

SOLICITATION 15-51101-001

FORMER PUTNAM COUNTY HEALTH
DEPARTMENT BUILDING



Putnam County Board of Commissioners
117 Putnam Drive, Suite A
Eatonton, GA 31024

NOVEMBER 10, 2015

9:00 A.M.

PUTNAM COUNTY BOARD OF COMMISSIONERS



117 Putnam Drive, Suite A ♦ Eatonton, GA 31024
Tel: 706-485-5826 ♦ Fax: 706-923-2345 ♦ www.putnamcountyga.us

**PUTNAM COUNTY
SOLICITATION # 15-51101-001
Former Putnam County Health Department Building**

The Putnam County Board of Commissioners requests sealed bids, good for 60 business days, for the purchase of the **Former Putnam County Health Department Building**.

Prospective bidders must obtain a bid package from the Putnam County Board of Commissioners via one of the following methods: in person, email, fax, telephone, mail, or website.

Proposals must be submitted on the proposal form issued by Putnam County and contained in the bid package.

Proposals must be received by **Tuesday, November 10, 2015 at 9:00 a.m.** The proposals will be read at that time.

LOCAL AND MINORITY OWNED/OPERATED AND/OR WOMEN OWNED/OPERATED BUSINESSES ARE ENCOURAGED TO SUBMIT PROPOSALS.

PUTNAM COUNTY RESERVES THE RIGHT TO REJECT ANY AND ALL BIDS, TO WAIVE ANY AND ALL TECHNICALITIES AND TO AWARD THE BID BASED ON THE LOWEST AND/OR BEST INTEREST OF PUTNAM COUNTY.

10/29/2015 & 11/05/2015

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**INSTRUCTIONS AND SPECIFICATIONS FOR BIDDERS:
SOLICITATION # 15-51101-001
FORMER PUTNAM COUNTY HEALTH DEPARTMENT BUILDING
PUTNAM COUNTY, GEORGIA**

SECTION 1 – GENERAL NOTICE

Sealed bids for the purchase of the former PUTNAM COUNTY HEALTH DEPARTMENT BUILDING (SOLICITATION: 15-51101-001) will be received by the office of the Board of Commissioners of Putnam County, Georgia, up to the hour of 9:00 A.M. local time, on Tuesday, November 10, 2015, at which time and place they will be publicly opened and read aloud. Bidders are invited to be present.

SECTION 2 – BID DOCUMENTS

Copies of the Proposal, Specifications, Plans (if required) and other document forms may be obtained from the office of the County Commissioners. Bidders are required to examine the same and satisfy themselves that all requirements are fully understood. They should also personally inspect the location of the building upon which they are bidding.

SECTION 3 – BIDDING PROCEDURE

Bidder shall submit one complete set of the bid documents and all supporting material. All appropriate blanks shall be completed. Any interlineations, alteration, or erasure on the specification document shall be initialed by the signer of the bid. Bidder shall not change the proposal form nor make additional stipulations on the specification document. Any amplified or qualifying information shall be on the bidder's letterhead and firmly attached to the bid document.

Bid prices shall be submitted on the Proposal Form included in the bid document.

Each bid must be legibly printed in ink or by printer, include the full name, business address, and telephone number of the bidder and be signed in ink by the bidder.

A bid by a firm or organization other than a corporation must include the name and address of each member.

A bid by a corporation must be signed in the name of such corporation by a duly authorized official thereof.

No bidder shall submit more than one proposal nor submit two or more proposals under different names.

In order to be considered, the outside of the sealed envelope must be clearly marked with the offeror's name, address and phone number, the project number, name of the project for which the proposal is being submitted, and the bid opening date and time of Tuesday, November 10, 2015 at 9:00 a.m. All proposals shall be delivered by a delivery service or in person to Putnam County Board of Commissioners, 117 Putnam Drive, Suite A, Attn: County Manager, Eatonton, GA 31024, on or before the time and date prescribed above.

Bids received after the time and date established for receiving bids will be rejected.

SECTION 4 – QUALIFICATION OF BIDDERS

None

SECTION 5 – ADDENDA

Addenda are written instruments issued by the County prior to the date for receipt of bids which modify or interpret the specification document by addition, deletion, clarification, or correction.

All who are known by the County to have received a complete set of specification documents will be notified of any addenda.

Copies of addenda will be available for inspection at the office of the County Manager.

No addendum will be issued later than forty-eight (48) hours prior to the date and time for receipt of bids, except an addendum withdrawing the invitation to bid or an addendum which includes postponement of the bid.

Bidders shall ascertain prior to submitting their bid that they have received all addenda issued and they shall acknowledge receipt of addenda on the proposal form.

SECTION 6 – BIDDER'S REPRESENTATION

Each bidder by signing and submitting a bid, represents that the bidder has read and understands the specification documents and the bid has been made in accordance therewith.

NON-COLLUSION AFFIDAVIT: By submitting a proposal, the bidder represents and warrants that such bid is genuine and not a sham or collusion or made in the interest or in behalf of any person not therein named, and that the bidder has not directly or indirectly induced or solicited any other bidder to put in a sham bid, or any other firm, person or corporation to refrain from bidding and that the bidder has not in any manner sought by collusion to secure to that bidder any advantage over any other bidder.

INTEREST OF: By submitting a proposal, the bidder represents and warrants that neither a commissioner, administrator, manager, employee, nor any other person employed by PUTNAM COUNTY or in any other way connected with the county has, in any manner, an interest, either directly or indirectly, in the bid or in the contract which may be made under it, or in any expected profits to arise therefrom.

