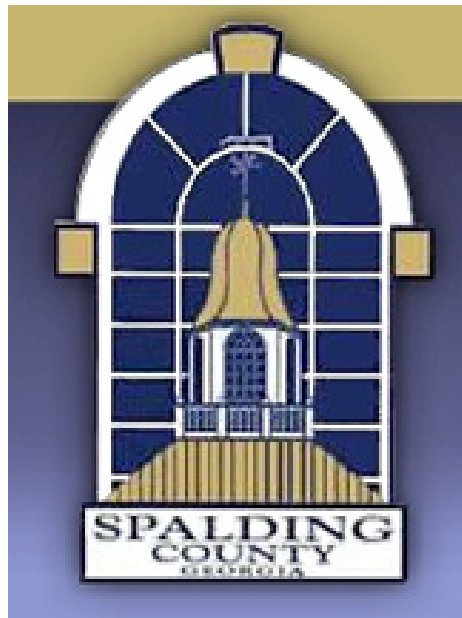


**SPALDING COUNTY**

**MAY 18, 2018**

**INVITATION TO BID  
FAIRMONT COMMUNITY GYMNASIUM  
WOOD FLOORING**



**SPALDING COUNTY ADMINSTATIVE SERVICES**

**Terri Bass, Purchasing**

**119 East Solomon Street, Room 104**

**Griffin, GA 30223**

**770-467-4226**

## INVITATION TO BID

### FAIRMONT COMMUNITY CENTER GYMNASIUM WOOD FLOORING

Spalding County Board of Commissioners invites all qualified bidders to submit a cost proposal for the above captioned Project. Digital copies of the BID DOCUMENTS and Specifications may be obtained from Spalding County by contacting Terri Bass at [tbass@spaldingcounty.com](mailto:tbass@spaldingcounty.com) or on the Spalding County website at [www.spaldingcounty.com](http://www.spaldingcounty.com). Hard copies of the BID DOCUMENTS may be obtained upon receipt of a non-refundable payment of \$10.00 for each set that is mailed or faxed.

**A MANDATORY Pre-Bid Conference will be held Tuesday, May 29, 2018 at 10:00 AM (EST)** at the Spalding County Courthouse Annex, 119 East Solomon Street, Room 108 Griffin, GA 30223. Immediately following the Pre-Bid Conference, the facility will be open for a contractor walkthrough. **ANY CONTRACTOR WHO INTENDS TO SUBMIT A PROPOSAL IS REQUIRED TO ATTEND THIS MEETING.**

Any questions and/or misunderstandings that may arise from this bid must be submitted in writing and forwarded to Terri Bass at the above address or by email. ***NO PHONE CALLS.*** It shall be the Bidders responsibility to seek clarification as early as possible prior to the due date and time.

**Final written questions are due by Wednesday, June 6, 2018 at 2:00 PM (EST).**

**Sealed Bids are due: Tuesday, June 12, 2018 at 2:00 PM (EST).**

**BIDS MUST BE SIGNED, IN A SEALED ENVELOPE AND MUST INCLUDE ALL OF THESE COMPLETED DOCUMENTS:**

- ☐ **Scope of Work**
- ☐ **Certificate of Insurance – General Liability, Auto Liability and Workers Compensation**
- ☐ **Bid Bond**
- ☐ **Permits and Business License, Recent W-9, E-verify Number and Immigration Form**
- ☐ **The Bid Form Included in This RFP Should Be Sealed in a Separate Envelope Inside the Bid Packet**
- ☐ **Three Professional References and Locations of Similar Project Installations**
- ☐ **Copies of All Available Warranties**
- ☐ **Project Design**

Deliver Sealed Bids to:  
Spalding County Board of Commissioners  
Fairmont Community Center Gymnasium Wood Flooring  
ATTN: Terri Bass  
119 East Solomon Street, Room 104  
Griffin, GA 30223

Announcement of award will be made upon evaluation of submitted bids and funding.  
Spalding County reserves the right to reject any or all bids.

