

REQUEST FOR PROPOSAL  
16-11001-002

CONVENTION CENTER COMPLEX  
FEASIBILITY STUDY



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

JANUARY 5, 2017

3:00 P.M.

# PUTNAM COUNTY BOARD OF COMMISSIONERS



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117 Putnam Drive, Suite A ♦ Eatonton, GA 31024  
Tel: 706-485-5826 ♦ Fax: 706-923-2345 ♦ [www.putnamcountyga.us](http://www.putnamcountyga.us)

## **PUTNAM COUNTY REQUEST FOR PROPOSAL # 16-11001-002 Convention Center Complex Feasibility Study**

The Putnam County Board of Commissioners requests sealed proposals, good for 60 business days, for a **Convention Center Complex Feasibility Study**.

**Prospective bidders must obtain a bid package from the Putnam County Board of Commissioners via one of the following methods:**

- in person at 117 Putnam Drive, Suite A, Eatonton, GA 31024
- by email at [putnamboc@putnamcountyga.us](mailto:putnamboc@putnamcountyga.us)
- by fax at 706-923-2345
- by telephone at 706-485-5826
- on the county website: [www.putnamcountyga.us](http://www.putnamcountyga.us)

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

Proposals must be received by **Thursday, January 5, 2017 at 3:00 p.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.

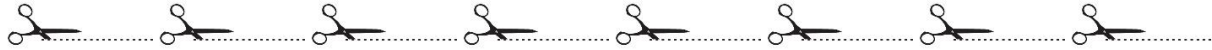
PUTNAM COUNTY RESERVES THE RIGHT TO REJECT ANY AND ALL BIDS, TO WAIVE ANY AND ALL TECHNICALITIES AND TO AWARD THE BID BASED ON THE LOWEST AND/OR BEST INTEREST OF PUTNAM COUNTY.

12/08/2016 & 12/15/2016

# IMPORTANT SUBMITTAL REQUIREMENT

Submittals must be properly labeled to ensure they are not inadvertently opened before the designated time. Affix the label below to the outside of the sealed submittal envelope or delivery package.

If this label is not used (i.e. in case of some delivery services), it is the bidder's responsibility to ensure that all required information (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) is on the OUTSIDE of the delivery package. Submissions that do not comply may be rejected.



FROM:  
Company Name \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_

Bid/Proposal #: 16-11001-002  
Bid/Proposal Name: Convention Center Complex Feasibility Study  
Bid Opening Date/Time: Thursday, January 5, 2017, 3:00 PM

TO:  
PUTNAM COUNTY BOARD OF COMMISSIONERS  
ATTN: COUNTY MANAGER  
117 PUTNAM DRIVE  
SUITE A  
EATONTON, GA 31024

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**INSTRUCTIONS AND SPECIFICATIONS FOR BIDDERS:  
REQUEST FOR PROPOSAL #16-11001-002  
CONVENTION CENTER COMPLEX FEASIBILITY STUDY  
PUTNAM COUNTY, GEORGIA**

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## SECTION 1 – GENERAL NOTICE

Sealed proposals for a CONVENTION CENTER COMPLEX FEASIBILITY STUDY (RFP #16-11001-002) will be received by the office of the Board of Commissioners of Putnam County, Georgia, up to the hour of 3:00 P.M. local time, on Thursday, January 5, 2017, 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(s) of the project upon which they are bidding.

## SECTION 3 – BIDDING PROCEDURE

Bidder shall submit three complete sets 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 Thursday, January 5, 2017 at 3:00 p.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.**

**For your convenience, please use the label on the enclosed "Submittal Requirement" page.**

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

#### SECTION 4 – QUALIFICATION OF BIDDERS

**All bidders shall provide a Work Resume and include it with their bid. The resume shall include projects which are similar to the type of work being bid for which the bidder had direct control over and was charged with full responsibility of the outcome.**

#### 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.

Each bidder for services further represents that the bidder is familiar with the local conditions under which the work is to be done and has correlated the observations with the requirements of the bid documents.

**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.

Various professions within the building industry are required by state law to be licensed. These professions include electricians, plumbers, conditioned air contractors, low voltage contractors, utility contractors, and certain residential and general contractors. Putnam County will be complying with state laws and board rules regarding licensure. **No bid or proposal for projects that require a licensed professional will be accepted from unlicensed persons.** In addition, the licensed contractor must be the prime contractor on the project. It is not permissible for an unlicensed individual/firm to subcontract with a licensed contractor. The validity of all licenses will be checked.

