia 30215.** This will be an opportunity for you to become more familiar with the project, and to ask questions. Companies that attend will be invited to submit bids.

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) 305-5208. **Questions will be accepted until 2pm, Tuesday, July 16, 2024.**

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: 2436-B  
Bid Name: *Fayette County Sheriff's Office Watch Office Renovation*

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

**Bids will be received at the above address until 2pm, Thursday, July 25, 2024,** 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 be responsible for a vendor not receiving information provided in any addendum.

Thank you for participating in the solicitation process.

Sincerely,



Ted L. Burgess  
Chief Procurement Officer

TLB/nmd

BID DOCUMENTS FOR:

**FAYETTE COUNTY SHERIFF'S OFFICE  
WATCH OFFICE  
RENOVATION**

155 JOHNSON AVENUE  
FAYETTEVILLE, GA 30215

PREPARED BY:

**PROJECT MANAGER:**

MORGAN MILL CONSULTING  
1410 ROSCOE RD  
NEWNAN, GA 30263  
P 404.392.5791

**ARCHITECT:**

K A OLDHAM DESIGN INC.  
57 PERRY STREET,  
NEWNAN, GA 30263  
P 770.683.9170



## GENERAL TERMS AND CONDITIONS

### ITB 2436-B: Fayette County Sheriff's Office Watch Office Renovation

1. **Definitions:**
  - a. **Bidder:** A company or individual who submits a bid in response to this Invitation to Bid.
  - b. **Successful Bidder:** The company or individual that is awarded a contract.
  - c. **Contractor:** The Successful Bidder, upon execution of the contract.
  - d. **County:** 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, and the County agrees to the exception. 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:** To allow sufficient time for a contract to be awarded, each bid shall constitute a firm offer that is binding for ninety (90) days from the date of the bid opening to the date of award.
  
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. Mail or deliver one (1) original bid, signed in ink by a company official authorized to make a legal and binding offer, and one (1) copy on a flash drive, to:

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

Bid Number: 2436-B

Bid Name: *Fayette County Sheriff's Office Watch Office Renovation*

Also show your company name on the envelope. You may submit sealed 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 in the Purchasing Department by the time and date of the scheduled bid opening will not be considered.
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 a discrepancy between unit prices and extended prices, the unit price will govern unless the facts or other considerations indicate another basis for correction of the discrepancy.
12. **Prices Held Firm:** Prices bid shall be firm for the period of the contract, unless otherwise specified in the contract. All prices bid 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 at the discretion 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. **Unbalanced Bid:** If the County determines that the apparent low bid is unbalanced, the County retains the right to negotiate with the apparent low bidder for the purpose of correcting the bid imbalance without changing the overall bid amount. If the apparent low bidder and the County cannot reach agreement, the County may deem the apparent low bid non-responsive. In such case, the County reserves the right to award to the next-lowest bidder, or to reject any and all bids and re-advertise the project.



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:** In the event the Contractor is performing construction services under the contract, 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 Bidder 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:** Bidder shall 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 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 the U.S. Treasury's list of approved bond sureties (Circular 570).
28. **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.
29. **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.
30. **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.
31. **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.
32. **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.
33. **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.

34. **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 the 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 the 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.
  
35. **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.
  
36. **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.
  
37. **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.
  
38. **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, Georgia**  
**Checklist of Documents to Return**

*(Please return this checklist and the documents listed below with your submittal)*

**ITB 2436-B: Fayette County Sheriff's Office Watch Office Renovation**

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

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

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

Base Bid Summary & Bid Form\* \_\_\_\_\_

Exceptions to Specifications, if any – on the form provided \_\_\_\_\_

References – on the form provided \_\_\_\_\_

Addenda Acknowledgement – on the form provided \_\_\_\_\_

Copy of Georgia State-issued General Contractor Individual or  
Qualifier Agent license \_\_\_\_\_

**\*FAILURE TO INCLUDE THIS ITEM WILL RESULT IN DISQUALIFICATION**

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



**COMPANY INFORMATION**

**Invitation to Bid 2436-B: Fayette County Sheriff's Office Watch Office Renovation**

**A. COMPANY**

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

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

\_\_\_\_\_

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

\_\_\_\_\_

Website (if applicable): \_\_\_\_\_

**B. AUTHORIZED REPRESENTATIVE**

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

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

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

E-mail Address: \_\_\_\_\_

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

**C. PROJECT CONTACT PERSON**

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

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

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

E-mail Address: \_\_\_\_\_

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

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

2436-B FCSO Watch Office  
Renovation  
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 \_\_\_\_\_, \_\_\_\_\_, 2024 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 \_\_\_\_\_, 2024.

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





## REFERENCES

### Invitation to Bid 2436-B: Fayette County Sheriff's Office Watch Office Renovation

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

#### **REFERENCE ONE**

Government/Company Name \_\_\_\_\_

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

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

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

Approx. Date & Scope of Work \_\_\_\_\_

#### **REFERENCE TWO**

Government/Company Name \_\_\_\_\_

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

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

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

Approx. Date & Scope of Work \_\_\_\_\_

#### **REFERENCE THREE**

Government/Company Name \_\_\_\_\_

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

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

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

Approx. Date & Scope of Work \_\_\_\_\_

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

## INTRODUCTION

### Invitation to Bid 2436-B: Fayette County Sheriff's Office Watch Office Renovation

#### **DEADLINE: 2:00 p.m., Thursday, July 25, 2024**

An Invitation to Bid is hereby extended to the qualified contractors licensed in the State of Georgia for the Fayette County Sheriff's Office Watch Office Renovation, including all specified equipment, finishes, materials, accessories, and labor. Responders shall include with their bid a copy of their Georgia State-issued General Contractor Individual or Qualifier Agent license.

All work shall be done in accordance with the bid documents including future addenda if any, which will be made available to all bidders. Addenda will be held on file at the Fayette County Purchasing Department.

**All questions and request for information (RFI) correspondence shall be in written form** addressed only from the General Contractor and directed to Natasha Duggan at the Fayette County Purchasing Department by 2:00 p.m., Tuesday, July 16, 2024.

Emails are required and shall be addressed to:

Natasha Duggan at [nduggan@fayettecountyga.gov](mailto:nduggan@fayettecountyga.gov)

The contract, if awarded, will be based on a Lump Sum Contract based on AIA A101. All bids shall be lump sum and detailed as required in the Bid Form.

The scope of work will consist of all work indicated or addressed in the construction documents. If you have any questions regarding this scope of work, please notify Fayette County Purchasing Department prior to the final RFI date notated above.

Bidder shall comply with the following:

- The Bid must give a proposed schedule with a date or time of Certificate of Occupancy. A \$200.00 per day charge for liquidated damages will be assessed beginning at 12:00 midnight of this date and until a complete Certificate of Occupancy is obtained. Please note that there may be an extension of time allowed for existing structural issues discovered during demolition or for changes to the scope of work as instructed by the owner. All decisions are at the discretion of the owner.
- A complete Bid will include a completed breakdown of costs on the form provided. This form may be recreated by the Bidder to facilitate the provision of this information. All line items must be included. The numbers on this sheet must match the base bid amount submitted.

- As per AIA A101 (2017) clause 5.17 a retainage of 5% will be held with each application for payment. Retainage will be released upon receiving a certificate of occupation.
  
- Once the contract has been awarded all Change Orders will be handled on a basis of will be time and material plus a set overhead and profit percentage. This percentage will be 7.5% for the portion of the work self-performed by the General Contractor or 5% for the portion of the work performed by a sub-contractor. All deductive change orders will be cost of work plus the above percentages, unless approved by the architect. The Project Manager must approve all labor and wage rates, unit prices and rental and equipment usage rates. All change orders shall be approved by the project manager and signed by the County Administrator.



**ADDENDA ACKNOWLEDGEMENT**  
**Invitation to Bid 2436-B: Fayette County Sheriff's Office Watch Office Renovation**

Use form below for future addenda as they occur.

The receipt of the following addendum or addenda is acknowledged:

Addendum Number: \_\_\_\_\_ Date: \_\_\_\_\_

Addendum Number: \_\_\_\_\_ Date: \_\_\_\_\_

Addendum Number: \_\_\_\_\_ Date: \_\_\_\_\_

Addendum Number: \_\_\_\_\_ Date: \_\_\_\_\_

Addendum Number: \_\_\_\_\_ Date: \_\_\_\_\_

ADDENDUM RECEIPT:

**WITNESSED:** \_\_\_\_\_

**DESCRIPTION OF WORKS AND DRAWING LIST**  
**Invitation to Bid 2436-B: Fayette County Sheriff's Office Watch Office Renovation**

**INTRODUCTION**

The Fayette County Sheriff's Office (FCSO) is located at 155 Johnson Avenue, Fayetteville GA 30215. The Watch Office Renovation project will consist of the refurbishment and renovation of parts of the Fayette County Sheriff's Office premises. The current Watch Office is located to the rear of the offices. This project will create a public facing entry way for visitors to the Sheriff's Office with the Watch Office Records department being realigned to provide a single-point public facing entry into the Sheriff's Office.

**DESCRIPTION OF WORKS**

The works consist of, but are not limited to, the following major items. All bidders should refer to the detailed drawings for the full scope of works:

**DEMOLITION & ALTERATIONS:**

Removal of internal finishes, built-in fixtures, furniture, and equipment. Demolition of internal walls, suspended ceilings, existing entrance doors.

**EXTERNAL WALLS, WINDOWS, & DOORS:**

Provide new store-front type entrance doors into the Sheriff's Office, replacement of glazed secondary entrance doors with new doors, security style reception windows to reception area and records office. A new canopy to main entrance doors, masonry planter externally to front entrance and new concrete handicap access ramp.

**INTERNALLY:**

A new internal layout created with metal stud partitions to provide watch office front desk and TV monitoring space. A revised layout for records office, creation of new office space in previous entrance space and revising the layout of the existing watch office space into patrol space. Creation of 2 new public facing bathrooms within the existing janitor's closet.

**MEP:**

The existing HVAC system will need adjustment of supply vents and return air vents. Adjustment of existing sprinkler systems to suit revised layout. New sanitaryware to new bathrooms and where possible to link into existing waste pipework. Revised electrical layout to watch office, including power to TV screens, low voltage connections to security card readers.

## EXTERNAL WORKS:

A new canopy to main entrance doors, masonry planter externally to front entrance and new concrete handicap access ramp. New flagpole and signage.

## DRAWING LIST:

|         |                            |
|---------|----------------------------|
| T001    | TITLE SHEET                |
| S1.01   | STRUCTURAL NOTES           |
| S1.02   | STRUCTURAL DIAGRAMS        |
| LSP1.01 | LIFE SAFETY PLAN           |
| AD1.01  | DEMO PLAN                  |
| A1.01   | FLOOR PLAN                 |
| A1.02   | REFLECTED CEILING PLAN     |
| A1.03   | ROOF PLAN                  |
| A2.01   | BUILDING ELEVATIONS        |
| A3.01   | SECTIONS                   |
| A3.02   | MILLWORK DETAILS           |
| A3.10   | SECTION DETAILS            |
| A3.11   | SECTION DETAILS            |
| A4.01   | PLAN DETAILS               |
| A4.02   | PLAN DETAILS               |
| A4.10   | RESTROOM DETAILS           |
| A6.01   | DOOR/WINDOW SCHEDULE       |
| A6.10   | FINISH PLAN                |
| A6.11   | FINISH SCHEDULE AND LEGEND |
| A7.01   | RAMP PLANS AND SECTIONS    |
| A8.01   | INTERIOR ELEVATIONS        |
| A8.02   | 3D VIEWS                   |
| A8.03   | SIGHT LINE STUDY           |
| E1      | ELECTRICAL SPECS           |

**END OF DESCRIPTION OF WORKS**



**BASE BID SUMMARY**  
**Invitation to Bid 2436-B: Fayette County Sheriff's Office Watch Office Renovation**

This Bid Submitted by: \_\_\_\_\_

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

\_\_\_\_\_

Telephone: \_\_\_\_\_

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

DATE: \_\_\_\_\_

Dear Sir or Madam:

The undersigned Bidder declares that they have read and understood the Architectural drawings dated 04/05/22 and the Bid Documents, for the above listed work as prepared by Morgan Mill Consulting of Newnan, Georgia. The undersigned Bidder further declares that they have examined the site of work and informed themselves fully in regard to all conditions pertaining to the place where the work is to be done.

The undersigned Bidder declares that he/she shall furnish all permits, work, services, and materials, including equipment and accessories, called for or implied in the above-mentioned Construction Documents and that he will accept as complete compensation therefore the sum of

\_\_\_\_\_ DOLLARS (\$ \_\_\_\_\_)

which is hereinafter referred to as the Base Bid. No partial bids will be accepted.

Estimated time of completion: \_\_\_\_\_ consecutive calendar days

The undersigned Bidder further declares that, if awarded the Contract, he shall begin all work associated with the project within the constraints set forth by the owner at the location listed above by \_\_\_\_\_ consecutive calendar days from the issuance of Notice to Proceed.

If this bid is accepted and the undersigned Bidder should fail to enter into the contract, as fore stated, within seven (7) days from the date of mailing to him a letter of written notice, at the address herein, noting that the contract is ready for signature, the Owner may, at his option, declare that the Bidder has abandoned the Contract and this bid and its acceptance is null and void.

The undersigned Bidder hereby agrees that his bid shall not be withdrawn within sixty (60) days from the time set for the receipt of the Bid Package.

The undersigned Bidder hereunder acknowledges the receipt of all Addenda listed on the previous pages labeled under the heading ADDENDA ACKNOWLEDGMENT.

The undersigned proposer further states that:

\*\*\*\*\*All work, materials, building components and labor are in strict compliance and accordance with the Construction Documents listed, unless stated on the attached page labeled EXCEPTIONS TO SPECIFICATIONS/\*\*\*\*\*

THIS SIGNATURE VALIDATES ALL BID NUMBERS ABOVE.

SIGNED: \_\_\_\_\_ TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

COMPANY:

\_\_\_\_\_

ADDRESS:

\_\_\_\_\_

**END OF BID FORM**