

# ***REQUEST FOR PROPOSAL***

Issuing Agency: Greene County Board of Commissioners  
1034 Silver Drive  
Greensboro, Georgia 30642  
Phone: 706-453-7716  
Fax: 706-453-9555  
Issue Date: August 18, 2015

## **Proposal Number SP-15-001**

## **Proposal Closing Date September 24, 2015**

## **Proposal Closing Time 3:00 PM (Local Time)**

**Commodity;** Removal and replacement of 47 windows at Greene County Courthouse, 113 North Main Street, Greensboro Georgia, 30642.

### **REQUEST FOR PROPOSAL (RFP)**

Greene County Board of Commissioners (BOC) is requesting proposals from qualified, Georgia licensed commercial General Contractors to furnish plant, labor, tools, materials, equipment, and all items and services of every nature, whether particularly mentioned or not, that are required to:

- a) Remove and dispose of 47 existing windows due to deterioration and replace with new custom aluminum clad windows.
- b) Furnish and install all interior/exterior trim material to match existing, paint & seal all trim. Brick mold to be factory-applied on windows and a 50 year epoxy sealant utilized when sealing exterior.
- c) Repair any damage to building and/or landscaping as a result of this activity.

### **Manufacturer's minimum Standard Product Warranties:**

- a) 20 years on insulating glass, aluminum cladding structural performance, thermoset siliconized polyester and Kynar (or equivalent) finish on exterior aluminum.
- b) 10 years on wood members and other components.

### **Proposal documents and specifications are available for inspection and download at the county website:**

[www.greenecountyga.gov](http://www.greenecountyga.gov) and at the Greene County Project Manager's Office 1034 Silver Drive Road, Greensboro Georgia 30642. Phone 706-453-7716; fax 706-453-9555.

Proposals and required signed E-verify affidavits will be formally accepted and acknowledged by the Receptionist on the 2<sup>nd</sup> floor of the County Government Campus Building, 1034 Silver Drive, Greensboro GA. 30642 no later than 3:00 PM (Local time) September 24<sup>th</sup>, 2015.

### **Late proposals will not be considered nor returned.**

Proposals may not be withdrawn for sixty (60) days after the time and date set for closing, except as allowed by Official Code of Georgia Annotated (OCGA). Greene County BOC reserves the right to reject any and all proposals and to waive any technicalities.

# ***INSTRUCTIONS: PROPOSAL SP-15-001, 8/18/15***

## **1. ABOUT THIS DOCUMENT**

1.1 Competitive Sealed Proposals will be evaluated based upon criteria formulated around the most important features of a product or service, of which quality, testing, references, availability or capability may be overriding factors, and the lowest price (cost) submitted may not be determinative in the issuance of a contract or award. The proposal evaluation criteria should be viewed as standards which measure how well a contractor's approach meets the desired requirements and needs of the Greene County BOC. The County will thoroughly review all proposals received. Greene County BOC reserves the right to select, and subsequently recommend for award, the proposal which best meets its required needs, quality levels, and budget constraints.

1.2. Greene County BOC will not be responsible for any expenses incurred by any Contractor in the development of a response to this RFP, including any interviews, presentations, or supplemental information provided, submitted, or given to Greene County BOC or its representatives. Further, Greene County BOC will not be responsible for any fees associated with any challenge (administrative, judicial or otherwise) to the determination of the highest-ranked Contractor and/or award of contract and/or rejection of proposal. By submitting a proposal, each Contractor agrees to be bound in this respect and waives all claims to such costs and fees.

Contractor shall include warranty information with proposal.

Colors shall be selected from the manufacturer's current production.

If awarded, the County intends to award a single contract as a result of this RFP.

The selected Contractor will be required to assume responsibility for all services offered in the proposal whether or nor they possess them within their organization. Further, Greene County Board of Commissioners will consider the selected Contractor to be the sole point of contact with regard to contractual matters including payment of any and all charges resulting from the contract.

## **3. SUBMISSION OF PROPOSALS**

3.1 Sealed proposals will be received by the Greene County BOC until 3:00PM local time on September 24, 2015. Late proposals will not be considered nor returned.

3.2 Each bidder must return the following documents/forms with his proposal:

- Proposal documents, including proposed products(s), and total cost for the project.
- Completed Supply Services Agreement.
- Completed Contractor E-verify Affidavit and Agreement.
- Completed E-verify Subcontractor Affidavit and Agreement
- W-9 Request for Taxpayer Identification Number & Certification

3.3 Bidder must show prices for each category specified. By executing the Supply Service Agreement, bidder acknowledges that he has read and understands this RFP and agrees to be bound by its terms and conditions.

3.4 Greene County BOC may revise the proposal documents by issuing a written addendum prior to the proposal closing time. The addendum must be returned with the bid or proposal documents. Failure to bid or propose in accordance with an addendum may be cause for rejection. In unusual circumstances, Greene County BOC may postpone an opening in order to notify Contractors to give them sufficient time to respond to the addendum. Any change which is not issued through the Greene County BOC Project Office as a written addendum shall not be binding upon the Greene County BOC.

3.5 Proposals may be submitted by mail, common carrier, or delivered in person. Fax or electronic (email) proposals are not acceptable. All proposals must be received prior to the date and time specified.

3.6 Proposals must be returned to Greene County BOC, 1034 Silver Drive, Greensboro, GA 30642. All proposal packages, envelopes, etc. must be clearly marked for **“Sealed Proposal No. SP-15-001”**.

3.7 Greene County BOC *shall not be responsible for proposals which are not properly addressed or directed to any other department. Proposals which are not received by Greene County BOC by the time and date specified shall be considered late and shall not be considered for award.*

3.8 Bidders are cautioned that any documentation submitted with or in support of a bid or proposal will become subject to public inspection under the Georgia Open Records Act. Labeling such information “Confidential”, “Proprietary”, or in any other manner will not protect this material from public inspection upon request. All records become subject to public inspection only after award of the contract or purchase order.

3.9 Proposals may not be withdrawn after the time and date set for proposal closing, but shall remain open for acceptance for a period of sixty (60) days following such time.

3.10 All proposals become property of the County and shall not be returned to the vendor(s)

3.11 Contractor shall furnish one (1) original, clearly marked, and two (2) bound copies of the proposal and all documentation. All forms must be typewritten or printed in ink. Any changes or corrections must be initialed by the person signing the proposal documents.

