



Cherokee County Board of Commissioners
Purchasing Department
1130 Bluffs Parkway, Canton, GA 30114
Phone: (678) 493-6000
Fax: (678) 493-6035

REQUEST FOR BIDS

RFB 2017-138 Brick Mill Road Water Line Relocation Project

THE PROJECT: The Cherokee County Board of Commissioners Purchasing Department (County) is requesting competitive sealed ☒ Bids or ☐ Proposals in support for Brick Mill Road Water Line Relocation Project, Cherokee County, as per current City of Canton, Georgia, Design Standards for Water Systems as described herein.

Contract Time: 30 Calendar days; Proposal Guarantee 5%.

There ☐ will be ☒ will not be a mandatory meeting to review the requirements.

The term of Agreement(s) resulting from this solicitation can be found in the Statement of Work.

All times in the solicitation are local times to Cherokee County Board of Commissioners, 1130 Bluffs Parkway, Canton, Georgia 30114.

The Bidder shall be responsible for performing at least 60 percent of the work in this contract. The Bidder shall not sub-contract, transfer, assign or otherwise dispose of the contract or any portion thereof, without the written consent of the County. The County reserves the right to reject any or all bids/proposals, to waive technicalities and to make a selection and final award as deemed to be in the best interest of the County, including using any form of contract it deems most advantageous to the County. The County further reserves the right to reject the bid of any vendor who has previously failed to perform properly or complete on time contracts of a similar nature, or who upon investigation shows is not in a position to perform the contract. Incorporated herein by this reference are Cherokee County's Standard Solicitation Terms and Condition.

SCHEDULE:

Issued	August 9, 2017
Questions Due	August 24, 2017 by 4:00 PM
Answers Due	August 30, 2017 by 4:00 PM
Bids/Proposals Due	September 7, 2017 at 10:00 AM
Anticipated Award Date	September 19, 2017

THE EXPECTED PERIOD OF PERFORMANCE IS:

The base period of performance is broken down into two areas; Physical Delivery of Product(s) and Service Delivery. This is a function of the Statement of Work (SOW) and/or specification and reflects if there is physical item or items to be delivered and / or delivery of services. An X in the box corresponding to item 1 below, Physical Delivery indicates a physical item or items are to be delivered and an X in the 2. Delivery of Services indicates that Services are to be performed. Either or both may apply to the work contemplated by this solicitation.

Additionally, should there be and X in the box corresponding item 3. Option Grant, then the County requests the right to extend the period of performance beyond the Base Rate as specified.

1. ☐ NO PHYSICAL ITEMS ☒ PHYSICAL DELIVERY REQUIRED:

For Physical Delivery solicitations, the period of performance for an award shall begin with either the placement of Purchase Order or the date indicated on the Agreement. All items to be delivered are to be FOB Cherokee County at the address indicated in the solicitation. Performance shall be complete upon final acceptance by the County. Time is of the essence for the delivery of each item specified. Warranty requested as below:

☐ Warranty Term Requested: _____

2. ☐ NO SERVICES REQUIRED ☒ PERFORMANCE OF SERVICES:

For Performance of Services solicitations, the period of performance shall begin with the placement of either a Purchase Order or the date of the Agreement unless the Agreement, the SOW or the Solicitation Terms indicate that performance shall begin upon the issuance of an Authorization to Proceed (ATP), in which case the ATP would represent the beginning of performance. Term of services requested are as below:

Services Term:

- ☐ One Year
☐ Two Years
☐ Three Years
☒ Other: 180 calendar days from NTP or issuance of Purchase Order

3. ☐ OPTION GRANT:

This solicitation contains requested options; please see pricing sheet for details.

SUBMITTAL INSTRUCTIONS: Interested Bidders/Proposers should carefully review the requirements defined herein and provide complete and accurate submissions that should include the following items (if indicated by an X in the box:

- ☒ Information and Addenda Acknowledgement Form (Appendix A),
- ☒ Non-Influence and Non-Collusion Affidavit (Appendix B),
- ☒ E-Verify Affidavit (Appendix C),
- ☒ References* (Appendix D),
- ☒ Acceptance of County' Standard Agreement**, as below: (Appendix E),
 - ☐ Professional Services Agreement
 - ☒ Construction Services Agreement
 - ☐ Other: _____
- ☒ Suspension, Debarment and Litigation Affidavit (Appendix F),
- ☒ Contractor's License Certification (Appendix G)
- ☒ Bonds Requirements if the price bid > \$100K
 - ☒ Ability to Provide Performance, Labor & Matl. Payment Bond (Appendix H)
 - ☒ Bid Bond (See Appendix I)
- ☒ Evidence of/ability to provide Insurance at the limits identified herein,***
- ☒ Certifications, Licenses or Registrations as required by law and/or as requested.
- ☒ Pricing on the Pricing Form provided (Bid Form)
- ☐ Contractor's Qualifications Statement (Appendix J)
- ☐ Added Terms to Construction Service Agreement (Attachment)
- ☐ Substitutions Proposed: See Instructions Standard Solicitation Terms****, Item 9
- ☐ _____
- ☐ _____

