



Project Manual

Volume One
Invitation for Bids
Bidding Requirements

Project Name:
Correll Pavilion
Wound Care Clinic
80 Gilmer Street
GHS – Project #2024022

Grady Memorial Hospital
Atlanta, Georgia

Date: August 9, 2024

PROJECT MANUAL VOLUME I

BIDDING REQUIREMENTS

TABLE OF CONTENTS & DOCUMENT LISTING

INVITATION FOR BIDS

00310 BID FORM

APPENDIX A: BIDDER CERTIFICATION

APPENDIX B: INTENT TO SUBMIT

APPENDIX C: SUPPLIER DIVERSITY CERTIFICATION

APPENDIX C1: BUSINESS IDENTIFICATION AND NONDISCRIMINATION

APPENDIX C2: DIVERSE SUPPLIER SUBCONTRACTING PLAN

APPENDIX C3: CERTIFICATION OF EFFORTS

APPENDIX C4: STATEMENT OF INTENT

01010 DIVISION 1 GENERAL REQUIREMENTS - 01010 - SUMMARY OF WORK

01310 DIVISION 1 GENERAL REQUIREMENTS - 01310 - SCHEDULE & WORK SEQUENCE

SECTION 00011 – DOCUMENT LIST

<u>Title</u>	<u>Date</u>
Drawings as issued by Hellmuth, Obata & Kassabaum	8-7-24
See drawing list on the Drawings Cover Sheets	

PROJECT MANUAL VOLUME 2

CONTRACT FORMS AND CONDITIONS OF THE CONTRACT

Issued as Separate Manual, Contractor to download @
<https://gradyhealth.org/suppliers/>

PROJECT MANUAL VOLUME 3

TECHNICAL SPECIFICATIONS

Issued as part of the design drawing sheets.

PROJECT MANUAL VOLUME 4

CONTRACTOR PROCEDURE MANUAL

Issued as Separate Manual, Contractor to download @
<https://gradyhealth.org/suppliers/>



INVITATION FOR BIDS

Project Name:
Correll Pavilion
Wound Care Clinic
80 Gilmer Street
GHS – Project #2024022

Grady Memorial Hospital
Atlanta, Georgia

GHS Owner's Representative: Jessica Schechter
Cell: 305-219-2701
Email: jschechter@hammes.com

TABLE OF CONTENTS

1.0 GENERAL INFORMATION

- 1.1 Introduction
- 1.2 Background
- 1.3 Project Overview
- 1.4 Qualifications and Expertise

2.0 DEFINITIONS

3.0 SCOPE OF WORK

4.0 SCHEDULE

- 4.1 Schedule

5.1 SPECIFIC CONDITIONS

- 5.2 Bid Submittal Requirements

6.0 FORMAT AND CONTENT OF BID

7.0 SUPPLIER DIVERSITY

8.0 PROCESS FOR SELECTION

- 8.1 Admissibility
- 8.2 Analysis of Bids and Award

1.0 GENERAL INFORMATION

1.1 Introduction

The following pre-qualified General Contractors are invited to submit a lump sum "Sealed Bid" for construction contracting services as described within this IFB:

- Cork Howard Construction
- FS360 General Contractors
- SG Contracting
- WebMeyers Construction

1.2 About Grady Health System – Strategic Projects

Grady Health System – Strategic Projects manages all strategic capital improvements, space planning, programming, architectural & engineering design, and construction for the Grady Health System.

1.3 Project Overview:

- Interior build out of existing 3,500 square foot shell space for wound care clinic.
- Build out includes reception area, 2 offices, 6 exam rooms, 2 hyperbaric chambers, nurse station, 2 restrooms, soiled and clean utility, dressing room and staff lounge.
- Shell space has no utilities and dirt floors.

1.4 Design Team

Grady has selected Hellmuth, Obata & Kassabaum as the principal architect for these projects and has selected the following consultants for their team:

- TLC Engineering Solutions
- Sykes Consulting Inc.
- Healogics

1.5 Qualifications and Expertise

Grady Health System requires the successful Bidder to exhibit the highest standards of integrity and work ethics (e.g. confidentiality, diligence and professionalism). The Bidder shall have experience in providing similar scope of work in similar institutions as described in this IFB. The firm must have gained this experience as a result of being regularly engaged in the business of providing construction services in a fully functional and operational hospital.

Grady Health System shall assess each Bidder's response and whether in the opinion of GHS, the Bidder is capable of undertaking and completing the scope of work delineated within this IFB in a satisfactory and timely manner. GHS will award a contract only to a responsive and responsible Bidder that can successfully perform under the terms of this IFB.

2.0 DEFINITIONS

GHS – Grady Memorial Hospital Corporation d/b/a/ Grady Health System

GHS-SP – Grady Health System – Strategic Projects

IFB – Invitation for Bids

HOK – Hellmuth, Obata & Kassabaum

AHJ – Authorities Having Jurisdiction

Contractor – Company and/or organization submitting bid.

