

DOCUMENT 004100 – INVITATION TO BID

**INVITATION TO BID
TROUP COUNTY, GA
Troup County Court Room Fit-Out
100 Ridley Ave, LaGrange, Ga 30240**

Sealed proposals from Contractors will be received by Troup County Purchasing Department, in 100 Ridley Avenue, Suite 3100, until 2:00 p.m. at the time prevailing in LaGrange, Georgia on 27 MARCH 2025 for the Troup County Court Room Fit-Out located at 100 Ridley Ave, LaGrange, Georgia. At the time and place noted above, the proposals will be publicly opened. The exterior of the package must be clearly marked identifying the contents of the package. All sealed proposals shall include a fully completed/executed **PROPOSAL FORM**, as provided in this INVITATION TO BID, the required 5% Bid Bond, and a detailed project proposal demonstrating compliance with the Scope of Work.

The contract, if awarded, will be on a lump sum basis. No bid may be withdrawn for a period of sixty (60) days after time has been called on the date of the opening.

Anticipated start date for construction is on or about **MAY of 2025**.

Bids delivered to:
Troup County Purchasing Department
100 Ridley Ave., Suite 3100
LaGrange, GA 30240

Late bids will not be accepted.

Mandatory Pre-Bid Meeting to be held on 18 FEBRUARY 2025 at 2:00 PM on the Project Site. All requests for clarification or additional information must be made via email ONLY to Ramona Gillham, Troup County Purchasing Director, at rgillham@troupcountyga.gov. No phone calls or contacts other than email is allowed. Contacting any other party prior to the bid opening for clarification and/or additional information will require that any proposal submitted by said bidder to be declared non-responsive. **No requests for clarification and/or additional information will be allowed after 5:00 pm on 18 MARCH 2025.**

Any and all addenda for this project will be posted at www.troupcountyga.gov/Purchasing/Bids.

Bid Bond equal to 5% of the bid is required. Both a Performance Bond and a Payment Bond will be required in the amount equal to 100% for the contract price from the successful bidder. The bonding surety must be either authorized by the Insurance Commissioner of Georgia or be on the United States Treasury's list of approved bond sureties.

The successful bidder shall be required to provide comprehensive and liability insurance, wherein the County is named as co-insured, contractor is also required to provide a certificate of insurance for Workmen's Compensation Insurance.

The successful bidder must provide a vendor application, e-verify form and a W-9 prior to beginning work. All subcontractors must provide a Troup County e-verify form prior to beginning work on site. These forms can be downloaded from www.troupcountyga.gov/Purchasing/Forms.

All bidders must be properly licensed, insured, and qualified.

Troup County will submit and obtain all necessary permits. Troup County will pay all necessary permit fees.

The Owner reserves the right to reject any or all bids and to waive technicalities and informalities.

The Owner reserves the right to interview any or all respondents.

The Owner reserves the right to contact any or all references.

The Owner reserves the right to award the project, as determined to be in the best interest of Troup County.

The Owner reserves the right to award the project, as determined to provide the best value for Troup County.

Award will be made to the bidder considered the most qualified who will act in the best interest of Troup County and whose proposal meets the demands of Troup County.

Troup County Board of Commissioners

BY: _____

Ramona Gillham, Purchasing Director
Troup County, Georgia