

**REQUEST FOR QUOTATION**  
**For**  
**“Renovation of Juvenile Court Administrative Office”**

**QUOTE NUMBER: 13-0001-3**

The Number Must Appear On All Quotations and Related Correspondence.

**Pre-Proposal meeting 10:00AM on 17 January 2013 at Juvenile Courthouse, 197 Carl  
Griffen Drive, Savannah, GA**

**Quotation must be received NOT LATER THAN 2:00 PM, on 31 January, 2013 at the office  
of the Purchasing Agent. Quotes may be faxed, emailed, mailed or hand delivered.**

**Address Reply To: Victoria D. Godlock, CPPB, MPA 912-790-1624**

**Mail to: 1117 Eisenhower Drive Suite C Savannah Georgia 31406**

**Fax to: 912 -790-1627**

**Email to: vgodlock@chathamcounty.org**

**NAME OF BIDDER:** \_\_\_\_\_

**STREET ADDRESS:** \_\_\_\_\_

**CITY, STATE, ZIP CODE:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_ **FED TAX ID #:** \_\_\_\_\_

INDICATE MINORITY OWNERSHIP STATUS OF BIDDER (FOR STATISTICAL  
PURPOSES ONLY):

CHECK ONE:

\_\_\_\_\_ NON-MINORITY OWNED

\_\_\_\_\_ AFRICAN AMERICAN

\_\_\_\_\_ HISPANIC

\_\_\_\_\_ ASIAN AMERICAN

\_\_\_\_\_ AMERICAN INDIAN

\_\_\_\_\_ WOMAN

The undersigned proposes to furnish the following items in strict conformance to the specifications and Request for Quote issued by Chatham County for this quote. Any exceptions must be clearly marked in the attached Scope of Work:

## **1.0 GENERAL INFORMATION**

The purpose of this proposal is to establish specifications and solicit bids from qualified contractors to provide and renovate the Administrative office area of the Presiding Judge at the Juvenile Courthouse, 197 Carl Griffin Drive, Savannah, Georgia. The construction area to be renovated is approximately 200 square feet. It is the responsibility of the contractor to follow all building codes during the renovation of the project. The building products used must be specifically designed and suited for this type of project, i.e. Life safety information; Floor Plan/Reflected ceiling plan; HVAC Demolition plan/Floor Plan; Electrical Demolition plan/Electrical Plan and carpet installation.

### **1.1 CONTRACT SPECIFICATIONS:**

This project consists of renovating the south west hall to expand the Judge's administrative suite. It is the responsibility of the contractor to obtain all necessary permits to complete a project of this type.

### **1.2 LIFE SAFETY AND GENERAL INFORMATION:**

- a. During sheet rock insulation, contractor is to maintain a 1 hour rating fire wall to underside of HVAC deck.
- b. It's the responsibility of the selected contractor to remove all or any exit lights that are referenced in this project (see note on drawing LS.1, Life Safety and General Information).
- c. Contractor is responsible for complying with all building codes.
- d. It is the responsibility of the contractor to obtain all special permits for dumpster, walkway closer, parking space closing and heavy equipment usage.
- e. Contractor is responsible for the signing of all trade inspections, i.e. sheet rock installers, HVAC and electrical.
- f. Contractor is responsible for verifying all elevations, dimensions, and locations of existing features.

### **1.3 FLOOR PLAN:**

- a. Contractor is responsible for sealing the north end of the hall exit door, securing and removing all access hardware. Provide new wall with 5/8 fire rated gypsum board and insulation. (Transom above is to remain for natural light). **NOTE:** (Paint 5/8 gypsum board with black paint facing the exterior of the building).
- b. Contractor is responsible for matching new north closet hall, wall, door and hardware to existing closets.

- c. Contractor is responsible for re-carpeting the hall to match the Admin office.
- d. Contractor is to reuse existing door and frame to match new entry.
- e. Contractor shall preserve and protect all walls, floors, ceilings, windows and doors where demolition is not intended.
- f. All new interior wall structures are to be 3-5/8 metal studs.
- g. Walls gypsum boards should be 5/8 thickness, noted type x or fire rate.
- h. Contractor is responsible for patching all damaged walls to a smooth consistent finish.
- i. Contractor is responsible for matching all repainting of walls, doors and door frames of same finish related to this project

**1.4 CONTRACTOR IS ALSO RESPONSIBLE FOR ADEQUATELY DIVERTING STAFF FROM CONSTRUCTION SITE.**

Reflected Ceiling Plan:

- a. Contractor is to reuse all existing lighting fixtures where possible.
- b. Contractor is to reuse all existing ceiling grid where possible.
- c. All new fixtures will match existing fixture layout.

