

**Town of Between, Georgia**

**REQUEST FOR SEALED BIDS  
RENOVATION SERVICES**

**RENOVATION BETWEEN TOWN HALL BUILDING  
PROJECT# 2023-100**

**Submission Deadline 11:00 AM EST November 10, 2023**

**REQUEST FOR BIDS – RENOVATION SERVICES, BETWEEN TOWN HALL  
BUILDING**

**PROJECT # 2023-100**

The Town of Between, Georgia (Town) issues this request for bids for the purpose of seeking a qualified firm to provide renovation services for the renovation of the existing town hall building located at 1926 New Hope Church Road, Monroe, Georgia 30655. The Town owns this property.

Bids must be submitted in a sealed envelope and received no later than 11:00 AM EST on November 10, 2023 at the address listed below. All submittal shall contain three hard (3) copies of the information requested. Submittals received after the deadline will not be accepted or considered. Facsimile or e-mail submittals will not be accepted or considered.

**DELIVER SUBMITTALS TO:**

Mayor Robert Post  
Town of Between  
1926 New Hope Church Road  
P.O. Box 46  
Monroe, Georgia 30655

Offerors mailing bids should allow sufficient mailing time to ensure timely receipt. The Town is not responsible for proposals delayed by mail services of any nature. Bids received after the set time for closing will be returned unopened.

Bids must be submitted in the official name of the firm or individual under which business is conducted (showing the official business address). Bids must be signed in ink by a person authorized to legally bind the person, partnership, company or corporation submitting the bid. Bids must be valid for a minimum of one hundred twenty (120) days.

This bid solicitation does not commit the Town of Between to award a contract or pay any costs incurred in the preparation of the bid. Upon receipt by the Town, the bid shall become the property of the Town for disposition or usage by the Town at its discretion. The Town shall have sole discretion in evaluating bids and qualifications of offerors. The Town reserves the right to reject any and all bids and is not bound to accept any bids, if bid acceptance is contrary to the best interest of the Town. The particulars of any bid will remain confidential until such time that a contract is executed with the successful offeror. The Town of Between reserves the right to engage in discussion with any or all responsible responders who submit bids for the purpose of clarification to assure full understanding of and responsiveness to this request.

The successful firm must ensure that subcontractors, agents, personnel assigned by or employees of prime firm and subcontractors are not discriminated against because of race, color, religion, sex or national origin. Offerors must make positive efforts to provide equal employment opportunity for minority and women owned businesses.

## **SCHEDULE**

Release of Bid	Wednesday, October 11, 2023
<b>Mandatory</b> Pre-Bid Conference	Wednesday October 18, 2023, 10AM
Bids Due	Friday, November 10, 2023

## **GENERAL INFORMATION**

- Funding for this project is from a 2013 SPLOST allocation and is limited in scope.
- The existing building is approximately fifty years old.
- The existing building is approximately 24 feet X 43 feet in dimension (1032 sq ft).
- The existing building exterior walls are constructed of cement block.
- The roof consists of stick-built framing with plywood decking covered in three-tab asphalt shingles.
- The building does not meet current ADA standards with regards to access or restroom facilities.

## **PROJECT DESCRIPTION**

The Town plans to renovate the existing town hall to bring it into compliance with current ADA requirements, energy and building codes. All work must meet current federal, state and local building, HVAC, electrical and plumbing codes and standards.

The following details the renovations proposed:

### **INTERIOR DEMOLITION**

- Remove all drywall from walls and ceiling
- Remove carpet and prepare surface for new flooring
- Remove plumbing fixtures in bathrooms and break room
- Remove wall between main meeting area and break room
- Remove all windows
- Remove all doors
- Remove existing HVAC duct work and furnace

- Remove cabinets from break room
- Remove water heater
- Remove ceiling framing in main meeting area
- Remove all existing lighting
- Remove baseboard heaters

## EXTERIOR DEMOLITION

- Remove roofing shingles
- Remove exterior doors
- Remove and extend front entry area (concrete)
- Remove overhead electrical service
- Grade left side of building for handicap sidewalk from parking lot to front porch
- Pressure wash exterior of building for paint remove gutters
- Remove exterior shutters