#### 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 proposal shall include a generalized schedule for the planning work. The County is assuming approximately 90 days’ duration.

#### 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 vendor submitting the lowest 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 – INSURANCE

**All bidders shall take special note of the attached insurance sheet titled “Insurance Clause for all County Contracts.”**

**The successful bidder must provide proof of insurance in accordance with the contract documents.**

#### SECTION 13 – 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 14 – 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 15 – INDEPENDENT CONTRACTOR

It is the express intent of the parties that this Contract shall not create an employer-employee relationship, and the Contractor, or any employee or other person acting on behalf of Contractor in the performance of this Contract, shall be deemed to be independent contractor(s) during the entire term of this Contract or any renewals thereof. Contractor shall be responsible for all compensation and benefits payable to Contractor’s employee(s) under this Contract and Contractor’s employees shall not be entitled to any compensation from County or to any benefits made to their employees, including, but not limited to, overtime, vacation, retirement benefits, workers’ compensation, sick leave, or injury leave. Contractor shall also be responsible for maintaining workers’ compensation insurance, unemployment insurance, and for payment of all federal, state, local and any other payroll taxes with respect to the employee’s compensation.

#### SECTION 16 - DRUG-FREE WORK PLACE CERTIFICATION

By signing and submitting a proposal, the bidder certifies that the provisions of Code Sections 50-24-1 through 50-24-6 of the Official Code of Georgia Annotated, relating to the "Drug-free Work Place Act", have been complied with in full. The bidder further certifies that:

(1) A drug-free work place will be provided for the contractor's employees during the performance of the contract; and

(2) Each contractor who hires a subcontractor to work in a drug-free work place shall secure from that subcontractor a written certification that a drug free work place will be provided for the subcontractor's employees during the performance of this contract pursuant to paragraph (7) of subsection (b) of Code Section 50-24-3.

Also, they further certify that they will not engage in the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana during the performance of the contract.

#### SECTION 17 – SECURITY AND IMMIGRATION COMPLIANCE

It is further certified that pursuant to O.C.G.A. §13-10-91 I and all contractors and sub-contractors performing work under this Agreement are in compliance with the Federal Work Authorization Program. Prime contractors and sub-contractors may participate in 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"). **Contractor Affidavit, Subcontractor Affidavit (if applicable), and Sub-subcontractor Affidavit (if applicable) must be completed and turned in with your bid.**

It is further certified that pursuant to O.C.G.A. §50-36-1 I am a United States citizen, a legal permanent resident of the United States, or a qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien number issued by the Department of Homeland Security or other federal immigration agency. **Affidavit must be completed and turned in with your bid.**

#### SECTION 18 – PAYMENTS

Contractor shall be paid by and in accordance with Putnam County payment regulations. Putnam County will strive to take advantage of all discounts offered for prompt payment, therefore, indicate all discounts on monthly invoices. Invoices shall not be submitted more frequently than once a month.

#### SECTION 19 – SPECIFICATIONS

##### **I. OVERVIEW**

Putnam County is exploring the potential for a market appropriate boutique type Hotel facility capable of hosting market appropriate Conference and Convention activities and is to be located at the most suitable location with the community. The County is seeking proposals from qualified organizations to prepare a Market Validation and Financial Feasibility impact study to determine the practicality of the development project, identifying partnering strategies, as well as determining the type and amount of incentives that may be needed to attract suitable private sector development. The study would also examine the appropriate size of the convention center and hotel based on existing and future demand, evaluate the best location within the County for these amenities, recommend partnering strategies, determine associated capital and operating costs and assess the economic impact a convention center complex would have on the local economy.

