

INVITATION TO BID

**BID NO. 21-0049-4**

**CONSTRUCTION PROGRESS PHOTOGRAPHIC DOCUMENTATION**

**PRE-BID CONFERENCE: N/A**

**BID OPENING: 2:00 PM, APRIL 16, 2021**

THE COMMISSIONERS OF CHATHAM COUNTY, GEORGIA

CHESTER A. ELLIS, CHAIRMAN

COMMISSIONER HELEN J. STONE

COMMISSIONER TANYA MILTON

COMMISSIONER LARRY RIVERS

COMMISSIONER AARON R. WHITELY

COMMISSIONER BOBBY LOCKETT

COMMISSIONER DEAN KICKLIGHTER

COMMISSIONER PATRICK J. FARRELL

COMMISSIONER KENNETH A. ADAMS

R. JONATHAN HART  
COUNTY ATTORNEY

CHATHAM COUNTY, GEORGIA

## DOCUMENT CHECK LIST

The following documents, when marked, are contained in and made a part of this Bid Package or are required to be submitted with the bid. It is the responsibility of the bidder to read, complete and sign, where indicated, and return these documents with his/her bid. **FAILURE TO DO SO MAY BE CAUSE FOR DISQUALIFYING THE BID.**

☒ GENERAL INFORMATION AND INSTRUCTIONS TO BID WITH ATTACHMENTS

☐ SURETY REQUIREMENTS – N/A for this contract

☒ PROPOSAL

☒ PLANS/SPECIFICATIONS – Plan sheets for pricing purposes are attached to this document.

☒ BID SCHEDULE

☐ PERFORMANCE BOND – N/A for this contract

☐ PAYMENT BOND – N/A for this contract

☐ CONTRACT

☒ LEGAL NOTICE

☒ ATTACHMENTS: A. DRUG FREE WORKPLACE; B. NONDISCRIMINATION STATEMENT; C. DISCLOSURE OF RESPONSIBILITY STATEMENT; D. CONTRACTOR & SUBCONTRACTOR AFFIDAVIT AND AGREEMENT, E. BIDDER'S CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION, F. M/WBE PARTICIPATION REPORT, G. SYSTEMATIC ALIEN VERIFICATION FOR ENTITLEMENTS,

☒ DOCUMENTATION OF ABILITY TO PERFORM BID REQUIREMENTS. THIS MAY BE REQUIRED OF BIDDERS AFTER SUBMISSION OF BIDS.

**COUNTY TAX CERTIFICATE REQUIREMENT** - Contractor must supply a copy of their Tax Certificate from their location in the State of Georgia, as proof of payment of the occupational tax where their office is located.

CURRENT TAX CERTIFICATE NUMBER  
CITY \_\_\_\_\_  
COUNTY \_\_\_\_\_  
OTHER \_\_\_\_\_

**The Chatham County of Commissioners have established goals to increase participation of minority and woman owned businesses. In order to accurately document participation, businesses submitting bids or proposals are encouraged to report ownership status. A minority or woman owned business is defined as a business with at least 51% ownership by one or more minority/female individuals and whose daily business operations are managed and directed by one (1) or more of the minority/female owners. Please check ownership status as applicable:**

African-American \_\_\_\_\_ Asian American \_\_\_\_\_ Hispanic \_\_\_\_\_  
Native American or Alaskan Indian \_\_\_\_\_ Woman \_\_\_\_\_

**In the award of "Competitive Sealed Proposals", minority/female participation may be one of several evaluation criteria used in the award process when specified as such in the Request for Proposal.**

RECEIPT IS HEREBY ACKNOWLEDGED OF ADDENDA NUMBER(S) \_\_\_\_\_

The undersigned bidder certifies that he/she has received the above listed and marked documents and acknowledges that his/her failure to return each, completed and signed as required, may be cause for disqualifying his/her bid.

BY: \_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE

TITLE: \_\_\_\_\_

COMPANY: \_\_\_\_\_

CHATHAM COUNTY, GEORGIA  
OFFICE OF THE PURCHASING DIRECTOR  
1117 EISENHOWER DRIVE - SUITE C  
SAVANNAH, GEORGIA 31406  
(912) 790-1622

**Date: January 29, 2021**

**BID NO. 21-0017-4**

**GENERAL INFORMATION FOR INVITATION FOR BID**

This is an invitation to submit a bid to supply Chatham County with construction, equipment, supplies and/or services as indicated herein. Scaled bids will be received at the Office of the Purchasing Director, at **The Chatham County Citizens Service Center, 1117 Eisenhower Drive, Suite C, Savannah, Georgia 31406 up to 2:00PM local time, APRIL 16, 2021.** Due to the current Pandemic, along with drop off, mailing / shipping, you can send your BID PACKAGE electronically via email, but still must be received prior to 2:00pm, APRIL 16, 2021. The County reserves the right to reject all bids that are non-responsive or not responsible.

Instructions for preparation and submission of a bid are contained in this Invitation To Bid package. Please note that specific forms for submission of a bid are required. Bids must be typed or printed in ink.

Any changes to the conditions and specifications must be in the form of a written addendum to be valid; therefore, the Purchasing Director will issue a written addendum to document each approved change. Generally when addenda are required, the bid opening date will be changed.

Chatham County has an equal opportunity purchasing policy. Chatham County seeks to ensure that all segments of the business community have access to supplying the goods and services needed by County programs. The County affirmatively works to encourage utilization of disadvantaged and minority business enterprises in our procurement activities. The County provides equal opportunity for all businesses and does not discriminate against any persons or businesses regardless of race, color, religion, age, sex, national origin or handicap. The terms "disadvantaged business," "minority business enterprise," and "minority person" are more specifically defined and explained in the Chatham County Purchasing Ordinance and Procedures Manual, Article VII - Disadvantaged Business Enterprises Program.

**This project IS a Special Purpose Local Option Sales Tax (SPLOST) Project. See paragraph 2.25 for MBE/WBE participation goals.**



## **INSTRUCTIONS TO BIDDERS**

- 1.1 **Purpose:** The purpose of this document is to provide general and specific information for use in submitting a bid to supply Chatham County with equipment, supplies, and/or services as described herein. All bids are governed by the Code of Chatham County, Chapter 4, Article IV, and the laws of the State of Georgia.

1.2 **How to Prepare Bids:** All bids shall be:

- a. Prepared on the forms enclosed herewith, unless otherwise prescribed, and **all documents must be submitted.**
- b. Typewritten or completed with pen and ink, signed by the business owner or authorized representative, with all erasures or corrections initialed and dated by the official signing the bid. **ALL SIGNATURE SPACES MUST BE SIGNED.**

Bidders are encouraged to review carefully all provisions and attachments of this document prior to submission. Each bid constitutes an offer and may not be withdrawn except as provided herein.

1.3 **How to Submit Bids:** All bids shall be:

- a. **An original and duplicate copy must be submitted in a sealed opaque envelope, plainly marked with the bid number and title, date and time of bid opening, and company name.**
- b. Mailed or delivered as follows in sufficient time to ensure receipt by the Purchasing Director on or before the time and date specified above.
  1. **Mailing Address: Chatham County Purchasing and Contracting, 1117 Eisenhower Drive, Suite C, Savannah, Georgia 31406.**
  2. **Hand Delivery: Purchasing Director, Chatham County Citizens Service Center, 1117 Eisenhower Drive, Suite C, Savannah, Georgia 31406.**

**BIDS NOT RECEIVED BY THE TIME AND DATE SPECIFIED WILL NOT BE OPENED OR CONSIDERED.**

- 1.4 **How to Submit an Objection:** Objections from bidders to this invitation to bid and/or these specifications should be brought to the attention of the County Purchasing Director in the following manner:

- a. When a pre-bid conference is scheduled, bidders shall either present their

oral objections at that time or submit their written objections at least two (2) days prior to the scheduled pre-bid conference.

- b. When a pre-bid conference is not scheduled, the bidder shall submit any objections he may have in writing not less than five (5) days prior to the opening of the bid.
- c. The objections contemplated may pertain to form and/or substance of the invitation to bid documents. Failure to object in accordance with the above procedure will constitute a waiver on the part of the business to protest this invitation to bid.

- 1.5 **Failure to Bid:** If a bid is not submitted, the business should return this invitation to bid document, stating reason therefore, and indicate whether the business should be retained or removed from the County's bidders list.
- 1.6 **Errors in Bids:** Bidders or their authorized representatives are expected to fully inform themselves as to the conditions, requirements, and specifications before submitting bids. Failure to do so will be at the bidder's own risk. In case of error in extension of prices in the bid, the unit price will govern.
- 1.7 **Standards for Acceptance of Bid for Contract Award:** The County reserves the right to reject any or all bids and to waive any irregularities or technicalities in bids received whenever such rejection or waiver is in the best interest of the County. The County reserves the right to reject the bid of a bidder who has previously failed to perform properly or complete on time contracts of a similar nature, or a bid from a bidder whom investigation shows is not in a position to perform the contract.
- 1.8 **Bid Tabulation:** Tabulations for all bids will be posted for thirty (30) days after the bid opening in the Office of Purchasing and Contracting, 1117 Eisenhower Drive, Suite C, Savannah, Georgia 31406 or can be reviewed on the Purchasing web site 24/48 hours after opening at <http://purchasing.chathamcounty.org>.
- 1.9 **Bidder:** Whenever the term "bidder" is used it shall encompass the "person," "business," "contractor," "supplier," "vendor," or other party submitting a bid or proposal to Chatham County in such capacity before a contract has been entered into between such party and the County.
- 1.10 **Responsible / Responsive Bidder:** *Responsible Bidder* means a person or entity that has the capability in all respects to perform fully and reliably the contract requirements. *Responsive Bidder* means a person or entity that has submitted a bid or proposal that conforms in all material respects to the requirements set forth in the invitation for bids or request for proposals.

- 1.11 **Compliance with Laws:** The bidder and/or contractor shall obtain and maintain all licenses, permits, liability insurance, workman's compensation insurance and comply with any and all other standards or regulations required by federal, state or County statute, ordinances and rules during the performance of any contract between the contractor and the County. Any such requirement specifically set forth in any contract document between the contractor and the County shall be supplementary to this section and not in substitution thereof.
- 1.12 **Contractor:** Contractor or subcontractor means any person or business having a contract with Chatham County. The Contractor/Vendor of goods, material, equipment or services certifies that they will follow equal employment opportunity practices in connection with the awarded contract as more fully specified in the contract documents.
- 1.13 **Local Preference:** On 27 March 1998, the Board of Commissioners adopted a "**Local Vendor**" Preference Ordinance that gives the lowest Chatham County vendor submitting a responsible bid/quote the opportunity to match the lowest price offered by an out-of-County vendor. If the County vendor confirms in writing to match within 24 hours, the award will be made to the Chatham County vendor. The lowest Chatham County responsive bidder will be afforded the "right to first refusal". "Local Vendor" is defined as a business or supplier which operates and maintains a regular place of business within the geographical boundaries of Chatham County or one of the local Municipalities of the County AND all real and personal property taxes are paid prior to award of a contract or purchase. "**NOT APPLICABLE TO PUBLIC WORKS CONSTRUCTION PROJECTS AND REVENUE PRODUCING BIDS.**" However, contractors are encourage to apply the same method when awarding bids to local M/WBE businesses whenever possible in order to promote growth in Chatham County's economy.
- 1.14 **Debarred Firms and Pending Litigation:** Any potential proposer/firm listed on the Federal or State of Georgia Excluded Parties Listing (Barred from doing business) **will not** be considered for contract award. Proposers **shall disclose** any record of pending criminal violations (Indictment) and/or convictions, pending lawsuits, etc., and any actions that may be a conflict of interest occurring within the past five (5) years. Any proposer/firm previously defaulting or terminating a contract with the County will not be considered.

\*\* All bidders or proposers are to read and complete the Disclosure of Responsibility Statement enclosed as an Attachment to be returned with response. Failure to do so may result in your solicitation response being rejected as non-responsive.

Bidder acknowledges that in performing contract work for the Board, bidder shall not utilize any firms that have been a party to any of the above actions. If bidder has engaged any firm to work on this contract or project that is later debarred, Bidder shall sever its relationship with that firm with respect to Board contract.

- 1.15 **Performance Evaluation:** On 11 April 2008, the Chatham County Board of Commissioners

approved a change to the County Purchasing Ordinance requiring Contractor/Consultant Performance Evaluations, as a minimum, annually, prior to contract anniversary date. Should Contractor/Consultant performance be unsatisfactory, the appointed County Project Manager for the contract may prepare a Contractor/Consultant Complaint Form or a Performance Evaluation to the County Purchasing Agent.

- 1.16 **Payment of Taxes:** No contract shall be awarded unless all real and personal property taxes have been paid by the successful contractor and/or subcontractors as adopted by the Board of Commissioners on 8 April 1994.

- 1.17 **State Licensing Board for General Contractors:** Pursuant to Georgia law, the following types of contractors must obtain a license from the State Licensing Board of Residential and General Contractors by 1 July 2008 :

**\*Residential - Basic Contractor** (Contractor work relative to detached one-family and two-family residences and one-family townhouses not over three stories in height).

**\*Residential - Light Commercial Contractor** (Contractor work or activity related to multifamily and multiuse light commercial buildings and structures).