## FRAMING

- Frame new wall between meeting area and break room
- Frame new bathroom
- Frame main meeting area for vaulted ceiling
- Extend roof line four (4) feet at entry gable and covered entrance
- Install Hardi plank scalloped panels on front of new gable
- Add new 8" x 8" load bearing columns (4) at front entryway
- Fir interior walls out 1 ½ inches for drywall, rigid foam insulation and electrical devices
- Add framing for electrical closet with access door

## PLUMBING

- Saw cut floor for new toilet and sink in bathroom
- Provide plumbing for a new sink in the break room
- Replace existing hot water heater with under counter instant hot water heaters in bathroom and breakroom
- Install new plumbing fixtures (ADA compliant) for sink in bathroom and breakroom and ADA compliant toilet

## ELECTRICAL

- Add circuits for (2) split unit air conditioners
- Add new lighting in main meeting area and breakroom / LED self-contained can light fixtures / spacing to provide optimum lighting
- Provide new lighting / outlet in bathroom
- Provide exterior vented exhaust fan in bathroom on separate switch
- Provide power for (2) instant hot water heaters in break room and bathroom

- Install gooseneck light fixture for signage on front of building
- Install new exterior wall sconces on each side of front entrance doors
- Provide new underground electrical service to building
- Add circuits for additional receptacles per code

## HVAC

- Provide and install properly sized mini split unit in meeting area
- Provide and install properly sized mini split unit in break room

## DRYWALL

- Install drywall on newly framed walls and vaulted ceiling
- Skim and mud all joints
- Sand and prepare surfaces for paint

## INSULATION

- Install spray foam insulation in attic area between rafters sufficient to meet energy code requirements
- Install 1 ½ inch foam board on all interior walls prior to installation of drywall

## MILLWORK

- Trim windows and doors
- Trim out case openings in break room and bathroom
- Install interior Masonite six panel door with lever hardware in bathroom
- Install crown molding around all ceilings
- Install baseboards and shoe mold
- Install new cabinets and laminate countertops in break room

## EXTERIOR DOORS AND WINDOWS

- Install white vinyl 6 over 6 insulated windows (single hung or stationary)
- Install double (6') insulated solid core, metal, raised panel doors with 9 light panels at front entrance
- Install single (3') solid core, metal, raised panel door on side entrance.
- All hardware will include locking lever handles with separate double cylinder deadbolts
- Install vinyl raised panel shutters on front windows

## FLOORING

- Provide and install new glue down LVT flooring on all interior flooring surfaces

## PAINTING

- Prime and paint exterior of building and trim

- Prime and paint all interior walls and ceilings
- Prime and paint interior and exterior doors
- Prime and paint exterior shutters

## ADDITIONAL SERVICES

- Install new 20-year architectural asphalt shingles
- Add synthetic brick water table across front of building below window sill
- Install new gutters
- Install handicap sidewalk from parking area to front entrance on left side of building
- Install raised concrete porch 8' x 24' with concrete walkway from parking lot
- Landscape around building and front entryway
- Provide adequate construction dumpster to facilitate demolition and construction debris
- Provide disposal of debris to a appropriate landfill facility
- Provide security of work site as appropriate

All colors for roofing, flooring, cabinets, counter tops, interior and exterior paint to be determined by owner.

## GENERAL TERMS AND CONDITIONS

### 1. RECEIPT AND OPENING OF SEALED BIDS:

- a. Sealed bids will be received on November 10, 2023 by 11:00 AM. Bids will be opened on November 14, 2023 at the monthly Town Council meeting at 6:00 PM.
- b. The Town will consider as non-responsive any bid not prepared and submitted in accordance with the provisions hereof and may waive any informality or reject any and all bids. Any bid may be withdrawn prior to the scheduled submittal date/time prior to the scheduled time for the opening of bids or authorized postponement thereof. Any bid received after the time and date specified shall not be considered. No responder may withdraw a bid within 120 days after the actual date of the opening thereof or as provided in the bid documents, whichever is first.

### 2. RESPONDER QUALIFICATIONS:

To be acceptable to the Town, responders must be skilled and/or licensed. If applicable, in the class of work on which they respond, and no bid will be considered from any responder who is unable to show that he has actually performed considerable work of similar character to that on which he is responding.

### 3. EXECUTION OF CONTRACT:

The responder to whom an award is made shall deliver to the Town a Certificate of Insurance prior to the execution of the contract. The Town's issuance of a purchase order shall serve as the official "Notice to Proceed". Responders failing to enter the proposed contract and/or provide the required Certificate of Insurance may be subject to Debarment and Suspension from future consideration for award of Town contracts.

