

## **INSTRUCTIONS TO BIDDERS**

1. There will be a mandatory pre-bid meeting on October 8, 2019 at 2:00 P.M. outside the Lowndes County 911 Center, 1515 Madison Highway, Valdosta, Georgia 31601. If you do not attend, you will not be allowed to submit a bid.
2. Proposals must be made upon the form of proposal attached hereto. They must be enclosed in a sealed plain envelope and endorsed with the bid number and title of the proposal, and must be hand delivered or mailed to Lowndes County Board of Commissioners, 327 N. Ashley Street, Valdosta, Georgia 31601, Attn: Purchasing Agent.
3. Lowndes County will receive sealed proposals on this project until October 15, 2019 at 10:30 A.M. in the Engineering Conference Room on the 2nd floor of the Lowndes County Administrative Building, 327 N. Ashley Street, Valdosta, Georgia 31601, where at such time and place the proposals will be publicly opened and read.
4. The prices shall be written in the proposal in figures. No bidder will be allowed to withdraw his proposal for any reason whatsoever after the bids have been opened.
5. Federal or State taxes are not applicable to Georgia Municipalities under the United States Code Title 26 and Georgia Exemption Certificate Number 3-465-686-300-1.
6. The bidder agrees that Lowndes County reserves the right to reject any or all proposals, or to accept the part of the bid considered to be in the best interest of the County.
7. The award of the contract will be made to the lowest responsible bidder taking into consideration quality performance and the time specified in the proposals for the performance of the contract. The County reserves the right to reject all bids as it appears in its own best interest and to waive technicalities.

### **Statement of Work**

Work to complete this project will include, but not be limited to, the following criteria:

1. Removal and disposal of existing Caterpillar natural gas generator and existing transfer switch (see Attachment 3).
2. Installation of a new diesel generator and transfer switch (see Attachments 2 & 4).
3. Insurance coverage shall meet or exceed all State, County, or City requirements. A copy of Insurance policy shall be provided to the county by the winning bidder with Lowndes County named as insured.
4. All work performed shall meet or exceed the State of Georgia Building Codes, Lowndes County Building Codes, and OSHA.
5. The awarded contractor shall present Lowndes County with the number of days required to complete the project.