**\*General Contractor** (Contractor work or activity that is unlimited in scope regarding any residential or commercial projects).

**See "Checklist for Submitting Bid" for the type of license required for this project.**

- 1.18 **Immigration:** On 1 July, the Georgia Security and Immigration Compliance Act (SB 529, Section 2) became effective. All contractors and subcontractors with 100 or more employees entering into a contract or work must sign an affidavit that he/she has used the E-Verify System. E-Verify is a no-cost federal employment verification system to insure employment eligibility. Affidavits are enclosed in this solicitation. You may download M-274 Handbook for Employers at <http://www.dol.state.ga.us/spotlight/employment/rules>. You may go to <http://www.uscis.gov> to find the E-Verify information.

**Systematic Alien Verification for Entitlements (SAVE) Program:** O.C.G.A. 50-36-1, required Georgia's counties 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 successful bidder will be 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 but is only required of the successful bidder.

**Protection of Resident Workers.** Chatham County Board of Commissioners actively

supports the Immigration and Nationality Act (INA) which includes provisions addressing employment eligibility, employment verification, and nondiscrimination. Under the INA, employers may hire only persons who may legally work in the United States (i.e., citizens and nationals of the U.S.) and aliens authorized to work in the U.S. The employer must verify the identity and employment eligibility of anyone to be hired, which includes completing the Employment Eligibility Verification Form (I-9). The Contractor shall establish appropriate procedures and controls so no services or products under the Contract Documents will be performed or manufactured by any worker who is not legally eligible to perform such services or employment.

### GENERAL CONDITIONS

- 2.1 **Specifications:** Any obvious error or omission in specifications shall not inure to the benefit of the bidder but shall put the bidder on notice to inquire of or identify the same from the County. Whenever herein mentioned is made of any article, material or workmanship to be in accordance with laws, ordinances, building codes, underwriter's codes, A.S.T.M. regulations or similar expressions, the requirements of these laws, ordinances, etc., shall be construed to be the minimum requirements of these specifications.
- 2.2 **Multiple Bids:** No vendor will be allowed to submit more than one (1) bid. Any alternate proposals must be brought to the Purchasing Agent's attention during the Pre-bid Conference or submitted in writing at least five (5) days preceding the bid opening date.
- 2.3 Not Used.
- 2.4 **Prices to be Firm:** Bidder warrants that bid prices, terms and conditions quoted in his bid will be firm for acceptance for a period of sixty (60) days from bid opening date, unless otherwise stated in the bid.
- 2.5 **Completeness:** All information required by Invitation for Bids/Proposals must be completed and submitted to constitute a proper bid or proposal.
- 2.6 **Quality:** All materials, or supplies used for the construction necessary to comply with this proposal shall be of the best quality, and of the highest standard of workmanship. Workmanship employed in any construction, repair, or installation required by this proposal shall be of the highest quality and meet recognized standards within the respective trades, crafts and of the skills employed.
- 2.7 **Guarantee/Warranty:** Unless otherwise specified by the County, the bidder shall unconditionally guarantee the materials and workmanship for one (1) year on all material and/or services. If, within the guarantee period, any defects occur which are due to faulty material and or services, the contractor at his expense, shall repair or adjust the condition, or replace the material and/or services to the complete satisfaction of the County. These

repairs, replacements or adjustments shall be made only at such time as will be designated by the County as being least detrimental to the operation of County business.

- 2.8 **Liability Provisions:** Where bidders are required to enter or go onto Chatham County property to take measurements or gather other information in order to prepare the bid or proposal as requested by the County, the bidder shall be liable for any injury, damage or loss occasioned by negligence of the bidder, his agent, or any person the bidder has designated to prepare the bid and shall indemnify and hold harmless Chatham County from any liability arising therefrom. The contract document specifies the liability provisions required of the successful bidder in order to be awarded a contract with Chatham County.
- 2.9 **Cancellation of Contract:** The contract may be canceled or suspended by Chatham County in whole or in part by written notice of default to the Contractor upon non-performance or violation of contract terms. An award may be made to the next low bidder, for articles and/or services specified or they may be purchased on the open market and the defaulting Contractor (or his surety) shall be liable to Chatham County for costs to the County in excess of the defaulted contract prices. See the contract documents for complete requirements.
- 2.10 **Patent Indemnity:** Except as otherwise provided, the successful bidder agrees to indemnify Chatham County and its officers, agents and employees against liability, including costs and expenses for infringement upon any letters patent of the United States arising out of the performance of this Contract or out of the use or disposal for the account of the County of supplies furnished or construction work performed hereunder.
- 2.11 **Certification of Independent Price Determination:** By submission of this bid, the bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, that in connection with this procurement:
- (1) 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;
  - (2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly to any other bidder or to any competitor; and
  - (3) No attempt has been made or will be made by the bidder to induce any other person or firm to submit or not be submit a bid for the purpose or restricting competition.
- 2.12 **Award of Contract:** The contract, if awarded, will be awarded to that responsible bidder whose bid/proposal will be most advantageous to Chatham County, price and other factors considered. The Board of Commissioners will make the determination as to which bid or

proposal that serves as the best value to Chatham County.

- 2.13 **Procurement Protests:** Objections and protests to any portion of the procurement process or actions of the County staff may be filed with the Purchasing Agent for review and resolution. The Chatham County Purchasing Procedures Manual, Article IX - Appeals and Remedies shall govern the review and resolution of all protests.
- 2.14 **Qualification of Business (Responsible Bidder or Proposer):** A responsible bidder or proposer is defined as one who meets, or by the date of the bid acceptance can meet, certifications, all requirements for licensing, insurance, and registrations, or other documentation required by the Design Professional engaged to develop Scope of Work, specifications and plans. These documents will be listed in the Special Conditions further on in this solicitation. Chatham County has the right to require any or all bidders to submit documentation of the ability to perform, provide, or carry out the service or provide the product requested.

Chatham County has the right to disqualify the bid or proposal of any bidder or proposer as being unresponsive or unresponsible whenever such bidder/proposer cannot document the ability to deliver the requested product.

- 2.15 **Chatham County Tax Certificate Requirement:** A current Chatham County Tax Certificate is required unless otherwise specified. Please contact the Building Safety and Regulatory Services at (912) 201-4300 for additional information.

**NOTE:** No contract shall be awarded unless all real and personal property taxes have been paid by the successful contractor and/or subcontractors as adopted by the Board of Commissioners on 8 April 1994.

- 2.16 **Insurance Provisions, General:** The selected contractor shall be required to procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees or subcontractors. The cost of such insurance shall be included in the Bid.
- It is every contractor's responsibility to provide the County Purchasing and Contracting Division current and up-to-date Certificates of Insurance for multiple year contracts before the end of each term. **Failure to do so may be cause for termination of contract.**

2.16.1 General Information that shall appear on a Certificate of Insurance:

- I. Name of the Producer (Contractor's insurance Broker/Agent).
- II. Companies affording coverage (there may be several).
- III. Name and Address of the Insured (this should be the Company or Parent of the firm Chatham County is contracting with).
- IV. A Summary of all current insurance for the insured (includes effective dates

- of coverage).
- V. A brief description of the operations to be performed, the specific job to be performed, or contract number.
  - VI. Certificate Holder (This is to always include Chatham County).

**Chatham County as an Additional Insured:** Chatham County invokes the defense of sovereign immunity. In order not to jeopardize the use of this defense, the County **is not** to be included as an Additional Insured on insurance contracts.

**2.16.2 Minimum Limits of Insurance** to be maintained for the duration of the contract:

- a. **Commercial General Liability:** Provides protection against bodily injury and property damage claims arising from operations of a Contractor or Tenant. This policy coverage includes: premises and operations, use of independent contractors, products/completed operations, personal injury, contractual, broad form property damage, and underground, explosion and collapse hazards. Minimum limits: \$1,000,000 bodily injury and property damage per occurrence and annual aggregate.
- b. **Worker's Compensation and Employer's Liability:** Provides statutory protection against bodily injury, sickness or disease sustained by employees of the Contractor while performing within the scope of their duties. Employer's Liability coverage is usually included in Worker's Compensation policies, and insures common law claims of injured employees made in lieu of or in addition to a Worker's Compensation claim. Minimum limits: \$500,000 for each accident, disease policy limit, disease each employee and Statutory Worker's Compensation limit.
- c. **Business Automobile Liability:** Coverage insures against liability claims arising out of the Contractor's use of automobiles. Minimum limit: \$1,000,000 combined single limit per accident for bodily injury and property damage. Coverage should be written on an Any Auto basis.

**2.16.3 Special Requirements:**

- a. **Claims-Made Coverage:** The limits of liability shall remain the same as the occurrence basis, however, the Retroactive date shall be prior to the coincident with the date of any contract, and the Certificate of Insurance shall state the coverage is claims-made. The Retroactive date shall also be specifically stated on the Certificate of Insurance.
- b. **Extended Reporting Periods:** The Contractor shall provide the County with a notice of the election to initiate any Supplemental Extended Reporting Period and the reason(s) for invoking this option.



- c. **Reporting Provisions:** Any failure to comply with reporting provisions of the policies shall not affect coverage provided in relation to this request.
  - d. **Cancellation:** Each insurance policy that applies to this request shall be endorsed to state that it shall not be suspended, voided, or canceled, except after thirty (30) days prior to written notice by certified mail, return receipt requested, has been given to the County.
  - e. **Proof of Insurance:** Chatham County shall be furnished with certificates of insurance and with original endorsements affecting coverage required by this request. The certificates and endorsements are to be signed by a person authorized by the insurer to bind coverage on its behalf. All certificates of insurance are to be submitted prior to, and approved by, the County before services are rendered. The Contractor must ensure Certificate of Insurance are updated for the entire term of the County.
  - f. **Insurer Acceptability:** Insurance is to be placed with an insurer having an A.M. Best's rating of A and a five (5) year average financial rating of not less than V. If an insurer does not qualify for averaging on a five year basis, the current total Best's rating will be used to evaluate insurer acceptability.
  - g. **Lapse in Coverage:** A lapse in coverage shall constitute grounds for contract termination by the Chatham County Board of Commissioners.
  - h. **Deductibles and Self-Insured Retention:** Any deductibles or self-insured retention must be declared to, and approved by, the County. At the option of the County, either: the insurer shall reduce or eliminate such deductibles or self-insured retention as related to the County, its officials, officers, employees, and volunteers; or the Contractor shall procure a bond guaranteeing payment of related suits, losses, claims, and related investigation, claim administration and defense expenses.
- 2.16.4 **Additional Coverage for Specific Procurement Projects:**
- a. **Professional Liability:** Insure errors or omission on behalf of architects, engineers, attorneys, medical professionals, and consultants.

Minimum Limits:

\$1 million per claim/occurrence

Coverage Requirement:

If claims-made, retroactive date must precede or coincide with the contract effective date or the date of the Notice to Proceed. The professional must state if tail coverage has been purchased and the duration of the coverage.

- b. **Builder's Risk: (For Construction or Installation Contracts)** Covers against insured perils while in the course of construction.  
Minimum Limits: All-Risk coverage equal 100% of contract value  
Coverage Requirements: Occupancy Clause - permits County to use the facility prior to issuance of Notice of Substantial Completion.

- 2.17 **Compliance with Specification - Terms and Conditions:** The Invitation to Bid, Legal Advertisement, General Conditions and Instructions to Bidders, Specifications, Special Conditions, Vendor's Bid, Addendum, and/or any other pertinent documents form a part of the bidders proposal or bid and by reference are made a part hereof.
- 2.18 **Signed Bid Considered Offer:** The signed bid shall be considered an offer on the part of the bidder, which offer shall be deemed accepted upon approval by the Chatham County Board of Commissioners, Purchasing Agent or his designee. In case of a default on the part of the bidder after such acceptance, Chatham County may take such action as it deems appropriate, including legal action for damages or lack of required performance.
- 2.19 **Notice to Proceed:** The successful bidder or proposer shall not commence work under this Invitation to Bid until a written contract is awarded and a Notice to Proceed is issued by the Purchasing Agent or his designee. If the successful bidder does commence any work or deliver items prior to receiving official notification, he does so at his own risk.
- 2.20 **Payment to Contractors:** Instructions for invoicing the County for products delivered to the County are specified in the contract document.
  - a. Questions regarding payment may be directed to the Finance Department at (912) 652-7900 or the County's Project Manager as specified in the contract documents.
  - b. Contractors will be paid the agreed upon compensation upon satisfactory delivery of the products or completion of the work as more fully described in the contract document.
  - c. Upon completion of the work or delivery of the products, the Contractor will provide the County with an affidavit certifying all suppliers, persons or businesses employed by the Contractor for the work performed for the County have been paid in full.
  - d. Chatham County is a tax exempt entity. Every contractor, vendor, business or person under contract with Chatham County is required by Georgia law to pay State sales or use taxes for products purchased in Georgia or transported into Georgia and sold to Chatham County by contract. Please consult the State of Georgia, Department of Revenue, Sales and Use Tax Unit in Atlanta (404) 656-4065 for additional information.

