



**REQUEST FOR BIDS  
RFB # 2017-01**

The City of Holly Springs (City), located at 3237 Holly Springs Parkway, Holly Springs, Georgia, 30115 will accept sealed BIDS until:

**Monday, July 31, 2017, 12:00 PM**

Bids will be opened and read aloud shortly thereafter in the City Hall Conference Room, 3237 Holly Springs Parkway, Holly Springs, Georgia 30115.

For the property known as:

**101 Harmony Lake Drive, Holly Springs**

**SECTION 1: THE PROJECT**

The City of Holly Springs (City) is requesting competitive sealed bids from qualified companies or individuals for the purchase of real property (the “Property”). The Property is located at 101 Harmony Lake Drive, Holly Springs, Georgia consisting of an office building on .42 acre of land also known as tax parcel 139A of tax map # 15N19B. The City offers the property for sale to the highest and most responsive bidder.

All times in the solicitation are local times to the City of Holly Springs, PO Box 990, Holly Springs, Georgia, 30142.

The City reserves the right to reject any or all bids, to waive technicalities and to make a selection and final award as deemed to be in the best interest of the City, including using any form of contract it deems most advantageous to the City. The City further reserves the right to reject any bid.

**SECTION 2: QUALIFICATIONS OF BIDDER**

Bidders for the Property must be financially and legally able to successfully close on the sale of the Property with the City, at a formal closing date to be set by the City with the City Attorney and the winning Bidder. Bidder must agree to pay legal costs to prepare and handle closing. The formal closing will determine final payments to the City and the contract form to be utilized for the transaction. The closing documents will be prepared by the City Attorney (Dyer & Rusbridge, P.C) and the closing will be held at 291 E Main St, Canton, GA 30114.

Any Bidder who is determined to be unable to successfully close on the sale of the Property will have their Bid rejected and the City will exercise its option to review and proceed with the next most responsive Bidder.

### SECTION 3: SCHEDULE

<b>Issued</b>	May 1, 2107
<b>Legal Organ Posting</b>	June 9, 2017
<b>Questions Due</b>	June 30, 2017 by 4:30 PM
<b>Addendum Due</b>	July 7, 2017 by 4:30 PM
<b>Bids/Proposals Due</b>	July 31, 2017 at 12:00 PM
<b>Anticipated Award Date</b>	August 21, 2017

### SECTION 4: SUBMITTAL INSTRUCTIONS

Interested Bidders should complete and submit one original and one copy of the Bid Package which, at a minimum, will contain the following:

1. Bid Form (Appendix A),
2. Non-Influence and Non-Collusion Affidavit (Appendix B)

Bid packages will NOT be accepted by fax or e-mail. The bid submission deadline will be strictly enforced; no late bids will be accepted.

Sealed bids are due no later than the due date/time indicated in the Schedule above. Sealed bids are to be delivered or mailed to:

City of Holly Springs  
3237 Holly Springs Pkwy.  
Holly Springs, GA 30115

Each bid must be submitted in a sealed envelope, addressed to the City of Holly Springs (City). Each sealed envelope containing a proposal must be plainly marked on the outside as “**101 Harmony Lake Drive, Holly Springs**” and the envelope should bear the **name and address of the bidder** and **RFB # 2017-01** on the outside of the envelope.

### SECTION 5: QUESTIONS/ADDENDA

Only written inquiries will be permitted during the solicitation period. Questions are to be submitted via email to the City Manager for this solicitation at: [rlogan@hollyspringsga.us](mailto:rlogan@hollyspringsga.us) no later than the date and time indicated in Section 3: Schedule, as may be amended. Answers will be posted via formal Addendum and only released as part of the solicitation documents on the City’s website. All interested parties are instructed to monitor the City’s website on a regular basis

throughout the solicitation period. The final date for posting of Addenda is indicated in Section 3: Schedule, as may be amended.

## SECTION 6: SHOWING OF PROPERTY

Property will be shown by appointment only. Contact Mike Byrd with Berkshire Hathaway HomesServices at 678-414-3932 to schedule an appointment.

## SECTION 7: EVALUATION CRITERIA

Bids will be evaluated on the following criteria:

100% Price

## SECTION 8: GENERAL SOLICITATION TERMS AND CONDITIONS

### 1. Project Schedule & Addenda

- 1.1 All official dates and times will be posted to the Request for bids, proposals, and qualifications section of the City's website ([www.hollyspringsga.us](http://www.hollyspringsga.us)).
- 1.2 The project schedule is subject to change at the discretion of the City. All schedule changes will be publicly posted in the Request for bids, proposals, and qualifications section on the City's website.
- 1.3 Changes or clarifications to the schedule and specifications will be issued as addenda that will be posted on the City's website in the Request for bids, proposals, and qualifications section under the solicitation number. It is the bidder's responsibility to monitor the website for addenda and comply with any additional proposal requirements included in the addenda.