### 4. PAYMENT AND PERFORMANCE BONDS:

The contractor will be required to provide a payment and performance bond in the amount of 100% of the total contract amount.

A Payment Bond must be submitted to the Town by the successful responder ("Contractor") once it has been awarded the contract. Payment Bonds encompass the prime Contractor's obligation to pay subcontractors and others for material and labor used in the project. A Payment Bond guarantees that the Contractor will pay certain bills for labor and materials (including those from subcontractors and suppliers), which are associated with the subject contract. The Payment Bond requirement helps assure that the Contractor provides suitable evidence of its financial condition and ability to complete the project without financial difficulty.

A Performance Bond must be submitted to the Town by the successful responder ("Contractor") once it has been awarded the contract. The Performance Bond ensures that the project will be completed even if the prime Contractor defaults or abandons the project. A Performance Bond guarantees contract performance by the Contractor, according to the contract specifications, terms and conditions. The Performance Bond requirement helps assure that the Contractor provides suitable evidence of its financial condition and ability to complete the project without financial difficulty.

### 5. TERM OF CONTRACT AND CONTRACT DOCUMENTS:

#### a. The contract documents that will form the contract shall include:

The Complete Bid documents; All Addenda (if any); the Successful Responder's Submitted Bid Document; Executed Contract; Purchase Order; Insurance Certification.

- b. Bids submitted must be in a form suitable for incorporation, verbatim, into the contract.
- c. No written contract may be assigned, sublet, or transferred without the written consent of the Town.

## 6. INSURANCE:

The successful responder shall procure, maintain, and provide proof of insurance coverage for injuries to persons and/or property damage as may arise from or in conjunction with, the work performed on behalf of the Town by the responder, his agents, representatives, employees or subcontractors. Proof of coverage as contained herein shall be submitted within ten (10) days after the Town has provided a verbal notice of award and such coverage shall be maintained by the Responder for the duration of the contract period.

a. General Liability:

\$1,000,000	Aggregate Limit
\$ 50,000	Fire Damage Limit
\$ 5,000	Medical Expense Limit

b. Worker's Compensation

Limits as required by the State of Georgia, Employees Liability, \$1,000,000.

c. Owners' and Contractors' Protective Liability (if applicable)

Policy will be in name of the Town. Minimum limits required are \$1,000,000.

d. Professional Liability (if applicable)

Minimum limits are \$1,000,000 per occurrence

e. Coverage Provisions

1. All deductibles or self-insured retention shall appear on the certificate.
2. The Town of Between shall be added as additional insured. This provision does not apply to Professional Liability or Workers' Compensation/Employees' Liability.
3. The responder's insurance shall be primary over any applicable insurance or self-insurance maintained by the Town.
4. Shall provide 30 days written notice to the Town before any cancellation, suspension, or void of coverage in whole or part, where such provision is reasonable.
5. All coverage for subcontractors of the responder shall be subject to all of the requirements stated herein.
6. All deductibles or self-insured retention shall appear on the certificate and shall be subject to approval by the Town. At the option of the Town, either the insurer shall reduce or eliminate the deductible or self-insured retention; or the responder shall be required to procure a bond guaranteeing payment of losses and related claims expense.

7. Failure to comply with any reporting provisions of the policy shall not affect coverage provided the Town, its officers/officials, agents, employees and volunteers.
8. The insurer shall agree to waive all rights of subrogation against the Town, its' officers/officials, agents, employees or volunteers for any act, omission, or condition of premises which the parties may be held liable by reason of negligence.
9. The responder shall furnish the Town certificates of insurance including endorsements affecting coverage. The certificates are to be signed by a person authorized by the insurance company to bind coverage on its' behalf, if executed by a broker, notarized copy of authorization to bind, or certified coverage must be attached.

## **7. RIGHT TO INCREASE OR DECREASE THE AMOUNT OF WORK:**

The Town reserves the right to increase or decrease the amount of work under the Contract at the unit prices quoted in the bid received from the successful responder (if applicable).

## **8. LAW AND REGULATIONS:**

The responder's attention is directed to the fact that all applicable Federal, State and local laws, statutes, ordinances, and rules and regulations of the authorities having jurisdiction over the project shall apply to the contract and the project throughout, and they will be deemed to be include in the contract the same as though herein written out in full.