### **INTRODUCTION:**

This is an Invitation to Bid for the Fairmont Community Center Gymnasium Wood Flooring. Instructions for preparation and submission of the bid are contained in this packet. Bids must be typed or printed in ink.

It is the intent of the Spalding County Board of Commissioners to award a SINGLE CONTRACT for the Fairmont Community Center Gymnasium Wood Flooring. Spalding County provides equal opportunity for all businesses and does not discriminate against any person or business based on race, color, religion, sex, national origin, and handicap or veterans status. This policy ensures all segments of the business community have access to supplying the goods and services needed by Spalding County.

### **ADMINISTRATIVE SERVICES CONTACT FOR THIS REQUEST:**

All questions concerning this invitation to bid and all questions arising subsequent to award are to be in written form (email acceptable) addressed to the following:

Spalding County Administration  
Attn: Terri Bass  
P.O. Box 1087  
Griffin, GA 30224  
Phone: (770) 467-4226, Fax (770) 467-4227  
E-mail: [tbass@spaldingcounty.com](mailto:tbass@spaldingcounty.com)

To maintain a "level playing field", and to assure that all bidders receive the same information, bidders are requested **NOT** to contact anyone other than the contact above until after the award of the contract. Doing so could result in disqualification of the proposer.

**DUE DATE:**

Sealed bids will be received at the Spalding County Board of Commissioners Office, 119 East Solomon Street, Room 104, Griffin, GA 30223 no later than Tuesday, **June 12, 2018 at 2:00 P.M. (EST)**. Bids received after this time **will not** be accepted.

**BID COPIES FOR EVALUATION:**

Three copies; one (1) original and (2) copies will be required for review purposes.

**ADDENDA:**

Answers to questions submitted that materially change the conditions and specifications of this bid will be distributed to all addressees as an addendum. Any discussions or documents will be considered non-binding unless incorporated and distributed in an addendum.

Bidders should check with Terri Bass at [tbass@spaldingcounty.com](mailto:tbass@spaldingcounty.com) frequently during the bidding process to verify that they have received all issued addendums. While every attempt is made to make sure that registered bidders receive notice of addendums, bidders have the responsibility of making sure that they have received all issued addendums. Addenda are required to be signed and returned with the bid proposal.

**QUALIFICATIONS OF OFFERORS:**

Bidders must be licensed to conduct business in the State of Georgia.

Bidders are to submit (3) three references from similar installations and include a contact name and phone number for each.

**SELECTION PROCESS:**

Administrative staff will make a recommendation for award to the Board of Commissioners. The Board of Commissioners will consider proposals at a future Commission Meeting.

Spalding County reserves the right to take such action regarding proposals as the Board of Commissioners deem to be in the best interest of the County, including rejecting all proposals, accepting a bid other than the bid with the lowest price, clarification of bids, waiving of formalities or technicalities, or any other action deemed by the Commission to be in the best interest of Spalding County.

**INSURANCE:**

Bidders shall maintain the following insurance (a) comprehensive general liability, including blanket contractual, covering bodily injuries with limits of no less than \$1,000,000.00 per occurrence, and property damage with limits of no less than \$1,000,000.00 per occurrence; and (b) commercial automobile liability, including blanket contractual, covering bodily injuries with limits of no less than \$1,000,000.00 per occurrence, and property damage with limits of no less than \$1,000,000.00 per accident (c) statutory worker's compensation insurance, including \$1,000,000.00 employer's liability insurance. (d) Employee dishonesty and/or crimes coverage with respect to personnel of Contractor having access to County buildings, with limits

of no less than \$50,000.00 per occurrence. All insurance shall be provided by an insurer(s) acceptable to the County, and shall provide for thirty (30) days prior notice of cancellation to the County. Upon request, Contractor shall deliver to the County a certificate or policy of insurance evidencing Contractors compliance with this paragraph naming the Spalding County Board of Commissioners as additional insured. Contractor shall abide by all terms and conditions of the insurance and shall do nothing to impair or invalidate the coverage.

