

COLUMBUS CONSOLIDATED GOVERNMENT

Georgia's First Consolidated Government



FINANCE DEPARTMENT PURCHASING DIVISION

100 TENTH STREET, P. O. BOX 1340
COLUMBUS, GEORGIA 31902-1340
706-653-4105, FAX 706-653-4109
BidLine 706-225-4536

www.columbusga.org

Date: February 24, 2010

<p>REQUEST FOR BIDS:</p> <p>RFB NO. 10-0046</p>	<p>Qualified vendors are requested to submit sealed bids, subject to conditions and instructions as specified, for the furnishing of:</p> <p style="text-align: center;">BUILDING IMPROVEMENTS FOR THE HISTORIC TRAIN DEPOT (RE-BID)</p>
<p>GENERAL SCOPE</p>	<p>The work includes, but is not limited to, the installation of HVAC drain pans, electrical fixture replacement, interior and exterior painting, carpet replacement, and interior and exterior carpentry work. The City will only consider bids from contractors with experience in restoration work for historic structures.</p>
<p>MANDATORY PRE-BID CONFERENCE</p>	<p>A Mandatory Pre-Bid Conference/Site Visit is scheduled at 9:00 A.M. (Eastern) on Wednesday, March 17, 2010. Vendors shall convene in the lobby area of the Train Depot (Chamber of Commerce), which is located at 1200 6th Avenue, Columbus, GA 31902. Vendors will be allowed a 10-minute grace period. Any vendor who is not present in the lobby area of the Train Depot (Chamber of Commerce) within 10 minutes after the time slated for the beginning of the mandatory pre-bid conference/site visit shall not be allowed to participate any further in the bid process. Refer to page 4 for additional information.</p>
<p>DUE DATE</p>	<p style="text-align: center;">MARCH 31, 2010 - 2:30 PM (Eastern)</p> <p>Bids must be received and date/time stamped on or before the due date by the Purchasing Division of Columbus Consolidated Government Finance Department 5th Floor, Government Center, 100 10th Street, Columbus, GA. Bids will be opened during the 3:00 p.m. hour in the Conference Room of the Purchasing Division. Bidders are not required, but are invited to attend the bid opening.</p>
<p>INSTRUCTIONS TO OBTAIN SPECIFICATIONS</p>	<p style="text-align: center;"><u>THIS SHEET DOES NOT REPRESENT BID SPECIFICATIONS</u> <i>(If you purchased plans for the original bid (RFB No. 10-0009), you are not required to repurchase plans for this project.)</i></p> <p style="text-align: center;">Plans, Specifications and Bid documents are available For a <u>Non-refundable</u> Fee of \$30.00 from: Department of Engineering 2nd Floor – Government Center Annex Building 420 Tenth Street, Columbus, Georgia 8:00 A.M. - 5:00 P.M. (706) 653-4441</p>
<p>NO BID RESPONSE</p>	<p>If you are not interested in this solicitation, refer to page 2.</p>

Andrea J. McCorvey
Andrea J. McCorvey, CPPB
Purchasing Division Manager

STATEMENT OF "NO BID SUBMISSION"

NOTIFY THE PURCHASING DIVISION IF YOU DO NOT INTEND TO SUBMIT A BID:

Email dlewis@columbusga.org or return this form, via fax or mail, to:

Fax number (706) 653-4109

Attn: Della Lewis

Columbus Consolidated Government

Purchasing Division

P. O. Box 1340

Columbus, Georgia 31902-1340

We, the undersigned decline to submit a bid for **RFB NO. 10-0046, BUILDING IMPROVEMENTS FOR THE HISTORIC TRAIN DEPOT (RE-BID)** for the following reason(s):

- Specifications are too "tight", i.e. geared towards one brand or manufacturer (explain below)
- There is insufficient time to respond.
- We do not offer this product and/or service.
- We are unable to meet specifications.
- We are unable to meet bond requirements.
- Specifications are unclear (explain below).
- We are unable to meet insurance requirements.
- Remove us from your vendor list for this commodity or service.
- Other (specify below)

Comments _____

We understand that if this statement is not completed and returned, our company may be deleted from the Columbus Consolidated Government's bidder list for this commodity or service.