Owner's Representative – Jessica Schechter

3.0 SCOPE OF WORK

3.1 Refer to Division 1 General Requirements Section 01010- Summary of Work (Attached). Your bid shall consider that your firm is responsible for field investigation to develop an accurate bid and if chosen to execute, the successful completion of the project.

4.0 SCHEDULE

4.1 Refer to Division 1 General Requirements Section 01310- Schedule and Work Sequence (Attached).

4.2 Contractors are encouraged to specify in their bids any factors, which they deem critical in successfully accomplishing the mandate within the timeframe allocated in Division 1 General Requirements Section 01310.

5.0 SPECIFIC CONDITIONS

5.1 Bid Submittal Requirements

5.1.1 Mandatory Site Visitation: *Bidder is required to submit* Appendix “B” and investigate and inspect existing conditions. Additional site visits will be scheduled during the bid period.

Mandatory Site Visitation Meeting Information	
Day	Wednesday
Date:	8/21/2024
Time:	11:00am
Location:	80 Gilmer Street Atlanta, GA. 30303

5.1.2 Bid Submittal

Bid Submittal Information	
Day	Wednesday
Date:	9/4/2024
Time:	3:00 PM E.S.T.
Hand Deliver Address:	Grady Health System GHS- Strategic Projects 22 Piedmont Ave, S.E. Room 328 Atlanta, GA 30303

5.1.3 The contractor shall be responsible for ensuring that the bid is delivered to the correct address before the deadline for submission of bids. Any bids received after the deadline time established will be rejected. All bids delivered to the correct address will be logged in at the time the bid is received in the GHS Strategic Project Office, 22 Piedmont Avenue, SE, Room 328, Atlanta, Georgia 30303.

5.1.4 Bids shall be submitted in sealed envelopes marked as follows:

Bid for Construction Services
Correll Pavilion
Wound Care Clinic
Project Number: **2024022**
From: [Name of Firm]
[Address of Firm]

- 5.2.1 Full Right of Rejection: The right to reject any and all bids/cost submissions, WITH OR WITHOUT CAUSE, is reserved, i.e., no award, as is the right to selectively award any or all portions of this request for bid. GHS reserves the right to rescind, with or without cause, any contract resulting from this request for bid with 30 days written notice to the other party.
- 5.2.2 Full Right of Selection and Rejection: The right to select a contractor providing other than the lowest cost product is reserved. The decision, in the best interest of patient care and GHS, is considered final. GHS also reserves the right to select and award, at its option, to runner-up contractor (s) in the event the selected contractor for award or contractor receiving the award, upon further review and solely in the opinion of GHS, fails to meet all qualifications or specifications or proves to be a selection not in the best interest of GHS.
- 5.2.3 Bid Open Record: If a request to inspect the Bid, or any portion thereof, is made by a third party, GHS will endeavor to treat all materials requested to be kept confidential and non-disclosable to the extent provided by the Georgia Open Records Act. The Bidder understands that GHS may be subject to the provisions of such Act together with the Uniform Trade Secrets Act. GHS will endeavor to inform the Bidder of any third-party request for disclosure of such information pursuant to the Georgia Open Records Act or as may be otherwise made to Grady Health System.

If the Bidder requests that such information be held confidential and not disclosed by GHS, the Bidder will assume the defense of such position, up to and including litigation, and will indemnify, save and hold harmless GHS, its officers and employees, from any expense, fees, costs or liability associated with such third-party request or such litigation. If the Bidder does consider the Bid or any portion thereof to contain confidential information, it shall submit a letter on the Bidder's letterhead signed by the owner or Chief Executive Officer, requesting that GHS treat the Bid confidential and private information to the extent possible under Georgia law. Otherwise, the Bidder agrees that its' submission may be deemed as public information.

- 5.2.4 Regulatory and Ethical Compliance: No Bid shall be accepted from, and no contract will be awarded to, any person, firm or corporation that, within the past five years, has been found in non-compliance with Georgia statutes or the standards and rules set by the Ethics Commission of the State of Georgia. (<http://www.ethics.state.ga.us>)

Prior to any contract award, GHS will verify that the prospective Bidder's company, officers and/or principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from

transactions by any Federal department or agency. This will be verified through the Office of Inspector General (OIG). If the Bidder and/or its principals appear on the OIG list, GHS reserves the right to reject the Bidder's Bid and refuse award of a contract.

5.2.5 Compliance With a Drug Free Workplace Act: To the extent applicable to the work hereunder, Bidder hereby certifies pursuant to the Drug-Free Workplace Act (O.C.G.A. § 50-24-1 through 50-24-6), that:

- 1) A drug-free workplace will be provided for Bidder's employees during the performance of this Agreement; and
- 2) A written certificate shall be secured from each subcontractor hired by Bidder stating that: "As part of the subcontract with Bidder, subcontractor certifies to Bidder that a drug-free workplace will be provided for subcontractor's employees during the performance of this subcontract pursuant to paragraph (7) of subsection (b) of Code Section 50-24-3."