**BID BOND AND PERFORMANCE BOND:**

A bid security in the form of a Bid Bond, cashier's check, or certified check made payable to Spalding County in the amount of ten percent (10%) shall be required for this project. Said Bid Bond shall be submitted with the proposer's bid.

This shall serve as a guarantee which may be forfeited and retained by Spalding County in lieu of its other legal remedies if a successful bidder's proposal is accepted by Spalding County and the bidder shall fail to execute and return to Spalding County the required contract and bonds within ten (10) days after delivery. If a Bid Bond is provided, it shall be issued by a bonding company licensed to bond in the State of Georgia.

Performance and Payment (P&P) Bonds will be required of the successful bidder each in the amount equal to 110 percent of the contract sum. Said P&P Bonds shall be furnished within ten (10) days following execution of the contract.

**GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT:**

All Bidders shall execute an enclosed affidavit verifying that Proposer has registered and participates in the federal work authorization program to verify information of all new employees, per O.C.G.A. 13-10-90, et seq. and Georgia Department of Labor Regulations Rule 300-10-1-02.

The appropriate affidavit is attached hereto as "Exhibit A". By submission of this Proposal, Bidders certify that any subcontractor employed by Proposer for the performance of this agreement will execute an appropriate subcontractor affidavit verifying its registration and participation in the federal work authorization program and compliance with O.C.G.A. 13-10-90, et seq, and Georgia Department of Labor Regulations Rule 300-10-1-02, and that all such affidavits are incorporated into and made a part of every contract with each subcontractor.

In accordance with OCGA 50-36-1, Proposer certifies its eligibility for public benefits. The appropriate affidavit is attached hereto as "Exhibit B".

**GENERAL INFORMATION:**

No bids received after said time or at any place other than the time and place as stated in the notice shall be considered. No responsibility shall attach to Spalding County for the premature opening of a bid not properly addressed and identified.

**WITHDRAWAL OF PROPOSAL:**

A bidder may withdraw his bid before the due date, without prejudice to the bidder, by submitting a written request of withdrawal to the Spalding County Board of Commissioners.

**REJECTION OF PROPOSAL:**

Spalding County may reject any and all bids and must reject a bid of any party who has been delinquent or unfaithful in any former contract with Spalding County. Also, the right is reserved to waive any irregularities or informalities in any bid in the bidding procedure. Spalding County shall be the sole judge as to which bid is best, and in ascertaining this, will take into consideration the business integrity, financial resources, facilities for performing the work, and experience in similar operations of the various bidders.

**STATEMENT OF EXPERIENCE AND QUALIFICATIONS:**

The bidder may be required, upon request, to prove to the satisfaction of Spalding County that he/she has the skill, experience, necessary facilities and ample financial resources to perform the contract(s) in a satisfactory manner and within the required time. If the available evidence of competency of any bidder is not satisfactory, the bid of such bidder may be rejected. The successful proposer is required to comply with and abide by all applicable federal and state laws in effect at the time the contract is awarded.

**NON-COLLUSION AFFIDAVIT:**

By submitting a bid, the bidder represents and warrants that such bid is genuine and not sham or collusive or made in the interest or in behalf of any person not therein named, that the bidder has not directly or indirectly induced or solicited any other bidder to put in a sham, or any other person, firm 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 bid, the bidder represents and warrants that no Commissioner, Administrator, employee, nor any other person employed by Spalding County has, in any manner, an interest, directly or indirectly, in the bid or in the contract which may be made under it, or in any expected profits to arise therefrom.

# GYMNASIUM WOOD FLOOR SPECIFICATIONS

## SPECIFICATION DESCRIPTION:

Supply all materials and labor for installation of a floating panel system maple wood sports floor consisting of a vapor barrier, cushion resilient pads, wood sub floor underlayment and maple hardwood flooring. Installation is to include sanding, sealing, laying out of game lines and logos, painting, final finish application, installation of wall base and transition ramping of any entry areas. The new wood floor will be installed over an existing vinyl/resilient tile floor. The floor area is approximately 8500 square feet. Installation will also include installing 2 volleyball stanchion sleeves. Wood utilized shall be grade #3 or better.