#### **4. PRICING**

4.1 Prices shall include all charges that may be incurred in fulfilling the terms of this Request for Proposal.

#### **5. INTERPRETATION OF BID**

5.1 All inquiries regarding bidding/proposal procedures should be directed to: Greene County BOC Project Manager, 1034 Silver Drive, Greensboro, GA 30642, fax 706-453-9555 or email [ajackson@greencountyga.gov](mailto:ajackson@greencountyga.gov)

5.2 Such contact is to be for clarification purposes only. Material changes, if any, to the technical specifications or bidding procedures will only be transmitted by written addendum.

5.3 No oral order, objection, claim or notice by any party to the other, either before or after execution of this bid, shall affect or modify any of the terms or obligations contained in any of the documents comprising this proposal.

#### **6. ORDER OF PRECEDENCE**

6.1 In the event of conflict, the Acceptance Agreement and the Special Provisions of this RFP shall take precedence over the General Conditions and Instructions to Bidders included herein.

#### **7. AWARD**

7.1 Greene County BOC reserves the right to reject any and all bids/proposals, to waive any technicalities, informalities or irregularities in bids/proposals, and/or negotiate separately the terms and conditions of all or any part of the bids/proposals as determined to be in the County’s best interest at its sole discretion.

7.2 Greene County BOC reserves the right to award the contract to the next most qualified Contractor/firm if the successful Contractor/firm does not begin contracted services within the prescribed number of days stated in the contract.

7.3 Greene County BOC is exempt from excise taxes, including transportation and sales tax. Any applicable taxes otherwise imposed by a governmental body must be shown as a separate item.

7.4 It is agreed by the parties hereto that delivery by the supplier to the common carrier does **not** constitute delivery to the Greene County BOC or any political subdivision or department thereof. It is agreed that the Greene County BOC accepts title only when received regardless of F.O.B. point.

#### **8. PURCHASE ORDER**

8.1 A Purchase Order for the items listed in this RFP will be issued shortly after contract award and will become an integral part of the resulting contract.

8.2 The purchase order does not supersede any provision of the resulting contract. Performance time and dates are determined solely by the contract and any modifications thereto.

#### **9. DELIVERY POINT**

9.1 After contract award, all work shall be coordinated with the Greene County BOC Project Manager; all materials shall be delivered to and installed at the job site.

#### **10. CONTRACT ADMINISTRATION**

10.1 The contractor shall assign, in writing, a Contract Administrator throughout the life of this contract as the primary point of contact for the various departments of the Greene County BOC. The departments and user personnel shall direct all contract resolutions through the Contract Administrator, which includes specifications, pricing, shipping, reports, etc. The Contract Administrator may designate personnel within the company to provide requested information. However, the Greene County BOC shall not contact other Personnel with the company that is not familiar with the terms and conditions of the contract. The Contract Administrator shall be included on the Financial Response Form attached.

10.2 The Greene County BOC recognizes that changes will occur during the life of this contract. Therefore, if a change in the Contract Administrator is necessary, the contractor shall notify the Greene County BOC, in writing, within five (5) business days. The following information shall be submitted for the new Contract Administrator: Name, Title, Phone Number, Fax Number and email address.

#### **11. LISTING OF EXCEPTIONS**

11.1 All exceptions to contract specifications must be itemized. Details concerning the exception must be clearly explained. Each exception will be considered by the Greene County BOC as to the degree of impact and total effect on the bid.

11.2 The Greene County BOC assumes that silence to exception indicates that the item(s) will comply with specifications. Should the item(s) not comply, and the exception is not indicated, then the item(s) shall be rejected when delivered. All items shall be given a general inspection for material, workmanship, and compliance with specification prior to acceptance. Should the item not comply, and an exception not taken, the Contractor shall be held responsible to fulfill that specification.

Acceptance is not final until all specifications, with concurrence to exceptions, are met. The submission of literature will not constitute the taking of an exception nor honor any specification changes.

#### **12. COMPLETION OF PERFORMANCE**

12.1 Unless otherwise extended by approved Change Order(s), Contractor shall complete its performance of this contract within the time specified.

#### **13. DELAYS BEYOND CONTROL OF CONTRACTOR**

13.1 In the event that completion of the contract shall be delayed because of any labor strike or work stoppage, injunction, or interference of any public authority, or by reason of any cause or circumstances beyond the control of the Contractor and for which he could not have taken reasonable precaution, the completion date may be extended as shall be determined in each instance at the discretion of the Greene County BOC.

13.2 However, the granting of any such extension(s) shall not be considered as a waiver of the requirement of timely completion or deemed to affect the importance of timely completion.

13.3 Notice of Delays: Whenever the Contractor receives notice or obtains knowledge of any event or condition which will delay, or is likely to delay, the completion of his performance under this contract beyond the specified completion date, he shall notify Greene County BOC Project Manager in writing within fifteen (15) calendar days after receiving such notice or obtaining such knowledge of the nature of the delay and its estimated duration; otherwise, the Contractor shall not be entitled to any extensions of the completion date.

#### **14 ACCURACY OF WORK/WARRANTY**

14.1 The Contractor shall be responsible for the accuracy of the work performed and shall promptly correct its errors and omissions without additional compensation.

14.2 Acceptance of the work by the Greene County BOC will not relieve the Contractor of the responsibility of Subsequent correction of errors or the costs associated with any additional work caused by negligent acts, errors, or omissions by the Contractor.

14.3 At any time during the construction of the improvement provided for by the project plans or during any phase of work performed by others based on data secured by the Contractor under this Agreement, the Contractor shall confer with the Greene County BOC for the purpose of interpreting the information supplied by the Contractor and to correct any errors or omissions. The above consultations, clarifications, and/or corrections shall be made without added compensation to the Contractor. The Contractor shall give immediate attention to these changes so there will be minimum delay to others. The Contractor shall be responsible for errors and omissions and save harmless the Greene County BOC and its agents as provided in this Agreement.

14.4 The Contractor warrants to the Greene County BOC that material and equipment furnished under the contract will be new condition and current production; that the work will be free from defects not inherent in the quality required or permitted, and; the work will conform to the requirements of the Contract documents.

