

Revised 5-30-17
Addendum No. 1

SECTION 00101

INSTRUCTIONS TO PROPOSERS

1. Introductory: In order to be entitled for consideration, proposals must be made in accordance with the following instructions as scheduled in the Advertisement for Proposals. The Owner reserves the right to reject any or all proposals and to waive technicalities and formalities. See Advertisement for Proposals, 00020, for proposal due date and time. Failure to comply with all instructions to proposers may be cause for rejection of bid.
2. The Owner of the proposed work is:

**Coweta County School System
167 Werz Industrial Drive
Newnan, Georgia 30263**
3. The title of the Work will be as indicated in the Advertisement for Proposals.
4. Architects and Engineers: The Architect of record or his authorized representative, and the consulting engineer(s) whose seal(s) occur on the Construction Documents will administer the construction contract.
5. Contractors Qualifications: Contractors shall submit to the Owner for consideration a fully completed Proposer's Qualification Statement and Questionnaire, Section 00450. In addition, any proposer may be required, at the discretion of the Owner, to furnish evidence satisfactory to the Owner that his proposed subcontractors have sufficient means and experience in the types of work called for to assure completion of the contract in a satisfactory manner.
6. Proposals:
 - A. All proposals must be properly signed, submitted in bound notebooks, except as otherwise noted, and received by the Owner no later than the date established in the Advertisement for Proposals. Proposals received after said time will not be accepted. A total of seven (7) proposals in bound notebooks are required. Proposals must include the following items;
 - 1) Fully executed Bid Proposal on form attached to these documents, **Section 00310 - Bid Proposal Form**, on extra copies available from the architect or on a facsimile of such forms. Submit three (3) copies in a separate sealed envelope addressed to the Coweta County School System plainly marked with the name of the project as shown in the

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Advertisement for Proposals. DO NOT ENCLOSE in the notebook with the other documents required to be submitted.

- 2) Fully executed Bid Bond with Power of Attorney for Attorney-in-Fact who executed bonds on behalf of sureties.
- 3) Fully completed Proposer's Qualification Statement and Questionnaire, **Section 00450**.
- 4) Fully executed Contractor's Affidavit for Bidding.
- 5) Fully executed Contractor's Immigration and Security Form.

B. The successful proposer will be required to contract with those Sub-contractors listed on the Proposal Form unless there are objections, in writing, from the Owner or Sub-contractor. The Sub-contractor may withdraw, in writing, due to circumstances such as a financial error or being unable to meet certain requirements of the contract documents.

7. Documents: Proposal documents may be examined in the office of the Architect and at the following plan rooms:

AGC - Builders Exchange Plan Room
1940 The Exchange, Suite 300
Atlanta, GA 30339
678-298-4130 / 678-298-4134 (Fax)
content@constructconnect.com

National Association of Minority
Contractors
4251 Eastside Drive
Decatur, GA 30034
404-688-6996/ 404-688-6122 (Fax)

8. Addenda: Any addendum issued prior to the time of opening of bids shall be covered in the proposal and, in closing the Contract, they shall become a part hereof.

9. Interpretation: No oral interpretations will be made to proposers as to the meaning of proposal documents. Requests for such interpretations shall be made in writing to the Architect no later than seven (7) days prior to time for receiving proposals and failure on the part of the successful proposer to do so shall not relieve him, as a contractor, of the obligation to execute such work in accordance with a later interpretation by the Architect. All the interpretations made to the proposers shall be made in the form of addenda to the Drawings and Project Manual and sent to all proposers. Efforts will be made to issue the last addendum not less than five (5) days prior to the proposal due date.

10. Bond Requirements:

A. A Bid Bond (A.I.A. Document A310) payable to the Coweta County Board of Education in the amount equal to 5% of the bid price, must be submitted with the Proposal. This bond shall be written on Coweta County School System Standard Form attached at the end

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of **Section 00310 – Bid Proposal Form**. No company, regardless of size or financial rating, will be allowed to write its own bonds. The bid bond shall be executed by a surety company, licensed to do business in the State of Georgia listed in the Department of the Treasury Circular 570, latest revision. **The Surety Company shall have an A.M. Best Company minimum rating of “A” with a minimum financial size of VI (6) or better in accordance with the General Conditions.** No company, regardless of the size of financial rating, will be allowed to write its own bond. CERTIFIED OR CASHIER'S CHECKS WILL NOT BE ACCEPTED IN LIEU OF A BID BOND.

