

**REQUEST FOR PROPOSALS (RFP)**  
**WILKINSON COUNTY RECREATION FACILITY RENOVATIONS**

**November 9, 2023**

To All Interested Bidders:

Bidders are invited to submit a formal Proposal (the “Proposal”) to renovate restrooms at the Wilkinson County Recreation ballpark and to replace the roof on the Concessions building and restroom at the same location with the attached General Conditions and Specifications. Proposals may be submitted for a single project or both. Proposed work will be performed on facilities located at 200 Ballpark Road, Gordon, Georgia 31031.

Please submit one original and two copies of the Proposal. Faxed or emailed Proposals will not be accepted.

If any questions arise from the RFP, the bidder may submit their concerns to Wilkinson County for a request for interpretation via email to [tstrange@wilkinsoncounty.net](mailto:tstrange@wilkinsoncounty.net). Any interpretation documents will be made by addendum to the RFP and distributed to all bidders. All questions should be emailed no later than 2:00 pm, Monday, November 20, 2023. All questions that arise that require an addendum will be posted to the County website at [www.wilkinsoncounty.net](http://www.wilkinsoncounty.net) no later than November 22, 2023.

Sealed Proposals will be received in the Board of Commissioners office by 10:00 am, on December 4, 2023. All Proposals shall be clearly marked with “Wilkinson County Recreation RFP.” Immediately following the closing of the RFP, the County Manager will publicly open bids at the Courthouse in room 249.

All sealed Proposals must be delivered to the following address:

Wilkinson County Board of Commissioners  
Attn: Tracy D. Strange, County Manager  
PO Box 161  
Irwinton, Georgia 31042

Proposals will be opened at the time and date, and location indicated above. The Proposals shall remain firm for not less than thirty (30) calendar days from the date of receipt of the Proposal. Bidders guarantee that all goods and services meet the requirements of the solicitation during the contract period.

**Scope of Work**

It is understood that except as otherwise specifically stated in the contract, the contractor (contractor) shall provide and pay for all materials, labor, tools, equipment, transport of all needed supplies, and all other services necessary to execute, complete and deliver the work requested. Permits and licenses necessary for the execution of work shall be secured by the

contractor but at no cost to the County. All supplies and material shall be new. Any work necessary to be performed after regular working hours, such as work performed on Sundays or legal holidays shall be performed without additional expense to the County.

### **Existing Conditions**

The contractor, in undertaking the work under this contract, is assumed to have visited the premises and to have taken into consideration all conditions which might affect the work. No consideration will be given to any claims based on lack of knowledge of existing conditions.

### **Insurance**

Prior to the commencement of work, the contractor shall furnish to the County a Certificate of Insurance showing compliance with the following limitations. The contractor agrees to comply with the provisions of Worker's Compensation laws of the State of Georgia.

The contractor shall maintain such other insurance (with limits as shown below) as shall protect the contractor and the County from any claims for property damage or personal injury, including death, which may arise out of operations under this contract, and contractor shall furnish the County with certificates and policies of such insurance as shown below. Insurance coverage shall be maintained until the work has been completed by contractor.

Listed below are the insurance coverages which must be procured by the contractor at the contractor's expense.

The contractor agrees to follow instructions indicated in each case.

- Proof of current workers compensation
- Contractor's public liability insurance, personal injury, including death- \$250,000.00 for each person and \$500,000.00 for each accident.
- Property damage-limits of \$500,000.00 for each accident and \$1,000,000.00 for the aggregate.

Certificate of Insurance with the County listed as additional insured must be sent to the County prior to commencement.

Insurance must be written by a company licensed to do business in the State of Georgia.

### **Statement of Contractor Qualifications**

By submitting a proposal under this request, the contractor is affirming that he or she meets all requirements as listed in this RFP.

### **Taxes**

The County is a tax-exempt organization. A copy of the County's tax-exempt form will be furnished upon request.

## **Governing Laws**

All Proposals and related documents submitted to the County by the contractors are governed under the laws of the State of Georgia and local ordinances, policies and regulations.

## **Addenda**

If any questions arise from the RFP, the bidder may submit their questions to Tracy D. Strange, County Manager, via email at [tstrange@wilkinsoncounty.net](mailto:tstrange@wilkinsoncounty.net). Any interpretation documents will be made by addendum to the RFP. All questions that arise that require an addendum will be posted to the County website at [www.wilkinsoncounty.net](http://www.wilkinsoncounty.net) no later than November 22, 2023.

All questions should be emailed to [tstrange@wilkinsoncounty.net](mailto:tstrange@wilkinsoncounty.net) no later than no later than 2:00 pm, Monday, November 20, 2023.

The County will not be responsible for any other explanations or interpretations. The County reserves the right to extend the due date if such information significantly amends this solicitation or makes compliance with the original due date impractical. The County reserves the right to reject any or all Proposals and waive technicalities and informalities.

## **Proposal Form and Format**

Proposals should be submitted in the format specified within this document, contain information required by the RFP, and submitted in a sealed envelope addressed to:

Wilkinson County Board of Commissioners  
Attn: Tracy D. Strange, County Manager  
PO Box 161  
Irwinton, Georgia 31042

Sealed Proposals will be received until 10:00am on December 4, 2023. All Proposals shall be clearly marked with "Wilkinson County Recreation RFP." Immediately following the closing of the RFP, the County Manager will publicly open bids at the County Courthouse in room 249.

## **Deviations**

Any deviations from the scope of work indicated herein must be submitted in writing, clearly noted and explained in detail on a separate form, and attached to the submitted Proposal; otherwise, it will be considered that items/services offered are in strict compliance with these specifications and the successful bidder shall be held responsible thereto.

Any deviations within a submitted Proposal between prices quoted and restated in the summation sheet shall be resolved by the County as being the lower price, unless the bidder requested in writing a correction or withdrawal of the Proposal prior to the date and time set for opening.

Any Proposal withdrawal or modification received after the established due date at the place designated for receipt of Proposal is late. No late Proposal, late modification, or late withdrawal will be considered and shall be returned to the Contractor unopened. The County reserves the right to reject any or all Proposals. It further reserves the right to waive technicalities and

formalities in the Proposals, as well as, to accept in whole or in part, such Proposal(s) where it deems it advisable in protection of the best interest of the County. The County will be the sole judge as to whether Proposals submitted meet all requirements contained in the solicitation.

### **Withdrawal of Proposal**

A Proposal cannot be withdrawn after it is filed, unless(a) the contractor makes a request in writing to the County prior to the time set for opening of Proposals, or (b) the County fails to accept a bid within thirty (30) days after bid opening date

### **Award of Contract**

Award of contract will be made to the most responsive/responsible bidder meeting the requirement of the County at the regularly scheduled Board of Commissioners' meeting on Tuesday December 5, 2023 at 9am. This solicitation does not commit the County to award a contract, to pay any costs incurred in the preparation of the Proposal, or to procure or contract for goods services listed herein. The County may accept any Proposal offered on an all, partial, or none basis, or within funds available, whichever is in the best interest of the County.

### **Contract Form**

Upon contract award, the County and contractor will have a signed contract prior to any work being started.

### **Change in Contract**

The County will not be responsible for any change in the work involving extra cost unless approval in writing is furnished and approved by the County before such work is begun.

### **Indemnification**

The contractor agrees to hold the County harmless and to indemnify the County from every expense, liability or payment arising out of or through injury (including death) to any person or persons or damage to property (regardless of who the County of the property may be) of any place in which work is located arising out of or suffered through any act or omission of the contractor or subcontractor.

### **Installation**

The County anticipates issuing a notice to proceed no later five (5) business days following award. The successful bidder shall complete installation within 60 calendar days from the date of the Notice to Proceed. Weather conditions will be considered.

### **Warranty**

All materials and labor provided by the contractor shall be warrantied.

## **Site Visit**

To arrange a site visit, please contact County Manager Tracy D. Strange, via email at [tstrange@wilkinsoncounty.net](mailto:tstrange@wilkinsoncounty.net) or phone at 478-946-2236 or Recreation Director John Carswell at 478-233-5273.

## **Application for Payment**

Invoices shall be mailed to the following address or delivered in person:

Wilkinson County Board of Commissioners

Attn: Tracy Strange,

Finance Director

PO Box 161

Irwinton, Georgia 31042

## **Payments**

A single payment will be made to the contractor when all aspects of the contract have been completed to the County's satisfaction. The County will consider other reasonable arrangements should they be requested by the contractor.

## **Weather**

It is expected that facilities shall never be left opened to the elements at any time. All openings must be covered in a manner to withstand any weather condition and must be secured to avoid anyone entering the building through any roof openings.

## **Clean Up Site**

Contractor shall be responsible for clean up of all material and debris following completion of project.

## **PROJECT SPECIFICATIONS**

1. Installer shall replace existing toilets in ladies' restroom, toilet and urinal in men restroom, sink in men restroom, sink in ladies' restroom, and add an additional sink in the ladies' restroom.
2. Both restrooms should be painted with fresh paint
3. Roof installer must be a certified roofing contractor for the roofing system to be installed.
4. Remove the existing roofing material. All material removed from property must be properly and legally disposed of in land fill.
5. Install new insulation/under lay system to meet required County building code. The new insulation materials shall be fully adhered to the existing deck as per manufacturer and industry specifications.
6. Install new decking material if needed to support roofing system.

# BID SHEET

Attn: Tracy D. Strange, County Manager  
PO Box 161  
Irwinton, Georgia 31042

Name of Contractor: \_\_\_\_\_

Having carefully examined the Proposal requirements including the General Conditions, and the Request for Proposal for Wilkinson County Recreation facility renovations, any addenda, and conditions affecting the work, the undersigned proposes to provide the required materials, services, warranties, and delivery of specified in the attached Proposal for the total sum of:

GRAND TOTAL \$ \_\_\_\_\_

Respectfully Submitted,

Name of Firm: \_\_\_\_\_

Address of Firm: \_\_\_\_\_

Signature: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Name Title: \_\_\_\_\_

Name and Title of Contractor's Representative who will service contract:

\_\_\_\_\_

Address and Telephone Number of Contractor's Representative:

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Email address of Contractor's Representative who will service contract

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