14.5 The warranty period shall be for one (1) year minimum from the date of final acceptance by the Greene County BOC. Work not conforming to these requirements, including substitutions not properly approved and authorized, may be considered as defective. The Contractor also certifies that the services to be rendered pursuant to this contract shall be performed in accordance with the standards customarily provided by an experienced and competent professional rendering the same or similar services.

14.6 The Contractor's warranty excludes remedy for damage or defect caused by abuse, modifications not executed by the Contractor, improper or insufficient maintenance, improper operation, or wear and tear under normal usage.

## **15 PROGRESS REPORTING AND PAYMENT**

15.1 Provider shall submit invoices to Greene County BOC on a monthly basis for services rendered to the date thereof. Such invoices shall be supported by appropriate documentation based upon agreed percent completion of each item on the project. Greene County BOC's normal payment policy is thirty (30) days. Payment will be made in US currency only. Greene County BOC shall give the Provider prompt written notice of disputed items in an invoice and shall pay Provider the undisputed portion of the invoice.

15.2 The Contractor shall promptly pay each Sub-contractor, upon receipt of payment from the Greene County BOC, the amount to which said Sub-contractor is entitled. The Contractor shall, by appropriate agreement with each Sub-contractor, require each Sub-contractor to make payments to Subcontractors in similar manner.

15.3 Greene County BOC shall not be obligated to pay or ensure the payment of money to a Sub-contractor except as otherwise may be required by law.

15.4 Payment to material suppliers shall be treated in a manner similar to that provided in sections 15.2 and 15.3.

15.5 The Contractor shall provide proof of timely payment as described under this section to Subcontractors and materials suppliers when requested by the Greene County BOC.

15.6 At substantial completion of the Project, the Contractor shall provide a lien waiver signed by the Contractor and all Sub-contractors and material suppliers. Final payment and retainage will not be paid by the Greene County BOC until receipt of the lien waiver.

## **16. OWNERSHIP OF DOCUMENTS**

16.1 Reports and all relevant data such as diagrams, plans, designs, electronic data, statistics, specifications, and other supporting records or drawings compiled or prepared in the course of performance of the Services required by this Contract shall be the absolute property of Greene County BOC and shall not be used by the Contractor for purposes unrelated to this Contract without the

Prior written approval of the Greene County BOC. Such original documents shall be turned over to the Greene County BOC upon completion of the Project except that Contractor shall have the right to retain copies of the same.

#### **17. NEWS RELEASES BY CONTRACTOR**

17.1 As a matter of policy, the Greene County BOC does not endorse the products or services of a contractor. News releases concerning any resultant contract from this solicitation shall not be made by a contractor without the prior written approval of the Greene County BOC Public Information Officer.

#### **18. SEVERABILITY/CANCELLATION**

18.1 It is understood and agreed by the parties hereto that if any part, term, or provision of this Contract is held illegal or in conflict with any law of the State where made or having jurisdiction over any of the parties hereto, the validity of the remaining portions or provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Contract did not contain the particular part, term, or provisions held to be invalid.

18.2 This Contract shall be construed and governed in accordance with the laws of the State of Georgia. Any controversy or claim rising out of or relating 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 Greene County, Georgia. A judgment of a court having jurisdiction may be entered upon the arbitrator's award. The prevailing party, in addition to all other sums to which it may be entitled, may call upon the other party to pay their reasonable expenses, including legal fees, relevant to the claim.

#### **19. NON-COLLUSION**

19.1 By signing the Supply Service Agreement, contractor certifies that this proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same materials, supplies, equipment, or services and is in all respects fair and without collusion or fraud. Bidder understands that collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards.

#### **20. INDEMNIFICATION AND HOLD HARMLESS**

20.1 The Contractor who is selected as the contractor shall, at its own expense, protect, defend, indemnify, save and hold harmless Greene County BOC and its elected and appointed officers, employees, servants, consultants and agents from all claims, damages, lawsuits, costs and expenses, including, but not limited to all costs from administrative proceedings, court costs and attorney fees that Greene County BOC and its elected and appointed officers, employees, servants and agents may incur as a result of the acts, omissions or negligence of the contractor or its employees, servants, consultants and agents or subcontractors that may arise out of the agreement.

The contractor's indemnification responsibility under this section shall include the sum of damages, costs and expenses which are in excess of the sum of damages, costs and expenses which are paid out in behalf of or reimburse to the Greene County BOC, its officers, employees, servants, consultants and agents by the insurance coverage obtained and/or maintained by the contractor.

#### **21. CONFLICT OF INTEREST**

21.1 By signing the Supply Service Agreement form, I certify that the Contractor and employees of the Contractor performing work on this Contract shall comply with the requirements of the Code of Greene County BOC pertaining to Conflicts of Interest.

21.2 Further, no employee of Greene County BOC shall be directly interested financially, or have any direct personal beneficial interest, in the purchase or contract for any materials, equipment or supplies furnished to Greene County BOC as a result of the Supply Service Agreement.

#### **22. DRUG-FREE WORKPLACE CERTIFICATION**

22.1 By signing the Supply Service Agreement form, I certify that the provisions of Code Sections 50- 24-1 through 50-24-6 of the Official Code of Georgia Annotated, relating to the “Drug-free Workplace Act”, have been complied with in full. The undersigned further certifies that:

A. A drug-free workplace will be provided for the Contractor’s employees during performance of the contract; and

B. Each Contractor who hires a subcontractor to work in a drug-free work place shall secure from that subcontractor the following written certification:

“As part of the subcontracting agreement with (Contractor’s name), (Subcontractor’s name) certifies to the Contractor that a drug-free workplace will be provided for the subcontractor’s employees during the performance of this Contract pursuant to Paragraph (7) of Sub-section (b) of Code Section 50-24-3”. C. The Contractor further certifies that he will not engage in the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana during the performance of the Contract.

**23. COMPLIANCE WITH STATUTES**

23.1 The Contractor shall comply with all present laws, ordinances, rules and regulations of any governmental entity pertaining to the supply and/or installation of any items or services pursuant to this RFP and resulting Contract.

**24. PERMITS**

24.1 Contractor shall be responsible for obtaining, at his/her own cost, all permits, manifests, or other documents required for the construction project. Additionally, the Contractor, and sub-contractors, shall comply with all Federal, State, and local ordinances, rules and regulations in the performance of this construction project. The Greene County BOC shall waive any County permit fees required.

