East Roswell Library

Atlanta-Fulton Public Library Capital Improvement Plan

Bid Package No. 9.4 – Acoustical Ceilings & Treatments

Ajax Project No. 201209

July 12, 2013

FULTON COUNTY

Ajax BUILDING CORPORATION OF GEORGIA

atlanta-fulton public library system

JOB NAME: East Roswell Library
JOB NO.: 201209

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Date: **July 12, 2013** **NOTICE TO BIDDERS**

Bids for furnishing all labor and material and performing all work necessary and incidental to the completion of

Bid Group		Bid Package No. & Description	Pre-Bid Date / Time	Bid Date / Time
C	6.2	Cementitious Panels	07/24/2013, 1:00 pm	08/08/2013, 2:00 pm
C	8.1	Doors, Frames & Hardware	07/24/2013, 1:00 pm	08/08/2013, 2:00 pm
D	6.1	Millwork	07/24/2013, 1:00 pm	08/08/2013, 2:00 pm
D	9.2	Hard Tile	07/24/2013, 1:00 pm	08/08/2013, 2:00 pm
D	9.3	Carpet & Resilient Flooring	07/24/2013, 1:00 pm	08/08/2013, 2:00 pm
D	9.4	Acoustical Ceilings & Treatments	07/24/2013, 1:00 pm	08/08/2013, 2:00 pm
D	9.5	Painting and Wall Coverings	07/24/2013, 1:00 pm	08/08/2013, 2:00 pm
D	35.1	Landscaping	07/24/2013, 1:00 pm	08/08/2013, 2:00 pm

for East Roswell Library will be received by Fulton County Department of Purchasing on behalf of Ajax Building Corporation of Georgia until the above referenced dates and times.

Pre-Bid Conferences will be held at the Fulton County Purchasing Office, 130 Peachtree St. Suite 1168, Atlanta, GA 30303, on the above listed dates and times. Pre-Bid Conferences are not mandatory.

Ajax Building Corporation of Georgia will be the point of contact for this bid package, except for bid receipt.
5950 Shiloh Road East, Suite S, Alpharetta, GA 30005
Phone: 770-952-7422; Fax: 770-952-7459;
Email: Matt Hahn (mhahn@ajaxbuilding.com), Ed Hill (ehill@ajaxbuilding.com).

Mailed or Hand Delivered Bids

Fulton County Department of Purchasing and Contract Compliance
c/o Ajax Building Corporation – East Roswell Library, Fulton County Public Safety Building
130 Peachtree Street, S.W., Suite 1168, Atlanta GA 30303

E-mailed or Faxed Bids
Attn: Linda Walton
Email: Linda.Walton@fultoncountyga.gov (copy to: mhahn@ajaxbuilding.com)
Fax #: 404-335-5029

The Contract Documents, as defined in Subcontract Agreement form, may be examined at the office of Ajax Building Corporation of Georgia, 5950 Shiloh Road East, Suite S, Alpharetta, GA 30005.

Bid Documents
Bid Documents will be provided electronically. Bidders may obtain Bid Documents by accessing Ajax Building Corporation of Georgia's FTP site as indicated below. Plans and Specs are available now, and Bid Packages are scheduled for April 4, 2013.

FTP Site Address: **ftp://ftp.ajaxbuilding.com/**
Web Access Address: **http://ftp.ajaxbuilding.com/**
Subcontractor Username: eastroswellsub
Subcontractor Password: 201209sub

Bid Documents may also be reviewed at the office of Ajax Building Corporation of Georgia, or through:

- McGraw-Hill/Dodge, Reed Construction Data, iSqFt®, and LDI-Line *(purchase required).*
- The project will also be listed on the Fulton County Bid Board, though Plans/Specs will not be posted there.

No bids may be withdrawn after the scheduled closing time for receipt of same for a period of ninety (90) days.

Proposals shall be plainly marked, "Bid", with name of project, bid package number and description, name and address of bidder, time and date due. Dates are subject to change. Notice will be given to Pre-Qualified bidders. The Construction Manager reserves the right to reject any and all bids received and to waive any and all informalities or irregularities in regard thereto.

INSTRUCTION TO BIDDERS

1. GENERAL

1.1 Ajax Building Corporation, Construction Manager, will receive proposals for furnishing all labor and material and performing all work necessary and incidental to the completion of Bid Package No. 9.4, entitled Acoustical Ceilings & Treatments, for East Roswell Library. Proposals will be accepted by Fulton County Department of Purchasing on behalf of Ajax Building Corporation at 130 Peachtree Street, S.W., Suite 1168, Atlanta, GA 30303 until 2:00 p.m. Local Time, on the date listed in the Notice to Bidders. The contract for Work shall be between the Subcontractor and Ajax Building Corporation. The Scope of Work is described in the Form of Agreement between Construction Manager and Subcontractor.

1.2 The Construction Manager reserves the right to reject any or all bids, accept bids in any order or combination, make modifications to the work after bidding, and waive any informalities or irregularities in bids if it is deemed in the Owner's best interest to do so. All bids are subject to the review and approval by the Owner, or their designated representative.

1.3 Conflict of Interest: All bidders must disclose - with their bid - the name of any officer, director, or agent who is also an employee of the Owner. Further, all bidders must disclose the name of any Owner employee who owns, directly or indirectly, an interest of ten percent (10%) or more in the bidder's firm or any of its branches.

1.4 The Construction Manager is Ajax Building Corporation, 5950 Shiloh Road East, Suite S, Alpharetta, GA 30005. The Construction Manager reserves the right to submit a sealed bid, or not to submit, for any bid package for this Project.

1.5 The Project Architect is Khafra Engineering Consultants, Inc. The Library Architect is Holzheimer Bolok + Meehan (HBM) Architects. The Civil Engineer is Long Engineering, Inc. The Structural Engineer is Khafra Engineering Consultants, Inc. The Mechanical Engineer is KAI Design&Build. The Electrical Engineer is Khafra Engineering Consultants, Inc.

1.6 The Owner is Fulton County, a political subdivision of the State of Georgia.

2. BIDS

2.1 All bids must be submitted on the Proposal Form supplied by Construction Manager, and shall be subject to all requirements of the Contract Documents. All bids must be regular in every respect; all applicable spaces shall be filled in, and no interlineations, exclusions or special conditions shall be made or included in the Form by the bidder. Conditional bids will not be accepted, nor will oral, or telephone bids. Erasures or other changes in the bids must be explained or noted over the signature of the bidder.

2.2 Each bidder, by making this bid, represents that:

A. Bidder has read and understands the Bidding Documents and this bid is made in accordance therewith.

B. Bidder has visited the site and has familiarized themselves with the conditions under which the Work is to be performed.

C. This bid is based upon the materials, systems and equipment described or named in the Bidding Documents without exception.

