



Mayor

Tony L. Paulk

Mayor Pro Tem

Cindy McNeill

Commissioners

Kentawon Durham
Mike Gowen
Edwin Taylor
Olivia Pearson
Bob Moore

City Manager

Charles Davis

City of Douglas
P.O. Box 470
Douglas, GA 31534
(912) 389-3401
Fax: (912) 384-6730
www.cityofdouglas.com



February 4, 2020

INVITATION TO BID

Sealed bids will be received in the Council Chambers, City Hall, 224 East Bryan Street, Douglas, Georgia, up to **March 23, 2020 @ 2:30P.M.**, at which time the bids will be publicly opened and read for the purchase of the following:

“FY20 Re-Roofing of Fire Station 1”

The City of Douglas reserves the right to accept the lowest or most acceptable bid and reserves the right to accept or reject any or all bids. No LATE bids will be accepted.

The City of Douglas reserves the right to waive any technicalities or irregularities so that an award can be made in the best interest of the city.

Bids are to be **F.O.B. Destination** 110 E. Gordon St., Douglas, Georgia. 31533. For further information concerning this bid document contact Stanley E. Merritt, the City of Douglas Purchasing Agent at (912) 389-3463.

The City of Douglas is an equal opportunity employer, including nondiscrimination in employment of the handicapped.

For technical information or to obtain clarification and to visit the jobsite, contact Assistant Fire Chief, Casey Wright, by email: cwright@cityofdouglas.com or by phone at 912-592-9916.

To obtain the complete Invitation to Bid, please visit the City of Douglas website, www.cityofdouglas.com. On the left-hand side of the Homepage screen which opens, CLICK on “Invitation to Bid”. Then, locate and CLICK on the **“FY20 Re-Roofing of Fire Station1”** in the list. Once this opens, scroll down to the very bottom under “Related Documents”, CLICK on **“FY20 Re-Roofing of Fire Station 1”**. Once this opens, it is the entire Bid. You may print the bid.



GENERAL CONDITIONS OF BID

- BID OPENING:** March 23, 2020 @ 2:30 P.M.
- LOCATION:** City Hall, Council Chambers
224 East Bryan Street
Douglas, Ga. 31533
- SEALED BID:** All bids shall be sealed in an Envelope and plainly marked:

“FY20 Re-Roofing of Fire Station 1”
- MAIL BID TO:** City Clerk’s Office
Attn: City Clerk
City of Douglas
224 East Bryan Street
Douglas, Ga. 31533
- BID FORMS:** All bids shall be submitted upon forms provided by the City of Douglas.
- RIGHT OF REFUSAL:** The City of Douglas reserves the right to accept or reject any or all bids submitted at its discretion.
- ADDITIONAL INFORMATION:** May be obtained by writing to:
City of Douglas Purchasing Dept.
P.O. Box 470
Douglas, Ga. 31534
Or by contacting:
Stanley E. Merritt, Purchasing Agent
(912) 389-3463

3 copies of this bid must be included in a sealed envelope marked “FY20 Re-Roofing of Fire Station 1”.

City of Douglas
Fire Department - Re-Roofing of Fire Station 1

SPECIFICATIONS

Please contact Casey Wright, Assistant Fire Chief at 912-592-991 to schedule a time to view the station and determine the needed items to bid properly.

FIRE STATION MUST STAY IN OPERATING CONDITION DURING THE PROCESS!

Specification:

- Remove existing metal roofing, insulation, trim, soffit, screws and washers.
- Remove sky lights completely.
- Old material must be removed from the premise before payment will be paid.
- Install new metal roof, insulation, trim, and soffits with a minimal of 40-year paint warranty and 25-year metal warranty.
 - Metal roofing will be commercial R panel 2” ribs with a minimal thickness of 26 gauge.
 - Metal roofing and soffit will be a light color like “Ivory” or comparable approved equal.
 - Trim color will be a coco brown or comparable approved equal.
 - Insulation will be a minimal of R12.
 - New screws and washers must be used to secure all roofing items.
 - All vents and piping must to be sealed properly to avoid leaking.
- The solar water heater panels can be taken down while applying the new roof but will need to be put back once the roofing is complete.
- All work must be completed by June 1, 2020.