**25. DELIVERY, INSTALLATION AND CLEAN UP**

25.1 Contractor shall be responsible for coordinating delivery and storage of materials at the job site.

**26. INSURANCE REQUIREMENTS**

26.1 The Contractor shall be responsible for his work and every part thereof, and for all materials, tools, equipment, appliances, and properties of any and all description used in connection therewith.

The Contractor assumes all risks of direct and indirect damage or injury to the property of persons used or employed on or in connection with the work contracted for, and of all damage or injury to any person or property wherever located, resulting from any action, omission, commission or operation under the Contract, or in connection in any way whatsoever with the contracted work.

26.2 The Contractor shall, during the continuance of all work under the Contract, provide the following:

A. Maintain statutory Worker’s Compensation and Employer’s Liability insurance in an amount of not less than \$500,000.00 to protect the Contractor from any liability or damages for any injuries (including death and disability) to any of its employees, volunteers, or subcontractors, including any and all liability or damage which may arise by virtue of any statute or law in force within the State of Georgia, or which may be herein after enacted.

B. The Contractor agrees to maintain Comprehensive General Liability insurance in an amount of not less than \$500,000.00 per occurrence to protect the Contractor, its subcontractors, and the interest of the Greene County BOC, against any and all injuries to third parties, including bodily injury and personal injury, wherever located, resulting from any action or operation under the Contract or in connection with the contracted work. The General Liability insurance shall also include the Broad Form Property Damage Liability endorsement, in addition to coverage for explosion, collapse, and underground hazards, where required.

26.3 Contractor further agrees to protect, defend, indemnify, and hold harmless Greene County BOC its commissioners, officers, agents, employees and consultants from and against any and all liability incurred whatsoever as a result of the work performed pursuant to the terms of this bid.

26.4 Contractor shall notify the Greene County BOC, in writing, thirty (30) days prior to any change in insurance coverage, including cancellation, non-renewal, etc. The Contractor shall furnish a new certificate prior to any change or cancellation date. The failure of the Contractor to deliver a new and valid certificate shall result in suspension of all payments until the new certificate is furnished.

Additionally, contract work may be suspended until the new certificate is furnished to the Greene County BOC.

26.5 Insurance coverage required in these specifications shall be in force throughout the Contract term.

Should the Contractor fail to provide acceptable evidence of current insurance within five (5) days of written notice at any time during the Contract term, the Greene County BOC shall have the absolute right to terminate the Contract without any further obligation to the Contractor. Further, the Contractor shall be responsible for the cost of procuring the uncompleted portion of the Contract at the time of termination.

26.6 Contractual and other Liability insurance provided under this Contract shall not contain a supervision, inspection, or engineering services exclusion that would preclude the Greene County BOC from supervising and/or inspecting the project as to the end result. The Contractor shall assume all on-the-job responsibilities as to the control of persons directly employed by it and of the subcontractors and any persons employed by the subcontractor.

26.7 The Contractor and all subcontractors shall comply with the Occupational Safety and Health Act of 1970, and amendments, as it may apply to this Contract.

## **27. BONDING REQUIREMENTS**

Performance bond shall be in the amount of the total amount payable by the terms of the contract and shall be increased in the event the contract amount is increased.

## **27.1 / 28. COMPLETION OF PERFORMANCE/COMPLETION TIME**

28.1 Unless otherwise extended by approved Change Order(s), Contractor shall complete its performance of this contract within the time specified in the Proposal documents; the completion time shall be calculated from date of receipt of the written Notice to Proceed or Purchase Order from Greene County BOC.

## **29. STANDARD CONTRACT**

29.1 Proposing firms intending to use a standard contract for services as described in this RFP should include a copy of the contract as an attachment to their submission.

## **29.2 SITUS**

The place of all contracts, transactions, agreements, their situs and forum, shall be Georgia, where all matters, whether in contract or tort, relating to the validity, construction, interpretation, and enforcement shall be determined.

## **30. GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT**

30.1 Greene County BOC is subject to the requirements of the Georgia Security and Immigration Compliance Act. Accordingly, the requirements of O.C.G.A. §13-10-91 and Georgia Department of Labor Rule 300-10-1-.02 are conditions of this contract. Compliance with these requirements shall be attested by the execution of the Contractor Affidavit attached hereto, which shall become a part of the awarded contract. In the event the Contractor employs or contracts with any subcontractor(s)

In connection with the awarded contract, the Contractor shall secure from such subcontractor(s) attestation of the subcontractor's execution of the Subcontractor Affidavit attached hereto, which shall also become a part of the awarded contract and also a part of the contractor/subcontractor agreement. Contractor shall maintain records of such attestation for inspection by Greene County BOC at any time. Contractor shall be required to provide copies to Greene County BOC upon request.

Failure to comply with these rules will result in the rejection of the bid proposal and/or Termination of any awarded contract where it is subsequently determined that there has

been a violation of any provision of the Act or implementing rules and regulations.

**31. SELECTION CRITERIA**

31.1 The selection process will be based on the responses to this Request for Proposal, and any interviews required verifying the ability of the vendor to provide services in response to this document. Contractors will not be compensated for any part of the proposal submitting process.

31.2 The review committee will select the proposal which is the most beneficial/advantageous to the Greene County BOC. Greene County BOC reserves the right to select, and subsequently recommend for award, the proposed equipment/service which best meets its required needs.

31.3 Evaluation of Contractor proposals will be based as follows:

- Cost to Greene County BOC
- Proposed design features
- Completeness of the proposed design

**SUPPLY/SERVICE CONTRACT**

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**PROPOSAL NUMBER COMMODITY PROPOSAL CLOSING DATE/TIME**

SP-15-001- Greene County Courthouse: Removal & Replacement of windows – September 24/2015 3:00 PM

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**ISSUE DATE**

August 18, 2015

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It is understood and agreed that this bid constitutes an offer, which when accepted in writing by the Greene County Board of Commissioners, Greene County, Georgia, and subject to the terms and conditions of such acceptance, will constitute a valid and binding contract between the undersigned and Greene County Board of Commissioners, Greene County Georgia.

