

## 1.1 SOLICITATION

- A. Sealed proposals from [**General Contractors**] will be received by Troup County Schools at 100 North Davis Road, LaGrange, GA until 2:00 P.M. on XX,XX, 2016 for construction of:

**HVAC Renovations to Hillcrest Elementary  
3116 Robert Hayes Road LaGrange, Georgia 30240**

- B. A mandatory pre-proposal meeting will be held at XX,XX, 2016 at **Hillcrest Elementary @ 10:00 AM**. Any person or entity that fails to attend the mandatory pre-proposal meeting will not be permitted to submit a Proposal for the Project and any Proposal submitted by a person or entity that did not attend the mandatory pre-proposal meeting will be returned unopened.
- C. [**Competitive Sealed**] Proposals will be opened by the Review Committee and scored as outlined in the Instructions to Proposers. Proposals will not be opened publicly. The Owner will notify the proposers, in writing, of the results.

## 1.2 BID DOCUMENTS

- A. Proposal forms [**and construction documents**] may be examined at Southern A & E's office at 7951 Troon Circle, Austell, Georgia 30168 or by calling 770-819-7777 to request a password and a link to Southern A & E's online plan service to view the documents. Upon further request documents may be downloaded for printing. [**Only complete sets will be provided for downloading or as hardcopies**].
- B. No deposits are required and no refunds will be made.
- C. Construction documents will not be sent to plan rooms.

## 1.3 CONDITIONS

- A. No proposal may be withdrawn for a period of [**thirty (30)**] days after proposals are submitted.
- B. Proposals shall include: a) the completed [**Competitive Sealed**] Proposal Form [b) **the signed Bid Form** c) **the Bid Bond**] d) The "Contractor Affidavit and Agreement" demonstrating compliance with O.C.G.A. 13-10-91, Georgia Security and Immigration Compliance Act and e) affidavits demonstrating compliance with O.C.G.A. 50-36-1, Verification of Lawful Presence Within United states through the use of the Systematic Alien Verification for Entitlements (SAVE) program which are available on the Georgia Audits and Accounts website ([http://www.audits.ga.gov/NALGAD/Files/OCGA\\_50-36-1xex2x/pdf](http://www.audits.ga.gov/NALGAD/Files/OCGA_50-36-1xex2x/pdf)).
- C. Bid bond in the amount of [**five**] percent of the base bid is required and must be submitted with the bid. A bid bond is the **only acceptable form of bid security**. No personal checks, cashier's checks, certified checks or cash will be accepted in lieu of the bid bond.
- D. Performance and payment bonds in the amount of one-hundred percent (100%) of the contract sum will be required prior to commencement of construction.
- E. All bonds shall be written by a surety licensed to conduct business in [**Georgia**], listed on the Federal Register and acceptable to the Owner.
- F. Owner reserves the right to waive technicalities and irregularities and to reject any or all proposals.

## 1.4 SOLICITED BY:

Ryan Traylor  
Director of Maintenance  
Troup County Board of Education

**END OF SECTION 00 03 00**