5.2.6 Subcontracting: GHS reserves the right, at its sole discretion, request the removal and replacement of any contractor or subcontractor who, in the view of GHS, is not performing at the expected level of competence. The contractor shall replace the subcontractor, in a timely manner, subject to the acceptance of the new subcontractor by GHS.

5.2.7 Substitution Policy: Substitution of awarded products is not permitted without first having written concurrence of the Strategic Projects Director. If substitution(s) are approved, the difference in cost of any higher cost substitutions at least cost will amount to cost savings to GHS.

5.2.8 Notice of Award: Award results will be sent to all contractors submitting bids.

5.2.9 Limitation of Quantity of Bid Submissions: Contractors are RESTRICTED AND PROHIBITED from submitting more than one bid submission per contractor or joint venture. Submission of more than one bid submission package (i.e., response to a request for bid) will result in all bid inputs from that contractor being disqualified. Alternate bid quotations may be provided for varying product brand names meeting stated bid specifications IN ONE BID SUBMISSION.

5.2.10 Contract Documentation: The successful bidder and all subsequent work will be subject to the terms and conditions of the following contract documents:

- General Conditions of Contract Between Owner and Contractor including the Engagement Letter – See Project Manual Volume 2.
- GHS Project Manual Volume 1 dated 7.12.16, Project Manual Volume 2 & 4 dated 4.22.09, and Plans and Specifications (Project Manual 3) dated 8.7.2024 as developed by HOK, and the Bid Verification Conference Checklist.

5.2.11 GHS is not responsible for costs incurred by any contractor for postage, courier, printing, travel, or any other expenses related to preparation of bids, attendance at pre-bid or other associated activities. All bids and documents submitted become the property of GHS unless otherwise requested in writing by

responder at the time of the submission. Submission of any materials, confidential or otherwise, will implicitly grant the right of use by GHS.

Any cost incurred in the preparation and presentation of this response is to be absorbed by the Bidder. All documents submitted will become the property of GHS unless otherwise requested in writing by Bidder at the time of submission. Further, any materials submitted by Bidder that should be considered **"CONFIDENTIAL"** must be clearly marked as such. Submission of any materials, confidential or otherwise, will implicitly grant the right of use by the Authority. All portions of the bid that are not designated as confidential will become part of the public record immediately following an award. Documents designated as confidential will be treated as such to the extent permitted by law, including but not limited to the Georgia Open Records Act.

5.2.12 Quotation Lock-in: All quotes remain firm for a minimum of 60 days.

5.2.13 Management Plan: GHS will review and evaluate the proposed project management team and plan. In this overview, please identify the consultants and other key staff who would be assigned to the project and involved in providing goods/services as specified in the IFB. Provide biographical data on these individuals, the roles that each will play, and indicate which senior level staff member(s) will represent your firm at meetings with GHS. It is also requested that you provide biographies of other key members in your firm whom you regard as key to the firm's governance or to a relationship with GHS. The Bidder shall also include an overview of its corporate structure, and specific project management, quality control, drug-free workplace, safety plan policies.

5.2.14 Supplier Diversity Plan: Grady Memorial Hospital Corporation d/b/a Grady Health System (GHS) is committed to ensuring that local, small, or economically disadvantaged businesses are given every opportunity to participate in contracting opportunities.

Firms interested in doing business with GHS are required to complete all required Supplier Diversity Documentation, and to submit with their bid response.

5.2.15 GHS Policies and Procedures Compliance: The successful bidder, its agents, employees, assigns and subcontractors, will be required to comply with all of GHS rules, regulations and procedures referenced in Section 01010 – Summary of the Work.

5.2.16 Review of Contract Documents and Field Conditions by Contractor: Contractor shall carefully study and review the Contract Documents and information furnished by the Owner. Before submitting bid or subsequently commencing activities, Contractor shall: take field measurements and verify field conditions; carefully compare this and other information known to Contractor with the Contract Documents; and promptly report errors, inconsistencies or omissions discovered to Owner. It is the responsibility of the Contractor, before submitting bid and subsequently entering a contract, to satisfy itself as to the accuracy, consistency and completeness of the Contract Documents. Contractor's execution and delivery of the Contract Documents constitutes an

acknowledgement by the Contractor that it is satisfied that the Plans and Specifications are sufficient in content and detail to complete the work and to enable the Contractor to deliver, within the Contract Sum and Contract Schedule, a fully completed project with all appurtenant improvements without the need for any change to the Contract Sum or Contract Schedule as specified in the applicable Contract Documents.