## **9. METHOD OF AWARD:**

- a. Contract will be awarded to the responder whose bid appears to serve the best interest of the Town. The successful responder will be determined by response to the requested scope and by the lowest responsible bid.
- b. The Town of Between reserves the right to accept or reject, in part, together or separately, any and all responses as appears in its judgement to be in the best interest of the Town, or to waive any and all technicalities and informalities in determining the action of each bid.

## **10. OBLIGATION OF RESPONDER:**

1. At the time of the bid opening, each responder will be presumed to have inspected the site and to have read and to be thoroughly familiar with the Documents. The failure or omission of any responder to examine any form, instruction or document shall in no way relieve any responder from any obligation in respect to this bid solicitation.

2. Any deviation from specifications in the bid solicitation must be clearly pointed out; otherwise, it will be considered that the items offered are in compliance with these specifications, and the successful responder will be held responsible therefore.
3. Any attempt by a responder to influence the opinion of the Town staff, or Town Council, by discussion, promotion, advertising or any procedure to promote their offer, will constitute grounds to judge such an offer non-responsive.
4. All responders are informed that the Town may exercise its option to extend the contract and/or purchase order, should such extension be mutually agreeable between the Town and the successful responder.
5. The responder agrees to secure at the responder's own expense all personnel necessary to carry out responder's obligations under this solicitation. Such personnel shall not be deemed to be employees of the Town, nor shall they or any of them be deemed to have any direct contractual relationship with the Town. The Town shall not be responsible for withholding taxes with respect to the responder's compensation hereunder. Responder shall not hold himself out as an employee of the Town, and shall have no power or authority to bind or obligate the Town in any manner, except Town shall make payment to responder for services as herein provided. Responder shall obtain and maintain all licenses and permits required by law for performance of this contract by him. The Responder shall have no claim against the Town hereunder or otherwise for vacation pay, sick leave, retirement benefits, social security, worker's compensation, health or disability benefits, unemployment insurance benefits, or employee benefits of any kind. State or Federal governments, including but not limited to Social Security, workmen's compensation, Employment Security, sales or use tax and any other taxes and licenses or insurance premiums required by law. The Town shall pay no employee benefits or insurance premiums of any kind to or the benefit of responder or his employees, agents, and servants by reason of this contract.
6. The responder will act in an independent capacity and not as officers or employees of the Town. The responder shall indemnify, defend and hold harmless the Town of Between, its officers, agents and employees from liability and any claims, suits, judgements, and damages of any nature brought because of, arising out of, or due to breach of the agreement by responder, its subcontractors, suppliers, agents, or employees or due to any negligent act or occurrence or any omission or commission of responder, its subcontractors, suppliers, agents, or employees.
7. The successful responder shall indemnify and hold harmless the Town of Between, its officers, agents and employees from all suits or claims of any character resulting from patent, trademark or copyright

infringement or accidents/injury at any point in the delivery of goods/services.

8. It is the responsibility of the prospective responder to review the entire advertisement for bid packet and to notify the Town if any specifications are formulated in a manner that would unnecessarily restrict competition. Any such protest or question regarding the specifications or responding procedures must be received by the Town not less than five (5) days prior to the time set for bid opening. These requirements also apply to specifications or instructions that are ambiguous.
9. Should any responder fail to perform or comply with any provision or terms and conditions of any documents referenced and made part thereof, the Town of Between may terminate this contract, in whole or in part, and may consider such failure or non-compliance a breach/default of contract. The Town reserves the right to purchase any/all items or services in default on the open market. By submittal of a response, all responders agree to this provision. No principles of a defaulting firm may submit a response under another organization or individual name until their previous default is settled.
10. The Town of Between may terminate this agreement with or without cause at any time. In the event of termination by either party, uncontested fees due for services satisfactorily performed or goods accepted prior to the termination shall be paid.
11. All bids (and supporting documents) will be retained by the Town of Between for a period of one hundred twenty (120) days from the date the bids are opened, and no bid shall be received nor shall any responder be allowed to withdraw a bid after the opening hour commences.

#### 11. WARRANTIES:

The responder shall include and identify all warranties including workmanship, products, and components relating to the renovation of the Between Town Hall.