- 2.21 **Owner's Rights Concerning Award:** The Owner reserves the right, and sole and complete discretion to waive technicalities and informalities. The Owner further reserves the right, and sole and complete discretion to reject all bids and any bid that is not responsive or that is over the budget, as amended. In judging whether the bidder is responsible, the Owner will consider, but is not limited to consideration of, the following:
- a. Whether the bidder or principals are currently ineligible, debarred, suspended, or otherwise excluded from bidding or contracting by any state or federal agency, department, or authority;
  - b. Whether the bidder or principals have been terminated for cause or are currently in default on a public works contract;
  - c. Whether the bidder can demonstrate a commitment to safety with regard to Workers' Compensation by having an experience Modification Rate (EMR) over the past three years not having exceeded an average of 1.2; and
  - d. Whether the bidder's past work provides evidence of an ability to successfully complete public works projects within the established time, quality, or cost, or to comply with the bidder's contract obligations; and
  - e. Whether the bidder has made a Good Faith Effort to meet local participation goals for local economic impact for Disadvantaged Business Enterprises and Small Business Enterprises.

2.22 **Owner's Right to Negotiate with the Lowest Bidder:**

In the event all responsive and responsible bids are in excess of the budget, the Owner, in its sole and absolute discretion and in addition to the rights set forth above, reserves the right either to (i) supplement the budget with additional funds to permit award to the lowest responsive and responsible bid, or (ii) to negotiate with the lowest responsive and responsible bidder (after taking all deductive alternates) only for the purpose of making changes to the Project that will result in a cost to the Owner that is within the budget, as it may be amended.

2.23 **Debarred or Suspended Subcontractors.**

CONTRACTOR shall not subcontract, and shall ensure that no subcontracts are awarded at any tier, to any individual, firm, partnership, joint venture, or any other entity regardless of the form of business organization, that is on the Federal Excluded Parties List System (EPLS) at <https://www.epls.gov> or the State of Georgia, DOAS, State Purchasing Exclusion listing, or other local government entity. This includes pending litigation or claims with the County or other government entities. Contractor shall immediately notify County in

the event any subcontractor is added to a Federal, State or other Government Entity listing after award of the subcontract.

**2.24 Cone of Silence:**

Lobbying of Procurement Evaluation Committee members, County Government employees, and elected officials regarding this product or service solicitation, Invitation to Bid (ITB) or Request for Proposal (RFP) or contract by any member of a proposer's staff, or those people employed by any legal entity affiliated with an organization that is responding to the solicitation is strictly prohibited. Negative campaigning through the mass media about the current service delivery is strictly prohibited. Such actions may cause your proposal to be rejected.

**2.25 The Chatham County Board of Commissioners has adopted an aggressive program that establishes goals for minority/female, small and disadvantaged business participation in construction, professional services, and general procurement.**

- a. The Chatham County Board of Commissioners under Georgia law may reject any bid as non-responsive if they feel a bidder did not exercise "Good Faith Effort" in obtaining the goal established for M/WBE participation.
- b. The Chatham County Board of Commissioners adopted a policy establishing goals oriented to increase participation of minority and female owned businesses, through MBE/WBE certification and development. In order to accurately document participation, businesses submitting bids, quotes or proposals are encouraged to report ownership status. A bidder or vendor that is certified by any agency of the Federal Government or State of Georgia may submit a copy of their certification with their bid as proof of qualifications. Bidders that intend to engage in joint ventures or utilize subcontractors must submit to the County Contracts Administrator, a report on Minority/Female Business Enterprise participation.

**Goals established for this project is 30% Combined.**

- c. A Minority/Female Business Enterprise (M/WBE) is a business concern that is at least 51% owned by one or more minority/female individuals and whose daily business operations are managed and directed by one (1) or more of the minority/female owners.

**2.26 LIQUIDATED DAMAGES: N/A**

**2.26 Bidders or proposers are required to make a Good Faith Effort, where subcontracting is to be utilized in performing the contract, to subcontract with or purchase supplies from qualified M/WBEs. Bidders or proposers are required to state if they intend to subcontract any part of the work. Goals will be established for each contract at the onset. Forms**

requiring the signatures of bidders or proposers are enclosed as **Attachments** and must be completed and returned with your bid response. If forms are not completed and submitted, the bid may be considered nonresponsive.

Each bidder or proposer is required to maintain records of such efforts in detail adequate to permit a determination of compliance with these requirements. All contracts will reflect **Good Faith Efforts** and reporting requirements for the term of the contract. The County particularly urges general contractors to give emphasis to subcontracting with local area firms. **For information on the program or M/WBE contractors/vendors please contact Connell C. Heyward, Chatham County Minority and Women Business Coordinator, 124 Bull Street, Suite 310, Savannah, Georgia 31401, (912) 652-7828 phone, or (912) 652-7951 fax. Email: [cheyward@chathamcounty.org](mailto:cheyward@chathamcounty.org)**

- 2.27 **GEORGIA OPEN RECORDS ACT** - The responses will become part of the County's official files without any obligation on the County's part. Ownership of all data, materials and documentation prepared for and submitted to Chatham County in response to a solicitation, regardless of type, shall belong exclusively to Chatham County and will be considered a record prepared and maintained or received in the course of operations of a public office or agency and subject to public inspection in accordance with the Georgia Open Records Act, Official Code of Georgia Annotated, Section 50-18-70, et. Seq., unless otherwise provided by law.

Responses to RFPs shall be held confidential from all parties other than the County until after the contract is awarded by the Board of Commissioners.

The vendor and their bid price in response to ITBs will be read allowed at public bid openings. After Bid Tabulations, the ITB shall be available for public viewing.

Chatham County shall not be held accountable if material from responses is obtained without the written consent of the vendor by parties other than the County, at any time during the solicitation evaluation process.

- 2.28 **GEORGIA TRADE SECRET ACT of 1990** - In the event a Bidder/Proposer submits trade secret information to the County, the information must be clearly labeled as a Trade Secret. The County will maintain the confidentiality of such trade secrets to the extent provided by law.
- 2.29 **CONTRACTOR RECORDS** -The Georgia Open Records Act is applicable to the records of all contractors and subcontractors under contract with the County. This applies to those specific contracts currently in effect and those which have been completed or closed for up three (3) years following completion.
- 2.30 **REFERENCES - \$500,000 or more:** For bidders to be responsive each must provide information on the most recent five (5) projects with similar scope of work as well as other

information to determine experience and qualifications as follows:

- a. Project Name: \_\_\_\_\_
- Location: \_\_\_\_\_
- Owner: \_\_\_\_\_
- Address: \_\_\_\_\_
- City and State: \_\_\_\_\_
- Contact: \_\_\_\_\_
- Phone & Fax: \_\_\_\_\_
- \*Architect or Engineer: \_\_\_\_\_
- Contact: \_\_\_\_\_
- Phone & Fax: \_\_\_\_\_

- b. The awarded bid amount and project start date.  
Final cost of project and completion date.  
Number of change orders.  
Contracted project completion in days.  
Project completed on time. Yes \_\_\_\_\_ No \_\_\_\_\_ Days exceeded \_\_\_\_\_  
List previous contracts your company performed for Chatham County by Project Title, date and awarded/final cost.  
Has contractor ever failed to complete a project? If so, provide explanation.  
Have any projects ever performed by contractor been the subject of a claim or lawsuit by or against the contractor? If yes, please identify the nature of such claim or lawsuit, the court in which the case was filed and the details of its resolution.

**\$499,000 and less:** Provide references from owners of at least three (3) projects of various sizes. Include government owners if possible. If the contractor has performed any work for the Chatham County Board of Commissioners within the last five (5) years, at least one (1) of the three (3) owner references must be from the appropriate party within the Chatham County Government. Provide in the format as in (a) above on the attached form.

**Failure to provide the above information may result in your firm's bid being rejected and ruled as non-responsive.**

**NOTE: FORMS FOR YOU TO FILL OUT FOR YOUR REFERENCES ARE ATTACHED TO THE BACK OF THIS BID PACKAGE.**

## ADDITIONAL CONDITIONS

- 3.1 **METHOD OF COMPENSATION.** The compensation provided for herein shall include all claims by the CONTRACTOR for all costs incurred by the CONTRACTOR in the conduct of the Project as authorized by the approved Project Compensation Schedule and this amount shall be paid to the CONTRACTOR after receipt of the invoice and approval of the amount by the COUNTY. The COUNTY shall make payments to the CONTRACTOR within thirty (30) days from the date of receipt of the CONTRACTOR's acceptable statement on forms prepared by the CONTRACTOR and approved by the COUNTY.

Should the Project begin within any one month, the first invoice shall cover the partial period from the beginning date of the Project through the last day of the month (or on a mutually agreeable time) in which it began. The invoices shall be submitted each month until the Project is completed. Invoices shall be itemized to reflect actual expenses for each individual task; also refer to the requirements concerning changes, delays and termination of work under Sections I-8, 9, and 10 of the contract. Each invoice shall be accompanied by a summary progress report which outlines the work accomplished during the billing period and any problems that may be inhibiting the Project execution. The terms of this contract are intended to supersede all provisions of the Georgia Prompt Pay Act.

As long as the gross value of completed work is less than 50% of the total contract amount, or if the contractor is not maintaining his construction schedule to the satisfaction of the engineer, the County shall retain 10% of the gross value of the completed work as indicated by the current estimate approved by the engineer.

After the gross value of completed work becomes to or exceed 50% of the total contract amount within a time period satisfactory to the County, then the total amount to be retained may be reduced to 5% of the gross value of the completed work as indicated by the current estimate approved by the engineer, until all pay items are substantially completed.

When all work is completed and time charges have ceased, pending final acceptance and final payment the amount retained may be further reduced at the discretion of the County.

The CONTRACTOR may submit a final invoice to the County for the remaining retainage upon COUNTY'S acceptance of the Certificate of Substantial Completion. Final payment constituting the entire unpaid balance due shall be paid by the COUNTY to the

CONTRACTOR when work has been fully completed and the contract fully performed, except for the responsibilities of the CONTRACTOR which survive final payment. The making of final payment shall constitute a waiver of all claims by Chatham County except those arising from unsettled liens, faulty or defective work appearing after substantial completion, failure of the work to comply with the requirements of the Contract Documents,

or terms of any warranties required by the Contractor Documents or those items previously made in writing and identified by the COUNTY as unsettled at the time of final application for payment. Acceptance of final payment shall constitute a waiver of all claims by the CONTRACTOR, except those previously made in writing and identified by the CONTRACTOR as unsettled at the time of final application for payment.

**3.3 SURETY REQUIREMENTS and Bonds: (check where applicable)**

- N/A     **A. Such bidder shall post a bid bond, certified check or money order made payable to the Chatham County Finance Department in the amount of 5% of the bid price.**
- N/A     **B. Contractor(s) shall be required at time of contract to shall post a payment/performance bond, certified check or money order made payable to the Chatham County Finance Department in the amount of 100% of the bid price if awarded the purchase. Such bond(s) are due prior to contract execution as a guarantee that goods meet specifications and will be delivered per contract. Such bonds will also guarantee quality performance of services and timely payment of invoices to any subcontractors.**
- N/A     **C. Whenever a bond is provided, it shall be executed by a surety authorized to do business in the State of Georgia and approved by Chatham County.**
- N/A     **D. Bidder acknowledges Chatham County's right to require a Performance and Payment Bond of a specific kind and origin. "Performance Bond" means a bond with good and sufficient surety or surities for the faithful performance of the contract and to indemnify the governmental entity for any damages occasioned by a failure to perform the same within the prescribed time. Such bond shall be payable to, in favor of, and for the protection of the governmental entity for which the work is to be done. "Payment Bond" means a bond with good and sufficient surety or surities payable to the governmental entity for which the work is to be done and intended for the use and protection of all subcontractors and all persons supplying labor, materials, machinery, and equipment in the prosecution of the work provided for in the public works construction contract.**
- N/A     **E. Forfeit the amount of the Bid Bond if he/she fails to enter into a contract with Chatham County to do and/or furnish everything necessary to provide service and/or accomplish the work stated and/or specified in this bid proposal for the bid amount.**



3.4 **WARRANTY REQUIREMENTS:**

- a. Provisions of item 2.7 apply.
- b. Warranty required.

- X
  - 1. Standard warranty shall be offered with bid.
  - 2. Extended warranty shall be offered with bid. The cost of the extended warranty will be listed separately on the bid sheet.

3.5 **TERMS OF CONTRACT:** (check where applicable):

- a. Annual Contract (With automatic renewal options for four (4) additional one (1) year terms if all parties agree)
- b. One-time Purchase
- X c. Other **ONE TIME CONTRACT**

3.6 **AUDITS AND INSPECTIONS:**

At any time during normal business hours and as often as the County may deem necessary, the Contractor and his subcontractors shall make available to the County and/or representatives of the Chatham County Department of Internal Audit for examination of all its records with respect to all matters covered by this Contract. It shall also permit the County and/or representatives of the Department of Internal Audit to audit, inspect, examine and make copies, excerpts or transcripts from such records of personnel, conditions of employment and other data relating to all matters covered by this Contract. All documents to be audited shall be available for inspection at all reasonable times in the main offices of the County or at the offices of the Contractor as requested by the County.