FIRE STATION MUST STAY IN OPERATING CONDITION DURING THE PROCESS!

- A certificate of insurance (at least \$1,000,000.00) will be required before any work will begin. Certificate must be made out to the City of Douglas as the insurance holder if you are awarded the bid.
- Bidders are responsible for inspecting job site and taking measurements to get exact footage before bidding.
- Business License must be included with your bid as per City of Douglas and the State of Georgia requirements.
- This is a turnkey job to include all freight/shipping cost, supplies, materials, equipment, labor and any other cost required for a turn-key job.

- All debris materials and scrap must be removed from the job site when the repair is complete.

**City of Douglas
Fire Department
Re-Roofing of Fire Station 1**

BID PAGE

Bids to be FOB Destination 110 E. Gordon Street, Douglas Georgia 31533.

Bidding options will decide which type panel is purchased.

Cost are to include: material, supplies, equipment, labor, disposal, freight/shipping, etc...

Single run panels with all cost included: _____

Split run panels with all cost included: _____

Completion time once awarded by Purchase Order: _____

Warranty of Roofing Materials: _____

Warranty on Labor: _____

All work must be complete and approved by the Department Head or their designee before payment will be made.

Please provide a detailed materials list of everything that is needed for this project.

GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT OCGA 13-10-90

TO ALL PROSPECTIVE VENDORS:

If you are providing service, or performing work for The City of Douglas, Georgia, the applicable Georgia Security and Immigration Compliance documents found here must be completed, signed, notarized and submitted with your bid/proposal.

- 1) The City of Douglas Georgia shall comply with the Georgia Security and Immigration Compliance Act OCGA 13-10-90 et. seq.,
- 2) In order to insure compliance CONTRACTOR agrees to comply with all of the contractor requirements of the "Georgia Security and Immigration Compliance Act" of 2006 as codified in O.C.G.A. Sections 13-10-90 and 13-10-91 and regulated in Chapter 300-10-1 of the Rules and Regulations of the State of Georgia, "Public Employers, Their Contractors and Subcontractors Required to Verify New Employee Work Eligibility Through a Federal Work Authorization Program," accessed at <http://www.dol.state.ga.us>, as further set forth below.
 - A. Contractor Agreement to Verify the Work Eligibility of its New Hires through the U.S Department of Homeland Security's "Employment Eligibility Verification (EEV) / Basic Pilot Program." CONTRACTOR agrees to verify the work eligibility of all of CONTRACTOR'S newly hired employees through the U.S. Department of Homeland Security's Employment Eligibility Verification (EEV) / Basic Pilot Program, accessed through the Internet at <https://www.vis-dhs.com/EmployerRegistration>, in accordance with the provisions and timeline found in O.C.G.A. 13-10-91 and Rule 300-10-1-.02 of the Rules and Regulations of the State of Georgia. As of July 1, 2007, the verification requirement applies to contractors and subcontractors with five-hundred (500) or more employees.
 - B. Contracts Affected by the "Georgia Security and Immigration Compliance Act." CONTRACTOR agrees that the contractor and subcontractor requirements of the "Georgia Security and Immigration Compliance Act" of 2006 apply to contracts for, or in connection with, the physical performance of services within the State of Georgia.
 - C. Timeline for Application of the Worker Eligibility Verification Requirements to Contractors and Subcontractors. CONTRACTOR agrees that the following Georgia Security and Immigration Compliance Act contract compliance dates apply to this contract, pursuant to O.C.G.A. 13-10-91:
 - On or after July 1, 2007, to public employers, contractors, or subcontractors of 500 or more employees;
 - On or after July 1, 2008, to public employers, contractors, or subcontractors of 100 or more employees; and
 - On or after July 1, 2009, to all other public employers, their contractors, and subcontractors.

