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BID PACKAGE

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REQUEST FOR BID PROPOSALS

Proposal for Shaw Commercial Hard Surface Uncommon Ground Flooring for the Hall County Health Department

General Information

Date Issued: June 21, 2013

Sealed proposals from contractors will be received by the Hall County Health Department, at 1290 Athens Street, Gainesville, Georgia 30507 until 10:00 A.M. legally prevailing time Monday, July 15, 2013 for:

Shaw Commercial Hard Surface Uncommon Ground flooring for the Hall County Health Department

After the time and in a room and place as noted above the Bid Proposals will be publicly opened and read aloud. No extension of the bidding period will be made.

Bid documents are available at no charge and may be downloaded from the internet by visiting website www.phdistrict2.org or may be picked up at the Hall County Health Department. Information regarding the bid may be obtained from the Purchasing agent listed below:

Penny Dixon
Hall County Health Department
1290 Athens Street, Gainesville, GA 30507
770-531-5600
prdockery@dhr.state.ga.us

Each bid must be submitted on the prescribed Bid Form (**Attachment B**). All blank spaces for bid prices must be completed in ink or typewritten in both words and figures. Bid documents must be filed promptly with the administration secretary at Hall County Health Department before 10 a.m. Monday, July 15, 2013

Faxed bids will **NOT** be accepted.

All expenses for preparing and submitting bids are the sole cost of the party submitting the bid.

Bids may be withdrawn by bidders prior to the time set for official opening. After time has been called, no bid may be withdrawn for a period of thirty (30) days after the time and date of opening except as provided in O.C.G.A. Section 13-10-22 (appreciable error in calculation of bid). Negligence or error on the part of any bidder in preparing a bid confers no right of withdrawal or modification of bid after time has been called except as provided by Georgia law.

The Hall County Health Department reserves the right to reject any or all bids and to waive technicalities and irregularities..

Hall County Health Department

Penny Dixon
Purchasing

Hall County Health Department
1290 Athens Street
Gainesville, Georgia 30507

Request for Bid Proposals

It is the intent of the Hall County Board of Health to obtain sealed bids from qualified professional flooring service providers to furnish services at the Hall County Health Department. The Contractor warrants that they are familiar with the codes applicable to the work and that they have the skill, knowledge, competence, organization, and plan to execute the work promptly and efficiently in compliance with the requirement of the Contract Documents. See Section A. "Scope" for the general description of this specification. See Section B. "Vendor Information" for all other requirements.

A. SCOPE OF SERVICE:

- The Hall County Health Department proposes to enter into an agreement with a contractor to furnish Commercial Grade Shaw Uncommon Ground High Performance Luxury Vinyl Plank flooring with a 10 year manufacturer warranty for approximately 5,600 square feet and approximately 1,600 feet of Johnsonite tight lock 4 3/8" rubber cove base located at 1290 Athens Street, Gainesville, Georgia. See list of square footage below and see **Attachment C** for floor map.

- **Room # 18** Large medical record area, which includes **Room # 150** (not on map). Partition walls were added to make an extra room. Footage will still be the same for **Room 18 - 1,612 sq ft**

Room # 4 96 sq ft

Room # 5 96 sq ft

Room # 6 96 sq ft

Room # 7 72 sq ft

Room # 8 96 sq ft

Room # 9 96 sq ft

Room # 10 200 sq ft

Room # 15 119 sq ft

Room # 11 287 sq ft

Room # 12 159 sq ft

Room # 66 136 sq ft

Room # 67 136 sq ft

Room # 68 152 sq ft

Room # 69 188 sq ft

Room # 75 111 sq ft

Room # 76 111 sq ft

Room # 77 101 sq ft

Room # 107 80 sq ft

Room # 108 80 sq ft

Room # 109 80 sq ft

Room # 110 80 sq ft

Room # 111 80 sq ft

Room # 112 80 sq ft

Room # 113 80 sq ft

Room # 114 80 sq ft

Room # 106 Note: Hallway behind clerical 288 sq ft

Room # 142 192 sq ft

Room # 143 80 sq ft

Room # 144 50 sq ft

Room # 145 228 sq ft

Room # 115A Note: divided this space into two area. Footage is the same 120 sq ft