**CONVERSATIONS OR CORRESPONDENCE REGARDING THIS SOLICITATION OR REPORT BETWEEN PROSPECTIVE OFFERORS AND PERSONS OUTSIDE THE CHATHAM COUNTY PURCHASING OFFICE WILL NOT BE CONSIDERED OFFICIAL OR BINDING UNLESS OTHERWISE SPECIFICALLY AUTHORIZED WITHIN THIS DOCUMENT.**

The undersigned bidder or proposer certifies that he/she has carefully read the preceding list of instructions to bidders and all other data applicable hereto and made a part of this invitation; and, further certifies that the prices shown in his/her bid/proposal are in accordance with all documents contained in this Invitation for Bids/ Proposals package, and that any exception taken thereto may disqualify his/her bid/proposal.

This is to certify that I, the undersigned bidder, have read the instructions to bidder and agree to be bound by the provisions of the same.

This \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_.

BY \_\_\_\_\_

SIGNATURE

TITLE

COMPANY

Phone / Fax No's. / e-mail

CHATHAM COUNTY, GEORGIA  
SURETY REQUIREMENTS

A Bid Bond for five percent (5%) of the amount of the bid is NOT required to be submitted with each bid.

A Performance Bond for one hundred percent (100%) of the bid shall NOT be required of the successful bidder.

The Bidder certifies that he/she has examined all documents contained in this bid package, and is familiar with all aspects of the proposal and understands fully all that is required of the successful bidder. The Bidder further certifies that his/her bid shall not be withdrawn for thirty (30) days from the date on which his bid is publicly opened and read.

The Bidder agrees, if awarded this bid, he/she will:

- A. Furnish, upon receipt of an authorized Chatham County Purchase Order, all items indicated thereon as specified in this bid proposal for the bid amount, or;
- B. Enter a contract with Chatham County to do and/or furnish everything necessary to provide the service and/or accomplish the work as stated and/or specified in this bid proposal for the bid amount, and;
- C. Furnish, if required, a Performance Bond, and acknowledges Chatham County's right to require a Performance Bond of a specific kind and origin, and;
- D. Forfeit the amount of the Bid Bond if he/she fails to enter a contract with Chatham County as stated in (B) above, within fifteen (15) days of the date on which he/she is awarded the bid, and/or;
- E. Forfeit the amount of the Performance Bond if he/she fails to execute and fulfill the terms of the contract entered. The amount of forfeiture shall be:
  - 1. The difference between his/her bid and the next lowest, responsible bid that has not expired or been withdrawn, or;
  - 2. The difference between his/her bid and the amount of the lowest, responsible bid received as a result of rebidding, including all costs related to rebidding.

\_\_\_\_\_  
COMPANY

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
TELEPHONE NUMBER

## **PROPOSAL**

**SPECIFICATIONS FOR:**

**BID NO. 21-0049-4**

### **CONSTRUCTION PROGRESS PHOTOGRAPHIC DOCUMENTATION**

Chatham County (Owner) is soliciting pricing from qualified vendors/contractors to provide Construction Progress Photographic Documentation services for the new Chatham County Courthouse project. The project is expected to begin construction in early May 2021. Duration of the work shall be approximately 30 months from the start of construction.

The work includes photographic documentation of the progress of construction both in the new Courthouse (about 155,325 sq ft) located at 145 Montgomery Street, and the renovation work in the adjacent existing Tom J Coleman Courthouse (about 2,500 sq ft) located at 133 Montgomery Street.

**This shall be a Lump Sum contract.**

### **COMMENCEMENT AND COMPLETION:**

**WORK SHALL BEGIN WITHIN 10 DAYS AFTER RECEIPT OF "NOTICE TO PROCEED". ALL WORK SHALL BE COMPLETED WITHIN APPROX. 30 MONTHS.**

## BID FORM

Project: **CHATHAM COUNTY COURTHOUSE  
CONSTRUCTION PROGRESS PHOTOGRAPHIC DOCUMENTATION**

Bid to: **Chatham County Board of Commissioners (OWNER)**  
Purchasing and Contracting Division  
1117 Eisenhower Drive, Suite C  
Savannah, Georgia 31406

Bid from: \_\_\_\_\_  
COMPANY NAME (BIDDER)  
\_\_\_\_\_  
STREET ADDRESS  
\_\_\_\_\_  
CITY STATE ZIP  
\_\_\_\_\_  
CONTACT NAME  
\_\_\_\_\_  
TEL NO. EMAIL

Bidders must submit a price for each item listed below. Price shall be for the complete work associated with each item including all labor, material, equipment, delivery, taxes, Overhead and Profit, Bonds and Insurance.

Item	Description	Lump Sum Cost
1	Construction Webcam	\$
2	Interior and Exterior Construction Progress	\$
	Total	\$

### BID

LUMP SUM PRICE: \$ \_\_\_\_\_ IN FIGURES

\_\_\_\_\_  
IN WORDS

## LIST OF SUBCONTRACTORS

I do \_\_\_\_\_, do not \_\_\_\_\_, propose to subcontract some of the work on this project. I propose to subcontract work to the following subcontractors: **NOTE: M/WBE PARTICIPATION.**

[illegible]

SIGNED: \_\_\_\_\_ CONTRACTOR

# **CHATHAM COUNTY COURTHOUSE**

## **CONSTRUCTION PROGRESS PHOTOGRAPHIC DOCUMENTATION**

Chatham County (Owner) is soliciting pricing from qualified vendors/contractors to provide Construction Progress Photographic Documentation services for the new Chatham County Courthouse project. The project is expected to begin construction in early May 2021. Duration of the work shall be approximately 30 months from the start of construction.

The work includes photographic documentation of the progress of construction both in the new Courthouse (about 155,325 sq ft) located at 145 Montgomery Street, and the renovation work in the adjacent existing Tom J Coleman Courthouse (about 2,500 sq ft) located at 133 Montgomery Street.

The new Courthouse comprises of a north and south block on either side of a 21 ft wide atrium. It is made up of a four story precast structure, a basement and two new tunnels at the basement level that connect the existing courthouse with the new. Other spaces include a Jury Assembly room that seats 187, offices of the State and Superior Clerks, Multipurpose Room for 85, four State Courtrooms and eight Superior Courtrooms, each with a Jury Deliberation Room and shared holding cells, State and Superior Court Judges Chambers and Administrative offices, offices for Superior Court Administration, Court Reporters, Staff Attorneys and Court Support in addition to a Snack Bar for 24, Attorney Lounge and other support services.

### **PART 1 – SUMMARY OF WORK**

#### **1.1 Provide**

- A. Comprehensive digital photographic documentation of the construction process progressively and at selected milestones
- B. Documentation inclusive of electronic indexing, navigation, storage and remote access throughout construction
- C. Owner support, security of information and technological requirements related to the documentation

#### **1.2 Work shall include photographs for the following**

- A. Construction Webcam
- B. Exterior Construction Progress
- C. Interior Construction Progress

Use a web based project photographic management software system. Access shall be provided at all times to all requested members of the Owner's team, Design team and Construction team. All work shall be handed over to Owner at end of project in a digital format.

### **PART 2 – DOCUMENTATION PLATFORM**

- 2.1 Provide web based project photographic management software to store, navigate and print photos. Indexing and navigation system shall utilize actual construction drawings or equivalent as the basis for an interactive on-line interface. For all documentation referenced herein, indexing and navigation must be organized by both time (date-stamped) and location throughout the Project. Documentation activity shall allow to be queried by date range via activity searches. Software and photos shall provide for high definition clarity when zooming in to small details.
- 2.2 Documentation shall combine indexing and navigation system with inspection-grade high- resolution digital photography designed to capture actual conditions throughout construction and at critical milestones. Documentation will be accessible on-line within 48 hours after each shoot, through the use of an Internet connection. Documentation will allow for multiple-user access, simultaneously, on-line. Access shall adhere to industry standards for information security and protection of data. Multi-tiered access levels shall be achievable

through use of individual passwords. Users will be able to identify other authorized users on each project.

- 2.3 Online interface shall allow users to comment (privately or publically) on images and shoots and to create customizable tags that can be reviewed through an integrated reporting functionality. These images and reports must be made available through PDF and a standalone link. All images or reports will be identified by time, date, location, and include associated comments that can be archived indefinitely. The County's Project Manager can restrict commenting functions. Commenting permissions, per user, can be set to either (1) read/write, (2) read only or (3) no read/ no write permissions at the option of the County's Project Manager.

### **PART 3 – DOCUMENTATION PHOTOGRAPHS**

#### **3.1 Provide the following**

- A. Key Plan for
1. entire site
  2. work in adjacent rights of way: Oglethorpe, MLK, Montgomery
  3. new construction: basement, connecting tunnels, floors 1 through 4, roof
  4. renovation: basement

showing index/reference points marked for location and direction of each photograph. Index points shall serve as interactive points (ie clicking on the index point will pull up the respective picture). Maintain Key Plan with each set of construction photographs that identifies each photographic location.

- B. Each Index point/Reference point shall
1. Have a unique number
  2. For the site
    - a. not be more than 15 ft apart
    - b. be at important locations
    - c. should track each below ground and above ground utility
  3. For the exterior
    - a. not be more than 15 ft apart
    - b. be at important locations
  4. For interior
    - a. minimum 1 at each wall
    - b. not be more than 10 ft apart
    - c. be at important locations
- C. All photographs shall be
1. digital, high definition
  2. uploaded to the web based software site within two days of taking the photos
  3. include the date photograph was taken
  4. keyed to the interactive spot shown on the Key plan
  5. accompanied with the description of location, vantage point and direction
  6. color JPEG images, produced by a digital camera with minimum sensor size of 12 megapixels, at an image resolution not less than 3200X2400 pixels, with vibration-reduction technology and use of flash in low light levels or backlit conditions
  7. each photograph shall have a unique sequential identifier indexed to the Key Plan.
  8. with metadata - record accurate data and time from camera
  9. name media files with date and sequential numbering suffix

### **PART 4 – DOCUMENTATION STAGES**

- 4.1 Photographs for all areas listed in 3.1-B shall be taken at the minimum at each of the following stages of construction

- A. Site Progression  
B. All Utilities Exact Built



- C. Sub Grade Water Proofing Exact Built
- D. Pre Slab Exact Built
- E. Site Survey Exact Built
- F. Interior Progression (particularly showing components in walls and ceilings before being covered)
- G. Fire Proof Exact Built
- H. MEP Exact Built
- I. Security, AV Exact Built
- J. Finished Interior Exact Built
- K. Exterior Progression
- L. Exterior Skin Exact Built
- M. Roof Exact Built
- N. Punchlist Inspection
- O. Final aerials of completed project

- 4.2 Prior to mobilization, all existing conditions of streets, roadways, parkways, driveways, curbs, sidewalks, landscaping and structures surrounding the building pad and site shall be documented using overlapping photographic techniques. Indexing and navigation shall be accomplished through interactive civil and architectural drawings. This documentation may be required at multiple intervals prior to commencing vertical construction.
- 4.3 Construction progress for all trades shall be tracked at the above pre-determined intervals, but not less than once every thirty (30) calendar days ("Progressions"). Progression documentation will comprehensively track both the exterior and interior construction of the building. Exterior Progressions will track 360 degrees around the site and each building. Interior Progressions will track interior improvements beginning when stud work commences and continuing until Project completion. Indexing and navigation shall be accomplished through interactive architectural drawings. Integrated commenting and tagging will allow for isolation of issues on the interactive plan and for report generation including, per report, issue image, index number, date and depiction of issue location on the floor plan or site plan.
- 4.4 As-built condition of pre-slab utilities and site utilities will be documented prior to pouring slabs, placing concrete and/or backfilling. This will include all underground and in-slab utilities within the building(s) envelope(s) and utility runs in the immediate vicinity of the building(s) envelope(s). This will also include utilities enclosed in slab-on-deck in multi-story buildings. Overlapping photographic techniques will be used to insure maximum coverage. Indexing and navigation shall be accomplished through interactive site utility plans. Integrated commenting and tagging will allow for isolation of issues on the interactive plan and for report generation including, per report, issue image, index number, date and depiction of issue location on the floor plan or site plan.
- 4.5 As-built conditions of mechanical, electrical, plumbing, fire protection, security, AV and all other systems will be documented post-inspection and pre-insulation, sheet rock or dry wall installation or as near to this milestone as is reasonably possible. This will include all finished systems located in the walls and ceilings of all buildings at the Project. Overlapping photographic techniques will be used to insure maximum coverage. Indexing and navigation shall be accomplished through interactive architectural drawings. Integrated commenting and tagging will allow for isolation of issues on the interactive plan and for report generation including, per report, issue image, index number, date and depiction of issue location on the floor plan or site plan.
- 4.6 As-built conditions of exterior skin and elevations shall be documented with an increased concentration of digital photographs as directed by Client in order to capture pre-determined focal points, such as waterproofing, window flashing, radius steel work, architectural or precast detailing. Overlapping photographic techniques will be used to insure maximum coverage. Indexing and navigation shall be accomplished through interactive elevations or elevation details. Integrated commenting and tagging will allow for isolation of issues on the interactive plan and for report generation including, per report, issue image, index number, date and depiction of issue location on the floor plan or site plan.
- 4.7 As-built finished conditions of the interior of each building including floors, ceilings and walls shall be documented at certificate of occupancy or equivalent, or just prior to owner occupancy, as directed by Owner. Overlapping photographic techniques will be used to insure maximum coverage. Indexing and navigation shall be accomplished through interactive architectural drawings. Integrated commenting and tagging will allow for isolation of issues on the interactive plan and for report generation including, per report, issue image, index

number, date and depiction of issue location on the floor plan or site plan.