Notes:

*The County reserves the right to contact not only those references provided, but may also use previous performance for the County, other contacts it identifies and other sources of information believed to be viable to evaluate capability, viability and performance.

**If Acceptance of County's Standard Agreement is checked, all work/items defined herein are to be quoted according to these requirements. Copies of these agreements can be located at the County's Procurement web page.

***Insurance levels requested are those identified in the County's Standard Agreement, section "I."

****Standard Solicitation Terms Refer to Cherokee County Standard Solicitation Terms and Conditions

EVALUATION CRITERIA:

Bids/Proposals that contain options or additive work above and beyond the base bid will be evaluated financially according to the criteria described in the solicitation. However, should the use of options or additive work proposed exceed the County budget, the County retains its rights to address such situations as described in its Standard Terms For Bid and Proposal Solicitation as well as the right to award based on the base bid only or the base bid plus quoted additive work that is within its budget.

☒ Bids determined to be Responsive and Responsible will be ranked based Bid Form Criteria.
OR

☐ Proposals determined to be Responsive and Responsible will be evaluated on the following criteria:

___%	Price
___%	Technical Merits
___%	Qualifications
___%	Interview
100%	TOTAL

HOW AND WHERE TO SUBMIT BIDS AND PROPOSALS:

The County has two methods for receiving bids and proposals that are mutually exclusive; either electronically or by physical receipt. The box with the “X” below indicates how and where bids or proposals are to be submitted. The County will NOT accept proposals by fax, or e-mail unless authorized, in writing, by the Procurement Director. The solicitation submission deadline will be strictly enforced; no late bids/proposals will be accepted for any reason, please plan accordingly.

A. Electronic Submissions Only:

☐ Bids and Proposals are to be submitted electronically ONLY to the County’s designated Web site or location. Physical copies are not to be submitted unless approved in advance by the Purchasing Director.

Proposals and all requested documentation to be provided electronically should in the Adobe Portable Document Format (PDF) unless otherwise indicated in these solicitation instructions. Documents provided in response to this solicitation are to be named according to the following naming convention:

- a. [Solicitation Number]_[Vendor Name]_[Document Type]
Example: “2017-111_ABC Company_Proposal”

AND/OR

B. Physical Submissions Only:

☒ Bids and/or Proposals are to be submitted on-time and ONLY in physical (paper) form and delivered to Cherokee County Procurement Department, Solicitation # 2017-138, 1130 Bluffs Parkway, Canton GA 30114. On-line submissions are not to be tendered without the advanced approval of the Purchasing Director.

Number of Submittals: 1 Original and 1 Copy

QUESTIONS/ADDENDA: Only written inquiries will be permitted during the solicitation period. Questions are to be submitted via email to the Purchasing Agent for this solicitation at: aclam@cherokeega.com no later than the date and time indicated in the Schedule, as may be amended. Answers will be posted via formal Addendum and only released as part of the solicitation documents on the County's designated website. All interested parties are instructed to monitor the County's website on a regular basis throughout the solicitation period. The final date for posting of Addenda is per the Schedule, as may be amended.

STATEMENT OF WORK:

The Cherokee County Roadway Capital Program Management Division is requesting bids for the following project:

Brick Mill Road Water Line Relocation Project, Cherokee County, as per City of Canton Design Standards for Water Systems.

Contract Time: **30** Calendar days, Proposal Guarantee: 5%

Bidders must be unconditionally qualified prospective bidders in accordance with Chapter 672-5 of the Rules of the Georgia Department of Transportation.

The work to be done consists of the furnishing of all material, labor and equipment for this project. All work performed for this project will be in accordance with The City of Canton Design Standards for Water Systems. Liquidated Damages assessed as per section 108.08 of the Georgia Department of Transportation Standard Specifications.

END OF STATEMENT OF WORK

Solicitation # RFB 2017-138 Brick Mill Road Water Line Relocation Project

BID PROPOSAL

Proposal of _____ (Hereinafter called "Bidder") a contractor organized and existing under the laws of the State of _____ and doing business as _____.