The purpose of the independent feasibility study is to assess options moving forward that will result in the greatest impact to the community and strengthen the County's position as an area economic leader. To accomplish this, the County must understand and be fully aware of the market demands, the opportunities for development and partnerships, as well as the obstacles and risks. This study will analyze the future market of select-service and full-service hotels with conferences in the middle-Georgia area. The study will also estimate the likely operating performance of the market and the penetration of the proposed Convention Center Complex. Some of the objectives of the study are:

- Identify and evaluate proposed sites in Putnam County to determine their benefit to the performance of the proposed Convention Center Complex;
- Determine anticipated market conditions for the proposed Convention Center Complex within the context of supply, demand site, and facility factors;



- Estimate the future competitive position of the proposed Convention Center Complex and prepare projections of occupancy, average room rate and cash flow from operations available for debt service and equity distribution;
- Prepare a financial model showing the appropriate level of public incentives if needed to make the project feasible;
- Provide a written report summarizing your findings and conclusions;
- Provide detailed references of projects of similar scope completed, their location and contact information of the client.

## **II. REQUIREMENTS AND SPECIFICIATIONS**

### **A. General**

1. Meet with the project team and interested stakeholders in order to obtain input that confirms or amends your understanding of the proposed details of the target project (if any preliminary information exists).
2. Submit a cover letter identifying all firms and personnel proposed for the team as well as your firm's understanding of the project.

### **B. Market Demand Analysis**

1. Interview key representatives of area commerce, tourism, and industry to identify and quantify specific sources of lodging demand. Issue a qualitative opinion as to whether or not the development of a Convention Center Complex is supportable in the study area.
2. Determine the current overall market demand for rooms in the market area and the share of market demand that is generated by commercial travelers, leisure travelers, group meeting, and any other identifiable sources of demand.
3. To the extent the information is available, identify other proposed lodging developments to assess their probability of completion and the degree to which they will compete with this potential project.
4. Identify and inspect potential sites in order to determine their impact on the proposed Convention Center Complex. Such determinations will be intended to determine the property's accessibility, visibility, proximity to lodging demand generators, and physical characteristics that might affect the marketability of the proposed Convention Center Complex. Lodging generators include business, leisure, institutional, and non-traditional patrons.
5. Identify the type and size of the proposed facility that best suits the needs of the County. Make recommendations as to the best brand for the market, appropriate mix of single-bed, double-bed, and suite oriented rooms, amount of meeting space, breakout rooms, and the scope of other amenities that will give this project competitive advantages.
6. Study the timing and amount of lodging supply as well as actual occupancy and room rate patterns to determine the number of additional transient lodging rooms supportable in the market, including the proposed property. Develop a census of competitive facilities for the proposed Convention Center Complex. This census will include the following factors:
  - i. Name
  - ii. Location
  - iii. Year Built
  - iv. Number of Guestrooms
  - v. Rack Rates
  - vi. Occupancy and Rate (in the aggregate to protect confidentiality)
  - vii. Type and size of food, beverage, and meeting facilities
  - viii. Amenities

7. Evaluate existing and proposed transportation patterns in the area to determine their impact on the marketability of the proposed Convention Center Complex.
8. Project an estimate of the average annual occupancies and attainable room rates that could be achieved by the proposed Convention Center Complex on the subject site over a ten (10) year period. Consider also goods and beverage revenue coming from hotel outlets and the convention meeting space.
9. Prepare a table-oriented memo that summarizes your findings and conclusions to be reviewed by the evaluation team with the following standard exhibits:
  - i. A ten (10) year historical analysis of market supply and demand,
  - ii. A ten (10) year projection of anticipated market occupancies and rates,
  - iii. Estimates of occupancies and average daily rate for the proposed hotel over its first three to five years of operation,
  - iv. A ten (10) year operation pro forma for the convention center and hotel separately, which outlines in detail all anticipated revenue sources that may be available for bonding to pay for the initial capital costs of the Convention Center Complex. Also include other forms of income, expenses, net operating income, debt service, and cash flows.
  - v. A recommendation of the optimal pricing and leasing strategy for the project to maximize its use and financial feasibility.
10. Determine the amount of land required for the development considering your recommended size of the facilities and the parking requirements.
11. Estimate the approximate number of events per year (market demand) for utilization of the convention center and hotel by event type and percentage occupancy associated with each event. Identify any niche markets that would be viable for the facility.
12. Discuss your findings and conclusions of the study with the County and stakeholders.