- 4.8 Miscellaneous events that occur during any site visit, specific events or milestones will be dated, labeled and inserted into a separate section in the navigation structure.

## **PART 5 – WEBCAM**

Provide

- 5.1 Webcam: Provide two fixed-location camera(s) with weatherproof housing, mounted to provide unobstructed view of construction site from location approved by Owner and Architect, with the following characteristics:
- A. Static view
  - B. Capable of producing minimum 8 megapixel images
  - C. Provide pole mount, power supply, active high-speed data connection to service provider's network, and static public IP address for each camera.
- 5.2 Live Streaming Images: Provide web-accessible image of current site image, updated at 15 -minute intervals during daytime operation.
- 5.3 Web-Based Interface: Provide online interface to allow viewing of each high-definition digital still image captured and stored during construction, from the Internet.
- A. Access Control: Provide password-protected access for Project team administered by Contractor, providing current image access and archival image access by date and time, with images downloadable to viewer's device.
  - B. Software: Provide responsive software interface for use on computer, tablet, and mobile screens with accompanying iPhone/iPad app and Android apps.
  - C. Storage: Maintain images on the website for reference during entire construction period, and for not less than 30 days after Final Completion. Provide sufficient memory on remote server to store all Project images.
  - D. Online Interface: Provide website interface with Project and client information and logos, calendar-based navigation interface for selecting images, and pan and zoom capability within high-definition images.
  - E. Forward and Reverse: Provide capability to browse through images, moving forward and backward in time by individual image and by day.
  - F. Slideshow: Provide capability to automatically display current images from sites when there are three or more cameras used.
  - G. Time-Lapse: Provide capability for online display of project time-lapse.
  - H. Dashboard: Provide capability to view thumbnails of all cameras on one screen.
  - I. Weather: Provide corresponding weather data for each image captured.

## **PART 6 - CONTRACTOR'S RESPONSIBILITY**

- 6.1 Contractors Personnel  
Field personnel necessary to undertake the documentation shall be provided entirely by the Contractor. Field personnel shall be OSHA certified, per the project's safety programs. Coordination and access shall be through a designated on site representative of the Project's General Contractor, typically a Superintendent or Project Manager. Contractor will also attend OAC or construction team meetings as necessary. Contractor's operations team will provide regular updates regarding the status of the documentation, including completed elements of the documentation, the availability of recent documentation on-line and anticipated future shoot dates.
- 6.2 Hosting  
All on-line domain/web hosting, industry standard security measures and redundant server back- up of the documentation shall be furnished by Contractor.

- 6.3 Software  
All software required for indexing, navigation, hosting and remote access shall be furnished by Contractor (excepting web browsers).
- 6.4 Technical Support  
Contractor shall provide the necessary technical support related to using the system or service.
- 6.5 Contractor shall maintain cameras and web-based access in good working order until Final Completion. Provide for service of cameras and related networking devices and software.
- 6.6 Owner's Access, Usage Rights, Closeout  
Upon completion of the Project, final copies of the documentation (the "Permanent Record") with the underlying housing software, indexing and navigation system embedded shall be provided in a digital media format (external hard-drive). On-line access by the Owner shall be available after delivery of the Permanent Record. Intellectual property rights associated with the digital media prepared in direct service of the project shall transfer, along with the media itself, to the Owner. One multiple-user license for use of the underlying housing software, indexing and navigation is included for accessing the digital media.

## **PART 7 – CONTRACTOR QUALIFICATIONS**

- 7.1 Contractor shall have
- A. Minimum experience of five (5) years providing expert and independent third party digital photography construction documentation using advanced indexing/ navigation systems.
  - B. Completed construction projects of similar type, size, duration and complexity as the Project.
  - C. In-house programming division for customizable documentation solutions required.
- 7.2 Owner requested verification prior to award
- A. Documentation to support the above are to be provided
  - B. References from three (3) Owners/Clients.
  - C. **Demonstration of the features of the web based management system** on a previous project

## **PART 8 – ATTACHMENTS**

- 8.1 The following civil and architectural plan sheets are provided for purposes of this pricing.
- A. Site
    - 1. C0.1
    - 2. C1.1
    - 3. C2.1
  - B. Architectural
    - 1. AD100
    - 2. AD101
    - 3. AD102
    - 4. A101
    - 5. A111
    - 6. A121
    - 7. A131
    - 8. A141
    - 9. A151
    - 10. A201
    - 11. A202
- 8.2 Additional drawings/complete set shall be provided to the successful contractor.

END OF SCOPE

**ATTACHMENT A**

## DRUG - FREE WORKPLACE CERTIFICATION

THE UNDERSIGNED CERTIFIES THAT THE PROVISIONS OF CODE SECTIONS 50-24-1 THROUGH 50-24-6 OF THE OFFICIAL CODE TO GEORGIA ANNOTATED, RELATED TO THE **\*\*DRUG-FREE WORKPLACE\*\***, HAVE BEEN COMPLIED WITH IN FULL. THE UNDERSIGNED FURTHER CERTIFIES THAT:

1. A Drug-Free Workplace will be provided for the employees during the performance of the contract; and
2. Each sub-contractor under the direction of the Contractor shall secure the following written certification:

\_\_\_\_\_ (CONTRACTOR)  
certifies to Chatham County that a Drug-Free Workplace will be provided for the employees  
during the performance of this contract known as procurement **Construction Progress**  
**Photographic Documentation** (PROJECT) pursuant to paragraph (7) of subsection (B) of Code  
Section 50-24-3. Also, the undersigned further certifies that he/she will not engage in the  
unlawful manufacture, sale, distribution, possession, or use of a controlled substance or marijuana  
during the performance of the contract.

CONTRACTOR

DATE \_\_\_\_\_

NOTARY

DATE \_\_\_\_\_

## ATTACHMENT B

### PROMISE OF NON-DISCRIMINATION STATEMENT

Know All Men By These Presence, that I (We), \_\_\_\_\_  
Name

\_\_\_\_\_  
Title Name of Bidder

(herein after Company) in consideration of the privilege to bid/or propose on the following Chatham County project procurement **Construction Progress Photographic Documentation** hereby consent, covenant and agree as follows:

- (1) No person shall be excluded from participation in, denied the benefit of or otherwise discriminated against on the basis of race, color, national origin or gender in connection with the bid submitted to Chatham County or the performance of the contract resulting therefrom;
- (2) That it is and shall be the policy of this Company to provide equal opportunity to all business persons seeking to contract or otherwise interested with the Company, including those companies owned and controlled by racial minorities, and women;
- (3) In connection herewith, I (We) acknowledge and warrant that this Company has been made aware of, understands and agrees to take affirmative action to provide minority and women owned companies with the maximum practicable opportunities to do business with this Company on this contract;
- (4) That the promises of non-discrimination as made and set forth herein shall be continuing throughout the duration of this contract with Chatham County;
- (5) That the promises of non-discrimination as made and set forth herein shall be and are hereby deemed to be made a part of and incorporated by reference in the contract which this Company may be awarded;
- (6) That the failure of this Company to satisfactorily discharge any of the promises of non-discrimination as made and set forth above may constitute a material breach of contract entitling the County to declare the contract in default and to exercise appropriate remedies including but not limited to termination of the contract.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## ATTACHMENT C

### DISCLOSURE OF RESPONSIBILITY STATEMENT

Failure to complete and return this information will result in your bid/offer/proposal being disqualified from further competition as non-responsive.

1. List any convictions of any person, subsidiary, or affiliate of the company, arising out of obtaining, or attempting to obtain a public or private contract or subcontract, or in the performance of such contract or subcontract.

---

2. List any indictments or convictions of any person, subsidiary, or affiliate of this company for offenses such as embezzlement, theft, fraudulent schemes, etc. or any other offenses indicating a lack of business integrity or business honesty which affects the responsibility of the contractor.

---

3. List any convictions or civil judgments under states or federal antitrust statutes.

---

4. List any violations of contract provisions such as knowingly (without good cause) to perform, or unsatisfactory performance, in accordance with the specifications of a contract.

---

5. List any prior suspensions or debarments by any governmental agency.

---

6. List any contracts not completed on time.

---

7. List any penalties imposed for time delays and/or quality of materials and workmanship.

---

8. List any documented violations of federal or any state labor laws, regulations, or standards, occupational safety and health rules.

---

I, \_\_\_\_\_, as \_\_\_\_\_  
Name of individual Title & Authority

of \_\_\_\_\_, declare under oath that

Company Name \_\_\_\_\_

the above statements, including any supplemental responses attached hereto, are true.

\_\_\_\_\_  
Signature

State of \_\_\_\_\_

County of \_\_\_\_\_

Subscribed and sworn to before me on this \_\_\_\_\_ day of \_\_\_\_\_

20\_\_ by \_\_\_\_\_ representing him/herself to be

\_\_\_\_\_ of the company named herein.

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

My Commission expires:

\_\_\_\_\_

Resident State: \_\_\_\_\_

## ATTACHMENT D

### 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 CHATHAM COUNTY 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 the 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

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

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

Executed on \_\_\_\_\_, \_\_\_, 201\_\_ 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 \_\_\_\_\_, 201\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

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



### **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 CHATHAM COUNTY 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 the 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 (5) 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 (5) 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

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

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

Executed on \_\_\_\_\_, \_\_\_, 202\_\_ 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 \_\_\_\_\_, 202\_\_.

\_\_\_\_\_  
NOTARY PUBLIC  
My Commission Expires:

**ATTACHMENT E**

**CHATHAM COUNTY, GEORGIA**

**BIDDER'S CERTIFICATION REGARDING DEBARMENT, SUSPENSION,  
INELIGIBILITY AND VOLUNTARY EXCLUSION**

The undersigned certifies, by submission of this proposal or acceptance of this contract, that neither Contractor nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency, State of Georgia, City of Savannah, Board of Education or local municipality. Bidder agrees that by submitting this proposal that Bidder will include this clause without modification in all lower tier transactions, solicitations, proposals, contracts and subcontracts. Where the Bidder or any lower tier participant is unable to certify to this statement, that participant shall attach an explanation to this document.

Bidder must verify Sub-Tier Contractors and Suppliers are not debarred, suspended, ineligible, pending County litigation or pending actions from any of the above government entities.

Certification - the above information is true and complete to the best of my knowledge and belief.

---

(Printed or typed Name of Signatory)

---

(Signature)

---

(Date)

**NOTE:** The penalty for making false statements in offers is prescribed in 18 U.S.C. 1001

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**END OF DOCUMENT Mod. CC P & C 6/2005**

## ATTACHMENT F

**Chatham County  
Minority and Women Business Enterprise Program  
M/WBE Participation Report**

Name of Bidder: \_\_\_\_\_

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

Bid No: \_\_\_\_\_

M/WBE Firm	Type of Work	Contact Person/ Phone #	City, State	%	MBE or WBE

MBE Total \_\_\_\_\_

WBE Total \_\_\_\_\_%

M/WBE Combined \_\_\_\_\_%

The undersigned should enter into a formal agreement with M/WBE Contractor identified herein for work listed in this schedule conditioned upon execution of contract with the Chatham County Board of Commissioners.

Signature \_\_\_\_\_ Print \_\_\_\_\_

Phone (    ) \_\_\_\_\_

Fax (    ) \_\_\_\_\_

## ATTACHMENT G

### *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\_\_\_\_

Notary Public  
My Commission Expires:

\* \_\_\_\_\_

Alien Registration number for non-citizens.

## REFERENCE FORM

**REFERENCES - \$499,999 or more:** On July 25, 2003 the Board of Commissioners directed that all construction projects with a bid of \$499,999 or less, for bidders to be responsive each must provide information on the most recent three (3) projects with similar scope of work as well as other information to determine experience and qualifications as follows. If the contractor has performed any work for the Chatham County Board of Commissioners within the last five (5) years, at least one (1) of the three (3) owner references must be from the appropriate party within the Chatham County Government

- a. Project Name: \_\_\_\_\_  
Location: \_\_\_\_\_  
Owner: \_\_\_\_\_  
Address: \_\_\_\_\_  
City and State: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Phone & Fax: \_\_\_\_\_  
\*Architect or Engineer: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Phone & Fax: \_\_\_\_\_  
Email: \_\_\_\_\_
- b. The awarded bid amount and project start date. \_\_\_\_\_
- c. Final cost of project and completion date. \_\_\_\_\_
- d. Number of change orders. \_\_\_\_\_
- e. Contracted project completion in days. \_\_\_\_\_
- f. Project completed on time. Yes \_\_\_\_\_ No \_\_\_\_\_ Days exceeded \_\_\_\_\_
- g. List previous contracts your company performed for Chatham County by Project Title, date and awarded/final cost.
- h. Has contractor ever failed to complete a project? \_\_\_\_\_ If so, provide explanation.
- i. Have any projects ever performed by contractor been the subject of a claim or lawsuit by or against the contractor? \_\_\_\_\_ If yes, please identify the nature of such claim or lawsuit, the court in which the case was filed and the details of its resolution.