- B. A Performance Bond and Labor and Materials Payment Bond satisfactory to the Owner each in the amount of 100% of the contract sum will be required of successful bidder to guarantee delivery of completed work under contract and payment for labor and materials. These bonds shall be written on Coweta County School System Standard Forms attached at the end of **Section 00310 – Bid Proposal Form**. No company, regardless of size or financial rating, will be allowed to write its own bonds. **The Surety Company shall have an A.M. Best Company minimum rating “A” with a minimum financial size of VI (6) or better in accordance with the General Conditions.** Bonds must be accompanied by letter stating bonding company's current rating for verification prior to acceptance by the Owner and execution of the formal Owner/Contractor Agreement.
- C. Bid Surety Bond and Performance and Labor and Material Payment Bonds must be accompanied by a Certificate of Power of Attorney showing that the party who executed the bonds is authorized to do so by the surety company.

11. Contract Award:

- A. In evaluating Proposals, the Board may seek additional information from any contractor concerning such contractor's Proposal or its proposed subcontractor's qualifications to construct the Project.
- B. The Board intends to award the construction contract to the responsible and responsive contractor whose Proposal is determined in writing to be the most advantageous to the Board, taking into consideration the following evaluation factors which are listed in their order of relative importance:
- 1) Firm overview/ project personnel. (50 Points)
 - 2) Pricing. (50 Points)
 - 3) Approach/ schedule/ safety. (40 Points)
 - 4) Relevant experience/ references. (40 Points)

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- 5) Financial stability/ claims. (20 Points)
 - 6) Finalist Interview. (20 Points)
 - C. The Selection Committee may choose to interview the top three contractors based on preliminary review of proposals. The Contractors will be notified regarding exact interview times and dates. Contractors, along with their project manager, job superintendent, and other key personnel that will actively participate in the project will be required to attend this interview.
 - D. At the discretion of the Owner, and in conformity with the applicable provisions of Georgia Law, the Owner may afford contractors an opportunity for subsequent discussion, negotiation, and revision of Proposals. The Owner reserves the right to reject any or all Proposals and to waive any technicalities or formalities. Any Proposal submitted in response to this Request shall remain open for acceptance by the board, and same shall be honored by the contractor, for a period of sixty (60) days from the date set forth for receipt of proposals in the Advertisement for Proposals, **Section 00020**.
12. Contract Form: The Contract for this project will be comprised of three parts as follows:
 - A. The "Standard Form of Agreement Between the Owner and Contractor", AIA Document A101, Fourteenth Edition, Copyright 2007, Articles 1 through 10 inclusive.
 - B. The "General Conditions of the Contract for Construction", AIA Document A201, Fifteenth Edition, Copyright 2007, Articles 1 through 15 inclusive, Pages 1 through 40, are included herein, as part of this Contract.
 - C. The "Supplementary Conditions," **Section 00800**.

The agreement form will be prepared by the Architect and issued to the Contractor for execution and returned to the Owner for signature. Executed bonds and insurance certificate must be submitted to the Owner by the Contractor at the Pre-construction Conference.
13. Samples: If required by the Owner, the successful bidder will submit samples of items they propose to furnish before any award is made.
14. Before visiting the site for any reason prior to the bid date, all prospective bidders (General Contractors and Subcontractors) shall call the administrative office of the school and notify the administrative personnel of the day and time when they plan to visit the site. Upon arriving at the

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school, the representatives of the prospective proposers will then sign-in at the administrative office area and obtain the number of visitor badges which are to be worn while on the school property. Upon completion of the site visit, the prospective proposer's personnel will then return their visitor badges to the office and sign out. Failure to comply with the above mentioned procedure would result in the personnel involved being asked to vacate the facility and site whether or not they have completed their investigation.

15. On additions, renovations and/or modifications to existing school facilities, the AHERA (Asbestos Hazard Emergency response Act) rules require that a Management Plan be on file in the office of the local school and this is available for the proposer's consultation; however, the proposer may not remove this document from the school office. Copies may be obtained at \$0.20 per sheet. Contact the Architect, if you wish to order a complete set or copies of individual pages. The Management Plan shows the areas within the building that tested positive ACBM during the required building inspections. If there is any ACBM which will be disturbed by the work included in the contract, the CCSS will have it removed, unless specifically stated otherwise in the contract documents.
16. Fees: The Owner will pay for all Sewer Impact Fees, Water Tap Fees, and Water Meter Fees for work performed by the Coweta County Water & Sewerage Authority. The Contractor will pay for all remaining work. Costs for temporary water, gas, telephone and power services will be paid for by the Contractor. The Owner will pay for utility costs starting on the date of Substantial Completion.
17. Refer to Building Codes and Permits, **Section 01061**, for permits required to be secured and paid by the General Contractor.
18. GEORGIA COMPETITIVE BID REQUIREMENTS OCGA 36-91-21 (d)
Contractor's full compliance with all applicable state competitive bid laws, O.C.G.A. §36-91-21 (d) is a condition to the bid proposal and contract. Contractors are required to affirm compliance by completing and returning the Affidavit for Bidding with Contractor's proposal.
19. GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT OCGA 13-10-90
Contractor's full compliance with all applicable federal and state security and immigration laws, including without limitation the Georgia Security and Immigration Compliance Act as amended, O.C.G.A. §13-10-90, O.C.G.A. §13-10-91, and Georgia Department of Labor Rule 300-10-1, *et. seq.* is a condition to the bid proposal and contract. Contractors are required to affirm compliance by completing and returning the Georgia Security and Immigration Compliance Documents with Contractor's proposal.