### 2. Questions/Information

- 2.1 All questions and requests for information shall be addressed to the City Manager via email within the deadline set by the City in Section 3: Schedule for submitting questions.
- 2.2 Questions should include RFB number, a reference to the specific section(s) in question, and should provide an email contact for acknowledgement.
- 2.3 It is the bidder's responsibility to ensure that the City Manager has received the question and that an acknowledgement has been sent verifying receipt.
- 2.4 Answers to questions received prior to the question submission deadline will be posted on the City's website in the form of an addendum.

### 3. Pre-Bid Meeting (if applicable)

- 3.1 Discussions during the pre-bid meeting are informal in nature and will not be provided as meeting minutes or included in the solicitation documents. Only the solicitation package and posted addenda shall constitute the official information to be used by the bidder in preparing a bid.
- 3.2 All attendees at mandatory pre-bid conferences will be required to sign an attendance sheet indicating their attendance at the meeting. Signatures will be collected prior to the

start of the meeting and may continue to be accepted for a period of 15 minutes once the meeting has begun. After the 15 minute grace period, it will be at the sole discretion of the City to allow further signatures from late arrivers. It is the responsibility of the bidder to ensure they have signed the attendance sheet in order to receive credit for attending the meeting; the City assumes no responsibility for the bidder's attendance or directions to the meeting.

#### **4. Communication with City Representatives**

- 4.1 Bidders shall avoid engaging in communications with City staff or elected officials regarding this project. Unauthorized contact may disqualify the bidder from further consideration.

#### **5. Bid Preparation & Submission**

- 5.1 Bids shall be prepared simply and economically, providing a straightforward and concise description of the bidder's capabilities to satisfy the requirements of the solicitation.
- 5.2 The City expects bids to be well organized according to the terms and organization of the solicitation, as well as address all the requirements contained in the solicitation (including any addenda).
- 5.3 Any and all costs associated with participating in this solicitation will be solely borne by the bidder.
- 5.4 Bids and required forms must be signed by an authorized representative of the bidder.
- 5.5 Information which the bidder desires to present but does not fall within any of the requirements of the solicitation should be inserted at the end of the bid and designated as "Additional Material".
- 5.6 It is the bidder's responsibility to ensure that the bid is responsive to all the City's requirements and complete in all aspects.
- 5.7 The original bid should be clearly marked "original" and should be unbound, one-sided, 8 1/2" X 11" size. Copies, if applicable, may be bound and double sided; 8 1/2" X 11".
- 5.8 The bid, at a minimum, should contain all of the City's standard forms provided in the solicitation and any additional information as listed in the Submittal Instructions above; lack of such required submittals may be reason to deem a bid "non-responsive". Such a determination by the City shall not be a cause of action by the bidder against the City.
- 5.9 Bidders should use the forms included in the solicitation; alternate forms may not be accepted.
- 5.10 Bids are to be mailed or delivered in a sealed envelope to the address provided below and in the solicitation.
- 5.11 Bids should include the RFB number on the outer most packaging.
- 5.12 It is the responsibility of the interested party to ensure the timely delivery of the bid. Improperly addressed bids risk not being delivered to the City Manager by the submission deadline. Late bids will not be accepted.
- 5.13 Unless otherwise noted in the solicitation, the bids should be addressed as follows:

**RFB # 2017-01**  
City of Holly Springs  
3237 Holly Springs Pkwy  
Holly Springs, GA 30115

**6. City's Right to Amend and/or Cancel**

6.1 The City reserves the right to cancel this solicitation, in whole or in part, at any time prior to award.

**7. Open Records and Confidential Information**

7.1 Bids submitted in response to this solicitation may be subject to public inspection under the Georgia Open Records Act (O.C.G.A. 50-18-70-77). Any information that is required by the City to be included in the bid that constitutes a trade secret, as defined by the Georgia Code, must include an affidavit affirmatively declaring that the information constitutes a trade secret. A general indication that the entire contents (or a major portion of the contents) of the bid is proprietary will not be honored.

**8. City Assumes No Contractual Obligation**

8.1 The City assumes no contractual obligation associated with this solicitation until final award has been approved by the City Council and/or City Manager and a fully executed Agreement is provided to the selected bidder.