**REFERENCE FORM**

**REFERENCES - \$499,999 or more:** On July 25, 2003 the Board of Commissioners directed that all construction projects with a bid of \$499,999 or less, for bidders to be responsive each must provide information on the most recent three (3) projects with similar scope of work as well as other information to determine experience and qualifications as follows. If the contractor has performed any work for the Chatham County Board of Commissioners within the last five (5) years, at least one (1) of the three (3) owner references must be from the appropriate party within the Chatham County Government

- a. Project Name: \_\_\_\_\_  
 Location: \_\_\_\_\_  
 Owner: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City and State: \_\_\_\_\_  
 Contact: \_\_\_\_\_  
 Phone & Fax: \_\_\_\_\_  
 \*Architect or Engineer: \_\_\_\_\_  
 Contact: \_\_\_\_\_  
 Phone & Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_
- b. The awarded bid amount and project start date. \_\_\_\_\_
- c. Final cost of project and completion date. \_\_\_\_\_
- d. Number of change orders. \_\_\_\_\_
- e. Contracted project completion in days. \_\_\_\_\_
- f. Project completed on time. Yes \_\_\_\_\_ No \_\_\_\_\_ Days exceeded \_\_\_\_\_
- g. List previous contracts your company performed for Chatham County by Project Title, date and awarded/final cost. \_\_\_\_\_
- h. Has contractor ever failed to complete a project? \_\_\_\_\_ If so, provide explanation. \_\_\_\_\_
- i. Have any projects ever performed by contractor been the subject of a claim or lawsuit by or against the contractor? \_\_\_\_\_ If yes, please identify the nature of such claim or lawsuit, the court in which the case was filed and the details of its resolution. \_\_\_\_\_

**REFERENCE FORM**

**REFERENCES - \$499,999 or more:** On July 25, 2003 the Board of Commissioners directed that all construction projects with a bid of \$499,999 or less, for bidders to be responsive each must provide information on the most recent three (3) projects with similar scope of work as well as other information to determine experience and qualifications as follows. If the contractor has performed any work for the Chatham County Board of Commissioners within the last five (5) years, at least one (1) of the three (3) owner references must be from the appropriate party within the Chatham County Government

- a. Project Name: \_\_\_\_\_  
 Location: \_\_\_\_\_  
 Owner: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City and State: \_\_\_\_\_  
 Contact: \_\_\_\_\_  
 Phone & Fax: \_\_\_\_\_  
 \*Architect or Engineer: \_\_\_\_\_  
 Contact: \_\_\_\_\_  
 Phone & Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_
- b. The awarded bid amount and project start date. \_\_\_\_\_
- c. Final cost of project and completion date. \_\_\_\_\_
- d. Number of change orders. \_\_\_\_\_
- e. Contracted project completion in days. \_\_\_\_\_
- f. Project completed on time. Yes \_\_\_\_\_ No \_\_\_\_\_ Days exceeded \_\_\_\_\_.
- g. List previous contracts your company performed for Chatham County by Project Title, date and awarded/final cost. \_\_\_\_\_
- h. Has contractor ever failed to complete a project? \_\_\_\_\_ If so, provide explanation. \_\_\_\_\_
- i. Have any projects ever performed by contractor been the subject of a claim or lawsuit by or against the contractor? \_\_\_\_\_ If yes, please identify the nature of such claim or lawsuit, the court in which the case was filed and the details of its resolution. \_\_\_\_\_

## CHECKLIST FOR SUBMITTING BID

**Sign below and submit this sheet with Bid**

**NOTE:** All of the following items must be submitted with your Bid to be considered "responsive".

1. ACKNOWLEDGMENT OF ANY/ALL ADDENDUMS (Page 3 of ITB).
2. ORIGINAL SURETY BOND (5% OF BID) ALONG WITH SURETY REQUIREMENTS SHEETS FILLED OUT.
3. BID SHEET COMPLETELY FILLED OUT AND SIGNED.
4. "LIST OF SUBCONTRACTORS" SHEET FILLED OUT WITH ALL SUBCONTRACTORS AND SUPPLIERS.
5. "% TO MBE SUBCONTRACTORS/SUPPLIERS" SHEET COMPLETELY FILLED OUT SHOWING \$ AMOUNT AS WELL AS % OF PROJECT THAT IS PROJECTED TO GO TO MBE/WBE SUBCONTRACTORS/SUPPLIERS.
6. SECTION 2.31 OF ITB - **REFERENCES:** Read this section and submit the correct number of "References" (based on total dollar amount of project) Note: Supply ALL the information that is requested for each Reference. NOTE: *Forms for Reference Information are attached to this Bid Package.*
7. ALL FIRMS REQUESTING TO DO BUSINESS WITH CHATHAM COUNTY MUST REGISTER ON-LINE AT [HTTP://PURCHASING.CHATHAMCOUNTY.ORG](http://PURCHASING.CHATHAMCOUNTY.ORG).
8. COMPLETE AND SUBMIT ALL ATTACHMENTS TO THE ITB (Attachments A thru H). D-2 IS TO BE FILLED OUT FOR EACH SUBCONTRACTOR.

\_\_\_\_\_  
NAME/TITLE

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY/STATE/ZIP

\_\_\_\_\_  
PHONE NUMBER

\_\_\_\_\_  
FAX NUMBER



LEGAL NOTICE  
CC NO. 168277  
Invitation to Bid

Sealed Bids will be received until 2:00 P.M. on APRIL 16, 2021 and publicly opened in Chatham County Purchasing & Contracting Department, at The Chatham County Citizens Service Center, 1117 Eisenhower Drive, Suite C, Savannah, Georgia 31406, for:  
BID NO : 21-0049-4 CONSTRUCTION PROGRESS PHOTOGRAPHIC DOCUMENTATION.

**PRE-BID CONFERENCE: N/A**

The Bid Package can be downloaded and printed from the County website  
<http://purchasing.chathamcounty.org> Also, all firms requesting to do business with  
**Chatham County must also register on-line at website:**  
<http://purchasing.chathamcounty.org>

For any additional questions regarding this bid, please contact Robert Marshall, Senior Procurement Specialist, at 912-790-1622 or [rmarshall@chathamcounty.org](mailto:rmarshall@chathamcounty.org)

No Bonding will be required for this project.

CHATHAM COUNTY HAS THE AUTHORITY TO REJECT ALL BIDS AND WAIVE MINOR FORMALITIES.

"CHATHAM COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER, M/F/H, ALL BIDDERS ARE TO BE EQUAL OPPORTUNITY EMPLOYERS"

  
MARGARET H. JOYNER, PURCHASING DIRECTOR

SAVANNAH NEWS/PRESS INSERT: Apr.6 , 2021  
Please send affidavit to:  
Chatham County Purchasing & Contracting Department  
1117 Eisenhower Drive, Suite C  
Savannah, Georgia 31406  
(912) 790-1622

