*(All documentation and analysis should be based on the hotel and any business enterprises being privately developed, with an option that the conference center be developed in a public / private partnership, and with the understanding the overall project be viewed as one cohesive development.)*

### **C. Financial Feasibility Analysis**

1. Prepare estimate of annual revenue and expenses to the point of cash flow from operations available for debt service and equity distribution for the first ten (10) full years of operations for the proposed hotel. The prospective financial analysis shall have sufficient detail to reflect the major revenue and expense categories. Basis for the prospective financial analysis and key assumptions underlying inflation estimates shall be made explicitly detailed.
2. Prepare an analysis of the monetary benefit of any public assistance available to the project as well as possible sources. Also identify other potential benefits in addition to those monetary.
3. Required components for the financing plan are to include, but not be limited to:
  - i. Public sector financing scenarios only, identifying multiple appropriate financing packages of debt issuance, state or federal grants, tax financing or any other suitable public financing methods;
  - ii. Identify possible sources for a combination of public-private funding;
  - iii. Identify and outline governance structure options for each scenario listed.

### **D. Operational Analysis**

1. Prepare an estimated time table for construction of the project.
2. Determine any partnering strategies to facilitate construction as well as on-going operations.

#### **E. Economic Impact Analysis**

1. Assemble, review and analyze economic, demographic and real estate data pertaining to the local market. In particular, evaluate the present economic climate and estimate future growth potential, particularly as it relates to lodging demand.
2. Identify the impact, both negative and positive, on existing facilities within the area.
3. Identify and quantify the demand of any ancillary or complimentary businesses that would be needed to support or be generated by the project.

#### **F. Narrative Report**

1. Prepare a narrative report that clearly defines the project approach, work plan and detailed timeline, with identified milestones and significant events.
2. The narrative report must demonstrate a clear understanding of the scope of work for the project and identify the methodology to be used.
3. Prepare a report that can be submitted to prospective franchisors that contains a description of the project and covers all the analysis in sufficient detail so that the potential investors will have confidence in the analysis.
4. The narrative report will also contain a description of any public incentives available to a prospective developer and shall include an analysis that shows the potential monetary benefit of developing the project as presented.

#### **G. Company Information**

1. Prepare a brief description of the company, including the company history, office locations and company management.
2. Identify all project team members, including their titles, team role and qualifications. A current resume for all principal team leaders must be included.
3. Include financial reports that represent the solvency of your firm. These records should be marked "CONFIDENTIAL" on each page.

#### **H. Cost Proposal**

1. Submit a Lump Sum amount for completing the study. A detailed breakdown is encouraged and required to allow comparing submissions, followed by negotiations with a selected firm as necessary. Equal weight shall be given to the firm's qualifications and the proposed fee.
2. Prepare the cost for conducting the feasibility study and addressing the items covered in the scope of work. The fee proposal shall include an allowance for at least one draft revision to the study that will not be considered as additional services.
3. The cost proposal should include fees for travel, supplies, printing, and other miscellaneous expenses so that the administrative expense portion of the cost proposal is all-inclusive.
4. The cost proposals are to also include hourly rates for additional services that may not be included in the original proposal. Any change orders outside of the original proposal that may occur must be approved in writing by the Project Manager prior to any work being done.

# PUTNAM COUNTY BOARD OF COMMISSIONERS



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## INSURANCE CLAUSE FOR ALL COUNTY CONTRACTS

The Contractor shall indemnify and hold harmless, to the fullest extent allowed by law, Putnam County, Georgia, its members, its officers and employees from and against all losses, claims, damages and expenses, including court-ordered attorney's fees, arising out of or resulting from the performance of the contract that results in bodily injury, sickness, disease, death or injury to or destruction of tangible property, including the loss of use resulting therefrom and is caused in whole or in part by the Contractor, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable.

Contractor shall not commence work under this contract until he has obtained all insurance required under this Section and such insurance has been approved by PUTNAM COUNTY, nor shall the Contractor allow any subcontractor to commence work on his subcontract until all similar insurance required of the subcontractor has been so obtained and approved.

A. Workers' Compensation Insurance and Employer's Liability Insurance:

The Contractor shall take out and maintain during the life of this contract the applicable statutory Worker's Compensation Insurance, and in the case of any work sublet, the Contractor shall require the subcontractor similarly to provide statutory Worker's Compensation Insurance for the latter's employees. Coverage shall be provided by an insurance company authorized to write such insurance in all states where the Contractor will have employees located in the performance of this contract, and the Contractor shall require each of his subcontractors similarly to maintain Employer's Liability Insurance similarly to the Contractor.

