



**ITB NO. 22-024
INVITATION TO BID
ON-CALL BORING SERVICES**

For

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

Issued Wednesday June 15, 2022

**Deadline for questions is Friday, July 1, 2022, at 5:00 p.m. EST
Please submit questions via e-mail to pcrosby@bgjwsc.org**

Bids Due by 3:00PM EST Tuesday, July 19, 2022, to:

**Purchasing Division
Pam Crosby, Director of Purchasing
Brunswick-Glynn County Joint Water and Sewer Commission
1703 Gloucester Street
Brunswick, Georgia 31520
(912) 261-7100**

**Bids should be clearly labeled as follows:
"ITB NO. 22-024 ON-CALL BORING SERVICES"**

**Submit responses in hard copy only; electronic or fax responses will not be accepted.
Responses received after the deadline or at any other locations will not be accepted.**

**FOR COMPLETE DETAILS OF THIS SOLICITATION, please visit the BGJWSC website, utilizing the
following link:**

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

INVITATION FOR BIDS – 22-024

Sealed bids for **ITB NO. 22-024 ON-CALL BORING SERVICES, BRUNSWICK-GLYNN COUNTY, GEORGIA** will be received by the Brunswick-Glynn County Joint Water and Sewer Commission (JWSC) at the JWSC's Office of the Director, 1703 Gloucester Street, Brunswick, Georgia 31520 until **3:00PM, Tuesday, July 19, 2022**, at which time and place they will be publicly opened and read aloud.

Bidding documents are available, free of charge, on the JWSC website using the link below:

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

All updates and relevant information for the solicitation may be found here.

The work to be performed consists of furnishing all labor, tools, equipment and incidentals required to bore complete in place pipes in sizes 2", 4", 6", and 8". Pipe materials will be provided by JWSC. Pricing shall be per linear foot. Vendor must be licensed State of Georgia underground utility contractors. Selected vendor is expected to schedule boring work within (3) weeks of purchase order approval by JWSC. All permits (including traffic control with City of Brunswick or Glynn County) are the responsibility of the contractor.

Questions regarding this solicitation shall be made in writing to the Purchasing Director, Pam Crosby, via email: pcrosby@bgjwsc.org. All responses to submitted questions will be issued via Addendum to pre-bid attendees and posted on the JWSC website for reference.

The Brunswick-Glynn County Joint Water and Sewer Commission provides equal opportunity for all businesses and does not discriminate against any person or business because of race, color, religion, sex, national origin, disability or veteran status. This policy ensures all segments of the business community have access to supplying the goods and services needed by the JWSC.

The JWSC reserves the right to reject any and all bids, waive technicalities and make an award in the best interest of the JWSC.

SECTION 00200
INSTRUCTIONS TO BIDDERS

1.0 Intent

It is intended that the Instructions to Bidders, General Conditions, Construction Plans and Technical Specifications shall define and describe the complete work to which they relate. Requests for clarification during the bidding period must be submitted to the Purchasing Director, Pam Crosby via email pcrosby@bgjwsc.org on or before **5:00 p.m. EST on Friday, July 1, 2022**. Requests for clarification received after this date will not be considered. Responses to requests for clarification will be issued by addendum to all pre-bid attendees and will also be posted on the JWSC website:

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

2.0 Work to be Done

The work to be performed consists of furnishing all labor, tools, equipment and incidentals required to bore complete in place pipes in sizes 2", 4", 6", and 8". Pipe materials will be provided by JWSC. Pricing shall be per linear foot. Vendor must be licensed State of Georgia underground utility contractors. Selected vendor is expected to schedule boring work within (3) weeks of purchase order approval by JWSC. All permits (including traffic control with City of Brunswick or Glynn County) are the responsibility of the contractor.

3.0 Determination of Successful Bidder

The contract, if awarded, will be awarded to the lowest responsive, responsible Bidder. The determination of the Bidder's **responsibility** will be made by the JWSC based on whether the Bidder:

- Maintains a permanent place of business,
- Has the appropriate technical experience,
- Has adequate personnel and equipment to do the work properly and expeditiously,
- Has suitable financial means to meet obligations incidental to this work, and
- Is appropriately licensed for the described work in the State of Georgia
- Submitted the E-Verify Affidavits and Agreements with bid.

The Bidder shall furnish, to the JWSC, all such information and data for this purpose as the JWSC may request. The JWSC reserves the right to reject any bid if the evidence submitted by, or investigation of, the Bidder fails to satisfy the JWSC that he is properly qualified to carry out the obligations of the Contract.

The determination of **responsiveness** will be made by the JWSC based on a consideration of whether the Bidder has submitted a complete Bid Form without irregularities, excisions, special conditions, or alternative bids for any item unless specifically requested in the Bid Form.

The JWSC reserves the right to reject any and all bids including without limitation, the right to reject any

or all nonconforming, nonresponsive, unbalanced or conditional bids; the right to award each of the contract components individually or to a single qualified Bidder; the right to waive technicalities and make an award in the best interest of the JWSC; the right to award any, all or none.