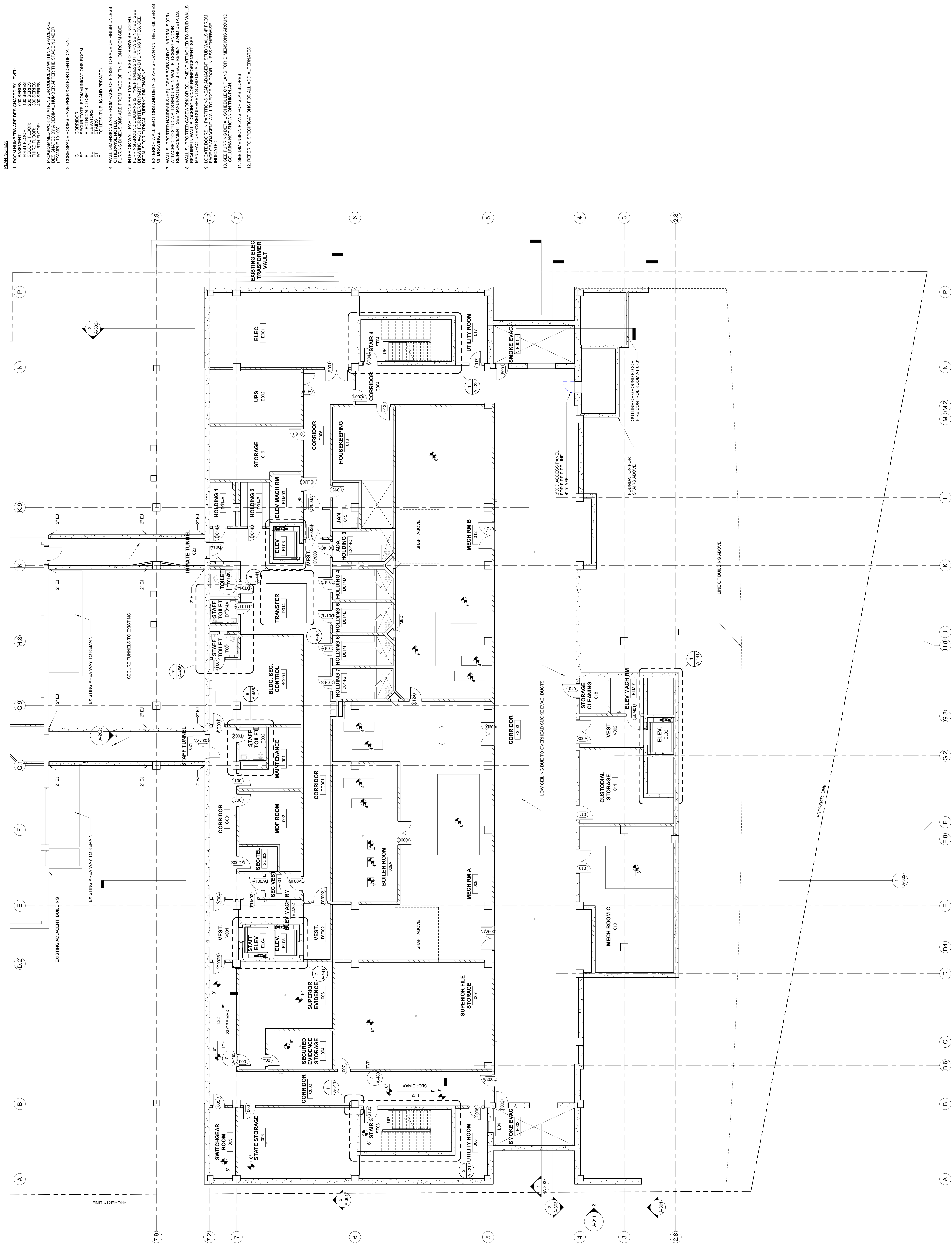










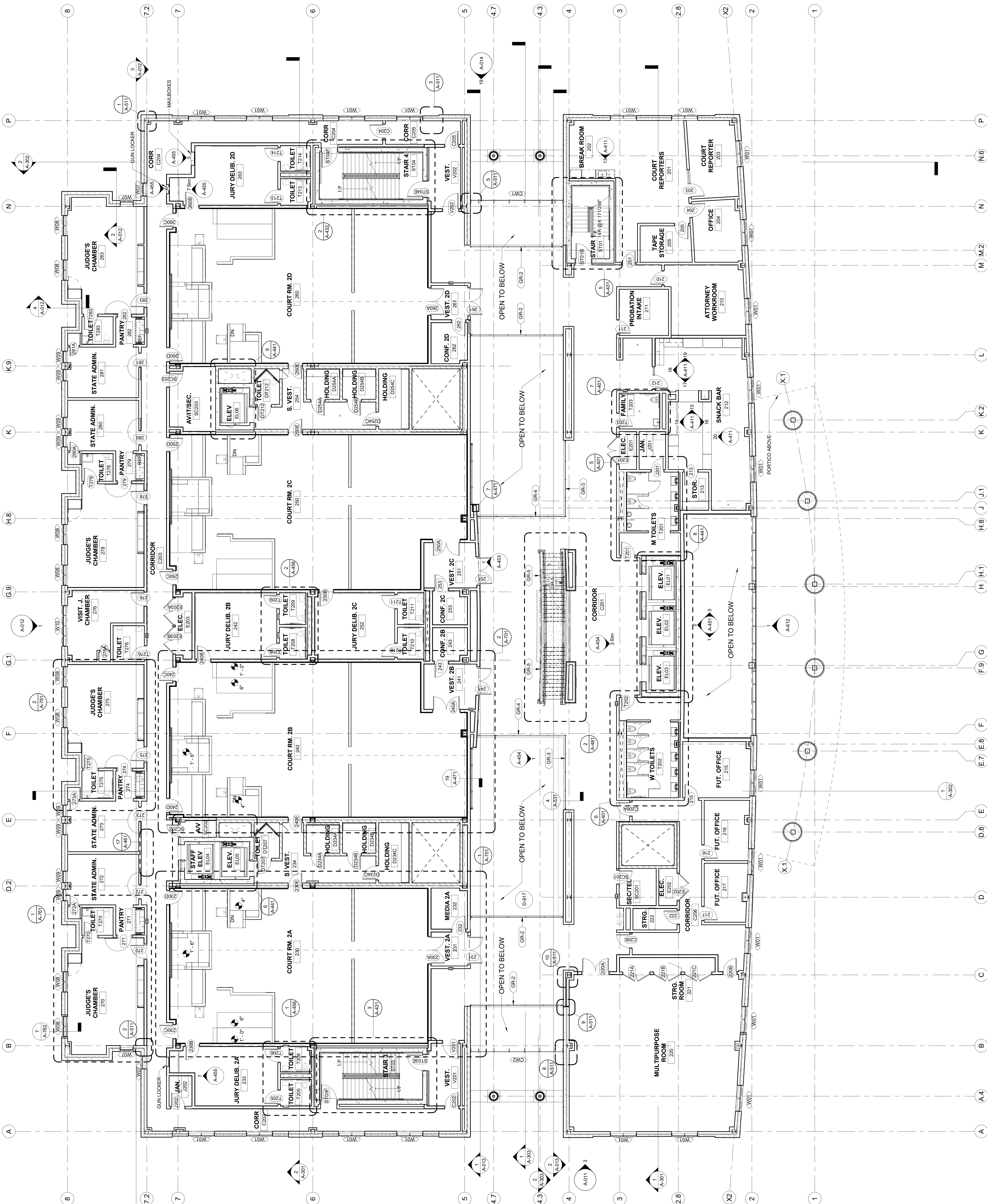




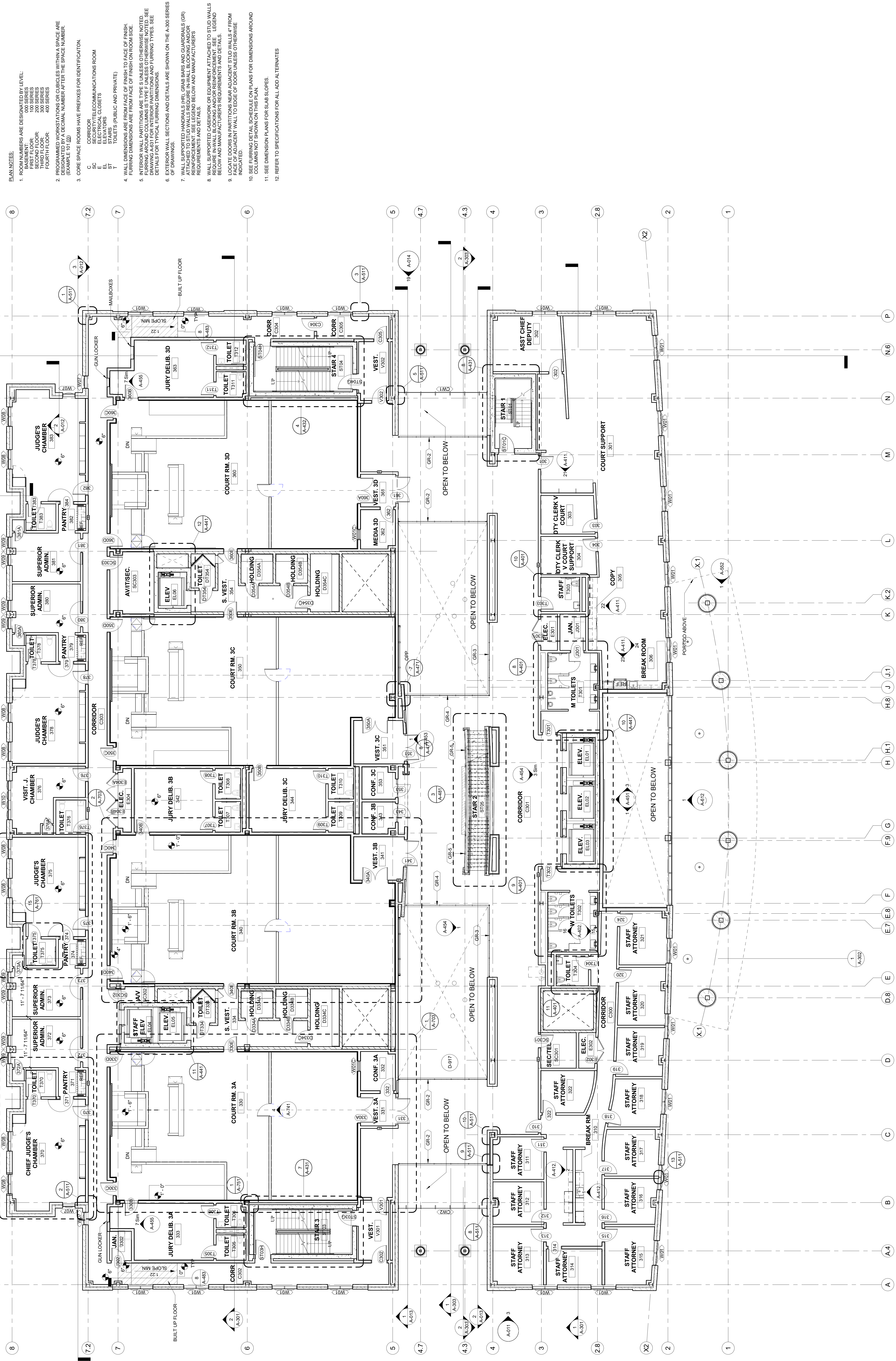




- PLAN NOTES:
- ROOM NUMBERS ARE DESIGNATED BY LEVEL:  
 1. BASEMENT  
 2. FIRST FLOOR  
 3. SECOND FLOOR  
 4. THIRD FLOOR  
 5. FOURTH FLOOR  
 6. FIFTH FLOOR  
 7. SIXTH FLOOR  
 8. SEVENTH FLOOR  
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 11. TENTH FLOOR  
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 162. SIX HUNDRED-FIRST FLOOR  
 163. SIX HUNDRED-SECOND FLOOR  
 164. SIX HUNDRED-THIRD FLOOR  
 165. SIX HUNDRED-FOURTH FLOOR  
 166. SIX HUNDRED-FIFTH FLOOR  
 167. SIX HUNDRED-SIXTH FLOOR  
 168. SIX HUNDRED-SEVENTH FLOOR  
 169. SIX HUNDRED-EIGHTH FLOOR  
 170. SIX HUNDRED-NINTH FLOOR  
 171. SEVEN HUNDREDTH FLOOR  
 172. SEVEN HUNDRED-FIRST FLOOR  
 173. SEVEN HUNDRED-SECOND FLOOR  
 174. SEVEN HUNDRED-THIRD FLOOR  
 175. SEVEN HUNDRED-FOURTH FLOOR  
 176. SEVEN HUNDRED-FIFTH FLOOR  
 177. SEVEN HUNDRED-SIXTH FLOOR  
 178. SEVEN HUNDRED-SEVENTH FLOOR  
 179. SEVEN HUNDRED-EIGHTH FLOOR  
 180. SEVEN HUNDRED-NINTH FLOOR  
 181. EIGHT HUNDREDTH FLOOR  
 182. EIGHT HUNDRED-FIRST FLOOR  
 183. EIGHT HUNDRED-SECOND FLOOR  
 184. EIGHT HUNDRED-THIRD FLOOR  
 185. EIGHT HUNDRED-FOURTH FLOOR  
 186. EIGHT HUNDRED-FIFTH FLOOR  
 187. EIGHT HUNDRED-SIXTH FLOOR  
 188. EIGHT HUNDRED-SEVENTH FLOOR  
 189. EIGHT HUNDRED-EIGHTH FLOOR  
 190. EIGHT HUNDRED-NINTH FLOOR  
 191. NINE HUNDREDTH FLOOR  
 192. NINE HUNDRED-FIRST FLOOR  
 193. NINE HUNDRED-SECOND FLOOR  
 194. NINE HUNDRED-THIRD FLOOR  
 195. NINE HUNDRED-FOURTH FLOOR  
 196. NINE HUNDRED-FIFTH FLOOR  
 197. NINE HUNDRED-SIXTH FLOOR  
 198. NINE HUNDRED-SEVENTH FLOOR  
 199. NINE HUNDRED-EIGHTH FLOOR  
 200. NINE HUNDRED-NINTH FLOOR  
 201. TEN HUNDREDTH FLOOR  
 202. TEN HUNDRED-FIRST FLOOR  
 203. TEN HUNDRED-SECOND FLOOR  
 204. TEN HUNDRED-THIRD FLOOR  
 205. TEN HUNDRED-FOURTH FLOOR  
 206. TEN HUNDRED-FIFTH FLOOR  
 207. TEN HUNDRED-SIXTH FLOOR  
 208. TEN HUNDRED-SEVENTH FLOOR  
 209. TEN HUNDRED-EIGHTH FLOOR  
 210. TEN HUNDRED-NINTH FLOOR  
 211. ELEVEN HUNDREDTH FLOOR  
 212. ELEVEN HUNDRED-FIRST FLOOR  
 213. ELEVEN HUNDRED-SECOND FLOOR  
 214. ELEVEN HUNDRED-THIRD FLOOR  
 215. ELEVEN HUNDRED-FOURTH FLOOR  
 216. ELEVEN HUNDRED-FIFTH FLOOR  
 217. ELEVEN HUNDRED-SIXTH FLOOR  
 218. ELEVEN HUNDRED-SEVENTH FLOOR  
 219. ELEVEN HUNDRED-EIGHTH FLOOR  
 220. ELEVEN HUNDRED-NINTH FLOOR  
 221. TWELVE HUNDREDTH FLOOR  
 222. TWELVE HUNDRED-FIRST FLOOR  
 223. TWELVE HUNDRED-SECOND FLOOR  
 224. TWELVE HUNDRED-THIRD FLOOR  
 225. TWELVE HUNDRED-FOURTH FLOOR  
 226. TWELVE HUNDRED-FIFTH FLOOR  
 227. TWELVE HUNDRED-SIXTH FLOOR  
 228. TWELVE HUNDRED-SEVENTH FLOOR  
 229. TWELVE HUNDRED-EIGHTH FLOOR  
 230. TWELVE HUNDRED-NINTH FLOOR  
 231. THIRTEEN HUNDREDTH FLOOR  
 232. THIRTEEN HUNDRED-FIRST FLOOR  
 233. THIRTEEN HUNDRED-SECOND FLOOR  
 234. THIRTEEN HUNDRED-THIRD FLOOR  
 235. THIRTEEN HUNDRED-FOURTH FLOOR  
 236. THIRTEEN HUNDRED-FIFTH FLOOR  
 237. THIRTEEN HUNDRED-SIXTH FLOOR  
 238. THIRTEEN HUNDRED-SEVENTH FLOOR  
 239. THIRTEEN HUNDRED-EIGHTH FLOOR  
 240. THIRTEEN HUNDRED-NINTH FLOOR  
 241







1 THIRD FLOOR ANNOTATION PLAN  
Scale: 1/8" = 1'-0"



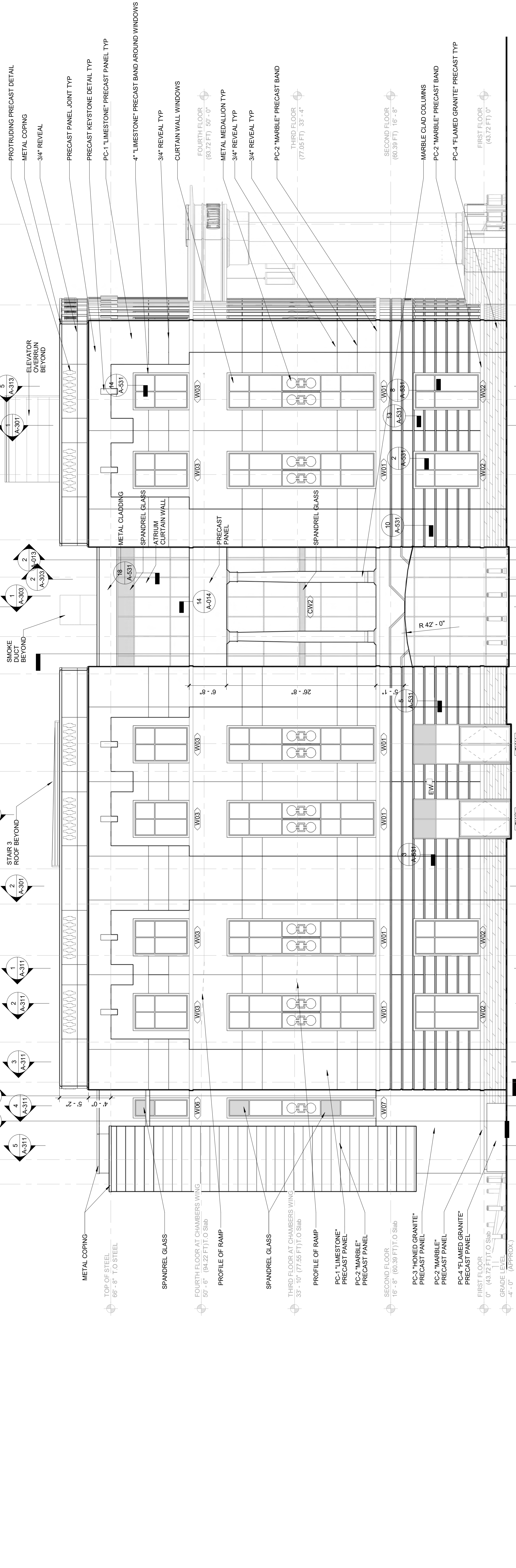
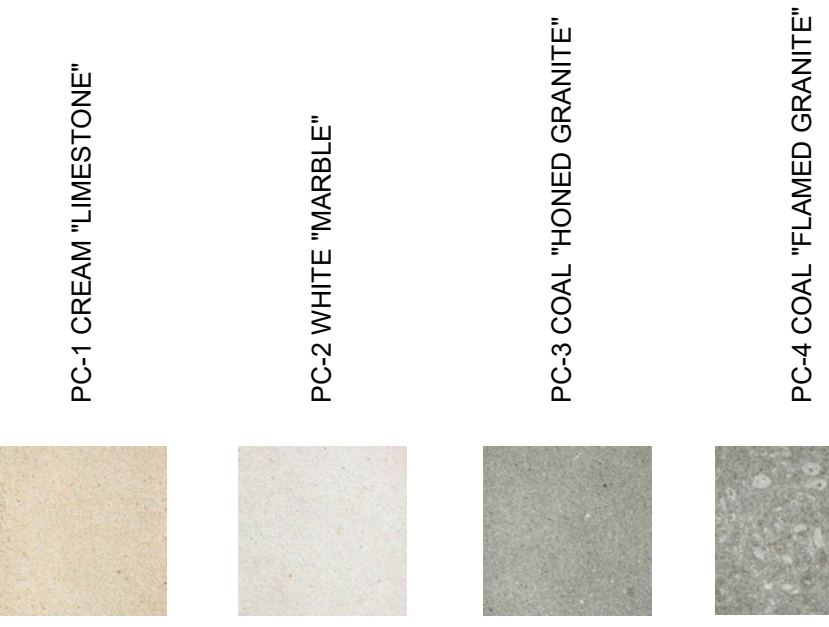