## MATERIAL:

Vapor Barrier: 6 mil polyethylene

Cushion Pads: Minimum of 3/4 inch thickness Subfloor: 2 layers of 15/32 Plywood Panels 4 by 8.

Hardwood: 25/32 by 2 1/4 inch Second and Better MFMA Maple Stamped

Cove Base: 3" by 4" Vented Rubber Base, Heavy Duty Molded

Paint: Sherwin Williams Industrial Enamel

Seal and Finish: Momar Gym Thane High Solids

Hardware Fasteners: Coated Staples, Nails or Barbed Cleats

## INSTALLATION:

Installation of the floor will be over the existing resilient tile flooring. The existing floor will be inspected for level tolerance with any areas out of accepted range brought within tolerance by filling with Ardex material as needed.

- Install 6 mil poly vapor barrier sealing and lapping all joints.
- Install resilient pads to underside of the bottom layer of the subfloor by stapling pads over the 4 by 8 sheet 12 inches apart and 6 inches from the edge (32 total per sheet). Provide minimum of 2 inch expansion voids at the perimeter and any vertical obstructions.
- Install the second layer of subfloor over the first layer at the proper angle with correct spacing at all joints fastening with coated 1" fasteners.
- Install Maple Flooring by power nailing or stapling 10-12 inches on center with end joints properly driven up. Provide expansion joints throughout the floor at the proper distance to allow for local humidity conditions. Provide 2 inch expansion voids at perimeter and at all vertical obstructions.

- Machine sand the entire floor surface area using riding vacuum sanders and walk behind vacuum sanders with coarse, medium and fine paper to bring the floor to a smooth, slick, even and uniform surface. Hand sand and edge any obstructed wall and door areas to create a uniform floor surface.
- Vacuum and tack the entire floor area. Inspect the floor surface area to insure the floor is ready for seal/finish application.
- Apply 2 coats of Momar Gym Thane High Solids Seal and Finish, screening the floor with a weighted ORBITAL floor machine and vacuuming and tacking between coats.
- Layout and tape all game lines and logos for painting. Game lines shall consist of high school basketball, volleyball and 2 pickleball courts. Final colors and layouts must be approved in writing by the Leisure Services Division.
- Paint all taped areas with Sherwin Williams Industrial Enamel paint, double coating where necessary.
- Remove all tape and debris. Screen the floor with a weighted ORBITAL scrubber equipped with a maroon EcoPrep Pad. Vacuum and tack the entire floor.
- Apply 2 to 3 final coats of Momar Gym Thane High Solids finish to the floor.
- Install vent cove base to walls, install thresholds or ramps at entry points.
- Install 2 volleyball sleeves.

Installer must be experienced in installation of gymnasium floors as specified for a minimum of ten years. References must be submitted for 3 similar installations of the same scale within the last 5 years. The reference information should include contact person, name of entity, address, telephone number and email if available.

A guarantee of one year for materials and installation shall be required from the manufacturer and installer.

An oral presentation from qualified, selected companies in regard to plans for the specified work may be required.



**FAIRMONT COMMUNITY CENTER GYMNASIUM WOOD FLOORING BID FORM**

**CONTRACTOR NAME:**

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**CONTACT INFORMATION:**

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**BID AMOUNT:**

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**AVAILABLE START DATE:**

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**PROJECT LENGTH (IN DAYS)**

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**THIS BID SHALL BE VALID FOR 90 DAYS:**

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**SIGNATURE**

**DATE**

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**TITLE**

## Request for Taxpayer Identification Number and Certification

Give Form to the  
requester. Do not  
send to the IRS.