- 5.2.17 Confidentiality: Each party shall retain strict confidence the terms and conditions of this IFB process and all information and data relating to the other party's business, patients, employees, development plans, programs, financial and non-public procurement information, documentation, techniques, trade secrets, systems and know-how, and shall not otherwise required by law, disclose such information to any third party without the other party's written consent.
- 5.2.18 Payment: Contractors are to be made aware that the Grady Health System pays invoices on a sixty (60) day cycle.
- 5.2.19 Payment and Performance Bonds are required for this Project.

6.0 FORMAT AND CONTENT OF BIDS

Bids must be submitted via hand delivery or postal mail AND email. Faxes will NOT be accepted.

One (1) original, one (1) copy, and a flash drive with electronic files of entire bid are required.

Contractors are encouraged to prepare bids simply and economically. Providing a concise statement of capabilities regarding this mandate. Contractors should refrain from sending any promotional material. Such promotional material, if sent will be discarded before bids are evaluated. Emphasis in the bid should be on completeness. Clarity of content, and responsiveness to the requirements set out in this IFB.

To expedite the evaluation of bids and to assure each contractor an equitable opportunity to present its qualifications, the following format is required.

- 6.1 **Item 1:** Document 00310- Bid Form
- 6.2 **Item 2:** Appendix C: Supplier Diversity Certification Form
Appendix C1: Business Identification and Nondiscrimination
Appendix C2: Diverse Supplier Subcontracting Plan
Appendix C3: Certification of Efforts
Appendix C4: Statement of Intent
Appendix A: Bidder Certification
- 6.3 **Item 3:** Management Plan as described in Section 5.2.13, Proposed Project Milestone Schedule showing lead times, installation durations and completion dates, project specific Material Handling & Staging Plan, and project specific ICRA and ILSM Plans. Note: schedule will be a consideration for award, it is expected that your proposed schedule will not exceed or be shorter in duration than the schedule provided in Section 01310.

- 6.4 **Item 7:** The following must be presented at the Bid Verification Meeting:
- A. Bid Breakdown by CSI Division (or other approved) including Contractors Itemized General Conditions and OH&P.
 - B. Listing by CSI Division (or other approved) of proposed Subcontractors and Diverse Supplier Data (\$ values and % of contract)
 - C. The completed "equalization form" will be provided prior to Bid Verification Meeting

7.0 SUPPLIER DIVERSITY

It is an overall objective of GHS to encourage involvement by Diverse Business Enterprises as contractors and suppliers in business activities generated by GHS, while assuring that such activities will be conducted in accordance with all applicable laws. It is the declared policy and intent of GHS to strive to maximize participation of Diverse Business Enterprises through all business contracting opportunities. GHS is committed to ensuring that Diverse Business Enterprises are given every opportunity to participate in contracting opportunities.

In adherence to GHS's commitment to Supplier Diversity, Solicitors of a GHS contract must clearly, as defined by GHS herein, demonstrate good faith effort to achieve the Supplier Diversity goal set forth. By the documentation of Direct and/or Indirect Tier II goods and/or services to be purchased from Diverse Business Enterprises certified by one (1) or more of the third-party certification agencies recognized by GHS. Such spending with Diverse Business Enterprises will be monitored. In connection with such monitoring, Contracted GHS Suppliers will be required to report Diverse Supplier Spend to GHS monthly in a manner in GHS's sole discretion. In addition, a copy of reported Diverse Supplier spend, must be attached with the submission of any invoices to GHS. Failure to demonstrate the defined Good Faith Effort to achieve GHS's Supplier Diversity goal, objectives, or to report in a manner prescribed by GHS, shall be a material breach of any controlling contract between GHS and Contractor or vendor.

GHS prohibits discrimination on the basis of race, color, gender, religion, national origin, or disability in connection with employment of any person, or the award of any contract. GHS will provide equal opportunities without regard to race, color, gender, religion, national origin, or disability, by requiring that any vendor doing business with GHS provide equal opportunity to persons and businesses employed by, or contracting with the supplier of products and services to GHS.

The Supplier Diversity Goal for the Solicitation is 30% of the Contract value.

GHS® expects that the policies, programs and practices of its vendors/Contractors are carried out in an equitable fashion and that Certified Diverse Business Enterprises are afforded an equitable opportunity to share in contract/subcontract opportunities.

Vendors interested in doing business with GHS® are required to sign the Certification below and complete the Supplier Diversity Section in its entirety and submit it with their bid response.

Past Performance: Offeror shall (1) summarize in writing its past performance for client healthcare institutions in actively fostering the participation of Diverse Business Enterprises utilized by the institution, (2) provide three (3) or more client references for this purpose for whom it has provided applicable service to within the past two (2) years, with the name, phone number and e-mail of a specific knowledgeable contact person for each such client reference.