COMPANY NAME: _____

AGENT: _____

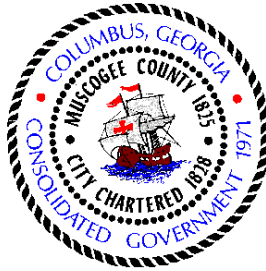
DATE: _____

TELEPHONE NUMBER: _____

GENERAL PROVISIONS

THE GENERAL PROVISIONS SHALL BE DEEMED AS PART OF THE BID SPECIFICATIONS.

The provisions of the Procurement Ordinance for the Consolidated Government of Columbus, Georgia, as adopted and amended by Council, shall apply to all invitations for bids and award of all contracts and is specifically incorporated herein by reference. A copy of the ordinance is on file in the Purchasing Division.



NOTICE TO VENDORS

Columbus Council, by Ordinance 92-60 has prohibited any business that is owned by any member of Columbus Council or the Mayor, or any business in which any member of Columbus Council or the Mayor has substantial pecuniary interest from submitting a bid for goods or services to the Consolidated Government of Columbus, Georgia.

Likewise, Ordinance 92-61, no business which is owned by any member or any board, authority or commission, subordinate or independent entity, or any business in which any member or any board, authority or commission, subordinate or independent entity has substantial pecuniary interest may submit a bid to the Consolidated Government if such bid pertains to the board, authority or commission.

BID BOND SUBMISSION

The City will accept a copy of a bid bond at the bid opening. However, if a copy of a bid bond is submitted, the bidder must submit to the Purchasing Division the identical original document within 5 days after the bid opening. **If the original document is not received within 5 days, then the bid will not be considered.**

MANDATORY PRE-BID CONFERENCE/SITE VISIT ATTENDANCE CONFIRMATION FAX FORM

Date: _____

To: Della Lewis, CPPB, Buyer Specialist
Email: dlewis@columbusga.org
Fax No. (706) 653-4109

Re: RFB No. 10-0046, Building Improvements for the Historic Train Depot (Re-Bid)

I will attend the Mandatory Pre-Bid Conference/Site Visit scheduled at 9:00 A.M. (Eastern) on Wednesday, March 17, 2010

A Mandatory Pre-Bid Conference/Site Visit is scheduled at 9:00 A.M. (Eastern) on Wednesday, March 17, 2010. Vendors shall convene in the lobby area of the Train Depot (Chamber of Commerce), which is located at 1200 6th Avenue, Columbus, GA 31902. Vendors will be allowed a 10-minute grace period. Any vendor who is not present in the lobby area of the Train Depot (Chamber of Commerce) within 10 minutes after the time slated for the beginning of the mandatory pre-bid conference/site visit shall not be allowed to participate any further in the bid process.

The purpose of the conference is to discuss any questions or concerns vendors may have regarding the specifications and to allow vendors to view the work area. Vendors must notify Della Lewis, Buyer via email, dlewis@columbusga.org or fax number (706) 653-4109, to confirm attendance at the mandatory pre-bid conference/site visit.

All vendors attending the mandatory pre-bid conference must sign an attendance sheet, complete with the name of the firm, name of the attendee, complete address, phone and fax numbers. Only vendors who have signed the attendance sheet will receive future addenda and will be allowed to bid on this project. Bids received from vendors who do not attend the mandatory pre-bid conference will be deemed incomplete.

