



**Invitation to Bid
Flooring Services
DFACS Building
RFP #022525**

The Lee County Board of Commissioners is accepting sealed written bids from qualified vendors for **the purchase, preparation, and installation of flooring**. Carpet tiles will be installed in the existing carpeted areas and luxury vinyl plank (LVP) in the existing areas where LVP is currently located. Flooring services will be for the DFACS Building, located at 121 4th Street, Leesburg, GA 31763. A 20 year warranty (at minimum) is required. Contract information, bid form, and other information are enclosed.

There will be a **pre-bid meeting on Tuesday, February 11, 2025, at 10:00am** in the Opal Cannon Auditorium of the T. Page Tharp Building located at 102 Starksville Avenue North Leesburg, Georgia 31763. **All bidders must attend the pre-bid meeting to submit a bid.** Further details on the project will be provided at the pre-bid meeting. Following the pre-bid meeting, arrangements to view the building will be made.

If you choose to submit a written bid on this service, your sealed bid must be marked **“Flooring Services, DFACS”** and delivered to the Lee County Clerk’s Office at the T. Page Tharp Building located at 102 Starksville Avenue North Leesburg, Georgia 31763, **no later than 10:00am Tuesday, February 25, 2025.** All bids will be opened during a **public bid opening at 10:05pm Tuesday, February 25, 2025,** in the Opal Cannon Auditorium of the T. Page Tharp Building located at 102 Starksville Avenue North Leesburg, Georgia 31763. The public is invited to attend this bid opening. No bids shall be withdrawn for a period of 60 days after the bid opening.

Bidders are required to examine the location all maps, plans, drawings, specifications and data mentioned in the specifications, contracts, or proposals on file with Lee County at 102 Starksville Avenue North Leesburg, Georgia, or at such other location or locations established by Lee County from time to time with respect to such proposed project. No plea of ignorance of conditions that exist or that may exist after the date of these instructions, or of any conditions or difficulties that may be encountered in the execution of the work under any contract issued hereunder, resulting from the bidder’s failure to make the necessary examinations and investigations, shall be accepted as an excuse for any failure or omission on the part of the successful bidder to fulfill in every detail all requirements of any contract issued hereunder. Nor will such reasons be accepted as a basis for any claims whatsoever for extra compensation, change orders, or an extension of time to complete the required

work under the contract issued hereunder.

Any bid submitted unsealed, unsigned, fax transmissions, email transmissions, or received subsequent to the aforementioned date and time, will be disqualified. Contractors are responsible for informing any commercial delivery service, if used, of all delivery requirements and for ensuring that the required address information appears on the outer wrapper or envelope used by such service. The submittal must be signed by a company officer who is legally authorized to enter into a contractual relationship in the name of the contractor. Failure to comply with the written requirements for this project may result in disqualification of the submittal by the Lee County Board of Commissioners.

The Board of Commissioners reserves the right to accept or reject any or all bids received and/or disregard informalities or irregularities in the Bids received. **There will be no addendums to the contract once the contract has been accepted and signed, unless initiated by the County.** If additional information is needed, please contact Mike Sistrunk, Public Works Director, at (229) 449-9259. The Lee County Board of Commissioners is an Equal Opportunity Employer.

In the event that any corrections or amendments to this Invitation to Bid are deemed necessary or appropriate, such corrections or amendments shall be issued by the Lee County Board of Commissioners in written addenda issued prior to the due date for proposals. Potential Bidders should not rely on any representations, statements or explanations other than those made in this document or in any addenda to this document. Where there appears to be a conflict between this Invitation to Bid and any addenda issued, the last addenda issued will prevail. Addenda will be published on the Lee County Board of Commissioners' website at www.lee.ga.us. Potential Bidders are encouraged to check such website regularly for immediate access to issued addenda.

All expenses involved with the preparation and submission of the Invitation to Bid to the Lee County Board of Commissioners, or any work performed in connection therewith is the responsibility of the Bidder(s). Submission of any proposal indicates acceptance of the conditions contained in this document unless clearly and specifically noted otherwise in the proposal.

The Lee County Board of Commissioners operates with a five (5) member County Commission. It is anticipated that Bidder(s) may need to make one or more appearances at County Commission meetings to answer questions or present results. The documentation provided herein is intended to provide a common methodology of development and basic technical skills for proposal purposes.