4.0 Bid Alternates

Bidders are requested to review bid alternates, if any, as outlined on the Bid Form.

5.0 Bid Form

Bids shall be submitted on the Bid Form included. Bids shall be based upon unit or lump sum prices as indicated by the Bid Form. Where errors or omissions result in discrepancies in proposal totals, prices per unit as submitted will be binding. Final payment will be based upon completion and acceptance of the work by the JWSC.

69.0 Submission of Bids

Bidder shall submit ***an original and two (2) copies*** of its Bid in an opaque sealed envelope at the time and place indicated in the Invitation. On the outside of the envelope containing the Bid shall be noted the following:

"Sealed Bid – ITB No. 22-024 – ON-CALL BORING SERVICES"

The outside of the envelope shall also bear the name, address and Utility Contractor's License Number of the Bidder.

All blanks in the Bid Form must be completed and written or printed in ink.

Bids by corporations must be executed in the corporate name by the president or vice-president (or other corporate officer accompanied by evidence of authority to sign) and the corporate seal must be affixed and attested to by the secretary or an assistant secretary of the corporation. The corporate address and state of incorporation must be shown on the Bid Form.

Bids by partnerships must be executed in the partnership name and signed by a partner, whose title must appear under the signature and the official address of the partnership must be shown on the Bid Form.

The address, telephone number, facsimile number and email address for communications regarding the Bid must be shown on the Bid Form.

All names and titles must be typed or printed in ink below the signature.

The Bid shall contain an acknowledgement of receipt of all Addenda, if any. The numbers of each Addendum must be filled in on the Bid Form.

The ***Oath, Bid Bond, Representation, Legal and Character Qualifications, Affidavit, and E-Verify Affidavit and Agreement*** forms in this IFB shall be submitted with the Bid, and be executed in proper

form.

IN ACCORDANCE WITH O.C.G.A. § 13-10-91, NO PROPOSAL FOR THE PHYSICAL PERFORMANCE OF SERVICES WILL BE CONSIDERED UNLESS THE BID INCLUDES A SIGNED, NOTARIZED E-VERIFY AFFIDAVIT AS SET FORTH HEREIN.

The submission of a Bid will constitute an incontrovertible representation by the Bidder that the Bidder has complied with every requirement of the IFB, that without exception the Bid is premised upon performing and furnishing the Work required by the Contract Documents and such means, methods, techniques, sequences or procedures of construction as may be indicated in or required by the Contract Documents, and that the Contract Documents are sufficient in scope and detail to indicate and convey understanding of all terms and conditions of performance of the Project and furnishing of the Work.

SECTION 00410

BID FORM

DATE SUBMITTED: _____

PROJECT NAME: ON-CALL BORING SERVICES 2022

SUBMITTED TO: Brunswick – Glynn County Joint
Water and Sewer Commission
1703 Gloucester Street,
Brunswick, Georgia 31520

SUBMITTED BY:

Company Name: _____

Address: _____

Georgia Utility Contractor's License No. _____

Acknowledge Receipt of Addenda Numbers _____

<u>ITEM</u>	<u>UNIT</u>	<u>DESCRIPTION</u>	<u>UNIT PRICE</u>
(1)	LF	2" BORING SERVICES	\$ _____
(2)	LF	4" BORING SERVICES	\$ _____
(3)	LF	6" BORING SERVICES	\$ _____
(4)	LF	8" BORING SERVICES	\$ _____

The undersigned as BIDDER hereby declares that the only person or persons interested in the BID as principal or Principals is or are named herein and that no other person than herein mentioned has any interest in the BID or in the Contract to be entered into; that this BID is made without connection with any other person or parties making a BID, and that it is in all respects fair and in good faith without collusion or fraud.

The BIDDER declares that he has examined the site of the work and informed himself fully in regard to all conditions pertaining to the place where the work is to be done; that he has examined the plans and specifications for the work and the documents relative thereto; and has read all General and Special Conditions furnished prior to the opening of bids; that he has satisfied himself relative to the work to be performed.

The BIDDER proposes and agrees, if the BID is accepted, to contract with the Brunswick – Glynn County Joint Water and Sewer Commission to furnish all necessary materials, equipment, machinery, tools, apparatus, means of transportation and labor to complete the work in full and complete accordance with the shown, noted, described and reasonably intended requirements of the plans, specifications and contract documents to the full and entire satisfaction of the Brunswick – Glynn County Joint Water and Sewer Commission with a definite understanding that no money will be allowed for extra work except as set forth in the attached General Conditions and contract documents for the prices set forth below.

The Bidder further agrees to accomplish all work and provide all material for the lump sum price submitted, and understands that the lump sum price is subject to adjustment by either increase or decrease, only through a properly executed change order.

