



**INVITATION TO BID
INSTALLED PROPANE GENERATOR & AUTOMATIC TRANSFER SWITCH
BID #022725**

The Lee County Board of Commissioners is accepting sealed written bids from qualified vendors for an automatic generator transfer switch and installed/permanent propane generator to provide power for essential operations for the facilities listed below:

- Courthouse Annex: 104 Leslie Highway, Leesburg, GA 31763
- Government Building: 101 Main Street, Leesburg, GA 31763
- Health Department: 112 Park Street, Leesburg, GA 31763
- Leesburg Library: 245 Walnut Avenue, Leesburg, GA 31763
- Oakland Library: 445 Oakland Parkway, Leesburg, GA 31763
- Parks & Recreation: 141 Park Street West, Leesburg, GA 31763
- Redbone Library: 104 Thundering Springs Road, Leesburg, GA 31763
- Tax Commissioner's Office & Elections & Registration: 100 Starksville Avenue North, Leesburg, GA

A bid form, project completion form, and non-collusion form are included in this bid. All work completed shall be per County standards.

It is the responsibility of the bidder to provide an automatic transfer switch that is compatible with the installed generator and to work in conjunction with Georgia Power or Sumter EMC to ensure the successful connection and operation of this generator set. The opportunity to ask questions about this project will be made available at the pre-bid meeting.

There will be a **pre-bid meeting on Thursday, February 13, 2025, at 10:00am** at the office of the **Tharp Government Building located at 102 Starksville Avenue North, Leesburg, GA 31763**. The purpose of this pre-bid meeting is to discuss the needs of continuing to operate at a minimum standard and the building electrical system. **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 "Installed Generator & Automatic Transfer Switch"** and delivered to the **Tharp Government Building located at 102 Starksville Avenue North, Leesburg, GA 31763, no later than 10:00am Thursday, February 27, 2025**. All bids will be opened during a public bid opening at **10:05am Thursday, February 27**, at the office of the **Tharp Government Building located at 102 Starksville Avenue North, Leesburg, GA 31763**. 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 within **60 days** of notification to proceed. Final payment will be made upon completion of work and after final inspection and approval by the County.

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.

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 Mike Sistrunk, Public Works Director, at (229) 759-6000 or msistrunk@lee.ga.us.

The Contractor shall furnish and install all the necessary materials and components required for a code compliant automatic transfer switch that is compatible with the installed/permanent propane generator. Your written and sealed bid must include at a minimum:

1. Completed Bid Form with a total cost of services, with an authorized signature
2. Completed Project Completion Form
3. A written oath stating that the contractor has not restricted competitive bidding

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

1. Proof of workers' compensation insurance
2. Proof of general liability insurance in the amount of at least \$1,000,000.00 naming the Lee County Board of Commissioners as an additional insured
3. Proof of automobile liability insurance in the amount of at least \$1,000,000.00 naming the Lee County Board of Commissioners as an additional insured
4. Written certification that the contractor operates a drug free workplace in accordance with O.C.G.A 50-24-1 through 50-24-6
5. Signed contract, if applicable (prepared by the County)
6. Signed SAVE Affidavit
7. Signed Contractor's Affidavit
8. Signed Sub-Contractor's Affidavit, if applicable

BID FORM
INSTALLED PROPANE GENERATOR & AUTOMATIC TRANSFER SWITCH
BID #022725

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: _____

PROJECT COMPLETION FORM
INSTALLED PROPANE GENERATOR & AUTOMATIC TRANSFER SWITCH
BID # 022725

Project 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: _____