



**INVITATION TO BID  
RECREATION GYMNASIUM RENOVATION  
BID #0408**

The Lee County Board of Commissioners is accepting sealed written bids from qualified vendors for the Renovation, including complete remodel of two (2) bathrooms in the gym foyer, remodel of old guest locker room into a storage room, renovation of two (2) offices, remodel/renovation of home locker room, renovation of existing handicap entrance to gymnasium, and the creation of a handicap/wheelchair accessible viewing area, of the Recreation Gymnasium, located at 116 Starksville Avenue North. A bid form, project completion form, specifications, and non-collusion forms are included in this bid. All work completed shall be per County standards.

Bonds Required: (1) Bid Bond or Bid Guaranty in the amount of the bid, (2) Performance Bond in the amount of the final contract price, and a (3) Payment Bond in the amount of the final contract price.

Insurance Required: (1) Public Liability Insurance with the County as additional or named insured in the amount of \$2 million per occurrence; (2) Property Damage Insurance in the amount of \$1 million with the County as additional or named insured; (3) Automobile/Motor Vehicle Liability Insurance in the amount of \$1 million, with an aggregate of \$2 million, with the County as additional or named insured; (4) Worker's Compensation Insurance in such amount and with such limits as required by Georgia law.

There will be a **pre-bid meeting on Friday, March 27, 2020 at 10:00am** in the Opal Cannon Auditorium of the T. Page Tharp Governmental Building located at 102 Starksville Avenue North, Leesburg, GA 31763. Design plans and further details of the project will be made available at the pre-bid meeting. **You must attend the pre-bid meeting in order to submit a bid.**

If you choose to submit a written bid on this project, your **sealed bid must be marked (Gym Renovation Project) and delivered to the County Clerk's Office of the T. Page Tharp Governmental Building located at 102 Starksville Avenue North, Leesburg, GA 31763, no later than 2:00pm on Wednesday, April 8, 2020.** All bids will be opened during a public bid opening at 2:05 pm on Wednesday, April 8, 2020 in the Opal Cannon Auditorium of the T. Page Tharp Governmental Building. All persons submitting a bid must have the minimum required state license, requisite liability, workman's compensation insurance, and a Lee County Business License. You are invited to attend this bid opening. No bids shall be withdrawn within for a period of 60 days after the bid opening.

Work should be completed by **June 30, 2020.** Final payment will be made upon completion of work and after final inspection and approval by the County.

Bidders are required to examine 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.

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. The Lee County Board of Commissioners is an Equal Opportunity Employer.

If additional information is needed, please contact Jeremy Morey, Lee County Parks and Recreation Director, at 229-759-6047.

**BID SPECIFICATIONS  
RECREATION GYMNASIUM RENOVATION  
BID #0408**

Renovation plans must comply with all building, fire, electrical, plumbing, mechanical, accessibility, and energy codes, as currently adopted and amended by the State of Georgia and as administered by the Georgia Department of Community Affairs, and rules and regulations of the fire safety division of the State Fire Marshall's Office.

**Design plans and further details of the project will be made available at the pre-bid meeting.**

The Contractor shall furnish and install all of the necessary materials and components required to complete a code compliant renovation to the gym. Further described as, but not necessarily limited to, the following:

1. Completed bid form with total cost for all materials and labor.
2. Must have a warranty, which includes mechanical, electrical components, plumbing, and labor for all aspects of the renovation.
3. Must have a bid bond, irrevocable letter of credit, or a cashier's check in the amount of 1% of the bid amount payable to the Lee County Board of Commissioners from a company authorized to do business in the state of Georgia.
4. An authorized signature.
5. The successful contractor shall submit the following items within ten calendar days of written notification from the County of the bid award:
  - a. Bonds: (1) Bid Bond or Bid Guaranty in the amount of the bid, (2) Performance Bond in the amount of the final contract price, and a (3) Payment Bond in the amount of the final contract price.
  - b. Proof of Insurance: (1) Public Liability Insurance with the County as additional or named insured in the amount of \$2 million per occurrence; (2) Property Damage Insurance in the amount of \$1 million with the County as additional or named insured; (3) Automobile/Motor Vehicle Liability Insurance in the amount of \$1 million, with an aggregate of \$2 million, with the County as additional or named insured; (4) Worker's Compensation Insurance in such amount and with such limits as required by Georgia law.
  - c. Written certification that the contractor operated a drug-free work place in accordance with O.C.G.A 50-24-1 through 50-24-6
  - d. Written oath stating that the contractor has not restricted competitive bidding
  - e. Signed Contract prepared by the County
  - f. Signed Non-Collusion form
  - g. Signed Project Completion form
  - h. Signed SAVE Affidavit
  - i. Signed Contractor's Affidavit
  - j. Signed Subcontractor's Affidavit, if applicable

**BID FORM**  
**RECREATION GYMNASIUM RENOVATION**  
**BID #0408**

Labor and Materials: \_\_\_\_\_

Warranties: \_\_\_\_\_

Total Cost for this Project: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

City/ State/Zip: \_\_\_\_\_

Telephone:

(Office) \_\_\_\_\_

(Home) \_\_\_\_\_

(Cell) \_\_\_\_\_

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.