Room # 115B Note: divided this space into two area. Footage is the same 120 sq ft

- The Contractor shall furnish all labor, materials, tools, equipment and safety devices necessary to perform all work in accordance with the specifications herein mentioned for Shaw Uncommon Ground High Performance Luxury Vinyl Plank flooring and Johnsonite Tight lock 4 3/8" rubber cove base.
- The Contractor, having the obligation to keep a competent superintendent on the work during its progress, to employ only skilled floor technicians, and to enforce strict discipline and good order among his employees.
- The Contractor, himself, is responsible for seeing that the work is installed in accordance with the Contract Documents.
- The Contractor warrants to the Hall County Health Department that all materials and equipment incorporated in the work will be new unless otherwise specified, and that all work will be of good quality, free from faults and defects and in conformance with the contract documents. All work not conforming to these requirements may be considered defective. It is the intent and it is hereby agreed that the Contractor shall perform all work covered by this Contract and the Contract Documents.
- The Contractor is responsible for the removal of existing flooring and disposal. Contractor must remove old flooring in a manner that will not damage remaining flooring.
- The Contractor must properly prepare the flooring, to insure all irregularities are removed prior to installation. Sand, vacuum or any other preparation that may be required.
- Floors will be clean and free from moisture, grease, wax, paint, or other foreign substances.
- The Contractor will clean up on a daily basis and the worksite will be returned to original and safe condition upon completion of the work.
- The Contractor shall ensure there is proper ventilation and removal of fumes during application of products to the floor
- The Contractor shall protect the non work area and the product in the work area from dust, dirt and contamination.
- The Contractor must do the work in sections; this will be discussed in the Pre-construction Meeting.
- To view the locations prior to bid submittal, contact Penny Dixon at 770-531-5643 to set up an appointment.
- The Contractor shall secure and pay for all permits, inspections and licenses necessary for the execution of the work.
- The Contractor agrees that all costs to move furniture and to prepare floors will be included in the Bid cost. Contractor also agrees to arrange furniture back to original state.

- All usable scrap or excess flooring will be left with the Hall County Health Department.
- The Contractor must provide the Hall County Health Department with an additional 5 % Attic stock of materials.
- The Contractor agrees and has included the extra cost for the raised floor in the Medical Records area.

B. VENDOR INFORMATION:

- **Pre-construction Meeting**

After award of the contract a Pre-construction meeting will be held between the Hall County Health Department and the Contractor to review the project and set up the approximate work sequence schedule.

- **Working Hours**

The Contractor shall have limited working hours during clinic. Arrangements must be made with Penny Dixon or Alan Satterfield. Clinic hours are Monday 8-5, Tuesday 8-7, Wednesday 8-5, Thursday 8-5 and Friday 8-3. Contractor recognizes and agrees that portions of the building are occupied by State employees performing essential tasks necessary to the efficient operation of State Government. Consequently, Contractor agrees that he shall perform his work in such a manner as to provide the least possible disruption to the occupants of the building.

The Contractor shall perform the majority of the work after clinic hours, nights and/or weekends. The Health Department shall not bear any extra expense and responsibility for doing so, including without limitation, its own overtime expense. Contractor promise to perform the work under the contract within the maximum time stated

- **Payment For**

Unless otherwise stipulated, the Contractor shall provide and pay for all materials, labor, tools, equipment, transportation, and other facilities necessary for the proper execution and completion of work.

- **Warranty of Contractor**

The Contractor warrants that any subcontractors selected are reputable, skilled, reliable, competent and qualified in the trade or field in which they are to perform on the project, and thoroughly familiar with applicable codes.

- **Quality of Materials and Workmanship**

1. Unless otherwise specified, all materials shall be new, and both workmanship and materials shall be of the quality required by the specifications. The Contractor shall, if required, furnish satisfactory evidence as to the kind and quality of materials and work. The burden of proof is on the Contractor.
2. Flooring and cove base must be installed according to manufacture's instructions. Flooring and cove base must be installed with adequate adhesives so no wrinkles, buckles and no seams fail.
3. Surface preparation is the key to producing a good-looking, long lasting floor.

- **Quality and Discipline of Employees**

The Contractor shall at all times enforce strict discipline and good order among his employees and shall not employ or work any unfit person or anyone not skilled in the work assigned to him.

- **Building Occupancy**

1. The Contractor's employees may use toilets designated by the Health Department.
2. Temporary toilets will not be allowed on the site.
3. The Health Department will not provide parking spaces for the Contractor or Contractor's employees, unless otherwise agreed to during clinical hours.
4. No project or advertising signs of any description will be allowed. Contractor shall provide directional and warning signs at protective barricades to assure safe passage of pedestrians in and near areas of work.
5. The Contractor shall generally be prohibited from entering areas of the building except where work is in progress during business hours and after hours. Work and access shall cause as little disruption to building occupants as possible.
6. Contractor shall be responsible for the proper attire and actions of all workmen at all times. Any improper attire or action by any person is cause for immediate dismissal of the offending person from the site and project.

- **Indoor Air Quality**

The building will be in use and occupied during construction. Contractor shall schedule work and provide temporary ventilation and/or isolation to insure that fumes from glue, other construction tasks, and out-gassing from construction materials do not migrate to occupied areas.

- **Hazardous Material**

The Contractor is fully responsible for any Hazardous Materials brought on the site by any party, other than the Health Department. If the Contractor knows of the presence of hazardous materials in any form existing on or delivered to the site, the Contractor shall immediately notify Penny Dixon or Alan Satterfield as to the quantity and nature of the hazardous material.

- **Utilities**

The Hall County Health Department shall furnish without cost to the Contractor all water and electricity as presently available at the site required to do the work. The Contractor shall make connections to utilities at locations agreeable by the Health Department.

- **Maps, Permits and Regulations**

The Hall County Health Department shall furnish all maps/blueprints of the building. Permits and licenses of a temporary nature necessary for the prosecution of the work shall be obtained and paid for by the Contractor. The Contractor shall give all notices and comply with all laws, ordinances, rules and regulations bearing on the conduct of the work. If the Contractor performs any work knowing it to be contrary to such laws, ordinances, rules, or regulations without such notice to the Health Department, he shall bear all costs arising therefrom.

- **Measurements and Dimensions**

Before ordering material or doing work which is dependent upon coordination with building conditions, the Contractor shall verify all measurements at the building and shall be responsible for the correctness of same. No consideration will be given to any claim based on differences between the actual dimensions and those indicated on the drawings and /or list.

- **Cutting, Patching and Fitting**

The Contractor shall do all cutting, fitting, or patching of his work that may be required to make several parts come together properly and fit.

- **Cleaning Up**

The Contractor shall at all times keep the premises free from accumulations of waste materials or rubbish caused by his employees or work. At the end of each working day, Contractor shall leave the premises in a broom clean condition and remove all trash and debris. The Contractor shall provide such mats, drop cloths, etc., as shall be necessary to protect the surrounding areas from soil, dust or damage. At the completion of the work day, the contractor shall remove all his rubbish from and about the building and all his tools and shall leave the work area “broom-clean”.

- **Warranties**

1-All warranties begin from the Date of Completion is achieved.

2-Neither the certificate of completion, nor payment, nor any provision in the contract shall relieve the Contractor of responsibility for faulty materials, faulty workmanship, or omission of contract work, and the Contractor shall remedy any defects or supply any omissions resulting therefrom.

- **Special Considerations**

This proposal should include cost of any take-up of existing flooring, floor preparation, moving of furniture, attic stock, licenses, permit fees, moisture testing and off hours of work.

- **Security Provisions:**

1- The following rules, regulations and policies will be strictly enforced. Failure to do so, or a gross violation of any security procedure, shall be grounds for cancellation of this contract.

2 Key Security:

A. Supervisor will have keys in their possession at all times.

B. Keys will not be duplicated, reproduced or copied.

C. The cost for lost or misplaced keys will be borne by Contractor.

D. The cost of re-keying areas considered security sensitive will be borne by Contractor if key(s) are lost or misplaced while in the possession of the Contractor or Contractor’s employee(s).

3 Security of Building Doors, Windows and Lights:

A. Contractor is responsible for securing (locking up) all entrance and exit doors if building is void of personnel at end of work shift.

B. Contractor to secure all interior doors to office areas, storerooms, and/or other designated areas that are normally secured.

C. Contractor to turn off all non-standing lights if area is void of personnel at end of work shift.

D. Contractor to arm all security systems when buildings are void of personnel at end of work shift.

E. Contractor to notify Gainesville City Police of any suspicious incidents or activities occurring on the property and call Penny Dixon.

- **Drug/Alcohol/Tobacco-Free Workplace Certification**

By signing the Drug Free Workplace Certification form (**Attachment D**), Contractor certifies that the provisions of Code Sections 50-24-1 through 50-24-6 of the Official Code of Georgia Annotated (O.C.G.A.), relating to the “Drug-Free Workplace Act”, will be complied with in full. Contractor further certifies that:

- A. The Contractor is in compliance with any applicable federal law(s).
- B. Contractor agrees to sign and comply with **Attachment D**. Any false certification by Contractor or violation of such certification, or failure to carry out the requirements set forth in State of Georgia or federal statutes, rules, regulations, policies, or guidelines relating to a drug free workplace may result in Contractor being suspended, terminated or debarred from the performance of this Contract.
- C. Each Contractor who hires a subcontractor to work in a drug-free workplace 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 personnel during the performance of the Contract pursuant to Paragraph (7) of Sub-Section (b) of Code Section 50-24-3”.
- D. 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.
- E. The consumption of or usage of any type of alcoholic beverage on these premises is strictly prohibited.

- **Smoke/Tobacco-Free Campus:**

District 2 Public Health and the Hall County Health Department have adopted a Smoke/Tobacco-Free Workplace/Campus policy which prohibits the use of any tobacco product while on the premises.

- A. Contractor’s personnel and subcontractors shall observe the “Tobacco Free Campus” policy of Hall County Health Department.
- B. Failure to follow this policy could result in a temporary suspension of this contract.

- **Weapons Policy**

It is the policy of the Hall County Health Department that no weapons will be carried into the buildings – including the clinical site or dental site.

- **Bids**

1. The time and effort expended in bid preparation is entirely the responsibility of the Contractor
2. Before submitting a bid, each vendor is encouraged to visit the site and be familiar with the equipment and pertinent local conditions, such as location, accessibility and general character of the building. The act of submitting a bid is to be considered full acknowledgement that the vendor has inspected the site and is familiar with the conditions and requirements of these specifications. Arrangements to look at these locations must be made prior to bidding by contacting Penny Dixon at telephone number 770-531-5643.

3. If sub contractors are to be utilized please include information regarding the proposed subcontractors including the name of the company, their address and three references with contact personnel.
4. Bids will be made public at the time of the opening and may be reviewed, only after they have been properly recorded. Bid results will not be given by telephone and shall only be given by mail if requested in writing and accompanied by a self-addressed, stamped business size envelope.
5. All Contractor correspondence and submittal shall be sent to:

Hall County Health Department
1290 Athens Street
Gainesville, GA 30507
Attn: Floor Bid

- **Non-Commitment of the State:**

1-The solicitation of bids by this RFP (Request for Bid Proposal) does not commit the Hall County Health Department to award a contract or to pay cost incurred in the preparation of a bid proposal.

2-The Hall County Health Department reserves the right to accept, reject any or all proposals received in response to the RFP, or to cancel this RFP entirely if it is in the best interest of the Health Department.

3-The Hall County Health Department reserves the right to waive any informality in bid proposal content. However, failure to furnish all information requested may disqualify the bid.

- **Terminology:**

1-“Contractor” refers to any individual, partnership or agency which responds, in writing, to this RFP.

2-“Contract” is the resulting contract entered in between the Hall County Health Department and the successful Contractor.

3-“RFP” refers to Request for Bid Proposals.

- **Invoicing:**

All invoices must include detail of work performed, dates and location of service and prices. Please include one original invoice and one copy. Payment will not be due until thirty (30) days after the invoice has been received at the Hall County Health Department.

- **Payment**

Payment may be withheld if work is not performed as described under the SCOPE OF SERVICES, and the immediate termination of this contract could occur.

Unless otherwise noted on the proposal, payment will be due thirty (30) days after invoicing. A check will be issued through the Hall County Health Department and forwarded to the Vendor within fourteen (14) days after processing begins at the agency level. Payment will be for only what has been agreed to in the RFP. The Hall County Health Department does not pay late charges or interest.

TERMS AND CONDITIONS – INVITATION TO BID

01: CHANGES: No changes will be made to this Request for Bid Proposal except by written modification by the Hall County Health Department Purchasing Office. Requests for interpretation or changes must be made in writing and received at least ten (10) calendar days before the time set for opening of the bids.

02: SITE INSPECTIONS: Bidders should and are encouraged to inspect the site to ascertain the nature and location of work and the general conditions which could affect the work and the cost thereof. The Hall County Health Department will assume no responsibility for representations or understandings concerning conditions made by its officers or employees unless included in this Request for Bid Proposal. While site inspections are not a mandatory requirement to submit a proposal, vendors are urged to schedule inspections to ascertain all the requirements of this invitation.

03: AWARD OF CONTRACT: Awards will be made to that responsible bidder whose bid, conforming to the Invitation to Bid, will be most advantageous to the Health Department; price and other factors considered. The Health Department reserves the right to reject any and/or all bids submitted and to waive any technicalities or minor irregularities in bids received.

03.1: The vendor, in accepting the contract, attests that he/she meets the Nondiscrimination Clause contained in Section 202 of Executive Order 11246, as amended, relative to equal employment opportunity for all persons without regard to race, color, religion, sex, or national origin, and the implementing rules and prescribed by the Secretary of Labor, which is incorporated herein by reference.

04: BID RESULTS: Interested parties may request, in writing, a **BID TABULATION** by sending a self addressed, stamped envelope with their request to:

**Hall County Health Department
Attn: Penny Dixon
1290 Athens Street
Gainesville, Georgia 30507**

05: PAYMENT: Payments will be made upon completion of all work and acceptance by the Health Department on invoices submitted and approved by the proper Health Department representative within thirty (30) days of receipt of the invoice. Invoices are to be submitted to:

**Hall County Health Department
Accounts Payable
1290 Athens Street
Gainesville, Georgia 30507**

05.1: Itemize all invoices in full. Mail the original and one copy of your invoice to the address above. Each invoice is to include the following minimum information:

- | | | |
|-------------------------------|-------------------------|--------------------------|
| 1. Date invoice is submitted; | 3. Payment terms; | 5. Service provided; |
| 2. Purchase order number; | 4. Date of transaction; | 6. Bid price of service. |

Invoices received with any of the required information listed above missing will not be considered as a “correct invoice”. All invoices submitted will be closely monitored for accuracy. Any invoice found incorrect will be returned to the vendor for correction.

05.2: Purchase Order Numbers maybe obtained by calling (770) 531-5643 or (770) 531-6465.

05.3: The Hall County Health Department is exempt from Federal Excise Tax and Georgia Sales and Use Tax. A Certificate will be furnished if requested. The Health Department is exempt from taxes but the successful bidder will pay all taxes required of him/her by law. The Hall County Health Department cannot exempt others from tax.

06: INQUIRIES REGARDING PAYMENT: All inquiries regarding payment of invoices are to be directed to Accounts Payable (770) 531-5643 or:

**Hall County Health Department
Attn: Accounts Payable
1290 Athens Street
Gainesville, Georgia 30507**

07: EXECUTION OF CONTRACT: Following the award, the successful bidder will be presented with a contract. The contract is to be executed within ten (10) calendar days of the “NOTICE OF AWARD”. If the contract document is mailed, the date of presentation will be deemed to be the postmark date.

08: CERTIFICATE OF INSURANCE: Successful bidder will be required to furnish Certificate of Liability insurance in an amount not less than Five Hundred Thousand Dollars (\$500,000.00) per occurrence to protect the Health Department throughout the life of the contract against “ALL RISKS”. Coverage to include but not limited to General Liability: Comprehensive Form, Premises/Operations, Products/Completed Operations, Broad Form Property Damage, Personal Injury, and Automobile/Vehicle Liability. Worker’s Compensation and Employer’s Liability are to be statutory amounts. The Certificate must be furnished within ten (10) calendar days of a “NOTICE OF AWARD” being issued.

09: REGULATORY AGENCIES: Successful bidder will be responsible for all required permits or license required by regulatory agencies of the City of Gainesville, County of Hall, State of Georgia or the United States Federal Government. Further, successful bidder will be responsible for meeting all requirements of any regulation(s) or guideline(s) of any of the said Governments or any independent agency recognized by said Governments as publisher of any such regulation(s) or guideline(s). In accordance with this, the successful bidder will furnish the Hall County Health Department with a copy of business license within ten (10) calendar days of a “NOTICE OF AWARD”. It is the responsibility of the successful bidder to provide and ensure that their staff receives Hazardous Materials Training.

10: INDEPENDENT CONTRACTORS: The bidder represents to the Hall County Health Department that he/she is fully experienced and properly qualified to perform the functions provided herein and that he/she is properly equipped, organized, and financed to perform such functions. The bidder will finance his/her own operations hereunder, will operate as an independent contractor and not as an agent of the Hall County Health Department and nothing contained in the Request for Bid Proposals or a contract resulting from same will be construed to constitute the bidder or any of his/her employees, servants, agents, or subcontractors as a partner, employee, servant, or agent of the Hall County Health Department nor will either party have any authority to bind the other in any respect; it being intended that each will remain an independent contractor.

11: ASSIGNMENT OF CONTRACTUAL RIGHTS: It is agreed that the successful bidder will not assign, transfer, convey, or otherwise dispose of a contract that results from this invitation or his/her

right, title, or interest in or to the same, or any part thereof, without written consent of the Hall County Health Department.

12: CANCELLATION WITHOUT CAUSE: Either party may end this contract without cause by giving the other party a minimum of thirty (30) days advance notice in writing.

13: ANTI-DISCRIMINATION CLAUSE: “The Hall County Health Department does not discriminate against any person because of race, color, religion, national origin, or handicap in employment or service provided.”

14: COMMODITY STATUS: It is understood and agreed that materials used to deliver flooring services to the Hall County Health Department will be new, of the latest design, and in first quality condition.

15: CHANGES TO CONTRACT: After the contract is awarded, no changes will be made except by written modification by the County Nurse Manager of the Hall County Health Department.

REQUIREMENTS/QUALIFICATION CRITERIA

16: Venders must have a minimum of three (3) years experience in the commercial flooring field in order to be considered for this award.

17: State whether your organization is national, regional or local. Identify headquarters and nearest office and identify the office which will serve as the managing office for the contract.

18: Provide a history and resources of your firm indicating the number of employees, firm’s age, affiliations and ownership.

19: Provide details of your firm’s experience - include a list of clients (do not include the Hall County Health Department) **within the last three (3) years that are similar in type, size and complexity to the Hall County Health Department.** Indicate the client’s name, address, phone number, fax number, email address and relevant information about each job.

20: All proposal requirements must be met or capable of being met by the responding firm or the subject proposal will be disqualified as non-responsive. It is extremely important that job schedules are met. Only those firms or teams with the necessary resources and commitment to complete all work on schedule should submit a proposal.

SELECTION CRITERIA

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

22: Evaluation of vendor proposal will be based as follows:

- Cost 55 %
- Capability of Performance 45%

ATTACHMENT "A"
Questionnaire

Please complete the following questionnaire and return it with your sealed bid on or before Monday, July 15, 2013 at 10:00 A.M.

1. How long has your company been licensed to operate in Hall County, Georgia? _____

Is your company national, regional or local? _____

Where is your company's headquarters located? _____

Where is your nearest office located? _____

Identify the office which will serve as the managing office for the contract: _____

2. How long has your company been in business as a commercial flooring service? _____

How many people does your company employ? _____

List all affiliations: _____

List the company ownership: _____

Please provide a brief history of your company:

3. Provide details of your firm's experience - include a list of clients (do not include the Hall County Health Department) **within the last three (3) years that are similar in type, size and complexity to the Hall County Health Department.** Indicate the client's name, address, phone number, fax number, email address and relevant information about each job (If more space is needed please attach additional pages):

4. Are your employees required to wear uniforms, I.D. badges, etc.? If so, please describe:

5. Please provide three (3) references (excluding Hall County Health Department) with similar requirements per this Request for Bid Proposal, with whom your company has been doing business for a minimum of three (3) years:

Company Name: _____

Type Business: _____

Contact Person: _____

Email Address: _____

Address: _____

Telephone: _____

FAX: _____

Company Name: _____

Type Business: _____

Contact Person: _____

Email Address: _____

Address: _____

Telephone: _____

FAX: _____

Company Name: _____

Type Business: _____

Contact Person: _____

Email Address: _____

Address: _____

Telephone: _____

FAX: _____

BIDDER'S RESPONSE

**Request for Bid Proposal for Shaw Commercial Flooring
for
Hall County Health Department
1290 Athens Street
Gainesville, Georgia 30507**

RFP Issue Date: Thursday, June 22, 2013

Deadline for Bid Submission: Monday, July 15, 2013 at 10am

Date of Bid Opening: Monday, July 15, 2013 Time of Bid Opening: 10:30 am

The undersigned agrees, if this bid is accepted, to furnish all supplies and services in strict accordance with the provisions of this Request for Bid Proposal at the price of:

Bid: \$ _____

The contracted services will begin on date to be determined upon awarding of contract.

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid for the same materials, supplies, equipment or services, and is in all respects fair and without collusion for 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. I agree to abide by all Conditions of this bid and certify that I am authorized to sign this bid for the bidder.

This _____ Day of _____, 2013.

Bidder Information

(Type or Print)

Name of Company

Address

City, State Zip Code

Phone Number

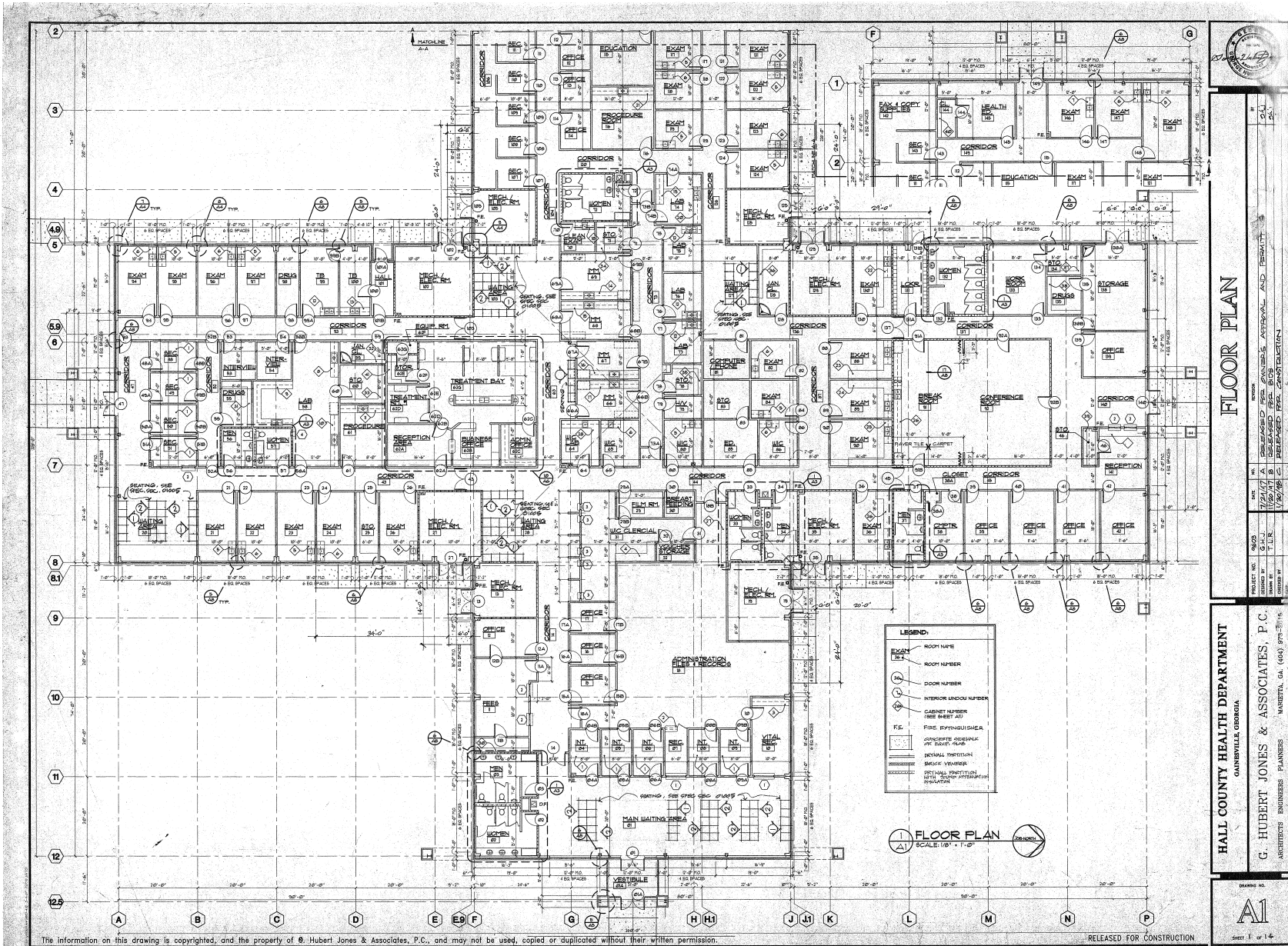
Fax Number

Name and Title of Person Authorized to Sign

Name

Title

Signature



The information on this drawing is copyrighted, and the property of G. Hubert Jones & Associates, P.C., and may not be used, copied or duplicated without their written permission.

RELEASED FOR CONSTRUCTION



FLOOR PLAN

HALL COUNTY HEALTH DEPARTMENT
 GAINESVILLE, GEORGIA

G. HUBERT JONES & ASSOCIATES, P.C.
 ARCHITECTS/BUSINESS PLANNERS GAINESVILLE, GA. (404) 375-2514

A1

Sheet 1 of 14



Hall County Health Department

District 2 Public Health

David N. Westfall, M.D., MPH, CPE, Health Director

1290 Athens Street • Gainesville, Georgia 30507

PH: 770-531-5600 • FAX: 770-531-6035 • www.phdistrict2.org

ATTACHMENT “D”

DRUG FREE WORKPLACE CERTIFICATION WEAPONS POLICY

The undersigned certifies that the provisions of Code Section 50-24-1 through 50-24-6 of the Official Code of Georgia Annotated, related to the Drug Free Workplace have been complied with in full.

1. A drug-free workplace will be provided for the employees during the performance of the contract, and;
2. Each sub-contractor under the direction of the Contractor shall secure the following written certification:

_____ (Contractor) certifies to the Hall County Health Department that a drug-free workplace will be provided for the employees during the performance of this contract pursuant to paragraph (7), of subsection (B) of Code Section 50-24-3. Also, the undersigned further certifies that he/she 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.

3. Contractor shall ensure that no weapons are brought into Hall County Health Department Building.

Contractor

Date

Notary

Date

**Serving Gainesville and Hall County
An Equal Opportunity Employer**



Hall County Health Department

District 2 Public Health

David N. Westfall, M.D., MPH, CPE, Health Director

1290 Athens Street • Gainesville, Georgia 30507

PH: 770-531-5600 • FAX: 770-531-6035 • www.phdistrict2.org

June 20, 2013

To: Bidders

Subject: Bid Packet

Included with this packet is our Request for Bid Proposal broken down line item by line item for a complete view of the required costs and services needed. We have also included a floor plan and a room list with all the area covered to provide the most accurate and comprehensive proposal for this project.

We appreciate the time spent in the reviewing and submitting of your bid.

Feel free to contact me if you have any questions.

Thank you,

Penny Dixon
Purchasing/Storekeeper
Hall County Health Department
770-531-5643