Present Commitment: Offeror shall submit in writing its present commitment and business plan to facilitate and promote the participation of Diverse Suppliers by completion of the attached Diverse Supplier Subcontracting Plan (DSSP). Diverse Business Enterprises utilized as Tier II contractors and suppliers must be certified by one or more of the 3rd Party Certification Agencies recognized by GHS.

Post-award performance: The specific, measurable performance criteria included in the Proposal for present commitment to Diverse Suppliers shall, subject to negotiation and mutual consent, become part of the awarded contract as specific, measurable requirements of vendor performance for the duration of the contract. Such spending with Diverse Business Enterprises will be monitored. In connection with such monitoring Vendor will be required to report to GHS monthly, in a manner in GHS's sole discretion, all direct and/or indirect certified spend with Diverse Business Enterprises.

Definition: Diverse Business Enterprise's

(MBE) National Minority Supplier Development Council: A minority-owned business is a for-profit enterprise, regardless of size, physically located in the United States or its trust territories, which is 51% owned, operated and controlled by minority group members, defined from the following:

Asian-Indian - A U.S. citizen whose origins are from India, Pakistan or Bangladesh.

Asian-Pacific -A U.S. citizen whose origins are from Japan, China, Indonesia, Malaysia, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Thailand, Samoa, Guam, the U.S. Trust Territories of the Pacific or the Northern Marianas.

African American - A U.S. citizen having origins in any of the Black racial groups of Africa.

Hispanic - A U.S. citizen of Hispanic heritage, from any of the Spanish-speaking areas of the following regions: Mexico, Central America, South America or the Caribbean Basin only.

Native American - A person who is an American Indian, Eskimo, Aleut or Native Hawaiian, and regarded as such by the community of which the person claims to be a part.

(WBE) Women's Business Enterprise National Council: A Woman-Owned Business Enterprise is an independent business concern that is at least 51% owned and controlled by one or more women who are U.S. citizens or Legal Resident Aliens; whose business formation and principal place of business are in the US or its territories; and whose management and daily operation is controlled by one or more of the women owners.

(LGBTBE) National Gay and Lesbian Chamber of Commerce: Includes businesses physically located in the United States or its trust territories that are at least 51 percent unconditionally owned and operated by at least one lesbian, gay, bisexual and/or transgender (LGBT) person or persons who are either U.S. citizens or lawful permanent residents. In addition, they must exercise independence from any non-LGBT business enterprise.

U.S. Small Business Administration:

(DBE) Small Disadvantaged Business - A small business that is at least 51 percent owned, operated and controlled by one or more individuals who are both socially and economically disadvantaged.

HUB Zone Business - A small business operating in a "Historically Underutilized Business Zone." HUB zones are defined at <http://map.sba.gov/hubzone/init.asp>

Veteran Business Enterprise:

(VBE) Veteran-Owned Business - A small business that is at least 51% owned, operated and controlled by one or more veterans.

(DVBE) Service-Disabled Veteran-Owned Business - A small business that is at least 51% owned, operated and controlled by one or more veterans with a service-connected disability.

Supplier Diversity Program Required Forms

In order for the bid package to be considered complete Bidders must submit the following completed documents:

- Appendix C-1 Business Identification and Nondiscrimination
- Appendix C-2 Diverse Supplier Subcontracting Plan
- Appendix C-3 Certification of Efforts
- Appendix C-4 Statement of Intent
- Appendix C Supplier Diversity Certification

These documents are considered a part of and should be submitted with the Bid. Failure to provide the information on the part of the Bidder will result in the bid being determined non-responsive.

8.0 PROCESS FOR SELECTION

8.1 Admissibility

Appendix B Must be completed (filled out) and submitted to GHS-SP at the Mandatory Prebid meeting.

8.1.1 To be admissible, a bid must adhere to the requirements and content for submissions outlined in Section 6.0 of this IFB. **Failure to adhere to this format may eliminate the bid from any further consideration, as determined at the sole discretion of GHS-SP.**

Furthermore, bids from bidders who are currently debarred by Grady Health System, by any local jurisdiction or agency, and/or involved in any litigation with, The Fulton – Dekalb Hospital Authority of Grady Memorial Hospital Corporation will not be considered admissible.

8.2 Analysis of Bids & Award

8.2.1 Bids will **not** be opened and read publicly. All parties submitting bids will be notified in writing of the results of their submission.

8.2.2 GHS will not consider any exceptions, exclusions, and/or clarifications. The bid will be considered for completing services per scope of work described in this IFB.

8.2.3 In evaluating bids, the selection will be based on determination of Responsibility and a determination of Responsiveness.

- 8.2.4** GHS-SP reserves the unqualified right to request additional information or meetings with any contractor to visit previous or current project sites, or to visit their premises, if deemed necessary to arrive at a fully informed decision.
- 8.2.5** The award will be to the responsible and responsive bidder whose bid conforms to all material specifications, terms and conditions as set forth in the bid, with the lowest price, provided their bid is reasonable and is to the interest of GHS to accept it. No bid shall be considered for award if the bid is not responsive to the essential requirements of the solicitation or is submitted by a non- responsive bidder.
- 8.2.6** Protest: A formal written protest form can be obtained by contacting the Grady Contracts Manager at 678-680-3536.