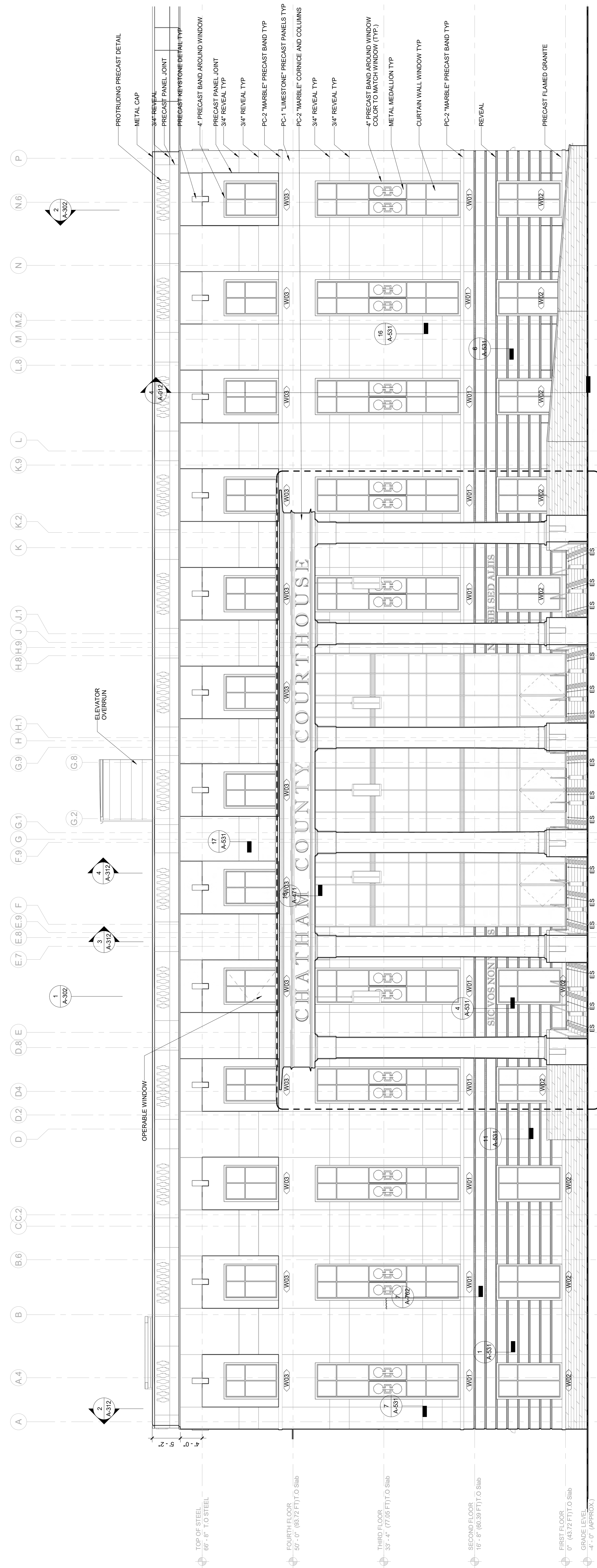




LEGEND - PRECAST MATERIALS  
Scale: 1/8" = 1'-0"



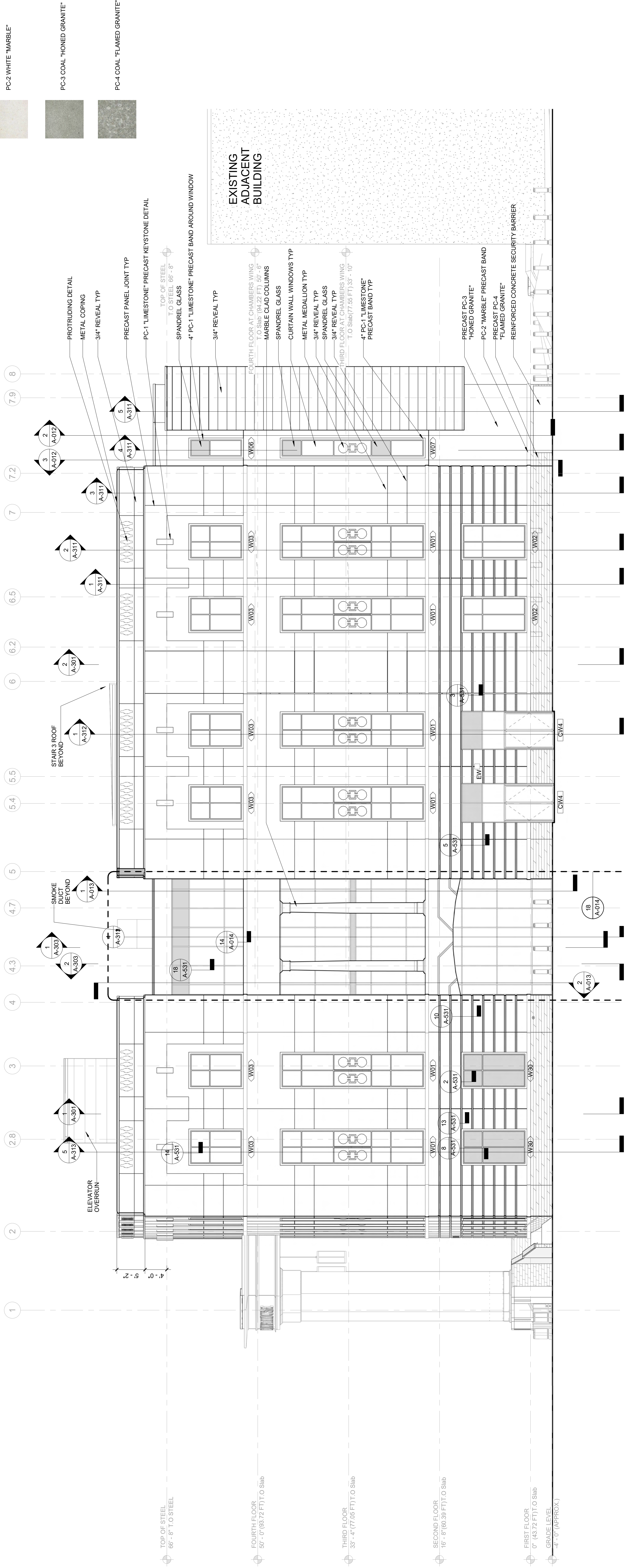
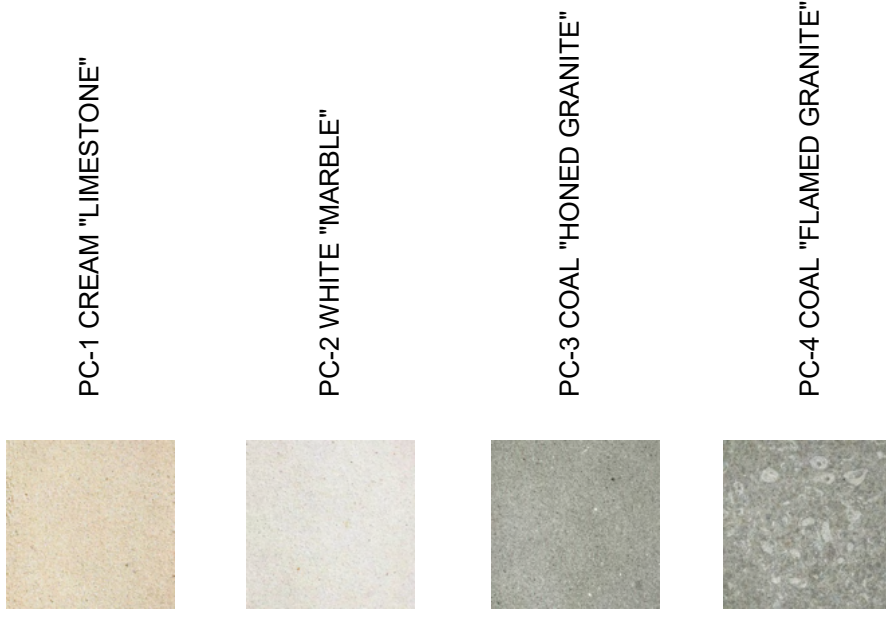
2 West Elevation  
Scale: 1/8" = 1'-0"



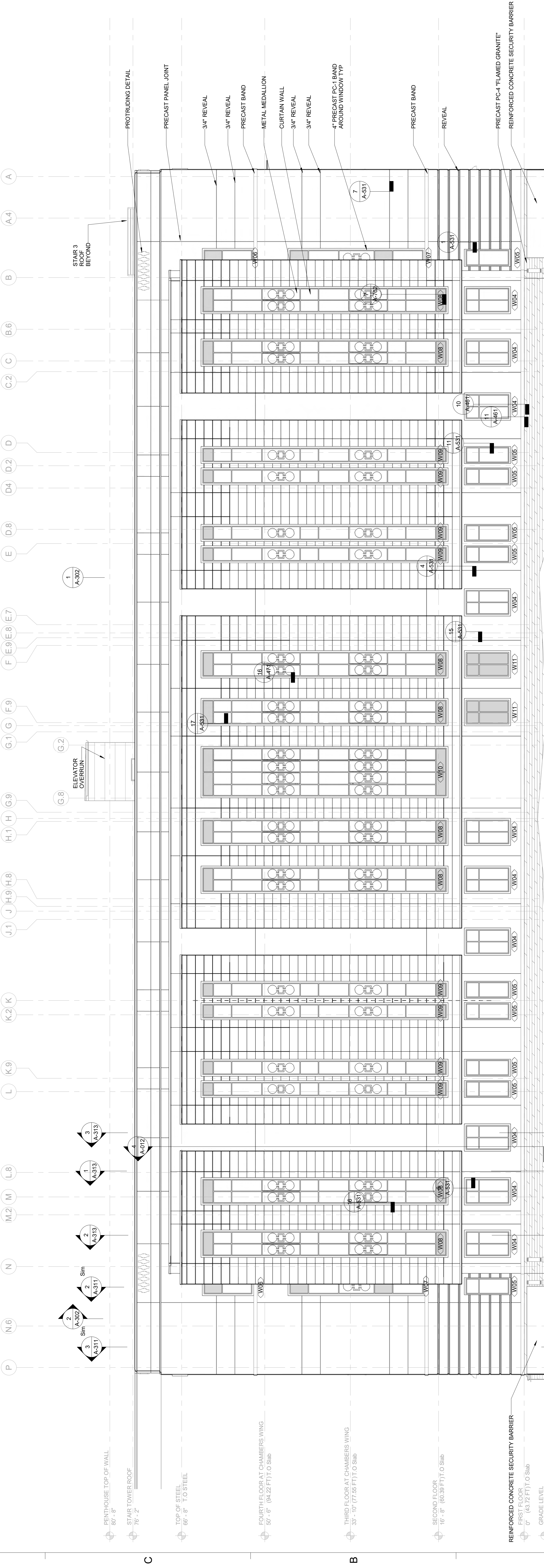
1 South Elevation  
Scale: 1/8" = 1'-0"

NOTE: SEE SHEETS A-011 AND A-012 FOR DIMENSIONS OF PRECAST AND COLORS





3 East Elevation  
Scale: 1/8" = 1'-0"



NOTE: SEE SHEETS A-011 AND A-012 FOR DIMENSIONS OF PRECAST AND COLORS

4 North Elevation  
Scale: 1/8" = 1'-0"