(PLEASE PRINT)

FROM: _____

Company Name	Number of Attendees		

Representative	Email Address		

Mailing Address	City	State	Zip

Telephone Number	Fax Number		

RFB NO. 10-0009
BUILDING IMPROVEMENTS FOR THE HISTORIC TRAIN DEPOT

MINORITY AND WOMEN PARTICIPATION

CONSISTENT WITH THE PROCUREMENT ORDINANCE FOR THE CONSOLIDATED GOVERNMENT OF COLUMBUS, GEORGIA; THE CITY IS COMMITTED TO USING DISADVANTAGED BUSINESS ENTERPRISES (DBES) TO THE FULLEST EXTENT POSSIBLE IN ALL FTA ASSISTED PROCUREMENT CONTRACTS, CONSTRUCTION PROJECTS, AS WELL AS THE DAY-TO-DAY PROCUREMENT NEEDS OF THE CITY.

EACH BIDDER IS RESPONSIBLE FOR MAKING A GOOD FAITH EFFORT TO MEET OR EXCEED THE 10% WOMEN/MINORITY (DBE) PARTICIPATION GOAL IDENTIFIED BY THE CITY. THEREFORE, BIDDERS SHOULD UTILIZE THE SERVICES OF WOMEN/MINORITY (DBE) SUBCONTRACTORS IN ANY AREA POSSIBLE IN ORDER TO REACH THE CITY'S GOAL.

THE CITY RESERVES THE RIGHT TO REQUEST BIDDER SEEK ADDITIONAL DBE PARTICIPATION IF THE BIDDER'S DBE PARTICIPATION IS LESS THAN THE CITY'S 10% GOAL.

IN THE EVENT A DBE SUBCONTRACTOR IS NOT AVAILABLE OR UNABLE TO PERFORM ANY PORTION OF THIS PROJECT; THE PRIME CONTRACTOR WILL BE RESPONSIBLE FOR PROVIDING ENOUGH INFORMATION TO ENABLE THE CITY TO DETERMINE WHETHER EFFORTS MADE TO CONTACT DBE SUBCONTRACTORS WERE GOOD-FAITH EFFORTS. FAILURE TO PROVIDE THE INFORMATION WILL RENDER THE VENDOR'S BID INCOMPLETE.

DBE ATTACHMENT I IS A BINDING PART OF THE BID RESPONSE. THE CITY EXPECTS THE SUCCESSFUL BIDDER TO UTILIZE THE DBE SUBCONTRACTORS LISTED ON DBE ATTACHMENT I. CONSEQUENTLY, THE SUCCESSFUL BIDDER SHALL FORWARD ANY CHANGES IN DBE UTILIZATION TO THE PURCHASING DIVISION.

THE SUCCESSFUL BIDDER WILL RECEIVE DBE PAYMENT FORMS FROM THE CITY. THE SUCCESSFUL BIDDER SHALL USE THE FORMS TO PROVIDE DBE PAYMENT INFORMATION TO THE CITY. EACH INVOICE RECEIVED FROM THE SUCCESSFUL BIDDER SHALL INCLUDE AN UPDATED DBE PAYMENT FORM ALONG WITH PROOF OF PAYMENT TO DBE SUBCONTRACTORS. THE CITY WILL NOT PROCESS PAYMENT UNTIL THE UPDATED FORMS ARE RECEIVED.

THE PRIME CONTRACTOR SHALL HAVE A VALID STATE OF GEORGIA BUSINESS LICENSE. IT IS THE RESPONSIBILITY OF THE PRIME CONTRACTOR TO INSURE THAT ALL SUBCONTRACTORS HAVE VALID GEORGIA BUSINESS LICENSES.

DO YOU HAVE QUESTIONS, CONCERNS OR NEED CLARIFICATION ABOUT THIS SOLICITATION?

ANY INQUIRY RECEIVED SEVEN OR MORE DAYS PRIOR TO THE DATE FIXED FOR THE OPENINGS OF BIDS WILL BE GIVEN CONSIDERATION.

Communication concerning any solicitation currently advertised must take place in writing and must be addressed to the Purchasing Division.