DOCUMENT 00310

BID FORM - STIPULATED PRICE

To: Grady Health System
Project: 2024022 – Correll Pavilion Wound Care Clinic
Date:

Submitted by:
(full name)
(full address)

1. OFFER

Having examined the Place of the Work and all matters referred to in the Invitation for Bids, GHS Project Manual Volume 1 dated 7.12.16, Project Manual Volume 2 & 4 dated 4.22.09, and Plans and Specifications (Project Manual 3) dated 8.7.2024 as developed by Hellmuth, Obata & Kassabaum, and the Bid Verification Conference Checklist for the above mentioned project, we, the undersigned, hereby offer to enter into a Contract to perform the Work for the Lump Sum Price, including all applicable Federal, State & Local sales, use and other taxes, of:

.....dollars, and 00/100

in lawful money of the United States of America, \$.....00

4. ACCEPTANCE

These offers shall be open to acceptance [and are irrevocable] for sixty [60] days from the bid closing date.

If Grady Health System accepts this bid within the time period stated above, we will:

Execute the Agreement and Engagement Letter within three (3) working days of receipt of same.

Furnish the required Insurance within ten (10) working days of the Executed Agreement and Engagement Letter.

Commence mobilization & subcontractor / vendor buy-out within ten (10) working days of the Executed Agreement and Engagement Letter.

5. CONTRACT TIME:

Contractor will complete the Work in accordance the scheduling requirements in Section 01310 and the Preliminary Milestone schedule provided with the Proposal as confirmed in the Bid Verification Meeting.

6. CHANGES TO THE WORK

When established that the method of valuation for Changes in the Work will be net cost plus a percentage fee in accordance with General Conditions, our percentage fee shall be:

Percent overhead and profit on the net cost of our own Work;

.....For Adds.

.....For Deducts.

Percent on the Net cost of work done by any Subcontractor.

.....For Adds.

.....For Deducts.

7. **ADDENDA**
The following Addenda have been received, and the associated modifications considered, and all costs are included in the Bid Lump Sum Price.

Addendum # Dated
Addendum # Dated
Addendum # Dated
Addendum # Dated

8. **APPENDICES**
The following documents are attached to and made a condition of the Bid:
The required items 1 through 5 described in" Section 6- Format and Content of Bids".

9. **BID FORM SIGNATURES**
By my signature below, I certify that I agree with and will abide by the Contract Documents and the General Conditions of the Contract Between Owner and Contractor, and that I am authorized to sign this Bid.

10. **ADDITIONAL INFORMATION:**
Submit additional information such as Unit Prices, Voluntary Alternates as an attachment on your Letterhead.

.....
(Bidder - print the full name of your firm)

.....
(Printed name of authorized signing officer)

.....
(Title of authorized signing officer)

.....
(Signature of authorized signing officer)

END OF DOCUMENT

APPENDIX A
REPRESENTATIONS, CERTIFICATIONS, AND OTHER STATEMENTS OF BIDDERS
****REQUIRED INPUT WITH SUBMISSION****

CERTIFICATION

The undersigned certifies that he/she has read, understands, and agrees to be bound by the terms and conditions of the Invitation for Bid (IFB F2023011). The undersigned further certifies that he/she is legally authorized by the Bidder to make the statements and representations on this form, and that said statements and representations are true and accurate to the best of his/her knowledge and belief. The undersigned understands and agrees that if the Bidder makes any knowingly false statements, or if there is a failure of the successful Bidder (i.e., Contractor) to implement any of the stated agreements, intentions, objectives, goals, and commitments set forth herein without the prior approval of GHS, then the Bidder's act or omission shall constitute a material breach of the contract. The right to terminate shall be in addition to and not in lieu of any other rights and remedies GHS may have for defaults under the contract. Additionally, the Bidder may be prohibited from obtaining future contracts awarded by GHS. GHS reserves the right to terminate any contract where a material breach has occurred.

NAME: _____

TITLE: _____

COMPANY: _____

ADDRESS: _____

TELEPHONE: _____

FACSIMILE: _____

E-MAIL: _____

(SIGNATURE)

(DATE)

**APPENDIX B
INTENT TO SUBMIT**

This letter serves as notification of intent to submit or not to submit a bid for the Correll Pavilion Wound Care Center Project, IFB Number 2 0 2 4 0 2 2 . Complete and submit this form by pre bid meeting due date. This will determine your responsibility to submit a bid.

_____, Acting as a representative of _____
Name of Representative) (Company Name)

Hereby offer our intent to:

- Submit a response to the services in this IFB.
- Decline to submit a response to the services in this IFB.