**1.5 HVAC DEMOLITION PLAN:**

- a. Contractor is responsible for relocating the existing thermostat to new location in the administrative office.
- b. Relocate air device noted line #1 from existing hall to new closet as shown on 2/M1.1 HVAC floor plan.
- c. Remove existing fire damper opening noted line #2, transfer to new location as noted #3 in 2/M1.1 HVAC floor plan.
- d. Remove existing 16x14 fire damper and a 12x12 access door as noted line #3 corridor relocate to new location noted #3 as shown on 2/M1.1 HVAC floor plan.

**1.6 HVAC FLOOR PLAN: Please see attached drawing**

- a. HVAC contractor will disconnect the existing duct located in the hall as noted #1 and extend it to the new closet and insulate with 2" fiberglass duct wrap.
- b. Contractor will reinstall the existing 16x14 fire damper at the new wall penetration as noted # and a12x12 access door.
- c. Contractor will install a new air opening 48x24 fire damper at new wall as noted #3.
- d. Contractor will install a new return air opening 24x24 as noted #4.

#### **1.7 ELECTRICAL DEMOLITION PLAN:**

- a. Contractor will remove existing light fixture and reuse where needed. See lighting location in electrical plan (Admin office).
- b. Contractor will remove existing receptacle from demolished wall.
- c. Contractor will maintain the use of the existing circuit as the project progresses.
- d. Remove the three-way switch at the end of the hall, replace with single pole switch.
- e. Contractor is to connect hall light as night light, see detail information on drawing.

#### **1.8 SPECIAL NOTES:**

It is not the responsibility of the selected contractor to provide these services unless notified by contract. See listing below.

- a. The removal and relocating of any existing CCTV camera.
- b. The removal or reconnecting of any fire alarm components or tampering with the system.

#### **1.9 PRE-BID CONFERENCE:**

A mandatory pre-bid conference is scheduled at the Juvenile Courthouse, 197 Carl Griffin Drive, Savannah, GA. If the firm is not represented at the pre-bid conference, the firm will not be permitted to bid.

**1.10 WORKING HOURS:**

- a. All work will be performed during regular working hours Monday thru Friday, 8:00 am until 5:00 p.m.
- b. All “non-emergency or repair “will be scheduled within 24 hours and will be arranged with the appropriate representative of Chatham County.

**1.11 WORKING AREA:**

- a. Contractor will be responsible for removing and disposing of all construction materials/debris associated with this project.
- b. Contractor is responsible for coordinating work of all trades as well as all permits for all trades.

**1.12 SAFETY:**

The contractor is required to observe all safety rules, guidelines, regulations and supply all safety equipment to protect employees on site.

**1.13 QUALIFICATIONS:**

- a. Contractor must be licensed in the state of Georgia by government entity in which does the majority of their business.
- b. Contractor will comply with OSHA public safety requirements.
- c. Contractor shall provide a general contractor’s license with this quote.

**1.14 WARRANTY REQUIREMENTS:**

ALL labor for repair work shall carry a minimum of 1 year warranty.

All work shall be performed in accordance with design plans and enclosures prepared by Green Line Architect; however, the project manager will be Adam Kennedy or Gary Smith.

- 1.15 Time for the completion of the contract will be thirty (30) days.

**REQUEST FOR QUOTATION**  
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**“Renovation of Juvenile Court Administrative Office”**  
**QUOTE NUMBER: 13-0001-3**