CERTIFICATE OF INDEPENDENT PRICE DETERMINATION: By signing and submitting this bid, the bidder certifies that the prices in this bid have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor; unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder prior to bid opening directly or indirectly to any other bidder or to any competitor; no attempt has been made, or will be made, by the bidder to induce any person or firm to submit, or not to submit, a bid for the purpose of restricting competition.

SECTION 7 – BIDDER’S SECURITY

BID BOND: Not required.

PERFORMANCE BOND: Not required.

SECTION 8 – EQUAL OPPORTUNITY

Each bidder agrees that it shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, disability, national origin, age, or marital status. In the employment of persons, bidder shall take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to race, color, religion, sex, disability, national origin, age, or marital status.

SECTION 9 – CLARIFICATION OF SPECIFICATION DOCUMENTS

Bidders shall promptly notify the County Manager of any ambiguity, inconsistency, or error which they may discover upon examination of the specification documents.

Bidders desiring clarification or interpretation of the Specification documents shall make a written request which must reach the County Manager at least seven (7) calendar days prior to the date and time for receipt of bids.

Interpretations, corrections, and changes made to the Specification Documents will be made by written addenda. Oral interpretations or changes to the Specification Documents made in any other manner, will not be binding on the County; and bidders shall not rely upon such interpretations or changes.

SECTION 10 – SCHEDULE

The winning bidder is anticipated to be announced at the November 17, 2015 Board of Commissioners meeting.

SECTION 11 – BID EVALUATION AND AWARD

The signed bid proposal shall be considered an offer on the part of the bidder. Such offer shall be deemed accepted upon issuance, by the County, of purchase orders, contract award notifications, or other contract documents appropriate to the work.

No bid shall be modified or withdrawn for a period of sixty (60) calendar days after the time and date established for receiving bids and each bidder so agrees in submitting the bid.

Award will be made to the bidder submitting the highest responsive and responsible bid. The Putnam County Board of Commissioners reserves the right to reject any or all bids, to waive technicalities and to re-advertise or make an award as deemed in its best interest. The written bid documents supersede any verbal or written prior communication between the parties.

SECTION 12 – CONTRACT AND BOND

After the acceptance of the bid, the successful bidder must execute a written Contract between the bidder and the County; such contract will incorporate the County’s contract documents and be on forms provided by the County.

SECTION 13 – INSURANCE

None

SECTION 14 – INDEMNIFICATION

The bidder shall indemnify and hold harmless the County, its members, its officers, and employees from and against all claims, damages, losses, and expenses, including, but not limited to attorney's fees arising out of or resulting from the performance of the contract, provided that any such claim, damage, loss, or expense is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property other than goods, materials, and equipment furnished under this contract, including the loss of use resulting therefrom; is caused in whole or part by any negligent act or omission of the bidder, any subcontractor, or anyone directly or indirectly employed by any one of them or anyone for whose acts made by any of them may be liable, regardless of whether or not it is caused by a party indemnified hereunder.

In any and all claims against the County or its members, officers or employees by an employee of the bidder, any subcontractor, anyone directly or indirectly employed by any of them or by anyone for whose acts made by any of them may be liable, the indemnification obligation listed above shall not be limited in anyway by any limitation of the amount or type of damages, compensation, or benefits payable by or for the bidder or any subcontractor under worker's or workmen's compensation acts, disability benefit acts, or other employee benefit acts.

SECTION 15 – LAWS

The Laws of the State of Georgia shall govern the rights, obligations, and remedies of the Parties under this proposal and any agreement reached as a result of this process.

SECTION 16 – PAYMENTS

Bidder shall make full payment to the Putnam County Board of Commissioners.

SECTION 17 – SPECIFICATIONS

Purchase of the former Putnam County Health Department Building, 103 North Washington Avenue, Eatonton, Georgia 31024, identified as Tract 1 on the attached survey by Moreland Altobelli Associates, Inc. The building and property are being sold as is.

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**PROPOSAL FORM
SOLICITATION 15-51101-001
FORMER PUTNAM COUNTY HEALTH DEPARTMENT BUILDING**

To: The Putnam County Board of Commissioners

Pursuant to the invitation to bid and the instructions to Bidders and according to the specifications attached, the below stated bidder proposes the following price for purchasing the former Putnam County Health Department Building:

_____ **does hereby propose the following:**
(Name of Bidder)

\$ _____

MARK OUTSIDE OF BID ENVELOPE AS FOLLOWS:

The offeror's name, address, telephone number, the Solicitation # and name, the date Tuesday, November 10, 2015 at 9:00 a.m. and addressed as follows:

**Former Putnam County Health Department Building
Attn: Paul Van Haute, County Manager**

I hereby acknowledge receipt of the following checked amendments of the Proposal, Plans and/or Specifications, etc.:

Amendment No's: 1___, 2___, 3___, 4___, 5___, I understand that failure to confirm the receipt of amendments is cause for rejection of bids.

Signatures on the following page

The undersigned signatory for the bidder represents and warrants that he has full and complete authority to submit this proposal to the County and to enter into contract with Putnam County.

COMPANY OR INDIVIDUAL NAME

BY (SIGNATURE)

STREET ADDRESS or P. O. BOX

(PRINT NAME)

CITY, STATE

ZIP CODE

(TITLE)

TELEPHONE NO.

FAX NO.

(DATE)

EMPLOYERS FEDERAL I.D. NO or
SOCIAL SECURITY NUMBER

Email

The Bidder(s) whose signature(s) appears on this document, having personally appeared before me, and being duly sworn, deposes and says that the above statements are true and correct.

Sworn to and subscribed before me this _____ day of _____, 20_____.

Notary signature: _____

My commission expires: _____ (seal)