Worker's Compensation – Required limits:

Coverage A – Coverage will include Statutory requirements

Coverage B – Employers Liability

\$100,000 Each Person

\$100,000 Each Person by Disease

\$500,000 Policy Limit – Disease

B. General Liability Insurance

1. The Contractor shall maintain during the life of this contract, Commercial General Liability Insurance, naming and protecting him and Putnam County against claims for damages resulting from (a) bodily injury, including wrongful death, and (b) property damage which may arise from operations under this contract whether such operations be by himself or by any subcontractor or anyone directly or indirectly employed by either of them. The insurance requirements are:

Commercial General Liability with limits of:

\$1,000,000 Each Occurrence

\$1,000,000 Personal Injury

\$2,000,000 Products/Completed Operations

\$2,000,000 General Aggregate

2. Coverage shall include Contractual Liability coverage insuring the contractual exposure as addressed in this contract.
  3. There shall be no exclusion or limitation for the Explosion (X), Collapse (C) and Underground (U) hazards.
  4. **Putnam County shall be named as Additional Insured.**
  5. The Commercial General Liability coverage shall be endorsed with the Designated Construction Project(s) General Aggregate Limit endorsement.
- C. Automobile Liability Insurance: The Contractor shall take out and maintain during the life of the contract such Automobile Liability Insurance as shall protect him against claims for damages resulting from (a) bodily injury, including wrongful death, and (b) property damage which may arise from the operations of any owned, hired, or non-owned automobiles used by or for him in any capacity in connection with the carrying out of this contract. The minimum acceptable limits of liability to be provided by such Automobile Liability Insurance shall be as follows:

Bodily Injury and Property Damage \$1,000,000 Combined Single Limit

- D. Builder's Risk Insurance: ***(For Building Construction Contracts Only)*** Unless otherwise specified where buildings are to be constructed under this contract, the Contractor shall provide coverage for all direct physical loss (also known as "Special Causes of Loss"). Such insurance shall be written on a Replacement Cost basis covering such building in the amount equal to one-hundred percent (100%) of the contract amount (minimum) as specified herein. Losses, if any, shall be made payable to PUTNAM COUNTY and Contractor as their interest may appear. A certificate of insurance evidencing such insurance coverage shall be filed with PUTNAM COUNTY by the time work on the building begins and such insurance shall be subjected to the approval of PUTNAM COUNTY.
- E. Minimum Scope of Insurance: All Liability Insurance policies shall be written on an "Occurrence" basis only. All insurance coverage is to be placed with insurers authorized to do business in the State of Georgia.
- F. Certificate of Insurance: All Certificates of Insurance shall be filed with PUTNAM COUNTY on the standard ACCORD CERTIFICATE OF INSURANCE form showing the specific limits of insurance, coverage modifications and endorsements required by the preceding Sections A, B, C, D and showing PUTNAM COUNTY as an additional insured where required. Such certificate shall specifically state that insurance policies are to be endorsed to require the insurer to provide PUTNAM COUNTY thirty days notice of cancellation, non-renewal or any material reduction of insurance coverage.

***The original certificate shall be provided to the Putnam County Board of Commissioners as designated and mailed to: 117 Putnam Drive, Suite A, Eatonton, GA 31024.***

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## PROPOSAL FORM REQUEST FOR PROPOSAL 16-11001-002 CONVENTION CENTER COMPLEX FEASIBILITY STUDY

**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 prices for a Convention Center Complex Feasibility Study:

\_\_\_\_\_ does hereby propose the following:  
(Name of Bidder)

\$ \_\_\_\_\_ (Base Bid)

**OPTIONS:**

- a) \_\_\_\_\_ \$ \_\_\_\_\_  
b) \_\_\_\_\_ \$ \_\_\_\_\_  
c) \_\_\_\_\_ \$ \_\_\_\_\_

**Grand Total:** \$ \_\_\_\_\_

**Additional sheet may be attached for detailed breakdown.**

**MARK OUTSIDE OF BID ENVELOPE AS FOLLOWS:**

**The offeror's name, address, telephone number, the RFP # and name, the date Thursday, January 5, 2017 at 3:00 p.m. and addressed as follows:**

**Convention Center Complex Feasibility Study  
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 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)

