

City of Norcross

Department of Public Works

Request for Proposal (DPW-10-001)
City of Norcross Courtroom

Purpose of this Request for Proposal (RFP)

The City of Norcross, located in Gwinnett County, is proposing to retain the services of a licensed firm to renovate the courtroom inside City of Norcross City Hall.

All sealed bids must be submitted by Monday, June 7, 2010 at 11:00 to the address below. Please submit two copies of your bid package to:

Craig Mims
DPW-10-001
Department of Public Works
54 Jones Street
Norcross, GA 30071

All bidders are required to attend pre-bid meeting on Thursday, May 13, 2010 @ 10:00 am, City of Norcross City Hall courtroom.

Please request bidding documents/specifications/plans and submit all questions via **e-mail only**. Submit questions/requests to Mary Beth Bender via e-mail at mbender@norcrossga.net before May 21, 2010. Itemized proposal required.

Project Description

The City of Norcross courtroom renovation project consists of erecting a 12' high wall with double steel doors (same as entry) 28" long and 10' long; one 36" high wall 16' long with three gates, all walls sheetrocked, sanded and painted existing trim color. Baseboards to match the cultured marble tops on low walls. Move lights and heating/air returns accordingly on wall. Install ballistic panels or blankets in judge's bench. Close in door behind judge's bench on the left and paint or wallpaper entire wall. Provide security film at back of courtroom window section (entire window section), installed according to industry standards.

Response assessment based upon: Qualifications, experience, references, thoroughness of response and cost.

The City of Norcross reserves the right to reject any or all bids, to waive technicalities and to make an award as deemed in its best interest. We appreciate your interest in the City of Norcross.

The work to be bid shall consist of furnishing all materials, labor, tools, equipment and services required for renovating the courtroom in City Hall, City of Norcross.

Bid Bond

1. All bidders are required to submit a bid bond or a certified check made payable to the City of Norcross in the amount of five percent (5%) of the total bid amount.
2. Performance Bond: Amount of bond should be 100% of contract amount.
3. Payment, labor and materials bond. Amount of the bond should be 100% of the contract amount.
4. Bonding company must be authorized to do business by the Georgia Secretary of State and by the Georgia Insurance Department.
5. An original/certified copy of the bonding company's certificate of authority must be attached to the bond.
6. Bonding company must have a minimum AM best rating of A-6 or higher.
7. Bonding company must be listed in the Department of Treasury's Publication of Companies, holding certificates of authority as acceptable surety on federal bonds and as acceptable reinsuring companies.

Successful bidder must provide bonding as noted, no exceptions. All companies submitting bid documents must provide an e-mail address and office phone number for contact.