Authorized Signature:

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

Name Printed:

\_\_\_\_\_ Date: \_\_\_\_\_

**Lee County, Georgia**

**Drug Free Workplace Certification**

The undersigned certifies that the provisions of Code Section 50-24-1 through 50-24-6 of the Official Code of Georgia Annotated (O.C.G.A) relating to the Drug Free Workplace Act have been complied with in full. The undersigned further certifies that:

- 1.) A drug free workplace will be provided for the contractors employees during the performance of the contract, and
  
- 2.) Each contractor who hires a subcontractor to work in a drug free workplace shall secure from that contractor the following written certification:

As part of the subcontracting agreement with \_\_\_\_\_, this company certifies to the contractor that a drug free workplace will be provided for the subcontractors employees during the performance of this contract pursuant to paragraph (7) of subsection (b) of Code Section 50-24-3.

Also, the undersigned further certifies that he will not engage in the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana during the performance of the contract.

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

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

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

Date: \_\_\_\_\_

**PROJECT COMPLETION FORM**  
**RECREATION GYMNASIUM RENOVATION**  
**BID #0408**

Project/Construction will be completed within \_\_\_\_\_ days after receipt of order.

Name of Bidder: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

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

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

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

**SAVE AFFIDAVIT REQUIRED FOR LOCAL GOVERNMENT THAT MUST BE EXECUTED  
BY ANYONE ENTERING INTO A CONTRACT WITH A LOCAL GOVERNMENT**

STATE OF GEORGIA  
LEE COUNTY

By executing this affidavit under oath, as an applicant for a Lee, County Georgia contract as referenced in O.C.G.A. § 50-36-1 and the August 1, 2010, "Report of the Attorney General on Public Benefits", I am stating the following with respect to my ability to enter into a contract with Lee County: *[Name of natural person applying on behalf of individual, business, corporation, partnership or other private entity]*

1) \_\_\_\_\_ I am a United States citizen

**OR**

2) \_\_\_\_\_ I am a legal permanent resident 18 years of age or older or I am an otherwise qualified alien or non-immigrant under the Federal Immigration and Nationality Act 18 years of age or older and lawfully present in the United States.\*

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. § 16-10-20.

This \_\_\_\_ day of \_\_\_\_\_, 2020

Signature of Applicant: \_\_\_\_\_

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

Alien Registration number for non-citizens: \* \_\_\_\_\_

SUBSCRIBED AND SWORN BEFORE ME  
ON THIS THE \_\_\_\_ DAY OF \_\_\_\_\_, 2020

\_\_\_\_\_  
Notary Public

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

**\*Note:** O.C.G.A. § 50-36-1(e)(2) requires that aliens under the federal Immigration and Nationality Act, Title 8 U.S.C., as amended, provide their alien registration number. Because legal permanent residents are included in the federal definition of "alien," legal permanent residents must also provide their alien registration number. Qualified aliens that do not have an alien registration number may supply another identifying number below:

\_\_\_\_\_



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

STATE OF GEORGIA  
LEE COUNTY

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of Lee County has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

\_\_\_\_\_  
E-Verify No.

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

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

\_\_\_\_\_  
Legal Address

\_\_\_\_\_  
Zip Code

Contract Amount: \$ \_\_\_\_\_

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

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

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

Executed on \_\_\_\_\_ day of \_\_\_\_\_, 2020 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 \_\_\_\_\_, 2020

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

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

**Subcontractor Affidavit under O.C.G.A. § 13-10-91(b)(3)**

STATE OF GEORGIA  
LEE COUNTY

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with [name of contractor] on behalf of [name of public employer] has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the subcontractor with the information required by O.C.G.A. § 13-10-91(b). Additionally, the undersigned subcontractor will forward notice of the receipt of an affidavit from a sub-subcontractor to the contractor within five business days of receipt. If the contracted with a sub-subcontractor to forward, within five business days of receipt, a copy of such notice to the contractor. Subcontractor hereby attests that its federal work authorization user identification number and a date of authorization are as follows:

\_\_\_\_\_  
E-Verify No.

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

\_\_\_\_\_  
Name of Subcontractor

\_\_\_\_\_  
Legal Address

\_\_\_\_\_  
Zip Code

Contract Amount: \$ \_\_\_\_\_

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

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

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

Executed on \_\_\_\_\_ day of \_\_\_\_\_, 2020 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 \_\_\_\_\_, 2020

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

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