2.3 Mailed or Hand-delivered Proposals shall be sealed and plainly marked, "Bid", with name of project, bid package number and description, name and address of bidder, time and date due. If the bid is sent by mail, the sealed envelope shall be enclosed in a separate mailing envelope with the notation "BID PACKAGE NO. 9.4 ENCLOSED" on the face thereof, and addressed to the Construction Manager at the address

indicated in the Notice to Bidders. To be considered, each envelope shall contain an original of the following:

A. Proposal Form (completed and executed).

B. Bid Proposal Affidavit.

2.4 Each copy of the bid proposal shall include the legal name of bidder and a statement whether bidder is a partnership, a joint venture, a corporation or any other legal entity, and each copy shall be signed by the person or persons legally authorized to bind the bidder to a contract. A bid by a corporation shall give the State of Incorporation, and shall have the corporation's seal applied to it.

3. MODIFICATION OR WITHDRAWAL OF BIDS

3.1 Bids may be withdrawn or modified on written or telegraphic request dispatched by the bidder and received by Fulton County Department of Purchasing on behalf of the Construction Manager prior to the time for receipt of bids, provided that written confirmation of any telegraphic withdrawal under the signature of the bidder shall be placed in the mail with the postmark prior to the time set for receipt of bids. It shall be worded so as not to reveal the amount of the original bids.

3.2 Negligence on the part of the bidder in preparing his bid confers no right for the withdrawal of the bid after it has been opened.

4. PREQUALIFICATIONS OF BIDDERS

4.1 The agreement will only be entered into with responsible subcontractors found to be satisfactory to the Owner and the Construction Manager, qualified by experience and in a financial position to do the work specified. The bidder must, upon request, be able to prove his financial ability to carry on the work until such time as he received his first payment, and to finance the work between payments until the contract is completed and accepted.

4.2 More than one bid from an individual, firm, partnership, corporation or association under the same or different names will not be considered. If more than one such bid is received, only the lowest conforming bid will be considered.

5. BIDDING DOCUMENTS

5.1 Contract Documents are as enumerated in the Subcontract Agreement. Each bidder shall promptly review all Contract Documents to assure completeness. If, for any reason, an item is missing from the transmitted list, he shall so notify the Construction Manager in writing, who will assist in his receiving missing item(s). Missing items shall not constitute grounds for modification of the contract.

5.2 Any addenda issued during the bidding period will be posted to Ajax's FTP site. Email notification of posting will be issued ONLY to the bidders and suppliers to whom access to Contract Documents have been provided by Ajax directly.

5.3 No partial sets of drawings and specifications will be issued.

6. INSPECTION OF SITE

6.1 Each bidder shall visit the site(s) of the proposed work and fully acquaint himself with the existing conditions there relating to construction and labor, and shall fully inform himself as to the facilities involved, the difficulties, restrictions and logical extensions of Scope attending the performance of the contract. The bidder should thoroughly examine and familiarize himself with the drawings, technical specifications and all other Contract Documents. The subcontractor, by the execution of the contract, shall in no way be relieved of any obligation under it due to his failure to receive or examine any form, or legal

instrument, or to visit the site and inform himself thoroughly regarding any and all conditions and requirements that may in any manner affect the work to be performed under the contract. Lack of knowledge on the part of the Bidder will in no way relieve him of the obligations and responsibilities assumed under the contract.

7. INTERPRETATIONS AND ADDENDA

7.1 Bidders shall promptly notify the Construction Manager of any ambiguity, inconsistency or error which they may discover upon examination of the Contract Documents for each portion of the Project or the site and local conditions. No oral interpretation will be made to any bidder as to the meaning of the Contract Document or any part thereof. Every request for such an interpretation shall be made in writing to Ajax Building Corporation, 5950 Shiloh Road East, Suite S, Alpharetta, GA 30005, Attn: Matthew Hahn (Mhahn@ajaxbuilding.com).

7.2 Every interpretation made to a bidder will be in the form of an Addendum to the Contract Documents prepared by the Construction Manager with assistance from the Architect (when required) and, when issued, will be on file in all of the offices to which the Contract Documents have been issued. It shall be the bidder's responsibility to obtain all Addenda issued. All such Addenda shall be listed on the Bid Form in the space provided and shall become part of the contract. Each bidder shall be bound by such Addenda, whether or not received by the bidder. Only a written, or telegraphic interpretation or correction by Addendum, or Supplement issued by Construction Manager will be binding.

8. POST BID INFORMATION

8.1 Unless waived by the Owner, the successful bidder for each portion of the Project shall, within ten (10) days of notification of selection, submit the following information to the Construction Manager:

A. Percentage of work to be performed by bidder with his own forces.

B. Proprietary names of the suppliers or principal items, or systems of material and equipment proposed for the work.

C. List of all sub-subcontractors who will perform work for the bidder and the percentage of work to be performed by each sub-trade contractor.

D. Insurance Certificates.

E. Executed Subcontract. (Within seven (7) days)

F. A complete material cost breakdown for Owner's use.

G. Submittal and Schedule Outline.

H. Schedule of Values in a form acceptable to Construction Manager. Schedule of Values shall be broken down by each building or facility on site. For trades with work both inside and outside of a structure, work and costs associated with the structure shall stop five (5) feet outside the building line. The remainder of the work outside the structure (if any) will be described as "site".

8.2 Prior to the award of contract, Construction Manager will notify the bidder if he, or the Owner, after due investigation, has reasonable and substantial objection to any person or organization submitted. If such an objection is expressed and if the Construction Manager or the Owner refuses in writing to accept such person, or organization, the bidder may submit an acceptable substitute sub-subcontractor with an increase or decrease in his bid price to cover the difference in cost occasioned by such substitution. The Owner or Construction Manager may, at his discretion, accept the revised bid price or he may disqualify the bidder.

8.3 Sub-subcontractors and other persons and organizations proposed by the bidder and accepted by the Construction Manager and the Owner, must be used on the work for which they were proposed and accepted, and shall not be changed except with the written approval of the Construction Manager and the Owner.

8.4 The Owner, and/or the Construction Manager, reserves the right to remove, or cause to be removed from the Project, any employee of the subcontractor or their sub-subcontractors, whenever it deems, in its sole discretion, such action to be in the best interest of the Project. Such removal of undesirable personnel will in no way change or reduce the obligations of the subcontractor.

9. FORM OF CONTRACT

9.1 The form of Agreement between subcontractor and the Construction Manager is enclosed in the Bid Package Documents, copies of contract attachments are available upon request. **The bidder shall take no exception to the terms and conditions of this Agreement.**

9.2 Upon execution of the Subcontract Agreement by Construction Manager and successful bidder, the bidder will hereinafter be called the subcontractor and the Construction Manager may also be referenced as the Contractor.

10. AWARD OF CONTRACTS

10.1 It is intended that separate contracts shall be awarded for each bid package and that the work start as soon after award as possible; but bids may be held for a period not to exceed (90) days from the bid opening dates, and no bidder may withdraw his bid during this period.

10.2 Award of contracts for each portion of the Project will be made to the best and most responsive qualified bidder.

11. SUBSTITUTIONS/APPROVED EQUAL MATERIAL OR EQUIPMENT

11.1 Requests for substitutions will be considered only after receipt of the bid. No substitution will be considered unless written request for approval has been submitted by the bidder to the Construction Manager at bid time. Request shall be in the form of an alternate to the base bid and shall be so stated on the proposal form.

11.2 Materials, products and equipment described or named in the Bid Documents establish a standard or required function, dimension, appearance and quality to be met by any proposed substitution. Each bid shall be based upon the materials and equipment described, or named in the Bid Documents. Where systems or products are designated in the Specifications or on the Drawings by reference to trade names, manufacturer's names, model numbers, catalog numbers, etc., bids shall be based on the specific system or products so designated, and the contract will be awarded on that basis, or substitutions/approved equal material, or equipment approved by Addenda.

11.3 Requests for substitutions /approved equal material or equipment will be entertained where the bidder considers that the proposed substitute will offer better service, more advantageous delivery date, or lesser price, with credit to the Owner, without sacrificing quality, appearance or function. It shall be understood that approval, or rejection is in no way an endorsement, or derogation of the product.

11.4 Each substitution /approved equal material or equipment request shall include an electronic copy of submittal data and six (6) complete sets of physical samples if applicable; contain the name of the material or equipment for which it is to be substituted, drawings, cuts, performance and test data, and any other information necessary for evaluation. A statement setting forth any changes in other materials, equipment or work that incorporation of the substitute would require, shall be included. The burden of proof of the merit of the proposed substitute is upon the proposed. The Architect/Engineer's decision, made through the Construction Manager, of approval, or disapproval of a proposed substitution shall be final.

11.5 If approval is made of any proposed substitution /approved equal material, or equipment, such approval will be set forth in a written, or telegraphic Addendum to the Contract Documents; issued by Construction Manager. Bidders shall not rely upon approvals made in any other manner.

12. SCHEDULES

12.1 The Project will be scheduled by the Critical Path Method by the Construction Manager. A detailed CPM Schedule is included in this Bid Package and is part of the contract Documents. The successful subcontractor will be required to furnish, within ten (10) days after notification of selection, information necessary to bring about a construction and purchasing schedule allowing for completion of the Project within the time allowed on the Master Project CPM Schedule. Information shall be in a form acceptable to the Construction Manager. The Construction Manager will require the subcontractor to review the Construction Manager's CPM Schedule, at intervals required by the progress of the Work.

12.2 The progress of the subcontractor is critical to the progress of the Project. Therefore, the schedule shown in the contract Scope of Work must be met. Failure to maintain this schedule will cause the subcontractor to be subject to assessment of milestone damages.

13. PERMITS

13.1 Unless otherwise provided in the Contract Documents, the Construction Manager shall secure and pay for the building permit and impact fees. The subcontractor shall secure and pay for all other permits, (i.e. plumbing, mechanical, electrical, etc.) governmental fees, licenses and inspections necessary for the proper execution and completion of the Work.

14. ENGINEERING

14.1 Each bidder must include in his proposal all costs for verifying the suitability of the Work by others which affects the subcontractor's work, and perform all engineering, and surveying and field measurements which may be required to complete the Work.

14.2 Basic reference points and bench marks will be provided by Construction Manager. Subsequent surveying and field measurements from these points will be the responsibility of each subcontractor.

15. INSURANCE

15.1 The successful bidder shall provide General Liability Insurance, Automobile Liability Insurance, and Worker's Compensation Insurance as outlined in Attachment C. Certificates of Insurance shall be on a form acceptable to the Construction Manager and shall provide an unconditional thirty (30) days written notice of cancellation. Subcontractors may be enrolled in an Owner-Controlled Insurance Program (OCIP) for General Liability Insurance at a later date, program documentation is available upon request.

16. UNIT PRICES

16.1 Unit prices, if requested in the Bid Documents, shall be used, where applicable, to pay for completed work contained in the Contract Documents, or to make adjustments to the cost of the Work of the contract due to changes to the Work required by the drawings and specifications. The prices shall be predicated upon the materials, methods and standards of quality set forth in the Contract Documents. Unit prices submitted shall be reasonable within the range of the current pricing in the region for complete in-place work. Unit prices shall include all costs for overhead, profit, all applicable federal, state, municipal or local taxes, labor material, equipment and any other incidentals related to completion of the work. Unit prices for deletions shall be the same as unit prices for additions. The selected bidder for each bid package shall hold his unit prices for the life of the subcontract agreement. Unit prices will not be a consideration in selecting the low bidder or as a basis of award of contract. The Owner and Construction Manager reserve their right to reject any unit price if considered excessive or unreasonable or to accept any and all such unit prices which may

be considered fair and reasonable.

17. ALTERNATES

17.1 Alternates, if requested, are to enable the Owner to compare total costs where alternate materials and methods might be used. Alternates will be described on the drawings and in Schedule "A" of the Subcontract Agreement. Alternate prices are “all inclusive” and include all overhead and profit.

A. The successful bidder shall not modify, withdraw or cancel any of the alternate bids, for 120 days (unless a longer duration is identified in a specific alternate) after the date of Notice of Award.

B. Subcontractor shall be responsible for any changes in the Work affected by acceptance of these alternates. Claims for extras resulting from changes caused by the alternates will not be considered.

C. The Owner's selection of any alternate does not relieve the subcontractors of timely completion of the Project within the time periods indicated.

17.2 Materials and methods to be used in the Base Bid and in the Alternates are described in the contract documents.

18. RIGHT TO WORK

18.1 Consideration and acceptance of contracts shall be without regard as to whether or not the subcontractors, or its employees are members of a labor union or labor organization. It shall not be a condition of making any bid or proposal, or for performance of work, that any person be a member of a labor union or labor organization.

19. MATERIAL, SUPPLIES & EQUIPMENT - OWNER'S SALES TAX EXEMPTIONS

19.1 **Bidder shall include Georgia State and other applicable sales taxes** for all material, supplies and equipment included in the Work.

19.2 If the Owner is tax exempt and exercises his right to purchase directly various construction materials, supplies and equipment that may be a part of this contract, then the Construction Manager will act as the Purchasing Agent for the Owner. The Owner will, via his purchase orders, purchase the materials, and each subcontractor shall assist the Construction Manager in the preparation of purchase orders. The materials shall be purchased from the vendors/suppliers selected by the subcontractor, for the prices negotiated by the subcontractor.

19.3 The contract amount shall be reduced by the net, undiscounted amount of the purchase orders, plus all sales taxes. Issuance of the purchase orders by the Owner shall not relieve the subcontractor of any of his responsibilities regarding material purchases, or installation, with the exception of the payments for the materials so purchased. Subcontractor shall remain fully responsible for coordination, correct quantities ordered, submittals, protection, storage, scheduling, shipping, security, expediting, receiving, installation, cleaning and all applicable warranties.

20. OTHER OWNER-FURNISHED EQUIPMENT

20.1 Certain items scheduled in the Contract Documents are to be furnished directly by the Owner, to the project site unless otherwise indicated, and are to be received and installed by the subcontractor.

20.2 Within fifteen (15) calendar days after receipt of notification of selection for the award of a contract for the Work, the subcontractor shall submit to the Construction Manager, a schedule, giving desired dates for delivery of Owner-furnished items. Approved dates of delivery shall be confirmed to the Construction Manager thirty (30) days prior to delivery, by subcontractor. Subcontractor shall accept delivery on the

established dates or be responsible for any damage resulting from his failure to take delivery of the shipment on established dates. Promptly upon delivery, the subcontractor, jointly with the Construction Manager, shall inspect the materials or equipment for possible shortage or damage in transit. If shortage or damage is found, subcontractor shall follow the instructions of the bill of lading for reporting to the carrier. Subcontractor shall submit a complete receiving report acceptable to the Construction Manager.

20.3 Subcontractor shall receive, store, protect, secure and unload the items, sign for, provide additional transportation required, uncrate, assemble, locate in place and install, or connect ready for operation and use and clean for final inspection. For details of construction and installation of each item, see drawings and standard details. Installation, or connection shall be in accordance with specifications for such work, including fitting to adjacent work and any additional labor and material required. All materials/equipment received shall be properly and legibly listed and signed for on Owner's "Receiving Ticket" form, as well as Shipper's packing slip. The receiving person's name and company must be legibly shown on all such documents.

21. SEQUENCE OF CONSTRUCTION

The sequence of construction shall be as outlined in the CPM Schedule.

22. APPRENTICE LABOR REQUIREMENTS

This project shall be subject to apprentice labor requirements as enumerated in Georgia Statutes. The Subcontractor is hereby instructed to become familiar with the conditions contained in the aforementioned documents and to abide by them under penalty of law.

23. DISQUALIFICATION OF BIDDERS

Any or all Proposals may be rejected if there is reason to believe that collusion exists among the Bidders. Participants in such collusion will not be considered in future Proposals for the same Work. Proposals in which prices are obviously unbalanced may be rejected by the Owner.

Falsification of any entry made on a Bidder’s Prequalification Statement or Proposal will be deemed a material irregularity and will be grounds for rejection.

24. DRUG FREE WORKPLACE CERTIFICATION

Bidders shall provide evidence for certification of a drug free workplace. Preference may be given to businesses with drug-free workplace programs whenever two or more bids which are equal with respect to price, quality, service and location are received for the procurement of a Subcontract for this project.

25. BIDDER PREFERENCES

If all other factors are equal, preference will be given to a Georgia resident Bidder over an out-of-state resident. If all Bidders are Georgia residents, a Fulton County Bidder will receive preference; if there is no Fulton County Bidder, preference will be given to the Bidder closest to Fulton County. If all Bidders reside out-of-state or all reside within Fulton County, preference shall be given to the Bidder who certifies it has implemented a drug-free workplace program. In order to receive preference, a signed certification of compliance must be submitted with the bid response. If all bids or no bids include a certificate of compliance, the tie will be broken by a coin flip in the presence of witnesses.

26. GEORGIA PRODUCTS AND LABOR

In accordance with applicable Georgia Statutes, on public building Contracts, Georgia products and labor shall be used wherever price and quality are equal, subject to considerations set forth in the Statutes relating to comparisons of quality and fitness or materials and equipment as well as qualifications, character, and responsibility of contractors and builders proposed for employment.

27. MINORITY, WOMEN & DISADVANTAGED BUSINESS ENTERPRISE (MWDBE) PARTICIPATION

27.1 AJAX COMMITMENT

As a matter of policy, Ajax Building Corporation of Georgia is committed to providing opportunities for all businesses, including small, minority, women, and disadvantaged business enterprises, in the procurement of goods and services and construction related subcontracting. Ajax Building Corporation of Georgia firmly believes that in our free enterprise system, every attempt must be made to fully utilize all of our resources, human as well as material. Our commitment is to promote and maximize the opportunities for MWDBE participation on our projects through the development of mutually beneficial business relationships with the various organizations, subcontractors, suppliers and vendors. Upon request, Ajax Building Corporation of Georgia will make available our talent, knowledge and resources to assist in the development of these business relationships.

27.2 PROJECT REQUIREMENTS AND GOALS

There are no minimum requirements or stated goals for Minority, Women and Disadvantaged Business Enterprise (MWDBE) participation for this project, although Bidders, to the extent consistent with quality, price, risk, and other lawful and relevant considerations, are encouraged to include and/or provide opportunities for MWDBE participation and shall exercise good faith efforts to maximize MWDBE participation for the Work of this Bid Package. MWDBE participation will not be used by the Construction Manager or Owner as a basis of award.

28. WORKER SCREENING

There will be a Worker Screening program in place for this jobsite which all subcontractors, sub-subcontractors, suppliers, consultants, and other firms supplying materials, equipment, or labor, or performing services or work on the project will be required to adhere to. This includes participation in the U.S. Department of Homeland Security E-Verify Program.

29. JOBSITE PROCEDURES

29.1 Each Subcontractor shall be responsible for providing their own storage sheds, storage containers, gang boxes, etc. needed for his work. The Subcontractor shall be responsible in all respects for the contents stored therein. Construction Manager approval shall be obtained for any storage and staging areas prior to the Subcontractor mobilization. No materials or equipment shall be stored within the building unless authorized in writing by the Construction Manager.

29.2 Drinking water and ice shall be provided by each Subcontractor. All utilities, related infrastructure, connections, fees, etc. for Subcontractor office trailers (if such trailers are approved by the Construction Manager) will be the responsibility of the Subcontractor. Any special utility requirements (i.e. utility requirements other than standard 120V receptacles and standard ¾” hose bibbs) required in the performance of the Subcontractor’s work shall be the responsibility of the Subcontractor. Temporary heat and/or ventilation required to properly execute the work will be the responsibility of the Subcontractor.

29.3 No signs shall be posted by any Subcontractors unless approved in writing by the Construction Manager.

29.4 The Construction Manager will determine the areas where employees may park. Unauthorized vehicles parked on-site will be towed at the Owner's expense. All construction personnel shall enter and exit the construction site through the construction entrances designated by the Construction Manager.

29.5 Dumpsters will be provided by the Construction Manager for construction debris only. The dumpster location(s) will be designated by the Construction Manager. It is the responsibility of the Subcontractor to remove construction debris from the building or site and to place the construction debris into the dumpsters. The following materials will not be allowed in dumpsters and it is this Subcontractor’s responsibility to dispose of these items in a lawful manner: Hazardous materials of any kind, Buckets of any size, Carpet remnants, Household trash, Perishable items, Liquids, Appliances, and Computers.

A. DEFINITION, CORRELATION AND INTENT

The following requirements form a part of the Contract Documents for, and refer solely to, the Work of the above entitled Bid Package. All information contained herein is provided for the purpose of defining and describing the work, which shall be included in the Scope of Work of this Bid Package, and to identify certain specific information, which will be, required to furnish a complete Contract. It is intended that the requirements of the Section shall be complementary to, and shall be correlated with the requirements of all other Contract Documents referenced herein and made part of the Contract.

The organization of the specifications into divisions, sections, and articles and the arrangements of the drawings shall not control the Construction Manager in dividing the work among Subcontractors or establishing the extent of the work to be performed by any Trade.

B. SCOPE OF WORK

B.1 Reference is made to the following Specification Sections, which relate to the Scope of Work, but is in no way intended to limit or alter the intent of the Contract Documents.

Division 1	General Requirements
---	All Sections
018113	Sustainable Design Requirements – LEED for New Construction and Major Renovations

Division 7	Thermal and Moisture Protection
079200	Joint Sealants

Division 9	Finishes
095123	Acoustical Tile Ceilings

B.2 The work of this Bid Package includes, but is not limited to:

1. All acoustical ceiling systems in accordance with the Contract Documents.

2. All acoustical wall panels and fabric wrapped panels in accordance with Contract Documents.
   A. Include fabric covered grilles to conceal equipment, speakers, etc. as indicated in the Contract Documents.

3. Include all miscellaneous channels, rods, wires, fasteners, etc. required for a complete installation.

4. Coordinate the installation of your work with the work of other trades. This Subcontractor shall make all ceiling tile cuts for the work of other trades (i.e. smoke detectors, heat detectors, fixtures, diffusers, conduit, sprinkler heads, speakers, etc.).

5. Furnish and install all insulation above acoustical ceilings in accordance with the Contract Documents.

6. Caulk all gaps at wall molding.

7. No exposed pop rivets are allowed.

8. All installations shall conform to UL and NFPA codes as applicable.

9. Include all sound resistant caulking and gaskets as required.

10. Include an allowance for incidental repairs of ceiling tile and grid equal to two percent (2%) of the total installation. This allowance will be used to repair damages to your work caused by other trades occurring after your work in a specific area has been inspected and documented as being complete by the Construction Manager
    A. This requirement is in addition to the extra materials specified.

11. Include all impact clips at areas indicated.

12. Include all required trim, closure pieces and accessories required for a complete installation of your work.

13. All rolling scaffold shall be wrapped with foam to protect interior surfaces and finishes.

14. Supporting bridging and hanger wires from pipes, ducts and conduit is not allowed. Provide adequate material for bridging.

15. Touch-up all blemishes in metal grid prior to final acceptance by the Owner.

16. Provide all scaffolding, hoisting, rigging, etc. required to perform your work.

17. If the perimeter tile layout for any given area is less than half of the tile width (i.e. less than 12 inches), obtain approval from Architect and Construction Manager prior to the installation of grid. Where the tile width must vary due to room layout, the major walls in opposing directions shall meet this requirement. Do not break tile pattern between rooms unless a drywall header is present.

18. All materials and installations shall be in strict accordance with the Contract Documents, approved submittals, and approved shop drawings. No changes or deviations will be allowed unless written approval is obtained from the Architect/Engineer and Owner.

19. Storage within the building is limited. Coordinate all deliveries with the Construction Manager. All materials must be installed within five (5) working days of being delivered to the project unless otherwise approved by the Construction Manager. All materials stored on site must be kept secure at all times. Provide storage facilities and/or containers as required to properly store and secure your materials.

20. Include all layout and engineering required to perform your work. All work shall be installed to the tolerances specified or per industry standards, whichever is more stringent.

21. This Subcontractor is responsible for all of his own hoisting, rigging, scaffolding, staging, temporary safety protection, personnel and material hoisting, and small tools necessary to perform the work of this bid package. All equipment shall meet OSHA standards.

22. Provide and maintain protection of your work, adjacent surfaces and others work throughout the performance of your work.

23. This Subcontractor shall unload, store, and distribute all materials required for the work of this bid package. On-site storage of materials must be on dunnage and well protected from the elements at all times.

24. Include provisions for coordination, nuisance control and traffic control as required.

25. Where testing agency standards are referenced, all materials and methods shall be certified by an approved independent testing agency employed by this Subcontractor. As a minimum, this Subcontractor shall comply with all federal, state and local codes and ordinances. All test and inspections shall be witnessed by the Construction Manager.

26. Include all shoring, bracing, barricades, and field quality control requirements necessary to safely and productively perform the work of this Bid Package. Properly barricade all construction areas as necessary. Include warnings signs as necessary.

27. Maintain an effective Quality Control Program to assure compliance with the Contract Documents, shop drawings and industry standards. This Subcontractor shall monitor and enforce quality, safety and effective team integration to produce an efficient project that maintains the highest quality standards.

28. Cleanup
    A. This Subcontractor shall provide <u>daily</u> clean-up of all debris resulting from the work of the Bid Package. Clean-up shall take place continuously throughout each day. Should the Subcontractor fail to clean-up the previous day, <u>prior</u> to the start of <u>any</u> work the next day, this Subcontractor shall clean-up all debris. Upon eight hour notice, the Construction Manager may perform the Subcontractor's clean-up and deduct all costs from the Subcontract Agreement.
    B. In addition to the above requirement, this Subcontractor will be required to provide labor manpower for general project clean-up as listed below. This manpower will be under the direction of the Construction Manager. As a part of this Subcontractor's base bid for the project, this Subcontractor shall provide <u>1</u> worker for 8 hours each, <u>1</u> day per week, for a total duration of <u>30</u> weeks for general project clean-up.
    C. Dumpsters will be provided by the Construction Manager for construction debris only, not Sitework waste or soil spoils. The dumpster location(s) will be designated by the Construction Manager. It is the responsibility of the Subcontractor to remove construction debris from the building or site and to place the construction debris into the dumpsters.
        1. The following additional materials will not be allowed in dumpsters and it is this Subcontractor's responsibility to dispose of these items in a lawful manner: hazardous materials of any kind, buckets of any size, carpet remnants, household trash, perishable items, liquids, appliances, and computers.

B.3 ADDITIONAL PROJECT SPECIFIC REQUIREMENTS

1. BIM (Building Information Modeling) software shall be utilized as part of the Design, Shop Drawing Submittal, Review and Coordination, as well as the Final As-Builts for the following trades: Structural, Mechanical, Electrical, Plumbing, and Fire Protection. All costs to provide these services will be borne by the respective subcontractors.

2. LEED: All subcontractors are required to assemble, document, and submit necessary information to the CM in order to provide timely information to the A/E regarding LEED materials and recordkeeping.

3. Escrow Documents shall be submitted per 0700-108 of contract between CM and Fulton County shall be submitted within 10 days if requested by the CM.

4. First Source Jobs Program will be utilized for entry-level hires.

5. Per the Contract Documents, prior to Substantial Completion confirm City of Roswell and Atlanta-Fulton County Public Library requirements. Submit copies of any required maintenance bonds, professional testing or reports, and inspections. Coordinate submittal with the Construction Manager.

6. All tap fees and related coordination costs with Fulton County shall be borne by the applicable subcontractor. All trade specific permitting cost shall be included in your bid proposal.

7. All Subcontractors are required to give 72 hours of advance notice of any testing activities to the CM to allow for proper notification of the Owner's Representative.

8. Coordinate sloped ceiling systems and acoustical clouds shown on the Contract Documents with the Construction Manager and other trades. This subcontractor's participation in the overhead coordination meeting is mandatory.

B.4 WORK EXCLUDED FROM THIS BID PACKAGE

(This Section Not Used)

B.5 BID ALTERNATES AND VOLUNTARY ALTERNATES

BID ALTERNATES

This Subcontractor shall provide pricing for the following Bid Alternates on the Proposal Form. The Bid Alternates provided on the Proposal Form shall be used for the purpose of adjusting this Subcontractor's Base Bid if such Alternate(s) is(are) accepted.

1. The Acoustical Ceiling Cloud finish system in the Knowledge Center shall be bid as an additive alternate. Architect's Alternate No. 06.

VOLUNTARY ALTERNATES

This Subcontractor will have the opportunity to provide Voluntary Alternates on the Proposal Form. This Subcontractor shall utilize the Voluntary Alternate section of the Proposal Form, and only this section, to offer bid adjustments for value engineering options, discounts for the award of multiple bid packages, alternative materials, alternative equipment, alternative methods, etc. All Voluntary Alternates offered on the Proposal Form must include a detailed description of the proposed alternate, including the effects that the alternate will have on other trades (provide additional details as an attachment to the Proposal Form if necessary). The Voluntary Alternates provided on the Proposal Form shall be used for the purpose of adjusting this Subcontractor's Base Bid if such Alternate(s) is(are) accepted.

B.6 UNIT PRICES

The following is a list of unit costs to add/deduct labor, material and equipment, including all labor burden, taxes, overhead, bonds, incidental tools, profit, etc., as required to provide a complete unit cost.

(No Unit Prices have been established for this Bid Package)

END OF SCHEDULE "A"

PROPOSAL FORM

PROPOSAL FOR: EAST ROSWELL LIBRARY
2301 HOLCOMB BRIDGE ROAD
AJAX PROJECT NO. 201209

BID PACKAGE NO: 9.4

ENTITLED: ACCOUSTICAL CEILINGS & TREATMENTS

PROPOSAL OF: _____
(Bidder)

DATED: _____

TO: AJAX BUILDING CORPORATION
c/o FULTON COUNTY DEPARTMENT OF PURCHASING AND CONTRACT COMPLIANCE
130 PEACHTREE STREET S.W., SUITE 1168
ATLANTA, GA 30303

1. The Bid Package referenced herein is entitled "Bid Package" No. _____

2. _____, the undersigned, do hereby declare that we have carefully examined the site of the proposed Work and the contract documents. We do hereby agree to furnish all material, transportation, equipment, apparatus systems, labor and supervision required to do all Work in strict accordance with the Contract Documents for the following Base Bid price:

A. BASE BID (Single Bid)

Bid Package No. _____

Total bid price for all Work, complete, in accordance with the Contract Documents inclusive of the above referenced Bid Package:

_____ Dollars ($_____)
(excluding P & P Bonds)

* All lines not used in proposal must be filled in as Not Applicable.

B. BID ALTERNATES (Refer to Bid Package, Schedule "A", Section B.5.)

The following Alternate Pricing is provided for the purpose of adjusting the Bidder's Base Bid if such Alternate(s) is(are) accepted. Refer to Bid Package, Schedule "A", Section B.5. for specific requirements and a detailed description of alternates. Note: If your proposal reflects more than one bid package identify which bid package the proposed alternate is for.

1) DESCRIPTION OF ALTERNATE:
Add the Acoustical Ceiling Cloud finish system in the Knowledge Center. Architect's Alternate No. 06.
_____

Add / Deduct / No Change Dollars $ _____
(excluding P & P Bonds)

2) DESCRIPTION OF ALTERNATE:
_____
_____

Add / Deduct / No Change Dollars $ _____
(excluding P & P Bonds)

3) DESCRIPTION OF ALTERNATE:

_____

_____

Add / Deduct / No Change Dollars $ _____
(excluding P & P Bonds)

4) DESCRIPTION OF ALTERNATE:

_____

_____

Add / Deduct / No Change Dollars $ _____
(excluding P & P Bonds)

5) DESCRIPTION OF ALTERNATE:

_____

_____

Add / Deduct / No Change Dollars $ _____
(excluding P & P Bonds)

C. VOLUNTARY ALTERNATES

The following Alternate Pricing is provided for the purpose of adjusting the Bidder's Base Bid if such Alternate(s) is(are) accepted. Bidder shall provide a detailed description of each proposed alternate, including the effects that the alternate will have on other trades (provide additional details as an attachment if necessary). Note: If your proposal reflects more than one bid package identify which bid package the proposed alternate is for.

1) DESCRIPTION OF ALTERNATE:

_____

_____

_____

_____

Add / Deduct / No Change Dollars $ _____
(excluding P & P Bonds)

2) DESCRIPTION OF ALTERNATE:

_____

_____

_____

_____

Add / Deduct / No Change Dollars $ _____
(excluding P & P Bonds)

3) DESCRIPTION OF ALTERNATE:

_____

_____

_____

_____

Add / Deduct / No Change Dollars $ _____
(excluding P & P Bonds)

4) DESCRIPTION OF ALTERNATE:

_____

_____

_____

_____

Add / Deduct / No Change Dollars $ _____
(excluding P & P Bonds)

5) DESCRIPTION OF ALTERNATE:

_____
_____
_____
_____

Add / Deduct / No Change Dollars $ _____
(excluding P & P Bonds)

D. UNIT PRICES (Refer to Bid Package, Schedule "A", Section B.6.)

IMPORTANT NOTE: Work outlined in Schedule "A" of the Subcontract Agreement shall be bid and awarded as a lump sum Contract. The unit prices on this proposal form may be used as a basis for payment for any changes in scope. Unit prices are inclusive of all costs except Payment and Performance Bond. Payment and Performance Bond shall be added/deducted in accordance with Item 3.B. of this Proposal. No additional overhead, profit, tax, insurance, etc. will be allowed. Note: If your proposal reflects more than one bid package identify which bid package the proposed unit prices are for.

DESCRIPTION OF UNIT

1) _____ Dollars $ _____

2) _____ Dollars $ _____

3) _____ Dollars $ _____

4) _____ Dollars $ _____

5) _____ Dollars $ _____

6) _____ Dollars $ _____

7) _____ Dollars $ _____

8) _____ Dollars $ _____

9) _____ Dollars $ _____

10) _____ Dollars $ _____

E. Detailed Back-up will be required for change orders. This will include direct labor costs. These labor costs will be subject to a multiple to cover Burden/Fringes (Workman's com, vacation, holidays, etc.). Enter the burden rate percentage for your company _____%. Documentation may be required for verification.

3. PAYMENT AND PERFORMANCE BONDS

The cost of Payment and Performance Bond premiums shall <u>not</u> be included in the Proposal Sum (Base Bid, Alternates or Unit Prices). The cost to <u>add/deduct</u> Payment and Performance Bond premiums to the Proposal Sum are as follows (Note: Documentation may be required for verification of bond costs):

A. Add Payment and Performance Bonds to Base Bid. Dollars $_____

B. Add/Deduct Payment and Performance Bonds to Alternates, Unit Prices and/or Change Orders. Percent _____%

4. Bid Security in the sum of 5% of Proposal Sum _____N/A_____Dollars ($ _____N/A_____) in the form of _____N/A_____ is submitted herewith.

5. This proposal complies with the Notice to Bidders dated _____(including all Contract Documents referenced therein, and all Addenda, hereinafter listed and acknowledged as received), which are hereby made a part hereof and which shall govern in all matters of the Work hereby proposed. We acknowledge receipt of the following Addenda:

(Bidder to list all revisions received, or, if none, state "NONE RECEIVED".)

Addendum # _____ dated _____ Addendum #_____ dated _____

Addendum # _____ dated _____ Addendum #_____ dated _____

Addendum # _____ dated _____ Addendum #_____ dated _____

Addendum # _____ dated _____ Addendum #_____ dated _____

6. What percentage of the work do you propose to utilize MBE contractors for: _____%.

7. The bidder acknowledges that all excavation work must comply with the OSHA Trench standards 29 CFR 1926, 650, 651, and 652 and has included the cost of this compliance in their proposal in the form of:

	Method of Protection	Estimated Quantity/Unit	Cost Per Unit	Total
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____

BIDDER: _____

ADDRESS: _____

_____

TELEPHONE NUMBER: _____

By: (Member of Firm Authorized to Sign Bid): _____

Title: _____

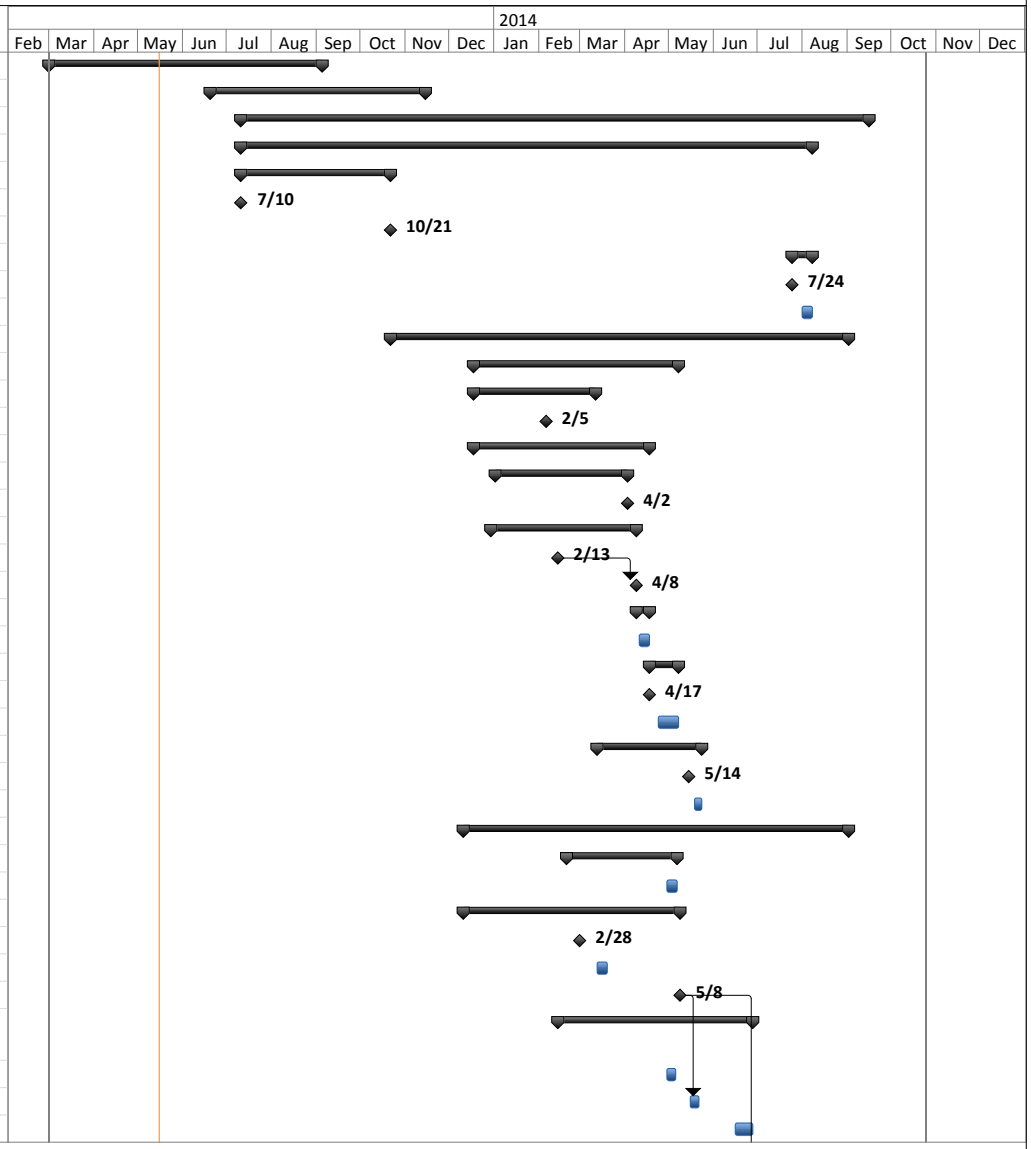
Seal Required for Corporation

State Certificate Number: _____

The Bidder is a/an:
( ) Individual
( ) Partnership
( ) Corporation, incorporated in the State of _____

East Roswell Library
Bid Package Schedule

ID	Task Name	Duration	Early Start	Early Finish	Predeces	Successor	Text1
54	**Completion of Documents & Permitting**	**134 days**	**Fri 3/1/13**	**Wed 9/4/13**			
75	**Procurement Phase**	**106 days**	**Thu 6/20/13**	**Thu 11/14/13**	**51**		
301	**Construction Phase**	**308 days**	**Wed 7/10/13**	**Mon 9/15/14**			
302	**Site Construction**	**281 days**	**Wed 7/10/13**	**Thu 8/7/14**			
303	**Bldg Pad**	**73 days**	**Wed 7/10/13**	**Mon 10/21/13**			
304	Construction Start	0 days	Wed 7/10/13	Wed 7/10/13	53	306	Mile
313	Bldg Pad Complete	0 days	Mon 10/21/13	Mon 10/21/13	312	374	Mile
367	**Site General**	**10 days**	**Thu 7/24/14**	**Thu 8/7/14**			
368	Site Construction Complete	0 days	Thu 7/24/14	Thu 7/24/14	366,362	324	Mile
370	Work off deficiency List	5 days	Fri 8/1/14	Thu 8/7/14	369,324	799	All
371	**Building Construction**	**225 days**	**Tue 10/22/13**	**Mon 9/1/14**			
473	**Exterior Skin**	**101 days**	**Wed 12/18/...**	**Wed 5/7/14**			
573	**West Elevation**	**60 days**	**Wed 12/18/...**	**Tue 3/11/14**			
589	Basement Dry-in	0 days	Wed 2/5/14	Wed 2/5/14	419,587	652	Mile
608	**Roof**	**87 days**	**Wed 12/18/...**	**Thu 4/17/14**	**204**		
626	**Stairwell Roof**	**65 days**	**Thu 1/2/14**	**Wed 4/2/14**			
630	Stairwell Dry In	0 days	Wed 4/2/14	Wed 4/2/14	629,572	681	Mile
619	**Low Roof East**	**72 days**	**Mon 12/30/...**	**Tue 4/8/14**			
623	Main Roof Field Dry-in	0 days	Thu 2/13/14	Thu 2/13/14	622	624	Mile
624	Building Complete Dry-in	0 days	Tue 4/8/14	Tue 4/8/14	622,498	694,753,	Mile
637	**Roofing General**	**7 days**	**Wed 4/9/14**	**Thu 4/17/14**			
639	Work off deficiency List	5 days	Fri 4/11/14	Thu 4/17/14	638	799	All
604	**Exterior Skin General**	**14 days**	**Thu 4/17/14**	**Wed 5/7/14**	**186**		
605	Exterior Skin Complete	0 days	Thu 4/17/14	Thu 4/17/14	601,572	606	Mile
607	Work off deficiency List	10 days	Thu 4/24/14	Wed 5/7/14	606,203	799	All
458	**Bridge**	**52 days**	**Thu 3/13/14**	**Fri 5/23/14**			
470	Bridge Complete	0 days	Wed 5/14/14	Wed 5/14/14	465	471	Mile
472	Work off deficiency List	5 days	Mon 5/19/14	Fri 5/23/14	471	799	All
640	**Interior Construction**	**189 days**	**Wed 12/11/...**	**Mon 9/1/14**			
677	**Stairwell**	**54 days**	**Thu 2/20/14**	**Tue 5/6/14**			
690	Work off deficiency List	5 days	Wed 4/30/14	Tue 5/6/14	689	799	All
641	**Basement**	**107 days**	**Wed 12/11/...**	**Thu 5/8/14**			
666	Bldg Permanent Power	0 days	Fri 2/28/14	Fri 2/28/14	665,663	672,671,	Mile
676	Work Off Deficiency List	5 days	Thu 3/13/14	Wed 3/19/14	675	799	All
667	Start-Up HVAC	0 days	Thu 5/8/14	Thu 5/8/14	710,780	781,782,	Mile
752	**Main Level Non-Access Flooring Area**	**96 days**	**Fri 2/14/14**	**Fri 6/27/14**			
772	Ceiling Grid	4 days	Wed 4/30/14	Mon 5/5/14	771,768	773,775,	9.4
782	Ceiling Tile	4 days	Fri 5/16/14	Wed 5/21/14	776,780	783	9.4
797	Work off deficiency List	10 days	Mon 6/16/14	Fri 6/27/14	796,196	799	All

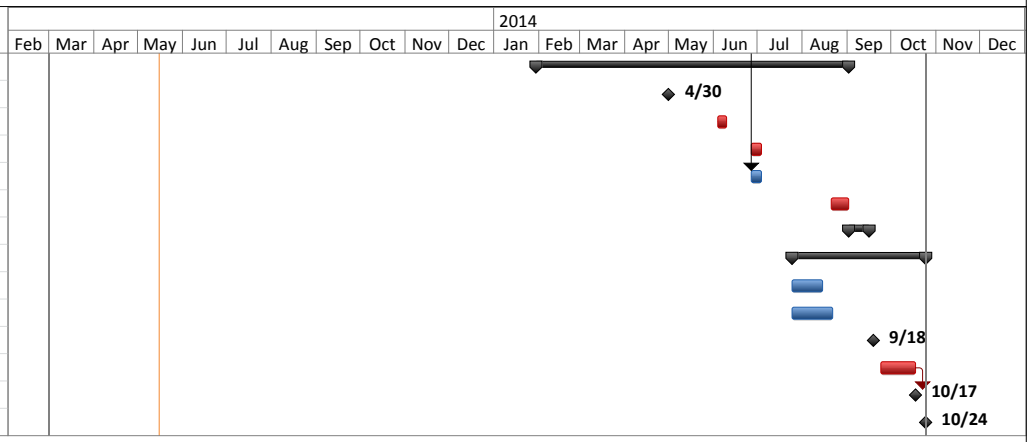


Project: East Roswell Library Mast
Date: Thu 5/16/13

Task	External Tasks	Manual Task	Finish-only	Baseline Milestone
Split	External Milestone	Duration-only	Deadline	Baseline Summary
Milestone	Inactive Task	Manual Summary Rollup	Critical	Progress
Summary	Inactive Milestone	Manual Summary	Critical Split	
Project Summary	Inactive Summary	Start-only	Baseline	

East Roswell Library
Bid Package Schedule

ID	Task Name	Duration	Early Start	Early Finish	Predeces	Successor	Text1
691	**Main Level Access Flooring Area**	**153 days**	**Thu 1/30/14**	**Mon 9/1/14**			
713	Access Floor Installed	0 days	Wed 4/30/14	Wed 4/30/14	712	714	Mile
726	Ceiling Grid	4 days	Wed 6/4/14	Mon 6/9/14	725,699	727,729,	9.4
732	Acoustical Clouds	5 days	Fri 6/27/14	Thu 7/3/14	729,730	733,735	9.4
734	Ceiling Tile	5 days	Fri 6/27/14	Thu 7/3/14	729,730	735	9.4
751	Work off deficiency List	8 days	Thu 8/21/14	Mon 9/1/14	750	799	All
798	**Project General**	**10 days**	**Mon 9/1/14**	**Mon 9/15/14**			
802	**Closeout Phase**	**66 days**	**Fri 7/25/14**	**Fri 10/24/14**			
804	Test & Balance	15 days	Fri 7/25/14	Thu 8/14/14	736	805	All
814	Submit Closeout Documentation	20 days	Fri 7/25/14	Thu 8/21/14	736	815	All
806	Substantial Completion	0 days	Thu 9/18/14	Thu 9/18/14	805,803	807,808,	Mile
816	Work off Punchlists	18 days	Wed 9/24/14	Fri 10/17/14	807,808	817	All
817	Final Completion	0 days	Fri 10/17/14	Fri 10/17/14	813,816	818	Mile
819	Grand Opening	0 days	Fri 10/24/14	Fri 10/24/14	818		Mile



Project: East Roswell Library Mast
Date: Thu 5/16/13

Task	External Tasks	Manual Task	Finish-only	Baseline Milestone
Split	External Milestone	Duration-only	Deadline	Baseline Summary
Milestone	Inactive Task	Manual Summary Rollup	Critical	Progress
Summary	Inactive Milestone	Manual Summary	Critical Split	
Project Summary	Inactive Summary	Start-only	Baseline	