Reason: _____

(Print Name)

(Signature)

(Title)

(Date)

(Telephone/Fax number)

(Email address)

**APPENDIX C:
SUPPLIER DIVERSITY CERTIFICATION:
(To be submitted with Bid)**

I certify that the statements made by me in this Supplier Diversity Section are complete and true to the best of my knowledge and belief and are made in good faith. I understand that if I knowingly make any misstatements of facts, I am subject to disqualification and debarment from participation in future GHS contracting opportunities, held liable for breach of contract and subject to the enforcement of any remedies available under the contract or as a matter of contract law. I agree that no changes shall be made to this section without the written consent of GHS.

Authorized Representative Signature

Title

Date

**APPENDIX C-1
BUSINESS IDENTIFICATION AND NONDISCRIMINATION
(TO BE SUBMITTED WITH BID)**

Small Business as defined by the US. Small Business Administration (DBE, SBE, HubZone)	Yes	No												
Minority Business Enterprise (MBE) If yes, please indicate the percentage of minorities who own, control or operate your company:														
<table border="1"> <tr> <td>African American</td> <td>%</td> <td>Asian American</td> <td>%</td> </tr> <tr> <td>Hispanic/Latino</td> <td>%</td> <td>Pacific Islander</td> <td>%</td> </tr> <tr> <td>Native American</td> <td>%</td> <td>Other</td> <td>%</td> </tr> </table>	African American	%	Asian American	%	Hispanic/Latino	%	Pacific Islander	%	Native American	%	Other	%		
African American	%	Asian American	%											
Hispanic/Latino	%	Pacific Islander	%											
Native American	%	Other	%											
WOMAN-OWNED BUSINESS ENTERPRISE (WBE)														
DISABLED VETERAN BUSINESS ENTERPRISE OR VETERAN BUSINESS ENTERPRISE (DVBE, VBE)														
IS YOUR COMPANY CERTIFIED AS ONE OF THE BUSINESS DESIGNATIONS ABOVE? If yes, please give the certifying agency and include a copy of your current certification with your bid response. The 3 rd party certifying agencies recognized and accepted by GHS are included.														
LOCAL SMALL BUSINESS If yes, please indicate in which county your company is located? DeKalb Fulton Business location in both counties Other														

PART II - NONDISCRIMINATION POLICIES AND PROCEDURES

	Yes	No
Are you an individual and do not employ anyone? If yes, you do not need to complete the remainder of the questions.		
Does your company have an Equal Employment Opportunity/Affirmative Action statement posted on company bulletin boards?		
Do you notify all recruitment sources in writing of your company's Equal Employment Opportunity/Affirmative Action employment policy?		
Do your company advertisements contain a written statement that you are an Equal Employment Opportunity/Affirmative Action employer?		
Do you belong to any unions? If yes, have you notified each union in writing of your commitments to non-discrimination?		
Does your company have a collective bargaining agreement with workers? If yes, do the collective bargaining agreements contain non-discrimination clauses and/or your Equal Employment Opportunity policy covering all workers?		
Does your company, at least annually, maintain a written record of and review the Equal Employment Opportunity policy and Affirmation Action obligations with all employees including those having any responsibility for employment decisions?		
Do you conduct, at least annually, an inventory and evaluation of minority and female personnel for promotional opportunities and encourage these employees to seek, train and prepare for such opportunities?		
Do you conduct, at least annually, a review, of all supervisors' adherence to and performance under the vendors, and Contractor's Equal Employment Opportunity policies and Affirmative Action obligations?		
Is there a person in your company who is responsible for Equal Employment Opportunity? If yes, please give name, phone and email address.		

Please explain any no answers, use additional paper as necessary:

Authorized Representative Signature:

Date:

APPENDIX C-2
DIVERSE SUPPLIER SUBCONTRACTING PLAN
(TO BE SUBMITTED WITH BID)

The following are questions concerning the efforts your company will make to ensure that Diverse Supplier's will have an equitable opportunity to compete for lower tier subcontracts associated with the Grady Health System agreement:

What product/service areas do you envision the inclusion of Diverse Suppliers and how is this determined? _____

How are Diverse Supplier capabilities determined by your company? _____

How will you ensure the maximum possible inclusion of Diverse Suppliers in all of your purchasing solicitations (i.e. Request for Proposals, Request for Information, and Request for Quotes, etc.)? _____

How will your company ensure that Diverse Suppliers are made aware of upcoming subcontracting opportunities and how will you prepare them to respond appropriately? _____

How will you monitor your company's Diverse Supplier subcontracting performance to this agreement and make any adjustments to achieve the subcontracting plan goals? _____

Will your Diverse Supplier subcontracting administrator:

Yes / No

_____ Develop and maintain bidders' lists of Diverse Suppliers from all possible sources

_____ Oversee the establishment and maintenance of your company's contract and subcontract award records associated with this Grady Health System agreement?

