



Lowndes County Schools

Home of the Vikings

1592 Norman Drive • Valdosta, Georgia 31601 • (229) 245-2250 • FAX (229) 245-2255

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INVITATION TO BID

BID #042618 – LCS TRANSPORTATION OFFICE REMODEL

Issued By: Lowndes County Schools

Closing Date: May 29, 2018
2:00 pm EST

POC: Jeff Hill, Coordinator – Facilities & Operations

The Lowndes County Board of Education (“the Board”) is requesting proposals for the purpose of retaining an experienced and qualified vendor for remodeling of the Transportation Office.

Location: Lowndes County Schools
Transportation Department
1064 Howell Road
Valdosta, GA 31601

Scope of Work:

- Demo interior wall coverings, flooring, ceilings, plumbing fixtures, light fixtures and any unsuitable framing.
- Demo framed and CMU walls as shown on drawing for adding/relocating doorways.
- Wood frame new walls and openings as shown on drawing.
- Install batt type, 3-1/2 inch acoustical/thermal insulation in framing of mezzanine and in all framed walls.
- Relocate and install electrical and communication drops as necessary for new walls and relocated walls. (Coordinate with owner forces).
- Install 5/8 inch gypsum board on all interior surfaces.
- Install 5/8 inch gypsum board ceiling throughout.
- Install plumbing fixtures. Water Closet – Kohler K3658-0; Beneke #523 seat; Lavatory – Kohler K2005-0 Delta#501LF-HDF faucet; Urinal – Kohler K5452-ET-O w/flush valve.

- Install electrical fixtures. Surface mount LED 5000 Lumens with dimmer per requirement in office spaces and training room; Surface mount LED 5000 Lumens in other spaces. Emergency lighting as required; Exit lighting as required.
- Install hollow metal frames, wood doors and metal doors per schedule. All glazing to be ¼” tempered.
- Apply one prime coat and two finish coats of paint.
- Install resilient flooring and base. LVT: Shaw Contract – uncommon ground 6; style number 0188V; color name – Colonial; color number 02750; 6” X 36” nominal 20mil LVT.
- Replace existing exterior aluminum storefront windows (excluding room 102) with double pane insulated gray glazing. Color to be Dark Bronze.
- Replace front entry door with aluminum storefront with insulated gray glazing. Color to be Dark Bronze
- Install controlled entry aluminum storefront as indicated on drawings. Color to be dark bronze with ¼” tempered glazing.

Specified Location of Work: All interior office space of the transportation building located at 1064 Howell Road, Valdosta, GA 31601. Approximately 2,800 square foot remodel.

Timeline: June 4, 2018 – Vendor may begin contractual work
July 27, 2018 – All contractual work to be completed

Inquiries: All inquiries related to this Invitation to bid should be directed to Jeff Hill @ 229-412-7316 or jeffhill@lowndes.k12.ga.us.

Submission of Bids:

- Bids will be accepted at the Lowndes County Board of Education office at 1592 Norman Drive Valdosta, GA 31601 until 2:00 PM on Tuesday May 29, 2018 at which time all submissions will be opened and read aloud.
- All proposals shall be submitted in a sealed envelope, clearly marked “LCBOE Transportation Renovation”.
- Submissions that are sent via fax or email will not be considered.
- Bid submissions received late, incomplete, unsigned or in locations other than the address indicated will not be considered.
- Lowndes County Schools will not be bound to accept the lowest price or any proposal and reserves the right to accept or reject in whole or part any or all proposals.
- All costs incurred in preparation, presentation or submission of the bid shall be borne solely by the vendor.
- Any proposal submitted in response to this invitation will become irrevocable upon closing time.
- Vendors shall submit an original, signed bid form, reference form, contractor affidavit (attachments 2-4) and an insurance declarations page showing minimum coverages as stated in attachment 1.
- Submission of bid shall be construed to mean that the Vendor(s) agree to carry out all the conditions set forth. Any variation from the stated conditions, terms and conditions shall be clearly identified. If no changes are indicated, LCS shall expect to receive services exactly as specified.