TO: Cherokee County
(Hereinafter called "County")

Gentlemen:

The Bidder in compliance with your Notice to Contractors and all Bidding Documents for the **Brick Mill Road Water Line Relocation Project, Cherokee County**, having examined the plans and specifications with related documents and the site of other proposed work, and being familiar with all of the conditions surrounding the construction of the proposed project, including the availability of materials and supplies to construct the project in accordance with the contract documents, within the time set forth herein, and at the prices stated below, proposes to enter into a Contract, on the form provided by Cherokee County, with Cherokee County to provide the necessary machinery, tools, apparatus, all materials and labor, and other means of construction necessary to complete the Work. The undersigned proposes to furnish and construct the items listed in the attached Schedule of Items for the unit prices stated.

Bidder agrees that the cost of any work performed, materials furnished, services provided or expenses incurred, which are not specifically delineated in the Contract Documents, but which are incidental to the scope, the intent, and completion of the Contract, shall be deemed to have been included in the price bid for the various items scheduled.

Bidder agrees to provide payment and performance bonds on the forms provided by Cherokee County and in conformance with applicable Georgia law. Any such bonds shall be subject to review and approval of the County Attorney.

Bidder, if successful, prior to commencement of the work shall execute a written oath as required by O.C.G.A. §§ 32-4-122 and 36-91-21(e).

Bidder further proposes and agrees hereby to promptly commence the Work with adequate force and equipment with seven (7) calendar days from receipt of Notice to Proceed, or as may be specified by Special Provision, and to complete the Work as specified by the schedule in Special Provision Section 108-08 of the Georgia Department of Transportation Standard Specifications, latest edition.

The undersigned Bidder further agrees that in case of failure on his part to execute said contract and bonds, or provide satisfactory proof of carriage of the insurance required, within fourteen (14) calendar days after notification of award thereof, the Bid Bond or certified check accompanying his bid and the money payable hereon shall be forfeited to the County not as a penalty, but as liquidated damages because actual damages would be difficult or impossible to determine; otherwise, the check or Bond accompanying this proposal shall be returned to the Bidder.

The Bidder declares that he understands that the quantities shown on the proposal are subject to adjustment by either increase or decrease, and that should the quantities of any of the items of work be increased, the undersigned proposes to do the additional work at the unit prices stated herein; and should the quantities be decreased, he also understands that payment will be made on actual quantities at the unit price bid and will make no claim for anticipated profits for any decrease in the quantities, and that actual quantities will be determined upon completion of work, at which time adjustment will be made to the Contract amount by the direct increase or decrease.

Bidder: _____
(Company Name)

By: _____

Title: _____

Mailing Address: _____

Solicitation # RFB 2017-138**PRICING FORM**

BRICK MILL ROAD WATER LINE RELOCATION PROJECT					
BID ITEMS					
ITEM NUMBER	DESCRIPTION	UNITS	QTY	UNIT PRICE	COST
1	MOBILIZATION	LS	1		
2	8" DIP WATER MAIN	LF	250		
3	8" GATE VALVES	EA	4		
4	CONCRETE THRUST BLOCK/ CONCRETE COLLAR	CY	5		
5	CUT-IN TEE AND VALVES	EA	2		
6	CUT AND PLUG EXISTING WATER LINE	EA	2		
7	TIE-IN EXISTING WATER SERVICE LINES AND METERS	EA	2		
8	PRESSURE TEST	EA	1		
9	BACTERIAL SAMPLING	EA	2		
				TOTAL:	

Company Name: _____

Printed Name: _____

Signature: _____

Date: _____

Solicitation # RFB 2017-138 – Brick Mill Road Water Line Relocation Project

PROJECT SPECIFICS

1. The Contractor shall not perform work or move equipment or materials on the traveled way that visibly interferes with traffic flow on the mainline or local streets between the hours of 7:00 AM to 8:30 AM and 4:00 PM to 6:00 PM, Monday through Friday unless approved by the Engineer. Equipment or materials moved on or across the traveled way at other times shall be done in a manner as not to unduly interfere with traffic.
2. If night work is necessary to perform project work, a written request shall be submitted to Cherokee County and approved at least three days in advance. Working hours for night work are between 8:00 PM and 6:00 AM, Monday through Friday, unless approved by the Engineer.
3. It is the contractor's responsibility for coordination of utilities.
4. Construction signs need to be mounted.
5. City of Canton Water System Standards can be viewed at:
https://library.municode.com/ga/canton/codes/code_of_ordinances?nodeId=PTIIIDECO_CH110DESTWASY