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate  <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____  <input type="checkbox"/> Other (see instructions) ▶ _____	Exemptions (see instructions):  Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
List account number(s) here (optional)		

<b>Part I Taxpayer Identification Number (TIN)</b> Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> on page 3.  <b>Note.</b> If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.	<b>Social security number</b> <table border="1"><tr><td></td><td></td><td></td><td></td><td>-</td><td></td><td></td><td>-</td><td></td><td></td><td></td><td></td></tr></table> <b>Employer identification number</b> <table border="1"><tr><td></td><td></td><td></td><td></td><td>-</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>					-			-									-							
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<b>Part II Certification</b> Under penalties of perjury, I certify that: <ol style="list-style-type: none"><li>1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and</li><li>2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and</li><li>3. I am a U.S. citizen or other U.S. person (defined below), and</li><li>4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.</li></ol> <b>Certification instructions.</b> You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.	<b>Sign Here</b> Signature of U.S. person ▶ _____  Date ▶ _____
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### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** The IRS has created a page on IRS.gov for information about Form W-9, at [www.irs.gov/w9](http://www.irs.gov/w9). Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

### Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, payments made to you in settlement of payment card and third party network transactions, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the

withholding tax on foreign partners' share of effectively connected income, and

4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

**Note.** If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

**EXHIBIT A**  
**IMMIGRATION AND SECURITY FORM**

O.C.G.A. § 13-10-91 requires contractors interested in public works contracts to file an affidavit that the contractor and its subcontractors have registered and participate in a federal work authorization program intended to insure that only lawful citizens or lawful immigrants are employed by the contractor or subcontractor.

In order to insure compliance with the Immigration Reform and Control Act of 1986 (IRCA), D.L. 99-603 and the Georgia Security and Immigration Compliance Act OCGA 13-10-90 et.seq., Contractor must warrant and affirm that Contractor has complied with the Immigration Reform and Control Act of 1986 (IRCA), D.L. 99-603 and the Georgia Security and Immigration Compliance Act by registering at <https://e-verify.uscis.gov/enroll/StartPage.aspx?JS=YES>; and verifying information of all new employees; and by executing any affidavits required by the rules and regulations issued by the Georgia Department of Labor set forth at Rule 300-10-1-.01 et.seq.

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 contracting with Spalding County, Georgia 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. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. § 13-10-91, and Contractor warrants that it will continue to use the federal work authorization program throughout the contract period.

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 Spalding County, Georgia, 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 Georgia Department of Labor 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 Spalding County, Georgia at the time the subcontractor(s) is retained to perform such service.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

Firm Name: \_\_\_\_\_

Street/Mailing Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Federal Work Authorization User Identification Number: \_\_\_\_\_

Date of Authorization: \_\_\_\_\_

**EXHIBIT B**  
**Affidavit Verifying Status**  
**For County Public Benefit Application**

By executing this affidavit under oath, as an applicant for the award of a contract with Spalding, County Georgia, I \_\_\_\_\_. [Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity] am stating the following as required by O.C.G.A. Section 50-36-1:

1) \_\_\_\_\_ I am a United States citizen

**OR**

2) \_\_\_\_\_ I am a legal permanent resident 18 years of age or older or I am an otherwise qualified alien or non-immigrant under the Federal Immigration and Nationality Act 18 years of age or older and lawfully present in the United States.\*

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of Code Section 16-10-20 of the Official Code of Georgia.

Signature of Applicant: \_\_\_\_\_ Date \_\_\_\_\_

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

\* \_\_\_\_\_  
Alien Registration number for non-citizens

SUBSCRIBED AND SWORN  
BEFORE ME ON THIS THE  
\_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public  
My commission Expires:

**\*Note:** O.C.G.A. § 50-36-1(e)(2) requires that aliens under the federal Immigration and Nationality Act, Title 8 U.S.C., as amended, provide their registration number. Because legal permanent residents are included in the federal definition of "alien", legal permanent residents must also provide their alien registration number. Qualified aliens that do not have an alien registration number may supply another identifying number below.