The prospective CONTRACTOR must initial one of the sections below:

Contractor has 500 or more employees [CONTRACTOR must register with the Employment Eligibility Verification/Basic Pilot Program and begin work eligibility verification on July 1, 2007, and execute and send to DEPARTMENT a "Contractor Affidavit and Agreement" attesting to registration with the EEV / Basic Pilot Program];

Contractor has 100-499 employees [CONTRACTOR must register with the Employment Eligibility Verification/Basic Pilot Program and begin work eligibility verification by July 1, 2008];

or

Contractor has 99 or fewer employees [CONTRACTOR must begin work eligibility verification by July 1, 2009].

3) In the event that the contractor employs or contracts with any subcontractor in connection with a covered contract the contractor will secure from the subcontractor attestation of the subcontractor's compliance with O.C.G.A. § 13-10-90 et seq. and Georgia Department of Labor Rule 300-10-1-.02 by the subcontractor's execution of the subcontractor affidavit shown in Georgia Department of Labor Rule 300-10-1-.02 or a substantially similar affidavit.

4) Contractor agrees that, in the event the (insert your company's name) _____ employs or contracts with any sub-contractor in connection with the covered contract to Require "Georgia Security and Immigration Compliance Act" Compliance of its Subcontractors Connected with this Contract. CONTRACTOR agrees to require O.C.G.A. Sections 13-10-90 and 13-10-91 compliance in all written agreements with any subcontractor employed by CONTRACTOR to provide services connected with this contract, as required pursuant to O.C.G.A. 13-10-91., that the (insert company's name) _____ will secure from each sub-contractor the employee-number applicable to the sub-contractor.

CONTRACTOR agrees to obtain from any subcontractor that is employed by CONTRACTOR to provide services connected with this contract, the subcontractor's indication of the employee-number category applicable to the subcontractor.

5) Contractor agrees to provide the City of Douglas with and secure all affidavits from any subcontractor engaged to perform services under this Contract an executed the "Subcontractor Affidavit," as required pursuant to O.C.G.A. 13-10-91 and Rule 300-10-1-.08 of the Rules and Regulations of the State of Georgia, which rule can be accessed at <http://www.dol.state.ga.us>.

CONTRACTOR agrees to maintain all records of the subcontractor's compliance with O.C.G.A. Sections 13-10-90 and 13-10-91 and Chapter 300-10-1 of the Rules and Regulations of the State of Georgia.

CONTRACTOR AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. 13 1 0-91, stating affirmatively that the individual, firm, or corporation which is contracting with The City of Douglas, has registered with and is participating in a federal work authorization program* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-6031], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with the City of Douglas, contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. 13- 10-91 on the Subcontractor Affidavit provided in Rule 300- 10-01 -.08 or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the (name of the public employer) at the time the subcontractor(s) is retained to perform such service.

EEV / Basic Pilot Program* User Identification Number

BY: Authorized Officer or Agent
(Contractor Name)

Date

Title of Authorized Officer or Agent of Contractor

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS

THE _____ DAY OF, 20 ____

Notary Public
My Commission Expires: _____

*As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV / Basic Pilot Program" operated by the U. S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).

Authority O.C.G.A. 13-10-91

SUBCONTRACTOR AFFIDAVIT

Contractors shall use the following affidavit form, or an affidavit form that is substantially similar to that provided below, to document a subcontractor's compliance with the requirements of O.C.G.A. 13-10-91:

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 the City of Douglas has registered with and is participating in a federal work authorization program* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-6031], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

EEV / Basic Pilot Program* User Identification Number

BY: Authorized Officer or Agent
(Contractor Name)

Date

Title of Authorized Officer or Agent of Contractor

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS

THE _____ DAY OF, 20____

Notary Public
My Commission Expires: _____

*As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV / Basic Pilot Program" operated by the U. S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).

Authority O.C.G.A. 13-10-91

Company Information Page

Company Name: _____

Mailing
Address: _____

City, State, Zip: _____

Phone: _____

Fax: _____

E-mail: _____

Rep. Printed Name: _____
(Type or Print Legibly)

Rep. Title: _____

Tax ID#: _____ or SS # _____

References Sheet

This should be three people and phone numbers to whom we may contact to account for your company's quality of service.

1. NAME: _____

PHONE NUMBER: _____

2. NAME: _____

PHONE NUMBER: _____

3. NAME: _____

PHONE NUMBER: _____