All questions or clarifications concerning this solicitation shall be submitted in writing. The City will not orally or telephonically address any question or clarification regarding specifications or procedures. If a vendor visits or calls the Purchasing Division with such questions, he or she will be instructed to submit the questions in writing.

All contact concerning this solicitation shall be made through the Purchasing Division. Vendors shall not contact department heads or using agencies with questions about solicitations. You must submit the written question to the Purchasing Division. If it is necessary that a technical question needs addressing, the Purchasing Division will forward such to the using agency, which will submit a written response.

The Purchasing Division will forward written responses to the respective vendor or if it becomes necessary to revise any part of this solicitation, a written addendum will be issued to all vendors.

The City is not bound by any oral representations, clarifications, or changes made to the written specifications by City's employees, unless such clarification or change is provided to the vendors in written Addendum form from the Purchasing Division Manager.

Any request by vendors after a solicitation has been opened and pending award must also be submitted in writing to the Purchasing Division.

Use the attached Question/Clarification Form or email Dlewis@columbusga.org to submit inquiries regarding the bid.

DBE (MINORITY AND WOMEN) PARTICIPATION ATTACHMENT 1

(BIDDERS ARE REQUIRED TO COMPLETE AND RETURN THIS SHEET WITH BID PACKAGE.)

Consistent with the Procurement Ordinance for the Consolidated Government of Columbus, Georgia; the City is committed to using Disadvantaged Business Enterprises (DBEs) to the fullest extent possible in all FTA assisted procurement contracts, construction projects, as well as the day to day procurement needs of the City. Therefore, prime contractors who bid on this project shall seek the services of DBE sub-contractors to perform portions of the work, where feasible.

List below all DBE subcontractors, suppliers, service firms, etc. expected to work on this project. Show complete name, address, phone number, owner and total dollars committed for all subcontract work by DBEs. **IF THE PRIME CONTRACTOR IS A CERTIFIED DBE, PLEASE STATE BELOW. IF VENDOR IS NOT UTILIZING ANY SUBCONTRACTORS, PLEASE STATE BELOW.**

PARTICIPATING DBE SUBCONTRACTORS

NAME OF DBE COMPANY ADDRESS, PHONE NUMBER, OWNER	PROJECT WORK ASSIGNED	DOLLARS COMMITTED TO DBE COMPANY

(IF PRIME CONTRACTOR IS NOT FAMILIAR WITH CERTIFIED DBES TO PERFORM SERVICES, CONTACT DELLA LEWIS, BUYER SPECIALIST/DBE COORDINATOR, AT 706-225-3072. or dlewis@columbusga.org)

I UNDERSTAND THAT THIS PAGE IS CONSIDERED A BINDING PART OF MY BID RESPONSE. The City expects the above listed DBE subcontractor(s) to be utilized on this project. Consequently, any changes in DBE utilization shall be forwarded to the Purchasing Division, in the event I am awarded the contract.

AUTHORIZED SIGNATURE _____ DATE _____

**VENDOR INFORMATION REGARDING
"GEORGIA SECURITY AND IMMIGRATION
COMPLIANCE ACT"
OF 2006**

In accordance with the Georgia Security and Immigration Compliance Act of 2006, every public employer, every contractor of a public employer, and every subcontractor of a public employer's contractor must register and participate in a federal work authorization program. Accordingly, the following attachments relate to documentation you must provide the City regarding the number of employees you have.

The requirements of the new law shall apply to public employers, their contractors and subcontractors, as follows:

- (a) On or after July 1, 2007, to public employers, contractors, or subcontractors of **500 or more employees;**
- (b) On or after July 1, 2008, to public employers, contractors, or subcontractors of **100 or more employees; and**
- (c) On or after July 1, 2009, to **all other** public employers, their contractors, or subcontractors.

