

COUNTY REQUESTING BIDS FOR RENOVATION OF REGIONAL HEALTH BUILDING

The Polk County Commissioners Court is accepting Bids for: **"RENOVATION OF THE REGIONAL HEALTH BUILDING."** Specifications may be obtained by contacting the Polk County Auditor's Office at (936) 327-6811 or may be viewed and printed from the County's website - www.co.polk.tx.us. Eligible bids must be sealed, identified on the exterior of the envelope as "BID #2021-15" and submitted to Stephanie Dale, Assistant to the County Auditor - 602 E. Church St. Suite 108, Livingston, Texas 77351, prior to 2:00 p.m. on Thursday, March 18, 2021. No facsimile transmittal of bids will be accepted. Bids will be opened and publicly read in the office of the County Auditor at 2:00 p.m. on the deadline date. BID #2021-15 is scheduled to be awarded by the Commissioners Court on Tuesday, March 23, 2021, at 10:00 a.m. Payment for the purchase shall be made from General Fund Balance. The Polk County Commissioners Court reserves the right to reject any or all Bids or to accept the Bid deemed to serve the best interest of the County.

The Base project includes:

- Renovation of an existing office with exterior improvements.

A Bidder's Bond, Certified or Cashier's Check in an amount of not less than five percent (5%) of the total bid shall accompany each bid as a guarantee that, if awarded the contract, the bidder will promptly enter into contract with Polk County.

The successful bidder will be required to furnish proof of liability and statutory worker's compensation insurance.

Bids may be held by Polk County for a period not to exceed thirty (30) days from the date of the bid opening for the purpose of reviewing the bids and investigating the bidder's qualifications prior to the contract award. The Polk County Commissioners Court reserves the right to reject any or all Bids or to accept the Bid deemed to serve the best interest of the County. The Owner will not compensate any bidder for time spent in preparing a bid.

INSTRUCTION TO BIDDERS

The Polk County Commissioners Court is accepting Bids for: "RENOVATION OF THE REGIONAL HEALTH BUILDING." Specifications may be obtained by contacting the Polk County Auditor's Office at (936) 327-6811 or may be viewed and printed from the County's website – www.co.polk.tx.us. Eligible bids must be sealed, identified on the exterior of the envelope as "BID #2021-15" and submitted to Stephanie Dale, Assistant to the County Auditor - 602 E. Church St. Suite 108, Livingston, Texas 77351, prior to 2:00 p.m. on Thursday, March 18, 2021. No facsimile transmittal of bids will be accepted. Bids will be opened and publicly read in the office of the County Auditor at 2:00 p.m. on the deadline date. BID #2021-15 is scheduled to be awarded by the Commissioners Court on Tuesday, March 23, 2021, at 10:00 a.m. Payment for the purchase shall be made from General Fund Balance. The Polk County Commissioners Court reserves the right to reject any or all Bids or to accept the Bid deemed to serve the best interest of the County.

All BIDS must be made on the required BID form unless provided for otherwise in the Bid Proposal.

All blank spaces for BID prices must be filled in, in ink or typewritten, and the BID must be fully completed and executed when submitted. BIDDERS must bid on all items in the bid proposal. Only one copy of the BID form is required.

BIDS may be withdrawn any time before the BID opening. BIDS submitted, may be modified by the contractor at any time prior to BID opening. Erasures or other changes in the BIDS must be explained or noted over the signature of the BIDDER. BIDS may not be withdrawn or modified after the BID opening unless the award of the contract has been delayed more than 30 days.

A pre-bid meeting will be held at the building location, 410 W. Church St. Livingston, Texas via coordination with the owner.

The OWNER may waive any informalities or minor defects or reject any and all BIDS. Any BID may be withdrawn prior to the above scheduled time for the opening of BIDS or authorized postponement thereof. Any BID received after the time and date specified shall not be considered. No BIDDER may withdraw a BID within 30 days after the actual date of the opening thereof. Should there be reasons why the contract cannot be awarded within the specified period, the time may be extended by mutual agreement between the OWNER and the selected BIDDER.

BIDDERS must satisfy themselves of the accuracy of the estimated quantities in the BID SCHEDULE by examination of the site and a review of the drawings and specifications including ADDENDA. After BIDS have been submitted, the BIDDER shall not assert that there was a misunderstanding concerning the quantities of WORK or the nature of the WORK to be done.

No oral interpretation will be made to any BIDDER as to the meaning of the CONTRACT DOCUMENTS or any part thereof. Every request for such an interpretation shall be made in writing to the Architect. Any inquiry received 48 hours prior to the date and time fixed for opening of BIDS will be given consideration.

Every interpretation made to a BIDDER will be in the form of an ADDENDUM to the CONTRACT DOCUMENTS,

and when issued, will be on file in the office of the OWNER and the office of Z Design.

In addition, all ADDENDA will be emailed to each person holding CONTRACT DOCUMENTS, but it shall be the BIDDERS' responsibility to make inquiry as to the ADDENDA issued. All such ADDENDA shall become a part of the CONTRACT and all BIDDERS shall be bound by such ADDENDA whether or not received by the BIDDERS.

The OWNER shall provide to BIDDERS prior to BIDDING, all information which is pertinent to, and delineates and describes, the land owned and rights-of-way acquired or to be acquired.

The CONTRACT DOCUMENTS contain the provisions required for the construction of the PROJECT. Information obtained from an officer, agent, or employee of the OWNER or any other person shall not affect the risks or obligations assumed by the CONTRACTOR or relieve him from fulfilling any of the conditions of the CONTRACT.

Each BID must be accompanied by a BID BOND payable to the OWNER for five percent (5%) of the total amount of the BID. As soon as the BID prices have been compared, the OWNER will return the BONDS of all except the three lowest responsible BIDDERS. When the Agreement is executed the bonds of the two remaining unsuccessful BIDDERS will be returned. The BID BOND of the successful BIDDER will be retained until proof of required insurances is provided. A certified check may be used in lieu of a BID BOND.

Attorneys-in-fact who sign BID BONDS must file with each BOND a certified and effective date copy of their power of attorney.

The NOTICE OF AWARD shall be accompanied by the Necessary Agreement and forms. In case of failure of the BIDDER to execute the Agreement, the OWNER may at his option consider the BIDDER in default, in which case the BID BOND accompanying the proposal shall become the property of the OWNER.

The OWNER within fifteen (15) days of receipt of Agreement signed by the party to whom the Agreement was awarded shall sign the Agreement and return to such party an executed duplicate of the Agreement. Should the OWNER not execute the Agreement within such period, the BIDDER may by WRITTEN NOTICE withdraw his signed Agreement. Such notice of withdrawal shall be effective upon receipt of the notice by the OWNER.

The NOTICE TO PROCEED shall be issued within fifteen (15) days of the execution of the Agreement by the OWNER. Should there be reasons why the NOTICE TO PROCEED cannot be issued within such period, the time may be extended by mutual agreement between the OWNER and the CONTRACTOR. If the NOTICE TO PROCEED has not been issued within fifteen (15) day period or within the period mutually agreed upon, the CONTRACTOR may terminate the Agreement without further liability on the part of either party.

Each BIDDER shall upon request of the OWNER submit on the form furnished for that purpose (a copy of which will be furnished by the OWNER), a statement of the BIDDER'S qualifications, his experience record in constructing the type of improvements embraced in the CONTRACT, his organization and equipment available for the work contemplated, and, when specifically requested by the OWNER, a detailed financial statement. The OWNER may make such investigations as he deems necessary to determine the ability of the BIDDER to perform the work, and the BIDDER shall furnish to the OWNER all such information and data for this purpose as the OWNER may request.

The OWNER reserves the right to reject any BID if the evidence submitted by, or investigation of, such BIDDER fails to satisfy the OWNER that such BIDDER is properly qualified to carry out the obligations of the Agreement and to complete the WORK contemplated therein.

A conditional or qualified BID will not be accepted.

All applicable laws, ordinances, and the rules and regulations of all authorities having jurisdiction over construction of the PROJECT shall apply to the CONTRACT throughout.

STATEMENT OF BIDDER'S QUALIFICATIONS

All questions must be answered and the data given must be clear and comprehensive. This statement must be notarized. If necessary, questions may be answered on separate attached sheets. The Bidder may submit any additional information he desires.

Name of Bidder: _____

Address: _____

Date Organized: _____ Date Incorporated: _____

Number of Years in contracting business under present name: _____

CONTRACTS ON HAND:

Contracts	Dollar Amount	Completion Date

Type of work performed by your company: _____

Have you ever failed to complete any work awarded to you? _____

Have you ever defaulted on a contract? _____

List the projects most recently completed by your firm (include project of similar importance):

Project	Dollar Amount	Mo/Yr Completed

Major equipment available for **this** contract: _____

Attach resume(s) for the principal member(s) of your organization, including the officers as well as the proposed superintendent for the project.

Credit available: \$ _____ Bank reference: _____

The undersigned hereby authorizes and requests any person, firm, or corporation to furnish any information requested by the _____ in verification of the recitals comprising this Statement of Bidder's Qualifications.

Executed this _____ day of _____, 2020.

by: _____ (Signature) _____ (Title)

BID PROPOSAL

Proposal of _____
(hereinafter called BIDDER) a corporation, organized and existing under the laws of the State of _____,
/ a partnership / an individual doing business as _____
(cross out non-applicable references).

To: Polk County, Texas 602 E. Church St. Suite 108, Livingston, Texas 77351 (hereinafter called
OWNER).

All:

The BIDDER, in compliance with your invitation for bid for the Polk County, Texas, having examined the Plans and Specifications with related documents and the site of the proposed work, and being familiar with all of the conditions surrounding the construction of the Project including the availability of materials and labor, hereby proposes to furnish all labor, materials, and supplies, and to construct the project in accordance with the documents, within the time set forth therein, and at the prices stated below. These prices are to cover all expenses incurred in performing the work required under the contract documents, of which this proposal is a part.

BIDDER hereby agrees to commence work under this contract within 15 days of a written "Notice to Proceed" of the OWNER and to fully complete the project within _____ consecutive calendar days (Not to exceed 100 days.)

BIDDER acknowledges receipt of the following addenda:

1. _____
2. _____
3. _____

Bidder agrees to perform the construction of the RENOVATION OF THE REGIONAL HEALTH BUILDING, as described in the Specifications and as shown on the Plans, for the following:

BID PROPOSAL RENOVATION OF THE REGIONAL HEALTH BUILDING

The Contractor shall furnish all labor, equipment, materials and superintendence required to perform all work in connection with the **RENOVATION OF THE REGIONAL HEALTH BUILDING** as per the Plans and Specifications, including but not limited to the following (Note that these prices shall include all items necessary for a complete project as per the Plans and Specifications).

BASE BID

		Item Description / Unit Price Words	BID PRICE
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LS Mobilization, General Conditions, and Insurance

_____ Dollars
(in words)

& _____ Cents
(in words)

per lump sum

\$ _____
figure

LS Building Renovation including but not limited to all construction required for the Project involving the demolition of existing interior and exterior elements, construction of new exterior parking and walk improvements, constructing new interior space, installing new interior fixtures, relocating or extending existing building systems, coordination with Polk County's self performed work, and other items as described within the Plans and Technical Specifications.

_____ Dollars
(in words)

& _____ Cents
(in words)

per lump sum

\$ _____
figure

TOTAL BASE BID

\$ _____ Dollars & Cents (in words)

\$ _____
_____ Dollars & Cents (in figures)

TOTAL PROPOSED CONSTRUCTION TIME (Not to exceed 100 days)

_____ days

Amounts are to be shown in both words and figures and in case of discrepancy; the amount shown in words will govern.

The above unit prices shall include all labor, materials, shipping, hauling, removal, clean-up, overhead, profit, insurance, etc. to cover the finished work of the several kinds called for.

Bidder understands that the OWNER reserves the right to reject any or all bids and to waive any formalities in the bidding.

The bidder agrees that this bid shall be good and may not be withdrawn for a period of 30 days after the scheduled closing time for receiving bids.

The work proposed shall be accepted when fully completed and finished in accordance with the Plans and Specifications to the satisfaction of the Owner.

The undersigned certifies that the bid prices contained in this Proposal have been carefully checked and are submitted as correct and final.

Respectfully Submitted:

CONTRACTOR: _____

BY: _____

TITLE: _____

ADDRESS: _____

CITY & STATE: _____

TELEPHONE: _____

EMAIL: _____

CONTRACT DOCUMENTS

CERTIFICATE OF INSURANCE

TO:

Owner

Address

Date _____

Project No. _____

Type of _____

Project _____

THIS IS TO CERTIFY THAT _____
 (Name and address of insured)

is, at the date of this certificate, insured by this Company with respect to the business operations hereinafter described, for the types of Insurance and in accordance with the provisions of the standard policies used by this Company, and further hereinafter described. Exceptions to standard policy noted on reverse side hereof.

TYPE OF INSURANCE

	Policy No.	Effective	Expires	Limits of Liability
Workmen's Compensation				
Public Liability				1 person \$ _____ 1 accident \$ _____
Contingent Liability				1 person \$ _____ 1 accident \$ _____
Property Damage				
Builder's Risk				
Automobile				
Other				

The foregoing Policies (do) (do not) cover all sub-contractors.

Locations Covered: _____

Descriptions of Operations Covered: _____

The above policies either in the body thereof or by appropriate endorsement provide that they may not be changed or cancelled by the insurer in less than five days after the insured has received written notice of such change or cancellation.

Where applicable local laws or regulations require more than five days actual notice of change or cancellation to the assured, the above policies contain such special requirements, either in the body thereof or by appropriate endorsement thereto attached.

(Name of Insurer)

By _____

Title _____

3. (List other conditions precedent).

Failure to comply with these conditions within the time specified will entitle OWNER to consider your bid abandoned, to annul this Notice of Award and to declare your Bid Security forfeited.

Within ten days after you comply with those conditions, OWNER will return to you one fully signed counterpart of the Agreement with the Contract Documents attached.

(OWNER)

BY:

(AUTHORIZED SIGNATURE)

(TITLE)

Copy to Architect