The undersigned further agrees that, in case of failure on his part to execute the said Contract and Bonds within fifteen (15) consecutive calendar days after receipt of the conformed Contract Documents, the check or bid bond accompanying this Bid and the monies payable thereto, shall be paid into the funds of the Owner as liquidated damages for such failure otherwise, the check or Bid Bond accompanying this Bid shall be returned to the undersigned.

I understand that collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of this Invitation for Bids and certify that I am authorized to sign this Bid for the Bidder.

This the _____ day of _____ 2022.

Company Name: (Please Type or Print)

Person Authorized to Sign:

Name: _____

Name: _____

Street: _____

Signature: _____

City: _____

Title: _____

State: _____ Zip: _____

Telephone Number: () _____

Fax Number: () _____

E-Mail: _____

The Bidder shall provide references relative to work it has done of a similar nature as solicited in this Invitation for Bids. Give references that will afford the JWSC opportunity to judge as to experience, skill, business standing and financial ability.

EXPERIENCE AND REFERENCES:

Project	Brief Scope of Project	Project Owner (Title)	Phone Number	Address

SECTION 00430

OATH

State of Georgia

City of Brunswick

County of Glynn

I _____ (Name of Individual) solemnly swear that in the procurement of the Contract for

**ITB 22-024 ON-CALL BORING SERVICES
BRUNSWICK – GLYNN COUNTY, GEORGIA**

That I or any other person associated with me or my business, corporation or partnership has prevented or attempted to prevent competition in the bidding of said project or from submitting a bid for this project by any means whatsoever.

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 _____ Day of _____, 2022

Name of Party: _____

Corporate or Partnership Name: _____

Sworn to and subscribed before me this _____ Day of _____, 2022

NOTARY PUBLIC:

Name: _____

My Commission Expires: _____

(SEAL)

SECTION 00440

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.

Does the Bidder have the above EEO policy in place?

Yes []

No []

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.

(Firm's Name)

(Authorized Signature)

(Title)

(Date)

SECTION 00450

LEGAL AND CHARACTER QUALIFICATIONS

Convictions: Has the Bidder (including parent corporation, if applicable) or any principal ever been convicted in a criminal proceeding (felonies or misdemeanors) in which any of the following offenses were charged?

	Yes	No		Yes	No
Fraud	[]	[]	Obstruction of justice (or any other misconduct affecting public or judicial officers' performance of their official Duties	[]	[]
Embezzlement	[]	[]			
Tax Evasion	[]	[]			
Bribery	[]	[]	False/misleading advertising	[]	[]
Extortion	[]	[]	Perjury	[]	[]
Jury Tampering	[]	[]	Conspiracy to commit any of the Foregoing offenses	[]	[]
Anti-Trust Violations	[]	[]			

Civil Proceedings: Has the Bidder or any principal ever been a party, or is now a party, to a civil proceeding in which it was held liable for any of the following?

	Yes	No		Yes	No
Unfair/anti-competitive business practices	[]	[]	Violations of securities laws (state & federal)	[]	[]
Consumer fraud misrepresentation	[]	[]	False/misleading advertising	[]	[]
Violation of local government Ordinances	[]	[]			

License Revocation: Has the Bidder or any principal ever had a business license revoked, suspended, or the renewal thereof denied, or is a party to such a proceeding that may result in same?

Yes **No**
[] []

SECTION 00460

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, firm 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: _____

SECTION 00470

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, firm, 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.

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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 _____, 2022.

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).

Authority O.C.G.A. § 13-10-91. **History.** Original Rule entitled “Contractor Affidavit and Agreement” adopted F. May 25, 2007; eff. June 18, 2007, as specified by the Agency.

SECTION 00480

E-VERIFY SUBCONTRACTOR AFFIDAVIT AND AGREEMENT

Georgia Security Immigration and Compliance (GSIC) Act

The Brunswick - Glynn County Joint Water and Sewer Commission and Subcontractor 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 subcontractor verifies its compliance with O.C.G.A. § 13-10-91, *stating affirmatively that the individual, firm, or corporation which is contracting with a Contractor 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 Subcontractor also verifies that he/she/it is using and will continue to use the federal work authorization program throughout the contract period.*

The undersigned Subcontractor agrees that, should it employ or contract with any other subcontractor(s) in connection with the physical performance of services pursuant to the contract with the Brunswick - Glynn County Joint Water and Sewer Commission, Subcontractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. § 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-.08 or a substantially similar form. Subcontractor further agrees the Subcontractor 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. Subcontractor 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.

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

Date of Authorization To Use Federal Work Authorization Program

Name of Subcontractor

Title of Authorized Officer or Agent of Subcontractor

Signature and Printed Name of Authorized Officer or Agent

Sworn to and subscribed before me this the _____ day of _____, 2022.

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).

Authority O.C.G.A. § 13-10-91. **History.** Original Rule entitled "Contractor Affidavit and Agreement" adopted F. May 25, 2007; eff. June 18, 2007, as specified by the Agency.