On the next page you will be required to verify the number of employees in your company. As of July 1, 2009, all contractors must also complete the attached "CONTRACTOR AFFIDAVIT AND AGREEMENT". Additionally, if you utilize subcontractors, they must complete the SUBCONTRACTOR AFFIDAVIT.

Vendors may view complete verbiage for the new law on the Purchasing Web Page:

[www.columbusga.org/Finance/Purchasing_docs/Georgia Security and Immigration Compliance Act of 2006.pdf](http://www.columbusga.org/Finance/Purchasing_docs/Georgia_Security_and_Immigration_Compliance_Act_of_2006.pdf)

"GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT" OF 2006

Effective for contracts commencing after July 1, 2007 REQUIRED CONTRACT CLAUSES

Compliance with the requirements of O.C.G.A. §13-10-91 and corresponding rules of the Georgia Department of Labor such as Rule 300-10-1-.02 are conditions of this Contract.

Contractor affirms by checking the box below, the employee-number category applicable to the Contractor as required by O.C.G.A. §13-10-91:

"500 or more employees"

"100 or more employees"

"fewer than 100 employees,"

In the event the Contractor employs or contracts with any Subcontracted(s) in connection with the covered contract, the Contractor will secure from the Subcontractor(s) such Subcontractor(s) indication of the employee-number category applicable to the Subcontractor.

The term "Subcontractor" includes a subcontractor, contract employee, staffing agency, or any contractor regardless of its tier.

In accordance with the provisions of O.C.G.A. §13-10-91, the Contractor agrees that, in the event the Contractor employs or contracts with any Subcontractor(s) in connection with the covered contract, the Contractor shall secure from such subcontractor(s) attestation of the Subcontractor's compliance with O.C.G.A. §13-10-91 and Rule 300-10-1-.02 of the Georgia Department of Labor by the Subcontractor's execution of the Subcontractor Affidavit in the form provided by Columbus, Georgia. The Contractor shall maintain records of such attestation for inspection by Columbus, Georgia at any time. Such Subcontractor affidavit shall become a part of the contractor/subcontractor agreement.

The Contractor's compliance with the requirements of §O.C.G.A. 13-10-91 and Rule 300-10-1-.02 of the Georgia Department of Labor shall be attested by the execution of the Contractor Affidavit as provided by Columbus, Georgia and such affidavit must be attached to, and become a part of, the covered Contract.

The Contractor agrees that all portions of contracts pertaining to compliance with O.C.G.A. §13-10-91 and corresponding rules of the Georgia Department of Labor such as Rule 300-10-1-.02, and any affidavits related thereto, shall be open for public inspection in Georgia at reasonable times during normal business hours.

Business Name: _____

Signature of Authorized Agent: _____

Print Name of Authorized Agent and Title: _____

"GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT" OF 2006

CONTRACTOR AFFIDAVIT AND AGREEMENT

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 **Columbus Consolidated Government, Columbus, 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.

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 **Columbus Consolidated Government, Columbus, 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 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 the **Columbus Consolidated Government, Columbus, Georgia**, at the time the subcontractor(s) is retained to perform such service.

EEV / Basic Pilot Program* User 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 _____, 200__

Notary Public

My Commission Expires: _____

* As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV / Basic Pilot Program" operated by the U. S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).

(End of Form)

Authority O.C.G.A. 13-10-91.

**"GEORGIA SECURITY AND IMMIGRATION
COMPLIANCE ACT" OF 2006**

SUBCONTRACTOR AFFIDAVIT

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 **Columbus Consolidated Government, Columbus, 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.

EEV / Basic Pilot Program* User Identification Number

BY: Authorized Officer or Agent
(Subcontractor Name)

Date

Title of Authorized Officer or Agent of Subcontractor

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE

___ DAY OF _____, 200__

Notary Public

My Commission Expires: _____

* As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV / Basic Pilot Program" operated by the U. S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).

(End of Form)

Authority O.C.G.A. 13-10-91.