It is understood and agreed that we have read the Greene County BOC’s specifications shown or referenced herein and this bid is made in accordance with the provisions of such specifications. By our written signature on this bid, we guarantee and certify that all items included in this bid meet or exceed any and all such Greene County BOC specifications. We further agree, if awarded a contract, to deliver goods and services which meet or exceed the specifications.

NAME AND ADDRESS OF FIRM: Telephone No.: \_\_\_\_\_

\_\_\_\_\_ Fax Number: \_\_\_\_\_

\_\_\_\_\_ E-mail: \_\_\_\_\_

\_\_\_\_\_ Federal Identification No.: \_\_\_\_\_

\_\_\_\_\_ State of Georgia Reg. No.: \_\_\_\_\_

(If applicable)

CHECK ONE: INDIVIDUAL \_\_\_\_\_ PARTNERSHIP \_\_\_\_\_ CORPORATION \_\_\_\_\_

State in which incorporated \_\_\_\_\_

\_\_\_\_\_  
Contractor Legally Authorized Signature Date (Impress Corporate Seal Here)

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
ACCEPTANCE AGREEMENT – Greene County Board of Commissioners, Georgia (This is not an order)

\_\_\_\_\_  
CONTRACT NUMBER: \_\_\_\_\_ DATE: \_\_\_\_\_

\_\_\_\_\_  
Accepted as to Items (s) Indicated: \_\_\_\_\_

\_\_\_\_\_  
Chairman, Board of Commissioners Date

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## Important notes about the following pages' affidavits

- 1) A completed E-verify Contractor Affidavit needs to be submitted in a **separate envelope clearly marked "E-verify affidavits"** at time of proposal submission. By law, a bid for over \$2499 cannot be considered without seeing this first. **Noncompliance will result in bid being disqualified.**
- 2) Please make certain to use your Company's E-verify number ( all numeric) rather than your individual log in (alpha-numeric)
- 3) Contractor selected for the bid will be required to obtain the Sub-Contractor affidavits from all sub-contractors utilized on the job site. Board of Commissioner's Office is not required to keep these in our files, but the Contractor is required to provide them if requested and once received, retain on file.



## CONTRACTOR AFFIDAVIT AND AGREEMENT

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 Greene County Board of Commissioners has registered with and is participating in a federal work authorization program\* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by 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 applicability provisions and deadlines established in O.C.G.A. 13-10-91.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with the Greene County Board of Commissioners, contractor 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 and provide copies to the Greene County Board of Commissioners within five (5) business days of entering into a contract with such subcontractor.

\_\_\_\_\_  
E-Verify \* Company Identification Number

\_\_\_\_\_  
Date Authorized to Use e-Verify

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

\_\_\_\_\_  
Authorized Officer/Agent                      Date  
(Contractor Signature)

\_\_\_\_\_  
Printed Name of Authorized Officer/Agent

\_\_\_\_\_  
Title of Authorized Officer/Agent of Contractor

SUBSCRIBED AND SWORN  
BEFORE ME ON THIS THE  
\_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public  
My Commission Expires:  
\_\_\_\_\_

\* As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is "E-Verify" 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).



## SUBCONTRACTOR AFFIDAVIT AND AGREEMENT

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 the Greene County Board of Commissioners has registered with and is participating in a federal work authorization program\* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by 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 applicability provisions and deadlines established in O.C.G.A. 13-10-91.

\_\_\_\_\_  
E-Verify \* Company Identification Number

\_\_\_\_\_  
Date Authorized to Use e-Verify

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

\_\_\_\_\_  
Authorized Officer/Agent                      Date  
(Contractor Signature)

\_\_\_\_\_  
Printed Name of Authorized Officer/Agent

\_\_\_\_\_  
Title of Authorized Officer/Agent of Contractor

SUBSCRIBED AND SWORN  
BEFORE ME ON THIS THE  
\_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public  
My Commission Expires:  
\_\_\_\_\_

\* As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is "E-Verify" 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).

## RFP SP-15-001 General Specifications

### PART 1 GENERAL

#### 1.1 RELATED SECTIONS

- A. Section 03300 - Cast-In-Place Concrete: Openings in cast-in-place concrete.

- B. Section 03450 - Precast Concrete Wall Panels: Openings in precast concrete wall panels.
- C. Section 04810 - Unit Masonry Assemblies: Openings in masonry.
- D. Section 05400 - Cold Formed Metal Framing: Framed Openings.
- E. Section 06100 - Rough Carpentry: Framed openings.
- F. Section 06200 - Finish Carpentry: Interior wood casing.
- G. Section 07210 - Building Insulation: Batt insulation at window perimeter.
- H. Section 07460 - Siding and trim.
- I. Section 07620 - Flashing and Sheet Metal: Flashing associated with windows and doors.
- J. Section 07900 - Joint Sealers: Perimeter joint sealant and backer rod.

## 1.2 REFERENCES

- A. AAMA/WDMA/CSA 101/I.S.2/A440-08 NAFS - North American Fenestration Standard/Specification for windows, doors, and skylights.
- B. AAMA 611-98 - Voluntary Specification for Anodized Architectural Aluminum.
- C. AAMA 2604-05 - Voluntary Specification, Performance Requirements and Test Procedures for High Performance Organic Coatings on Aluminum Extrusions and Panels.
- D. AAMA 2605-05 - Voluntary Specification, Performance Requirements and Test Procedures for Superior Performing Organic Coatings on Aluminum Extrusions and Panels.
- E. ASTM C 1036-06 - Standard Specification for Flat Glass.
- F. ASTM C 1048-04 - Standard Specification for Heat-Treated Flat Glass--Kind HS, Kind FT Coated and Uncoated Glass.
- G. ASTM C1172-03 - Standard Specification for Laminated Architectural Flat Glass.
- H. ASTM D 2244 - Standard Test Method for Calculation of Color Differences From Instrumentally Measured Color Coordinates; 1993 (Reapproved 2000).
- I. ASTM D 4214 - Standard Test Methods for Evaluating the Degree of Chalking of Exterior Paint Films; 1998.
- J. ASTM E 774-97 - Standard Specification for the Classification of the Durability of Sealed Insulating Glass Units.
- K. ASTM E 330-02 - Standard Test Method for Structural Performance of Exterior Windows, Doors, Skylights and Curtain Walls by Uniform Static Air Pressure Difference.
- L. ASTM E 1886 - Standard Test method for Performance of Exterior Windows, Curtain Walls, Doors and Storm Shutters Impacted by Missiles and Exposed to Cyclic Pressure Differentials.

- M. ASTM E 1996-06 - Standard Specification for Performance of Exterior Windows, Curtain Walls, Doors and Impact Protective Systems Impacted by Windborne Debris in Hurricanes.
- N. WDMA I.S.4-07A - Water-Repellent Preservative Treatment for Millwork.

### 1.3 SUBMITTALS

- A. Submit under provisions of Section 01300.
- B. Product Data: Manufacturer's data sheets on each product to be used, including:
  - 1. Preparation instructions and recommendations.
  - 2. Storage and handling requirements and recommendations.
  - 3. Installation methods.
- C. Certification: Evidence of certification to specified ratings.
- D. Selection Samples: For each finish product specified, two complete sets of color chips representing manufacturer's full range of available colors and patterns.
- E. Verification Samples: For each finish product specified, two samples, minimum size 6 inches (150 mm) square, representing actual product, color, and patterns.

### 1.4 QUALITY ASSURANCE

- A. Impact Rated Windows and Doors:
  - 1. High Velocity Hurricane Zone: Eagle Harbor Master Windows conform to ASTM E 330-02 for Static Air Pressure.
  - 2. Large Missile Impact and Cyclic Pressure Loading: Eagle Harbor Master Windows conform to ASTM E 1886 and ASTM E 1996-06 for large missile impact and cyclic pressure loading.

### 1.5 DELIVERY, STORAGE, AND HANDLING

- A. Do not deliver units to project site until ready to install, unless indoor storage area is available.
- B. Store products in manufacturer's unopened packaging until ready for installation.

### 1.6 WARRANTY

- A. Provide manufacturer's standard warranty for:
  - 1. Wood Members: 10 years.
  - 2. Aluminum Cladding Structural Performance: 20 years.
  - 3. Exterior Aluminum Finish: Thermoset siliconized polyester finish 20 years.
  - 4. Exterior Aluminum Finish: Kynar finish 20 years.
  - 5. Insulating Glass: 20 years.
  - 6. Other Components: 10 years.

## PART 2 - PRODUCTS

### 2.1 WINDOWS AND DOORS - GENERAL

- A. Windows and Doors: Complying with AAMA/WDMA/CSA 101/I.S.2/A440-08; factory assembled and glazed, complete with weatherstripping, operating hardware and specified accessories.
1. Total Jamb Depth: As indicated on Drawings; provide factory installed jamb extensions.
  2. NFRC certified thermal performance.

### 2.2 CLAD WOOD WINDOWS

A. Double Hung Windows:

1. Type: double-hung; Rating LC-PG30, maximum size 48 by 96 inches (1219 by 1829 mm).
2. Jamb Depth: 4-9/16 inches (115 mm).
3. Stile Width: 1-5/8 inches (41 mm).
4. Top Rail Height: 1-5/8 inches (41 mm).
5. Check Rail Height: 1-5/8 inches (41 mm).
6. Bottom Height: 3-3/4 inches (95 mm).
7. Nailing Fin:
  - a. Vinyl nailing fin with clear drip cap.
8. Screens:
  - a. Screen Mesh: 18 by 16 charcoal colored fiberglass mesh.
  - b. Screen Frame: Aluminum, with corners mitered and secured with corner locks; spring-loaded. Color as follows:
    - 1) Match frame color.
    - 2) Match Sash color.
9. Double-Hung Jamb Liners, Hardware, and Weatherstripping:
  - a. Jamb Liners: vinyl jamb liners; color as selected from manufacturer's standard colors.
    - 1) Jamb Liner Inserts: Exterior and interior inserts of vinyl; color as selected from manufacturer's standard colors.
    - 2) Weatherstripping: Compression bulb type at bottom of sash, head jamb, at check rail, and on side jambs.
    - 3) Locks: High-pressure zinc die cast lock/tilt mechanism designed to open and tilt sash in one operation.
    - 4) Balances: Factory installed, concealed in jambs; block and tackle assemblies as appropriate for sash weight; two on each sash.
  - b. Sash Lifts: None.
  - c. Pivot Locking: Each venting sash provide two specially designed mechanisms that permit sash to be tilted 90 degrees inward from bottom pivot and positively held in place for washing.
  - d. Sash Limiter: Required.
  - e. Sash Limiter: Not required.
10. Hardware Finishes:
  - a. Window Hardware Exposed to View on Interior when window is closed. Finish in color selected from manufacturer's standard selection as follows:
    - 1) Black.

- B. Aluminum Cladding: Aluminum extrusions, 0.045 inch thick minimum on both frame and sash, one piece in any one length; with mitered corners mechanically fastened with corner locks and stainless steel screws; sash cladding applied by sliding onto wood members, not fastened or adhered to wood.
  - 1. Standard Finish: Factory-applied Thermoset siliconized polyester enamel coating complying with AAMA 2604, warranted for 20 years against cracking, checking, peeling, flaking, blistering and loss of adhesion, for 10 years against chalking in excess of number 8 rating in accordance with ASTM D 4214, and for 10 years against color change of more than 5 Delta E units in accordance with ASTM D 2244.
  - 2.
  - 3. Frame Color:
    - a. Colony White (WHT).
    - b. 50 Standard Colors
  - 4. Sash Color: Same as frame.
  - 5. Sash Color: Different color as follows:
    - a. Colony White (WHT).
    - b. 50 Standard Colors

## 2.3 MATERIALS

- A. Insulated Glazing: Sealed insulating glass; glass of thickness recommended by manufacturer for size and application; rated CBA in accordance with ASTM E 774.
  - 1. Type: High Performance Low-E4; Titanium Dioxide and Silicone Dioxide hydrophilic low-emissivity coated with Argon gas blend fill and a translucent protective film.
    - a. Low-Emissivity Coating: Magnetron sputtering vapor deposition (MSVD) type applied to No.2 surface.
    - b. Performance at Center of Glass: NFRC validated:
      - 1) Thermal Transmission: U-value of 0.25.
      - 2) Solar Heat Gain Coefficient (SHGC): 0.41.
      - 3) Visible Light Transmittance (Vtc): 72 percent.
      - 4) Ultraviolet Transmittance (Tuv): 16 percent.
      - 5) ISO-CIE Damage Weighted Transmission (300 to 700 nm): 55 percent.
- B. Muntins: Adhered muntins on interior face, muntin bar spacers in air space and muntin bars adhered to exterior face. Muntin width as follows:
  - 1. 7/8 inch (22 mm).
- C. Muntins: Adhered muntins on interior face, no muntin bar spacers in air space and muntin bars adhered to exterior face. Muntin width as follows:
  - 1. 5/8 Inch (16 mm).
  - 2. 7/8 inch (22 mm).
  - 3. 1-1/8 inch (28.6 mm).
  - 4. 1-1/2 inch (38 mm).
  - 5. Mixed as follows \_\_\_\_\_.
- D. Muntins: Removable muntins on interior face, muntin bars adhered to exterior face; 7/8 inch (22 mm) wide muntins.

## PART 3 EXECUTION

### 3.1 EXAMINATION

- A. Do not begin installation until substrates have been properly prepared.
- B. If substrate preparation is the responsibility of another installer, notify Architect of unsatisfactory preparation before proceeding.

### 3.2 PREPARATION

- A. Clean surfaces thoroughly prior to installation.
- B. Prepare surfaces using the methods recommended by the manufacturer for achieving the best result for the substrate under the project conditions.

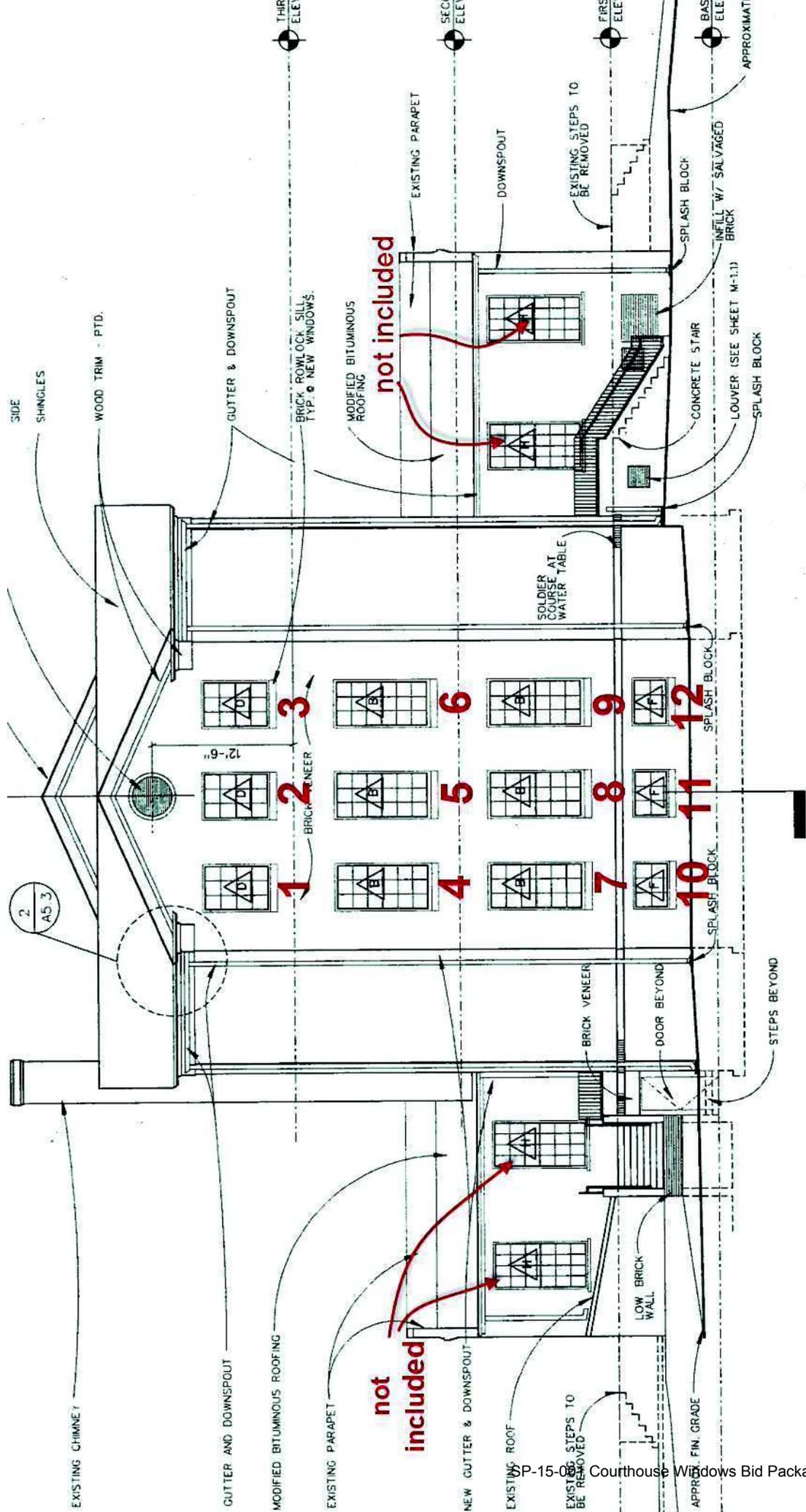
### 3.3 INSTALLATION

- A. Install in accordance with manufacturer's instructions.
- B. After installation adjust units for proper operation, without binding, sticking, or racking.

### 3.4 PROTECTION

- A. Protect installed products until completion of project.
- B. Touch-up, repair or replace damaged products before Substantial Completion.

END OF SECTION



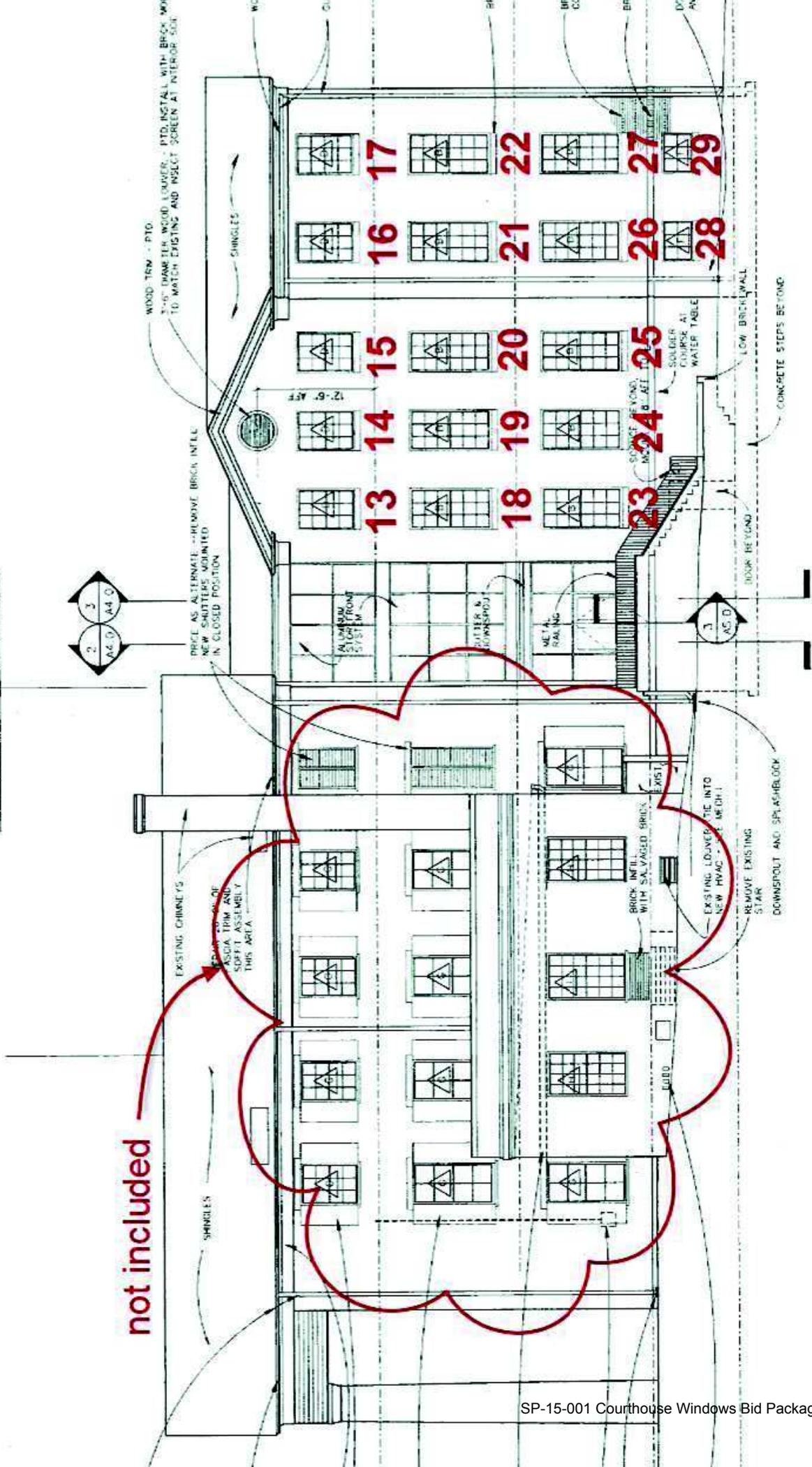
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**not included**

2 EAST ELEVATION

EXISTING CONSTRUCTION | NEW CONSTRUCTION

not included



# 1 NORTH ELEVATION

A3.1 SCALE: 1/8" = 1'-0"

NOTE:  
ALTERNATE NO. 1  
INSTALL, REFURBISH, AND/OR

not included

NOTE:  
ALTERNATE NO. 1  
INSTALL REFURBISHED AND/OR  
NEW SHUTTERS W/ HARDWARE @  
EXISTING BUILDING

WOOD LOUVER - PTD. INSTALL WITH BRICK MOULD  
TRIM AND INSECT SCREEN AT INTERIOR SIDE

REPAIR 20 LINEAR FEET  
OF FASCIA TRIM AND SOFFIT  
ASSEMBLY THIS AREA

EXISTING CHIMNEYS

SHINGLES

PRICE AS ALTERNATE  
NEW SHUTTERS MOUNTED  
IN CLOSED POSITION

ALUMINUM  
STOREFRONT  
SYSTEM

METAL  
SALOON

BRICK MULL  
WITH GALVANIZED BRICK

EXISTING CRANK SHUTTERS  
INSTALL NEW INSECT SCREEN ON BACK SIDE

REMOVE EXISTING  
STAIR

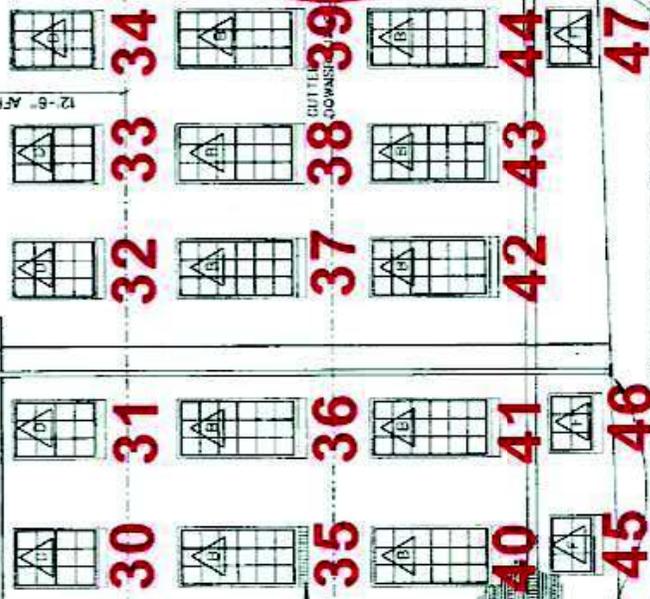
NEW CONSTRUCTION EXISTING CONSTRUCTION

DOWNPOUT AND  
SPLASH BLOCK

# 1 SOUTH ELEVATION

A3.1 SCALE 1/8" = 1'-0"

NOTE:  
ALTERNATE NO. 1  
INSTALL REFURBISHED AND/OR  
NEW SHUTTERS W/ HARDWARE @  
EXISTING BUILDING



# DOUBLE HUNG