**9. Classifying Proposals as Responsive and Responsible**

9.1 The City Manager or designee will determine whether a supplier has met the standards of responsibility. Such a determination may be made at any time during the evaluation process and through negotiation if information surfaces that would result in a determination of non-responsibility. Proposals found nonresponsive will not be considered further.

9.2 The City may make such investigations as it deems necessary to determine the ability of each bidder to perform, and the bidder shall furnish to the City all such information and data for this purpose as the City may request.

**10. Bidder Withdrawal**

10.1 Bidders may withdraw their bids due to unintentional errors. Bids received prior to the due date and time may be withdrawn through formal request to the City Manager and signed by an authorized individual of the bidder. Once the bids have been opened, the bidder shall give notice in writing of his claim of right to withdraw his bid due to an error within two (2) business days after the date of final submission to the City. Bids may be withdrawn from consideration solely due to a clerical mistake as opposed to a judgment mistake provided that the unintentional arithmetic error or unintentional omission can be clearly shown by objective evidence drawn from inspection of original work papers, documents and material used in the preparation of the bid sought to be withdrawn. The bidder's original work papers shall be the sole acceptable evidence of error and mistake if they elect to withdraw their bid. If a bid is withdrawn under the authority of this provision, the highest remaining responsive bid shall be deemed to be high bid.

**11. Opportunity for Discussion**

11.1 Bidders may also be requested to make an oral presentation to clarify their bid or to further define their offer. In either case, Bidders should be prepared to send qualified personnel to the City to discuss technical and contractual aspects of the bid. Oral presentation, if requested, shall be at the bidder's expense.

**12. City's Right to Reject Bids**

- 12.1 The City reserves the right to reject any or all bids based upon its interest or investigation or information submitted and to waive irregularities, informalities, or technicalities. The City further reserves the right to make a selection and final award as deemed to be in the best interest of the City.

**13. Proposals Become City Property**

- 13.1 All submitted bids and supporting materials as well as correspondence relating to this solicitation become property of the City when received. Any proprietary information contained in the proposal must be so indicated.

**END OF REQUEST FOR BID**

*Appendices begin next page.*

**APPENDIX "A"**

**RFB # 2017-01: 101 Harmony Lake Drive, Holly Springs**

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***BIDFORM***

\_\_\_\_\_  
Name of Company or Individual

\_\_\_\_\_  
Address - City, State and Zip Code

\_\_\_\_\_  
Name & Title of Primary Contact (for proposal clarifications/questions)

\_\_\_\_\_  
Phone of Primary Contact

\_\_\_\_\_  
Email of Primary Contact

\_\_\_\_\_  
Bid Value (in U.S. Dollars)

\_\_\_\_\_  
Proposer's Signature

\_\_\_\_\_  
Date

**THIS FORM TO BE NOTARIZED**

Sworn to and subscribed before me this \_\_\_\_ day \_\_\_\_, 2017.

\_\_\_\_\_  
Notary Public Signature

[Seal]

My commission expires: \_\_\_\_\_

**APPENDIX "B"**

***NON-COLLUSION AFFIDAVIT***

I state that I am authorized to make this AFFIDAVIT on behalf of my company, and its owners, directors and officers and I further state that:

1. The price shown in this bid has been arrived at independently and without consultation, communication or agreement with any other contractor, responder or potential responder to the Request for Bids (RFB); and
2. Neither the price nor the amount of the bid, and neither the approximate budgets nor approximate amounts in this bid, have been disclosed to any other company or person who is a responder or potential responder to this RFP, and they will not be disclosed before the bid opening; and
3. No attempt has been made or will be made to induce any company or person to refrain from responding to this RFB, or to induce them to submit a budget that is higher than the budget in this bid, or to submit any intentionally high or noncompetitive bid or other form of nonresponsive bid; and
4. The price, proposal and budget prepared are made in good faith and not pursuant to any agreement, discussion with or inducement from any agency, company or person to submit a complementary or other noncompetitive bid.

I state that \_\_\_\_\_ understands and acknowledges that  
(Name of Company)

the above representations are material and important, and will be relied on by the City of Holly Springs in accepting the bid for which this bid is submitted. I understand, and my company understands, that any misstatement in this Affidavit is and shall be treated as fraudulent concealment from the City of Holly Springs of the true facts relating to the submission of bids.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

Sworn to and subscribed before me this \_\_\_\_\_ day \_\_\_\_\_, 2017.

\_\_\_\_\_  
Notary Public Signature

[Seal]

My commission expires: \_\_\_\_\_