# PUTNAM COUNTY BOARD OF COMMISSIONERS



117 Putnam Drive, Suite A ♦ Eatonton, GA 31024  
706-485-5826 ♦ 706-923-2345 fax  
[www.putnamcountyga.us](http://www.putnamcountyga.us)

## SAVE Affidavit

**(U.S. Citizens are only required to provide this affidavit one time)**

By executing this affidavit under oath, as bidder to Putnam County Georgia as referenced in O.C.G.A. § 50-36-1, the undersigned applicant verifies one of the following with respect to my application for a public benefit:

**Please check one box only**

- 1)  I am a United States citizen
- 2)  I am a legal permanent resident of the United States
- 3)  I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien number issued by the Department of Homeland Security or other federal immigration agency

My alien number issued by the Department of Homeland Security or other federal immigration agency is:

\_\_\_\_\_

The undersigned applicant also hereby verifies that he or she is 18 years of age or older and has provided at least one secure and verifiable document, as required by O.C.G.A. § 50-36-1(e)(1), with this affidavit.

The secure and verifiable document provided with this affidavit can best be classified as:

\_\_\_\_\_.

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 O.C.G.A. § 16-10-20, and face criminal penalties as allowed by such criminal statute.

Executed in \_\_\_\_\_ (city), \_\_\_\_\_ (state).

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

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

Date \_\_\_\_\_

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

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

Affix Notary stamp/seal here

My Commission Expires: \_\_\_\_\_



# PUTNAM COUNTY BOARD OF COMMISSIONERS



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## Contractor Affidavit Under O.C.G.A. § 13-10-91(b)(1)

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 engaged in the physical performance of services on behalf of the Putnam County Board of Commissioners has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

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

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

\_\_\_\_\_  
Name of Contractor

\_\_\_\_\_  
Name of Project

Putnam County Board of Commissioners  
Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ in

\_\_\_\_\_ (city), \_\_\_\_\_ (state).

\_\_\_\_\_  
Signature of Authorized Officer or Agent

\_\_\_\_\_  
Printed Name and Title of Authorized Officer or Agent

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

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

My Commission Expires:

# PUTNAM COUNTY BOARD OF COMMISSIONERS



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

## Subcontractor Affidavit Under O.C.G.A. § 13-10-91(b)(3)

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 Putnam County Board of Commissioners has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned subcontractor will contract for physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the subcontractor with the information required by O.C.G.A. § 13-10-91(b). Additionally, the undersigned subcontractor will forward notice of the receipt of an affidavit from a sub-subcontractor to the contractor within five business days of receipt. If the undersigned subcontractor receives notice of receipt of an affidavit from any sub-subcontractor that has contracted with a sub-subcontractor to forward, within five business days of receipt, a copy of such notice to the contractor. Subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

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

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

\_\_\_\_\_  
Name of Subcontractor

\_\_\_\_\_  
Name of Project

Putnam County Board of Commissioners

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ in

\_\_\_\_\_ (city), \_\_\_\_\_ (state).

\_\_\_\_\_  
Signature of Authorized Officer or Agent

\_\_\_\_\_  
Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE

\_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_

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

My Commission Expires:

# PUTNAM COUNTY BOARD OF COMMISSIONERS



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## Sub-subcontractor Affidavit Under O.C.G.A. § 13-10-91(b)(4)

By executing this affidavit, the undersigned sub-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 subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract) and \_\_\_\_\_ (name of contractor) on behalf of the Putnam County Board of Commissioners has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned sub-subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned sub-subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the sub-subcontractor with the information required by O.C.G.A. § 13-10-91(b). The undersigned sub-subcontractor shall submit, at the time of such contract, this affidavit to \_\_\_\_\_ (name of subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract). Additionally, the undersigned sub-subcontractor will forward notice of the receipt of an affidavit from a sub-subcontractor to \_\_\_\_\_ (name of subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract). Sub-subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

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

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

\_\_\_\_\_  
Name of Sub-subcontractor

\_\_\_\_\_  
Name of Project

\_\_\_\_\_  
Putnam County Board of Commissioners

\_\_\_\_\_  
Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ in

\_\_\_\_\_ (city), \_\_\_\_\_ (state).

\_\_\_\_\_  
Signature of Authorized Officer or Agent

\_\_\_\_\_  
Printed Name and Title of Authorized Officer or Agent

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

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

\_\_\_\_\_  
My Commission Expires: