



DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE

**Winner 2000- 2008 Achievement of Excellence in Procurement Award
National Purchasing Institute**

Jerome Noble, Director



October 13, 2008

Re: #08ITB64116K-JD-Fast Track Project System

Dear Bidders:

Attached is one (1) copy of Addendum 2, hereby made a part of the above referenced #08ITB64116K-JD-Fast Track Project System.

Except as provided herein, all terms and conditions in the **#08ITB64116K-JD-Fast Track Project System** referenced above remain unchanged and in full force and effect.

Sincerely,

Joyce Daniel

Joyce Daniel, CPPB
Assistant Purchasing Agent

#08ITB64116K-JD-Fast Track Project System
Addendum No. 2
Page Two

This Addendum forms a part of the contract documents and **modifies** the original ITB documents as noted below:

1. Section 00420-Purchasing Forms & Instructions – Form C: Professional License Certifications – Form C1-Georgia Utility License Contractor License; Form C2-Georgia General Contractors License; and Form C3-Georgia Professional License are provided as **Attachment Number 1**.

2. Section 00100-Instruction to Bidders - Item L, 2. **Responsiveness**, b, Staffing, 1 and 2, shall read:

1. *Provide a list of qualified personnel from your organization that will be dedicated to this contract. A minimum of one Project Manager, proposal administrator, one administrative assistant, and two project superintendents will be required upon award and shall be maintained throughout the duration of this contract.*
2. *Include a resume of your firm's Project Manager. Also, list all key members of your firm and consultant(s) who will be committed to this project. Indicate the function of each team member on the project. Include resumes of these individuals. The resumes shall include the following minimum information.*
 - (a) *Name*
 - (b) *An explanation of the functions they will perform and their title by classification.*
 - (c) *Their relevant education background (technical school, bachelor's degree, post graduate work) specifying their major(s) and minor(s).*
 - (d) *Their relevant work experience.*
 - (e) *Any specialized skills, training or credentials that are relevant to the required services.*
 - (f) *Registration or Certifications of applicable.*
- c. *Safety Plan: Include a Safety Plan that shall be followed to insure site safety on all jobs (one page maximum, reference OSHA requirements).*
- d. *Administratively Compliant – Including all required bonds, insurance, established quality of work and general reputation, financial responsibility, relevant experience, and related criteria.*

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Addendum No. 2

Page Three

Item N, **General Contractors License (Applicable)**, page 16, paragraph two should read:

Bidders must complete Form C2: Georgia General Contractors License Certification in Section, 00420, Purchasing Forms & Instructions. Failure to provide the required license shall deem your bid non-responsive.

3. Section 00020 Invitation to Bid – Term of Contract paragraphs one, two and three shall read:

The Bidder agrees hereby to commence work under this Contract, with adequate personnel and equipment, on a date to be specified in a written order of the Contracting Officer.

The term of the contract, subject to Board of Commissioners approval, will be twelve (12) months from issuance of a Notice to Proceed or the expenditure of the maximum potential amount of \$1,500,000.00, whichever occurs first.

Fulton County reserves the right of an option of two (2) additional twelve (12) month renewal periods pending availability of departmental appropriated funding, contractor compliance with county rules and policies, satisfactory performance evaluations, and Board of Commissioners approval. Option year price increase shall not exceed the consumer price index (CPI) as published by the Bureau of Labor with particular reference to the average shown on such for "all items" for the Atlanta Metropolitan area.

4. Section 00300-Bid Form –

The Bid Form has been revised per **Attachment Number 2.**

The Pricing Form has been revised per **Attachment Number 3.**

5. Section 00410—Bid Bond –

The Bid Bond Form has been revised per **Attachment Number 4.**

6. Unit Price Book (UPB) that will be used by Gordian is for October, 2008. This information is available on CD and can be picked up from the Fulton County Department of Purchasing; reference #08ITB64116K-JD.

Response to Questions

Question: Please confirm that the Georgia Utility Contractor License is not required for the Fast Track Project system ITB response.

Answer: As stated in the solicitation document on page 15, item M; page 26, Required Bid Submittal Check List; and page 38, Purchasing Forms & Instructions, Form C1-the Georgia Utility License Contractor License is Non Applicable.

Question: Page 22, General Bid Requirements (23). Please confirm that Fulton County wishes contractors to provide three written references "documenting the successful completion of bids or contracts for the types...of items or services for which the bidder is submitting a bid response." Information of this nature is already being provided with our response to "Determination of Successful Bidder."

Answer: As stated, written references are to be provided. There are no exceptions to this provision.

Question: As indicated in L.2.b.2, page 15, the role of proposal administrator is considered a required position. Please provide a definition of this position and its responsibilities.

Answer: For the purposes of this ITB, the responsibilities of Proposal Administrator include, but are not limited to:

Administrative management of the entire process related to the submission of high quality proposals that comply with government regulations or requirements for grants, cooperative agreements, contracts, sub-awards, memoranda of understanding, partnering agreements and consulting arrangements.

Act as the primary point of contact with Fulton County, preparing/ reviewing proposals and supporting the overall effort to ensure the proposal meets all of the ITB requirements.

Question: Please confirm that the amount required for the bid bond should be \$75,000.

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Page Five**

Answer: Yes

Answer: Please clarify how contractors are to calculate the Overall Combined Adjustment Factor on the Pricing Form on page 32 of the RFP.

Answer: This solicitation is not an RFP but an ITB. Refer to Attachment Number 3, Revised Pricing Form. Lines 1- 4 of the Revised Pricing Form will be used to determine the successful bidder.

Question: How does the contractor provide a base bid amount (in dollars) as requested on Page 28, which is indicated as the basis upon which the bidder will be formally evaluated and the lowest responsible bidder determined? Usually pricing information for a job order contract or similar type contract is provided in the form of a coefficient.

Answer: Refer to Attachment Number 4, Revised Bid Form.

Question: Could Fulton County identify the unit price book that is to be used for this contract and provide if applicable?

Answer: A Copy of the October, 2008 UPB issued by the Gordian Group CD can be picked up at the Fulton County Department of Purchasing; reference project #08ITB64116K-JD.

Question: If we are to use the price book in use on the current contract, how will those 2006 prices be adjusted for this contract?

Answer: Bidders will not use the 2006 UPB. The October, 2008 UPB from the Gordian Group will be utilized.

Attachment Number 1

Section 00420-Purchasing Forms & Instructions

Form C: Professional License Certifications

Form C1-Georgia Utility License Contractor License
Form C2-Georgia General Contractors License
Form C3-Georgia Professional License

PURCHASING FORMS & INSTRUCTIONS

This section contains the procurement forms that are required to be executed and submitted with the bid package. This section does not contain all forms required to be included with the bid package submittal.

To be deemed responsive to this ITB, Bidders must provide the information requested and complete in detail all Purchasing Forms. The appropriate individual(s) authorized to commit the Bidder to the Project must sign the Purchasing Forms. Bidders should reproduce each Purchasing Form, as required, and complete the appropriate portions of the forms provided in this section.

- Form A: Non-Collusion Affidavit of Prime Bidder/Offeror
- Form B: Certificate of Acceptance of Request for Bid/Proposal Requirements
- Form C: Professional License Certifications
 - Form C1 – Georgia Utility License Contractor License (**Non Applicable**)
 - Form C2 – Georgia General Contractors License (**Applicable**)
 - Form C3 – Georgia Professional License (**Applicable**)
- Form D: Certification Regarding Debarment
- Form E: Disclosure Form and Questionnaire
- Form F: Declaration of Employee-Number Categories
- Form G: Georgia Security and Immigration Contractor Affidavit and Agreement
- Form H: Georgia Security and Immigration Subcontractor Affidavit

FORM C1: CONTRACTOR'S GEORGIA UTILITY LICENSE CERTIFICATION

Contractor's Name: _____

Utility Contractor's Name: _____

Expiration Date of License: _____

I certify that the above information is true and correct and that the classification noted is applicable to the Bid for this Project.

Signed: _____

Date: _____

(ATTACH COPY OF LICENSE)

**FORM C2: CONTRACTOR'S GEORGIA GENERAL CONTRACTOR'S LICENSE
CERTIFICATION**

Contractor's Name: _____

General Contractor's License Number: _____

Expiration Date of License: _____

I certify that the above information is true and correct and that the classification noted is applicable to the Bid for this Project.

Signed: _____

Date: _____

(ATTACH COPY OF LICENSE)

FORM C3: GEORGIA PROFESSIONAL LICENSE CERTIFICATION

NOTE: Please complete this form for the work your firm will perform on this project.

Contractor's Name: _____

Performing work as: Prime Contractor _____ Sub-Contractor _____

Professional License Type: _____

Professional License Number: _____

Expiration Date of License: _____

I certify that the above information is true and correct and that the classification noted is applicable to the Bid for this Project.

Signed: _____

Date: _____

(ATTACH COPY OF LICENSE)

Attachment Number 2

Section 00300-Bid Form

Revised Bid Form

BID FORM

Submitted To: Fulton County Government

Submitted By: _____

For: **Fast Track Project System**

Submitted on _____, 2008.

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

The Bidder further declares that he has examined the site of the work and informed himself fully in regard to all conditions pertaining to the place where the work is to be done; that he has examined the Drawings and Specifications for the work and contractual documents relative thereto, and has read all instructions to Bidders and General Conditions furnished prior to the openings of bids; that he has satisfied himself relative to the work to be performed.

The Bidder proposes and agrees, if this Bid is accepted, to contract with the Board of Commissioners of Fulton County, Atlanta, Georgia, in the form of contract specified, to furnish all necessary materials, equipment, machinery, tools, apparatus, means of transportation and labor necessary, and to complete the construction of the work in full and complete accordance with the shown, noted, and reasonably intended requirements of the Specifications and Contract Documents to the full and entire satisfaction of the Board of Commissioners of Fulton County, Atlanta, Georgia, with a definite understanding that no money will be allowed for extra work except as set forth in the attached General Conditions and Contract Documents for the following prices.

THE BASE BID IS THE AMOUNT UPON WHICH THE BIDDER WILL BE FORMALLY EVALUATED AND WHICH WILL BE USED TO DETERMINE THE LOWEST RESPONSIBLE BIDDER.

The base bid may not be withdrawn or modified for a period of sixty (60) days following the receipt of bids.

Refer to section 00300 - Bid Form, Pricing Form for form to be attached to this Bid Form and submitted.

The Bidder agrees hereby to commence work under this Contract, with adequate personnel and equipment, on a date to be specified in a written order of the Contracting Officer and to fully complete all work under this Contract within twelve (12) consecutive months from issuance of Notice to Proceed.

The Bidder declares that he understands that the quantities shown for the unit prices items are subject to either increase or decrease, and that should the quantities of any of the items of work be increased, the Bidder proposes to do the additional work at the unit prices stated herein; and should the quantities be decreased, the Bidder also understands that payment will be made on the basis of actual quantities at the unit price bid and will make no claim for anticipated profits for any decrease in quantities; and that actual quantities will be determined upon completion of work, at which time adjustments will be made to the contract amount by direct increase or decrease.

The Bidder furthermore agrees that, in the case of a failure on his part to execute the Contract Agreement and Bonds within ten days after receipt of conformed contract documents for execution, the Bid Bond accompanying his bid and the monies payable thereon shall be paid into the funds of the Owner as liquidated damages for such failure.

Enclosed is a Bid Bond in the approved form, in the sum of:

_____ Dollars

(\$ _____) according to the conditions of "Instructions to Bidders" and provisions thereof.

The undersigned acknowledges receipt of the following addenda (list by the number and date appearing on each addendum) and thereby affirms that its Bid considers and incorporates any modifications to the originally issued Bidding Documents included therein.

- ADDENDUM # _____ DATED _____

BIDDER: _____

Signed by: _____
[Type or Print Name]

Title: _____

Business Address: _____

Business Phone: _____

Bidder's Contractor License No: _____
[State/County]

License Expiration Date: _____

Attachment Number 3

Section 00300-Bid Form

Revised Pricing Form

The following form shall be used for submitting Bid prices:

**REVISED
PRICING FORM
Fast Track Project System
Fulton County, Georgia**

To: Board of Commissioners of Fulton County
c/o Fulton County Purchasing Department
130 Peachtree Street, S.W., Suite 1168
Atlanta, Georgia 30303

From: Bidder
Name _____
Address _____
Telephone _____ FAX _____

Subject: Fast Track Project System

Bid No.: _____

The above Bidder is:

- An Individual
- A Company
- A Corporation
- A Partnership
- A Joint Venture consisting of _____

For the performance of the work as stated in this Invitation to Bid, we bid the following four adjustment factors, Lines 1-5. (Utilize four decimal places for all factors; example: 0.0000).

- 1. Normal Working Hours _____
- 2. Other than Normal Working Hours _____
- 3. Normal Working Hours that requires the contractor to provide Architectural and Engineering services _____
- 4. Other than Normal Working Hours that require the contractor to provide Architectural and Engineering services _____

Company: _____

Signature: _____

Name: _____

Title: _____

Date: _____

Note: If the Bidder is a corporation, the Bid shall be signed by an officer of the corporation; if a partnership, it shall be signed by a partner. If signed by others, authority for signature shall be attached.

The full name and addresses of persons or parties interested in the foregoing Bid, as principals, are as follows:

Name

Address

END OF SECTION

Attachment Number 4

Section 00410-Bid Bond

Revised Bid Bond Form

BID BOND

***FAST TRACK PROJECT SYSTEM
FULTON COUNTY GOVERNMENT***

KNOW ALL MEN BY THESE PRESENTS, THAT WE _____

_____ hereinafter called the PRINCIPAL, and _____

_____ hereinafter call the SURETY, a corporation chartered and existing under the laws of the State of _____ and duly authorized to transact Surety business in the State of Georgia, are held and firmly bound unto the Fulton County Government (COUNTY), in the penal sum of _____ Dollars and Cents (\$ _____)

good and lawful money of the United States of America, to be paid upon demand of the COUNTY, to which payment well and truly to be made we bind ourselves, our heirs, executors, and administrators and assigns, jointly and severally and firmly by these presents.

WHEREAS the PRINCIPAL has submitted to the COUNTY, for the **FAST TRACK PROJECT SYSTEM**, a Bid;

WHEREAS the PRINCIPAL desires to file this Bond in accordance with law:

NOW THEREFORE: The conditions of this obligation are such that if the Bid be accepted, the PRINCIPAL shall within ten (10) calendar days after receipt of written notification from the COUNTY of the award of the Contract execute the Contract in accordance with the Bid and upon the terms, conditions and prices set forth therein, in the form and manner required by the COUNTY, and execute sufficient and satisfactory Performance and Payments Bonds payable to the COUNTY, each in the amount of one hundred percent (100%) of the total contract price, in form and with security satisfactory to said COUNTY, then this obligation to be void; otherwise, to be and remain in full force and virtue in law; and the SURETY shall upon failure of the PRINCIPAL to comply with any or all of the foregoing requirements within the time specified above immediately pay to the COUNTY, upon demand the amount hereof in good and lawful money of the United States of America, not as a penalty, but as liquidated damages.

In the event suit is brought upon this Bond by the COUNTY and judgment is recovered, the SURETY shall pay all costs incurred by the COUNTY in such suit, including attorney's fees to be fixed by the Court.

Enclosed is a Bid Bond in the approved form, in the amount of _____
_____ Dollars

(\$_____) being in the amount of five percent (5%) of \$1,500,000. The money payable on this bond shall be paid to the COUNTY, for the failure of the Bidder to execute a Contract within ten (10) days after receipt of the Contract and at the same time furnish a Payment Bond and Performance Bond.

(SIGNATURES ON NEXT PAGE)

IN TESTIMONY THEREOF, the PRINCIPAL and SURETY have caused these presents to be duly signed and sealed this _____ day of _____, 2008.

ATTEST:

PRINCIPAL

BY _____

(SEAL)

CERTIFICATE AS TO CORPORATE PRINCIPAL

I, _____, certify that I am the Secretary of the Corporation named as principal in the within bond; that _____, who signed the said bond of said corporation; that I know this signature, and his/her signature thereto is genuine; and that said bond was duly signed, sealed and attested for in behalf of said Corporation by authority of its governing body.

SECRETARY

(CORPORATE SEAL)

SURETY

BY _____

(SEAL)

END OF SECTION

ACKNOWLEDGEMENT OF ADDENDUM NO. 2

The undersigned proposer acknowledges receipt of this addendum by returning one (1) copy of this form with the proposal package to the Purchasing Department, Fulton County Public Safety Building, 130 Peachtree Street, Suite 1168, Atlanta, Georgia 30303 by the RFP due date and time **Monday, October 27, 2008, 11:00 A.M.**

This is to acknowledge receipt of Addendum No. 2, _____ day of _____, 2008.

Legal Name of Bidder

Signature of Authorized Representative

Title