Confidentiality: Responses submitted are subject to the Freedom of Information and Protection of privacy act.

Pre-Bid Conference: A pre-bid conference will be held on site at 1064 Howell Road on Tuesday, May 8 2018 at 10:00 am. All vendors interested in bidding this project should attend.

Site Visits: Site visits are to be arranged by vendors at their convenience. Please contact Jeff Hill to arrange a site visit.

Access to Premises: Vendors shall have reasonable access to the premises in order to ensure quality service work. Vendor/workers shall not be on school property outside of the agreed upon hours of work without permission.

Equipment: Vendors shall, at their own expense, provide sufficient equipment necessary to fulfill contract requirements.

Housekeeping: Vendors shall daily and as a direct cost of operation maintain standards of housekeeping and sanitation in the immediate areas under its responsibility to the complete satisfaction of LCS.

Utilities: LCS shall provide power and water.

Personnel:

- a. The selected vendor agrees that, at all times, their employees furnishing or performing any of the services specified under this agreement shall do so in an identifiable uniform and in a professional and dignified manner.
- b. Prior to working on LCS premises, the vendor shall subject all of its employees to a Criminal Records Check. Vendor will not permit any of its employees with a Criminal Record to enter LCS premises. In addition, LCS reserves the right to carry out its own Criminal Record Check for the selected vendor and any of the vendor's employees as is deemed necessary.
- c. Selected vendor must be enrolled in and use E-Verify. Contractor affidavit in Attachment 3 must be included in bid submission.

Insurance and License: All bidders are required to furnish proof of license and insurance at the time of bid submission. Minimum insurance guidelines are listed in attachment 1.

Professional References: Vendor shall provide three professional references on attachment 2 and submit with the bid submission.

Theft and Disappearance: LCS shall have no responsibility for the loss, theft or mysterious disappearance of, or damage to, equipment, materials, supplies and other personal property of the vendors or its employees, which may be located at the service area.

Termination: LCS, at its sole discretion, reserves the right and exclusive option to immediately and without further notice, terminate any contract, or part thereof, without further liability and penalty of any kind.

Attachment 1: Standard Insurance Limits for Services

The following minimum insurance limits apply to vendors doing business with Lowndes County Schools. Coverage type limits are minimums and may be increased as appropriate based on contract value and potential risks:

Workers Compensation

Bodily Injury by Accident – each employee	\$100,000
Bodily Injury by Disease – each employee	\$100,000
Bodily Injury by Disease – policy limit	\$500,000

Commercial General Liability Insurance

Each Occurrence Limit	\$1,000,000
General Aggregate Limit	\$2,000,000
Personal and Advertising Injury Limit	\$1,000,000
Completed Operations Aggregate Limit	\$2,000,000

Automobile Liability

Combined Single Limit	\$1,000,000
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Submit insurance declarations page with your proposal.

Attachment 2: Provide three references

Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Most recent date of service: _____

Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Most recent date of service: _____

Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Most recent date of service: _____

Attachment 3: Contractor Affidavit Under O.C.G.A. 13-10-91 (b)(1)

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 physical performance of services on behalf of Lowndes County Schools 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 of the 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 identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Contractor Name

Project Name

SUBSCRIBED AND SWORN BEFORE ME ON THIS _____ DAY OF _____ 20 _____

My Commission Expires: _____

(Notary Public)

BID FORM

Bid #081417 LCBOE Transportation Remodel

Having carefully reviewed the Bid #042618, I submit the following.

BASE BID to complete all work in a workmanlike manner according to standard practices: \$ _____

_____dollars

Company Name & Address: _____

Contractor License Number: _____ County: _____ State: _____

Estimated days to complete upon commencement: _____

Signed: _____

Title: _____