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20. Documents Required at Pre-construction Conference: The winning contractor shall provide the following items at the Pre-Construction Conference: Signed Contract, Schedule of Values (G703), Sub-contractor List with 24 hour contacts (G705), Payment and Performance Bonds, Bond Rating Letter, Labor & Material Bond, Insurance Certificates, List of Suppliers, and Subcontractor Affidavits – licensed in Coweta County, and Schedule.

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AFFIDAVIT FOR BIDDING

(This form to be executed in compliance with Official Code of Georgia Annotated Section 36-91-21 (3). If the Contractor is a partnership, the Affidavit shall be executed by all of the partners and any officer, agent, or other person who may have represented or acted for them in bidding for or procuring the contract. If the Contractor is a corporation, all officers, agents, or other persons who may have acted for or represented the corporation in bidding for or procuring the Contract shall execute the Affidavit.)

STATE OF GEORGIA

COUNTY OF: _____

_____,
being duly sworn, hereby deposes and says that he/she has read, and is familiar with the provisions of the Official Code of Georgia Annotated Section 36-91-21 (d) which provides as follows:

- (d) Whenever a public works construction contract for any governmental entity subject to the requirements of this chapter is to be let out by competitive sealed bid or proposal, no person, by himself or herself or otherwise, shall prevent or attempt to prevent competition in such bidding or proposals by any means whatsoever. No person who desires to procure such work for himself or herself or for another shall prevent or endeavor to prevent anyone from making a bid or proposal therefor by any means whatever, nor shall such person so desiring the work cause or induce another to withdraw a bid or proposal for the work.

and that he/ she has not directly or indirectly violated said provisions of the law.

Further, Affiant saith not.

This _____ day of _____ 20____.

Sworn to and subscribed before me this _____ day of _____ 20____.

Notary Public

My commission expires _____

This _____ day of _____ 20____.



**IMMIGRATION AND SECURITY FORM
(GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT)**

Contractor's Name:	
State Entity's Name:	
State Solicitation/ Contract No.:	

CONTRACTOR AFFIDAVIT

By executing this affidavit, the undersigned Contractor verifies its compliance with O.C.G.A. §13-10-91, stating affirmatively that the Contractor identified above has registered with and is participating in a federal work authorization program*, in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with the State Entity, Contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. § 13-10-91 on the attached Subcontractor Affidavit. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the State Entity at the time the subcontractor(s) is retained to perform such service.

EEV / E-Verify™ Company Identification Number

BY: Authorized Officer or Agent
(Contractor Name)

Date

Title of Authorized Officer or Agent of Contractor

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE

____ DAY OF _____, 20__

Notary Public

[NOTARY SEAL]

My Commission Expires:

*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



**IMMIGRATION AND SECURITY FORM
(GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT)**

Contractor's Name:	
State Entity's Name:	
State Solicitation/ Contract No.:	

ADDITIONAL INSTRUCTIONS TO CONTRACTOR: Identify all subcontractors used to perform under the state contract. In addition, you must attach a signed and notarized affidavit (third page of this form) from each of the subcontractors listed below. The contractor is responsible for providing a signed and notarized affidavit to the State Entity within five (5) days of the addition of any new subcontractor used to perform under the identified state contract.

Contractor's Name:	
Subcontractors:	



**IMMIGRATION AND SECURITY FORM
(GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT)**

Contractor's Name:	
Subcontractor's (Your) Name:	
State Entity's Name:	
State Solicitation/ Contract No.:	

SUBCONTRACTOR AFFIDAVIT

By executing this affidavit, the undersigned Subcontractor verifies its compliance with O.C.G.A. §13-10-91, stating affirmatively that the Subcontractor which is engaged in the physical performance of services under a contract with the Contractor identified above on behalf of the State Entity identified above has registered with and is participating in a federal work authorization program*, in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

EEV / E-Verify™ Company Identification Number

BY: Authorized Officer or Agent
(Subcontractor Name)

Date

Title of Authorized Officer or Agent of Contractor

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE

____ DAY OF _____, 20__

Notary Public

[NOTARY SEAL]

My Commission Expires:

*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

END OF SECTION