Your written and sealed bid must include at a minimum:

- Completed attached bid form with a total cost of services
- A bid bond, or an irrevocable letter of credit, or a cashier's check in the amount of 5% of the bid amount payable to the Lee County Board of Commissioners from a company authorized to do business in the State of Georgia
- Written oath stating that the contractor has not restricted competitive bidding with an authorized signature

In addition, the successful contractor shall submit the following items within ten calendar days of written notification from the county of the bid award:

- Proof of workers' compensation insurance if required by Georgia law
- Proof of general liability insurance in the amount of at least \$500,000.00 naming the Lee County Board of Commissioners as an additional insured
- Proof of automobile liability insurance in the amount of at least \$500,000.00 naming the Lee County Board of Commissioners as an additional insured
- A performance bond in the amount of the bid will be required should the project cost be determined to be \$100,000.00 or higher. The performance bond shall be payable to the Lee County Board of Commissioners from a company authorized to do business in the State of Georgia.
- A payment bond in the amount of the bid will be required should the project cost be determined to be \$100,000.00 or higher. The payment bond shall be payable to the Lee County Board of Commissioners from a company authorized to do business in the State of Georgia.
- Written certification that the contractor operates a drug free workplace in accordance with O.C.G.A. 50-24-1 through 50-24-6
- Completed SAVE Affidavit
- Completed Contractor's Affidavit
- Completed Sub-Contractor's Affidavit, if applicable
- Signed contract (prepared by the County)

Contract Information

The Contractor Shall:

- 1) Verify the quantities of materials needed by making site visits to obtain accurate square footage.
- 2) Include the cost for all time and materials required to purchase, prep, and install carpet tile flooring, with a **20 year warranty at minimum**, to **replace all existing carpeted areas** of the following County building:
 - DFACS Building
 - 121 4th Street, Leesburg, Georgia 31763
 - Approximately 2,500 sq. ft.
- 3) Include the cost for all time and materials required to purchase, prep, and install luxury vinyl plank (LVP), with a **20 year warranty at minimum**, to **replace all existing LVP areas** of the following County building:
 - DFACS Building
 - 121 4th Street, Leesburg, Georgia 31763
 - Approximately 1,320 sq. ft.
- 4) Maintain all aspects of the project including the movement and replacement of furniture as needed, removal and proper disposal of current flooring, necessary signage, and the installation of new flooring, vapor barrier underlayment, quarter-round molding, and doorway transition pieces, as needed.
- 5) Assist staff with the selection of flooring products and upon request, provide flooring samples for selection purposes prior to an approved job.
- 6) Provide plans and written schedules to the Public Works Director prior to work commencing.
- 7) Be responsible for cleaning up respective areas upon completion of installation.
- 8) Begin work on this project within 90 calendar days of written notification from the County to proceed.
- 9) Perform all work on this project in accordance with County standards.
- 10) Maintain all aspects of the project including the purchase of materials, all prep work, flooring installation, cleanup, and disposal until the Board of Commissioners accepts the project.
- 11) Repair any damage done to walls or building structure created during the course of work.
- 12) Use only the attached bid form.
- 13) Complete all work on this project by 5:00pm 90 days from the time the contractor begins work or liquidated damages of \$100.00 per day will be assessed against the contractor. An extension of time may be granted by Lee County, in its sole and absolute discretion, beyond the deadline

for project completion, in the event that, during the course of the performance of the contract, the work required by the contract cannot be performed as a direct result of inclement weather. No liquidated damages will be charged or payable with respect to any day that Lee County determines that the contract work cannot be performed due to inclement weather, and the date for completion shall be extended day for day for each day that it is determined that the contractor is unable to perform due to inclement weather.

The County Shall:

- 1) Pay the contractor in monthly payments in accordance with voucher reports. A five percent retainage of the bid amount will be withheld from the contractor until the Board of Commissioners accepts the project. This contract shall not exceed the contractor's bid amount without prior written approval from the Board of Commissioners. All extra work approved by the Board of Commissioners shall be paid on the basis of unit price as stated in the contractor's bid.

Bid Form
Flooring Services
DFACS Building
RFP #022525

Name of Bidder/ Vendor: _____

Contact Person: _____

Mailing Address: _____

Telephone: _____

Email: _____

It is agreed by the undersigned bidder that the signature and submission of this bid represents the bidder's acceptance of all terms, conditions, and requirements of the bid specifications and, if awarded, the bid will represent the agreement between the parties. No addendums will be allowed unless initiated by the County.

The purchase and installation of carpet tile flooring to replace all existing carpeted areas and luxury vinyl flooring(LVP) to replace all existing LVP areas, with a 20 year warranty at minimum, of the DFACS Building.

DFACS Building (approximately 4,000 sq. ft.)

Labor: _____

Materials: _____

Total Bid Amount = _____

Authorized Signature: _____ Title: _____

Name Printed: _____ Date: _____

**Lee County, Georgia
Non-Collusion Certification**

The undersigned bidder certifies that I have not directly or indirectly entered into any agreement, participated in any collusion, nor otherwise taken any action in restraint of free competitive bidding in connection with this submitted bid.

Authorized Signature: _____

Name Printed: _____

Name of Company: _____

Date: _____