Item No.	Qty	Description	Total
1.	LS	Renovation s per plans and specifications	

\_\_\_\_\_  
Please Print Name

\_\_\_\_\_  
Authorization Signature

Date\_\_\_\_\_

## Request for Quotation Instructions

1. All shipments are to be F.O.B. destination. Freight charges must be included in quotation. Delivery shall be made to the address listed on the Purchase Order and within the time specified in the quote.
2. Quotations subject to terms set forth herein, are requested on the following list of materials, supplies or services. On quotes for services, Chatham County insurance requirements must be met. The successful vendor must provide the County with a Certificate of Insurance listing the County as Certificate Holder.
3. **Quote must be submitted on first sheet in spaces indicated.**
4. Quotes for materials, supplies, vehicles, and/or equipment must be accompanied by Brochures, or copies of detailed factory specifications, ratings, technical data, including accurate descriptions of the exact materials, supplies, vehicles and/or equipment for which bids are made.
5. All information required by request for quotation must be completed to constitute a proper bid.
6. Vendor warrants that the goods are merchantable and as described herein or in the solicitation response. Additional warranties may be called for in the specifications.
7. Chatham County is exempt, by law, from any and all federal and state taxes. Do not include taxes in your quotations. Tax exemption number is **58-6001113**. Exemption certificate will be provided upon request.
8. Price Protection Period of ninety (90) days for all items desired from date of bid opening. Vendors are advised that prices in effect at time of bid shall apply and not be subject to revision at time of shipment.
9. The County reserves the right to split this award by line item if deemed to be in its best interest.
10. Minority/Women Business Enterprise (MWBE) Policy: It is the policy of the County to provide minority and women owned business enterprises with equal opportunity for participating in selling goods and services to the County.
11. **Local Preference:** Bids will be evaluated in accordance with the County's Local Preference ordinance.
12. **Employment Eligibility Verification:** As required under Senate Bill 529 – “Georgia Security and Immigration Compliance Act” of 2006, O.C.G.A. Section 2, Article 3 13-10-91, public employers, their contractors and subcontractors are required to verify the work eligibility of all newly hired employees through an electronic federal work authorization program. The Georgia Department of Labor has added a new Chapter 300-10-1, entitled "Public Employers, Their Contractors and Subcontractors Required to Verify New Employee Work Eligibility Through a Federal Work Authorization Program," to the Rules and Regulations of the State of Georgia. (See website: [http://www.dol.state.ga.us/pdf/rules/300\\_10\\_1.pdf](http://www.dol.state.ga.us/pdf/rules/300_10_1.pdf).) The new rules designate the “Employment Eligibility Verification (EEV) Basic Pilot Program” operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security as the electronic federal work authorization program to be utilized for these purposes. The EEV/Basic Pilot Program can be accessed at: <https://e-verify.uscis.gov/enroll/StartPage.aspx?JS=YES>. Bidders shall comply with this new rule and submit with your bid the attached “Contractor Affidavit and Agreement.”
13. O.C.G.A. § 50-36-1, requires Georgia’s cities to comply with the federal **Systematic Alien**

**Verification for Entitlements (SAVE) Program.** SAVE is a federal program used to verify that applicants for certain “public benefits” are legally present in the United States. Contracts with the County are considered “public benefits.” Therefore, the bidders are required to provide the Affidavit Verifying Status for Chatham County Benefit Application prior to receiving any County contract. The affidavit is included as part of this bid package.

14. The original invoice is to be submitted to the County Finance Department. The purchase order number must be shown on all invoices and packing lists.

15. References may be requested of the successful bidder.

***THIS IS NOT AN***

***ORDER***



## 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 (name of public employer) 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 (name of public employer), 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 (name of the public employer) 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 \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
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).

## **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 (name of public employer) 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 \_\_\_\_\_, 201\_

\_\_\_\_\_  
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).

***Systematic Alien Verification for Entitlements (SAVE)  
Affidavit Verifying Status for Chatham County Benefit  
Application***

By executing this affidavit under oath, as an applicant for a Chatham County, Georgia Business License or Occupation Tax Certificate, Alcohol License, Taxi Permit, Contract or other public benefit as reference in O.C.G.A. Section 50-36-1, I am stating the following with respect to my bid for a Chatham County contract for \_\_\_\_\_. [Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity]

1.) \_\_\_\_\_ I am a citizen of the United States.

**OR**

2.) \_\_\_\_\_ I am a legal permanent resident 18 years of age or older.

**OR**

3.) \_\_\_\_\_ I am an otherwise qualified alien (8 § USC 1641) or non-immigrant under the Federal Immigration and Nationality Act (8 USC 1101 et seq.) 18 years of age or older and lawfully present in the United States.\*

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

Signature of Applicant:

Date

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

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

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

Notary Public  
My Commission Expires: