



**INVITATION TO BID
TO PROVIDE
SEWER REPAIRS TO MARY ROSS PARK AT F AND BAY STREET
TO THE
BRUNSWICK-GLYNN COUNTY
JOINT WATER AND SEWER COMMISSION**

Issued Thursday, August 16, 2018

Submission Due by 12:00 Noon, EST on Friday, August 31, 2018 to:

**Office of Procurement
Joint Water and Sewer Commission
1703 Gloucester Street
Brunswick, Georgia 31520
(912) 261-7127**

**Please Label Submission with Contractor's Name and Address and
"Sealed Bid – Sewer Repairs to Mary Ross Park at F and Bay Street"**

**BRUNSWICK-GLYNN COUNTY
JOINT WATER AND SEWER COMMISSION**

INVITATION FOR BID

SEWER REPAIRS TO MARY ROSS PARK AT F AND BAY STREET

1.0 INTRODUCTION

The Brunswick-Glynn Joint Water & Sewer Commission (JWSC) wishes to receive Invitation for Bids (“IFB”) for removing and replacing a section of 8” gravity main and 4” service line within Mary Ross Park at the intersection of F and Bay Street in Brunswick, Georgia.

Successful contractors should have experience with sewer gravity system repairs and possess a Georgia utility contractor license. The contractor must comply with all applicable state, local and federal regulations related to the services provided to the BGJWSC. The BGJWSC reserves the right, subject to negotiation and agreement, in writing, with the selected contractor, to either expand or limit the scope of services as needed. The selected contractor will be required to have sufficient personnel to complete the tasks required by this scope of services. The selected contractor will complete the required tasks in a timely and efficient manner. The selected contractor would be expected to enter into a contract for services based upon the contractor’s hourly rates and an agreed-upon not to exceed amount within (7) days of contract award.

A site location map is attached for reference. Full specifications for this project may be accessed at the BGJWSC website using the following link:

<https://www.bgjwsc.org/departments/procurement/>

Contractors expressing interest should be fully capable of providing the end results requested. Additionally, all standards for water and sewer design and construction must be followed as defined by the BGJWSC. A link to the current BGJWSC’s Standards For Water and Sewer Design and Construction is listed below for interested bidders reference:

https://www.bgjwsc.org/docs/StandardsDesign_Construction.pdf

2.0 SPECIAL CONDITIONS

The selected contractor will be provided access to any pertinent system information in the possession of the BGJWSC, if available (flow data, CCTV condition inspection of subject pipe, Master Plan, GIS mapping, etc.). Any costs involved with additional information are the responsibility of the contractor.

This project is funded through BGJWSC Repair and Rehabilitation funds. BGJWSC desires to complete this project in a timely and cost effective manner and communicate those results to the general public accordingly. The project plan shall incorporate the most cost effective, expeditious and least intrusive construction methods where appropriate. Priority shall be placed on minimizing impacts to traffic, maintaining access for the public. Existing service at project site location shall remain in full operation throughout construction with minimal interruptions to BGJWSC Operations.

Project Milestone	Anticipated Completion
Bids Received	August 31, 2018
Award of Contract	September 6, 2018
Pre-Con / Notice To Proceed	No later than September 20, 2018
Construction Begins	Late September
Construction Completed	Mid October 2018

The contractor is complete all work within **21 days** of receiving a signed notice to proceed. Pricing, along with each contractor's experience and qualifications will be evaluated primarily as they relate to the contractor's ability to provide **Sewer Repairs to Mary Ross Park at F and Bay Street.**

The BGJWSC will make an award only to a responsible contractor possessing the ability to perform successfully under the terms and conditions of the procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

The BGJWSC has exclusive and sole discretion to determine the contractor whose services will be most advantageous to the BGJWSC, and reserves the right to reject all contractors.

3.0 INFORMATION REQUESTS AND INSTRUCTIONS FOR BID SUBMITTAL

Additional information and clarifications desired by a Bidder shall be requested from the BGJWSC in writing by bidders. Every request for such clarification shall be in writing (email) addressed to Pamela Crosby at pcrosby@bgjwsc.org. Any verbal statements regarding same by any person prior to the award shall be considered not authoritative and not binding.

Official replies shall be made in the form of an Addendum, a copy of which will be posted to the BGJWSC website: <https://www.bgjwsc.org/departments/procurement/>

Addenda issued to Bidders prior to the date of receipt of Bids shall become a part of the IFB and Bids shall include the work described in the Addenda. **The deadline for questions related to this procurement is 12:00 noon on Thursday, August 23, 2018. All questions should be submitted via email to the procurement contact at pcrosby@bgjwsc.org.** No inquiry received within five days of the date fixed for the submission of Bids will be given consideration. Any and all such interpretations and any supplemental instructions will be in the form of written Addenda, which, if issued, shall be emailed to all prospective Bidders, no later than five days prior to the date fixed for the submission of Bids.

All bids shall include a completed 5.0 Bid Summary Sheet (see attached). Please submit an original plus (3) three copies and (1) one electronic version of the bid. Each bid should be prepared simply and economically, providing straightforward, concise delineation of the contractor's capabilities to satisfy the requirements of this IFB. Fancy binding and color displays other than those necessary are highly discouraged and the overall bid submission package should not exceed (15) fifteen one-sided pages. **Please note that this page limit does include the required forms from Section 10.0.**

Bids are due by 12:00 noon (EST) on Friday, August 31, 2018.

Mandatory label required on outside of envelope: "Invitation for Bids for Sewer Repairs to Mary Ross Park at F and Bay Street"

ALL LATE BIDS FOR WHATEVER REASON WILL BE RETURNED UNOPENED.

Bids are due by the time and on the date listed above. Potential bidders are encouraged to review the BGJWSC website prior to their submission to ensure no updates of information or instruction regarding this solicitation have been posted. Responsibility rests with potential bidders to clarify and confirm any information provided in this solicitation.

4.0 SCOPE OF SERVICES

This project consists of the replacement of 8" and 4" sewer main lines, permitting and construction services required for the completion of the infrastructure improvements described in section 1.0. A full set of specifications will be available at <https://www.bgjwsc.org/departments/procurement/>

The project elements include the following:

- Mobilization
- Permitting
- Notifications of Work Schedule with businesses and residents impacted as well a JWSC Operations staff
- Traffic Control
- Bypass Pumping
- Dewatering
- Cut Asphalt
- Disposal - Asphalt
- Remove Curb & Gutter
- Disposal - Curb & Gutter
- Trench Shoring
- Replace 8" Service Main (repair coupling provided by JWSC)
- Replace 4" Service Main (repair coupling provided by JWSC)
- Equipment
- #5 Stone
- Restore Curb & Gutter
- Restore Asphalt paving to County Specifications
- Demobilization
- Record Drawings / As-Builts

END OF SECTION

5.0 BID SUMMARY SHEET

Work Line Item	Unit	Unit of Measure	Unit Cost	Extended Cost
Mobilization				
Permitting				
Notifications of Work Schedule				
Traffic Control				
Bypass Pumping				
Dewatering				
Cut Asphalt				
Disposal - Asphalt				
Remove Curb & Gutter				
Disposal - Curb & Gutter				
Trench Shoring				
Replace 8" Gravity Main (repair coupling provided by JWSC)				
Replace 4" Service Main (repair coupling provided by JWSC)				
Equipment				
#5 Stone				
Restore Curb & Gutter				
Restore Asphalt paving to County Specifications				
Demobilization				
Record Drawings / As Builts				
TOTAL COST				

Prepared by _____

Company _____

Date _____

6.0 REQUIRED BID SUBMISSION STATEMENT CRITERIA

The selected contractor or contractors must be experienced and qualified to provide the required scope of services. The contractor or contractors selected must have expertise related to the general Scope of Services set forth in Section 4. The following information must be submitted with the bid on the date indicated above and in the order indicated below:

- a. Recently Completed Projects.** Evidence of satisfactory performance of no less than three (3) and no more than five (5) recently completed projects of the type and nature indicated above. The projects should be within the past three (3) years and include email and phone contacts.
- b. Experience and Qualifications.** A statement of the contractor's qualifications to perform the work and years in business. Please include a very specific statement as to the contractor's experience with design of lift station repairs and gravity system upgrades to include the following:
 1. The general experience of the contractor.
 2. The specific experience of the proposed personnel in the fields that the proposed services are requested, their qualifications, years of experience, professional certifications and availability to perform the work and services to be provided. This should also include a list of qualified persons required for the proposed services, including subcontractors, and coincide with the recently completed project references provided under 6.a.
- c. Project Approach and Timeline.** Discuss the proposed approach to completing the needed services in the required timeline. Please detail how your project manager will coordinate the project with regard to permitting, traffic control, public notifications and providing close out documents of work performed. A proposed project timeline
- d. Required Licensure.** Contractor must be licensed and approved for work in the State of Georgia; please include a statement to this effect.
- e. Professional standing.** A statement as to professional standing including any pending controversies outstanding. If none exists, such a statement should be made.
- f. Conflict of Interest.** Please include a statement as to potential general conflicts of interest that would prevent the BGJWSC from entering into an agreement with your contractor pursuant to this IFB. If none exists, such a statement should be made.

There is no guarantee that a contract award will be made pursuant to this IFB. This IFB may be modified or amended at any time and for any reason, at the discretion of the BGJWSC.

7.0 RESERVED RIGHTS

The BGJWSC reserves the right to accept or reject any and/or all bids, to waive irregularities, technicalities or informalities in any bid or in the bid procedures, and to accept or reject any item or combination of items, and to re-advertise for submissions. There is no obligation on the part of the JWSC to award the contract to the lowest bidder.

The BGJWSC reserves the right to award the contract to the responsible bidders submitting responsive bids with resulting contracts most advantageous and in the best interests of the BGJWSC. The BGJWSC shall be the sole judge of the bids and the resulting contract and its decision shall be final.

8.0 INDEMNIFICATION

The successful bidder agrees to indemnify and hold harmless the BGJWSC, its employees, officers, and agents for any claim or liability arising under a contract with the BGJWSC due to any act or omission of the said bidder.

9.0 GOVERNING LAW

The contract shall be construed and governed in accordance with the laws of the State of Georgia. Any controversy or claim arising out of or in relation to this contract, or the breach thereof, shall be settled by binding arbitration in accordance with the rules of the American Arbitration Association at a hearing in Glynn County, Georgia.

10.0 ADDITIONAL FORMS FOR SUBMISSION

In addition to the submission requirements from Section 5.0 and 6.0, the following mandatory forms must be provided as a part of the bid package submission:

- Affidavit
- Oath
- Representation of EEO Practice
- Certificate of Insurance
- Certificate of Drug Free Workplace
- E-Verify Contractor Affidavit and Agreement

AFFIDAVIT

This Bid is submitted to Brunswick-Glynn County Joint Water and Sewer Commission (JWSC) by the undersigned who is an authorized officer of the company and said company is licensed to do business in Georgia. Further, the undersigned is authorized to make these representations and certifies these representations are valid. The Bidder recognizes that all representations herein are binding on the Company and failure to adhere to any of these commitments, at the JWSC's option, may result in a revocation of the granted contract.

Consent is hereby given to the JWSC to contact any person or organization in order to make inquiries into legal, character, technical, financial, and other qualifications of the Bidder.

The Bidder understands that, at such time as the JWSC decides to review this Bid, additional information may be requested. Failure to supply any requested information within a reasonable time may result in the rejection of the Bid with no re-submittal rights.

The successful Bidder understands that the JWSC, after considering the legal, financial, technical, and character qualifications of the Bidder, as well as what in the JWSC's judgment may best serve the interest of its rate payers and employees, may grant a contract.

The successful Bidder understands that this bid is made without prior understanding, agreement, or connection with any corporation, contractor or person submitting a bid for the same, and is in all respects fair and without collusion or fraud. I understand that collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards.

Any contract issued will be on the basis of the Bidder's service, financial plans and arrangements being feasible and adequate to fulfill the conditions set forth in this project and the successful Bidder's response.

Company Name: _____

Authorized Person: _____ Signature: _____
(Print/Type)

Title: _____ Date: _____

Address: _____

Telephone: _____ Fax: _____ Email: _____

OATH

**State of Georgia
City of Brunswick
County of Glynn**

I, _____ (name of individual), solemnly swear
that in the procurement of the contract for

SEWER REPAIRS TO MARY ROSS PARK AT F AND BAY STREETS

that I, nor any other person associated with me or my business, corporation or partnership, has prevented or attempted to prevent competition in the bidding or Bids of said project or from submitting a bid for this project by any means whatever.

Lastly, I swear that neither I, nor any other person associated with me or my business, Corporation or partnership has caused or induced any other bidder to withdraw his/her bid from consideration for this project. Said oath is filed in accordance with the requirements set forth in O.C.G.A. § 36-91-21 (e).

This the _____ day of _____ 2018.

Name of Party: _____

Corporate or Partnership Name: _____

Sworn to and subscribed before me this the ____ day of _____ 2018.

NOTARY PUBLIC:

Name: _____

My Commission Expires: _____

(SEAL)

REPRESENTATION

EQUAL EMPLOYMENT OPPORTUNITY (EEO) PRACTICE:

EEO Plan: The successful Bidder will develop and implement an EEO policy that, as a minimum, will recruit, hire, train, and promote, at all levels, without regard to race, color, religion, national origin, sex, or age, except where sex or age is a bona fide occupational qualification.

EEO For Veterans/Handicapped: The successful Bidder will also provide equal employment opportunities for qualified disabled veterans, handicapped persons and veterans of the Vietnam Era.

EEO For Successful Bidder Programs: The successful Bidder, will ensure equal employment opportunity applies to all terms and conditions of employment, personnel actions, and successful Bidder-sponsored programs. Every effort shall be made to ensure that employment decisions, programs and personnel actions are non-discriminatory. That these decisions are administered on the basis of an evaluation of an employee's eligibility, performance, ability, skill and experience.

EEO Acquisitions: The successful Bidder will develop and implement a policy that will give equal opportunity to the purchase of various goods and services from small businesses and minority-owned businesses.

a. Does the Bidder have the above EEO policy in place?

Yes

No

b. If the answer to a. above is no, will the Bidder have such a policy in place for the project?

Yes

No

Statement of Assurance: The Bidder herein assures the JWSC that it is in compliance with Title VI & VII of the 1964 Civil Rights Act, as amended, in that it does not on the grounds of race, color, national origin, sex, age, disability, or veteran status, discriminate in any form or manner against employees or employers or applicants for employment and is in full compliance with A.D.A.

(Contractor's Name)

(Authorized Signature)

(Title)

(Date)

CERTIFICATE OF INSURANCE

This is to certify that _____
(Insurance Company)

of _____
(Insurance Company Address)

has issued policies of insurance, as identified by a policy number to the insured name below, and that such policies are in full force and effect at this time. Furthermore, this is to certify that these policies meet the requirements described in the General Conditions of this project; and it's agreed that none of these policies will be canceled or changed so as to affect this Certificate until thirty (30) days after written notice of such cancellation or change has been delivered to:

**BRUNSWICK-GLYNN COUNTY JOINT WATER AND SEWER COMMISSION
1703 GLOUCESTER STREET, BRUNSWICK, GEORGIA 31520**

It is further agreed that Brunswick-Glynn County Joint Water and Sewer Commission shall be named as an additional insured on the Contractor's policy.

1. **Insured:** _____

2. **Project Name:** **SEWER REPAIRS TO MARY ROSS PARK AT F AND BAY STREETS**

3. **Policy Number(s):** _____

Date: _____
(Insurance Company)

Issued At: _____
(Authorized Representative)

Address: _____

Note: Please attach Certificate of Insurance form to this page.

CERTIFICATE OF DRUG FREE WORKPLACE

In order to have a drug- free workplace, a business shall:

Publish a statement notifying employees that the unlawful, manufacture, distribution, dispensing, possession, or use of controlled substances is prohibited in the workplace and specifying the actions that shall be taken against employees for violation of such prohibition.

Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

As a condition of working on the commodities or contractual services then under bid, the employee shall notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of any controlled substance law of the United States or any State, for a violation occurring in the workplace no later than five (5) days after such conviction.

Impose a sanction on, or require satisfactory participation in a drug abuse assistance or rehabilitation program if such in available in the employee's community, by any employee who is so convicted.

Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign this statement, I certify that this contractor complies fully with the above requirements.

Company Name: _____

Authorized Signature: _____

Title: _____

Date: _____

E-VERIFY CONTRACTOR AFFIDAVIT AND AGREEMENT

Georgia Security Immigration and Compliance (GSIC) Act

The Brunswick-Glynn County Joint Water and Sewer Commission and Contractor agree that compliance with the requirements of O.C.G.A. § 13-10-91 and Rule 300-10-1-.02 of the Rules of the Georgia Department of Labor are conditions of this Agreement for the physical performance of services.

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, *stating affirmatively that the individual, contractor, or corporation which is contracting with the Brunswick-Glynn County Joint Water and Sewer Commission has registered with and is participating in the federal work authorization program known as: "E-Verify", web address <https://e-verify.uscis.gov/enroll/> operated by the United States Citizenship and Immigration Services Bureau of the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. The undersigned Contractor also verifies that he/she/it is using and will continue to use the federal work authorization program throughout the contract period.*

The undersigned Contractor agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to the contract with the Brunswick-Glynn County Joint Water and Sewer Commission, Contractor will secure from each subcontractor(s) similar verification of compliance with O.C.G.A. § 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-.08 or a substantially similar form. Contractor further agrees the Contractor will advise the Brunswick-Glynn County Joint Water and Sewer Commission of the hiring of a new subcontractor and will provide the Brunswick-Glynn County Joint Water and Sewer Commission with a Subcontractor Affidavit attesting to the Subcontractor's name, address, user identification number, and date of authorization to use the Federal Work Authorization Program within five (5) days of the hiring before the Subcontractor begins working on the Project. Contractor also agrees to maintain all records of such compliance for inspection by the Brunswick-Glynn County Joint Water and Sewer Commission at any time and to provide a copy of each such verification to the Brunswick-Glynn County Joint Water and Sewer Commission at the time the subcontractor(s) is retained to perform such services.

(Continued on Next Page)

E-Verify Employment Eligibility Verification User I.D. Number

Date of Authorization to Use Federal Work Authorization Program

Name of Contractor

Title of Authorized Officer or Agent of Contractor

Signature and Printed Name of Authorized Officer or Agent

Sworn to and subscribed before me this the ____ day of _____, 2018.

NOTARY PUBLIC:

Name: _____

My Commission Expires: _____

(NOTARY SEAL)

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