_____ Conduct or arrange the training of your company's purchasing personnel on the Grady Health System agreement goals and processes to achieve this goal?

_____ Review purchasing solicitation documents to remove statements, clauses, etc. which may tend to prohibit Diverse Supplier participation

_____ Screen proposed purchasing solicitation documents for subcontracting opportunities and implement appropriate procurement policies and procedures to improve and increase opportunities to Diverse Suppliers

_____ Introduce Diverse Suppliers to company purchasing personnel based on commodity or service in which these vendors may have a mutual or potential concern

_____ Maintain records demonstrating that procedures have been adopted and implemented to comply with the reporting requirements and supplier diversity goals within the Grady Health System

_____ Prepare and submit monthly, required Diverse Supplier reports to Grady Health System?

DIVERSE SUPPLIER SUBCONTRACTING PLAN (DSSP) PG.2
(DIRECT SUPPLIER DIVERSITY REPORTING - TO BE SUBMITTED WITH BID)

In adherence to GHS's commitment to Supplier Diversity, GHS suppliers must clearly as defined herein demonstrate good faith effort, for Tier II direct goods and/or services to be purchased from Diverse Business Enterprises certified by one or more of the 3rd party certification agencies recognized by GHS. Such spend with Diverse Business Enterprises will be monitored. In connection with such monitoring Contracted GHS Suppliers will be required to report to GHS monthly, in a manner in GHS's sole discretion, all direct spend with Certified Diverse Business Enterprises.

Company Name: _____ Agreement Term: _____
 GHS Business Unit: _____ GHS Business Unit Contact Name: _____
 Phone Number: _____ Vendor Contact e-mail: _____

Description of goods/services provided under this primary agreement (include name of project if applicable):

Who will be responsible for coordinating your company's Diverse Supplier subcontracting activities during the period of this contract?

Name/Title: _____ Company: _____
 Address: _____ Phone: _____
 Fax: _____ E-Mail Address: _____

State the total dollar value planned to be subcontracted associated with this GHS agreement:

Please list all GHS Accepted 3rd Party Certified Diverse Suppliers you have identified that will serve as Direct Tier 2 Subcontractors associated with this GHS project and the projected spend amounts with each company:

Vendor Name	Address	Contact	Phone	E-Mail	Certification Type	Business Classification (Product/Service)	Direct Projected Spend in Dollars	Direct Projected Spend by Percentage

Submitted by: _____
 Authorized Representative Signature _____ Title _____
 Date _____

**APPENDIX C-3
CERTIFICATION OF EFFORTS
(TO BE SUBMITTED WITH BID)**

Vendor: _____

Solicitation Name: _____

Solicitation Number: _____

I certify that the following efforts were made to achieve Certified Diverse Supplier participation.

- a) Provided written notices to certified diverse business enterprises who have the capability to perform the work of the contract or to provide the service **Yes No**
- b) Direct mailing, electronic mailing, facsimile, or telephone requests **Yes No**
- c) Provided interested certified diverse business enterprises with adequate information about plans, requirements and specifications of the contract in a timely manner to assist them in responding to a solicitation **Yes No**
- d) Allowed certified diverse business enterprises the opportunity to review specifications and all other solicitation related items at no charge, and allowed sufficient time for review prior to the bid deadline **Yes No**
- e) Acted in good faith with interested certified diverse business enterprises, and did not reject certified diverse business enterprises as unqualified or unacceptable without sound reasons based on a thorough investigation of their capabilities **Yes No**
- f) Did not impose unrealistic conditions of performance on certified diverse business enterprises seeking subcontracting opportunities **Yes No**
- g) Additionally, I contacted the referenced certified diverse business enterprises and requested a bid. The responses I received were as follows:

Name and Address of certified diverse business enterprises	Type of work and Contract Items, Supplies or Services to be Performed	Response	Reason for Not Accepting Bid

(If additional space is required this form may be duplicated)

If applicable, please complete the following:

I hereby certify that certified diverse business enterprises were "Unavailable" or "Unqualified" to submit bids to provide goods and services for this Solicitation response. I further certify that efforts have been made to establish "Joint Ventures", and said entities were also unavailable at this time.

Reasons for the "Unavailability" or being determined "Unqualified";

Submitted by:

Authorized Representative Signature

Title

Date _____

**APPENDIX C-4
STATEMENT OF INTENT**

TO BE COMPLETED BY ALL KNOWN JOINT VENTURE PARTNERS/ SUBCONTRACTORS/CONSULTANTS
(TO BE SUBMITTED WITH BID)

Vendor: _____

Solicitation Name: _____

Solicitation Number: _____

_____ agrees to enter into a contractual agreement
with

Prime Supplier

_____, who will provide the following goods/services
Joint Venture Partner/Subcontractor/Consultant

in connection with the above referenced Solicitation as a certified diverse business enterprises:

for an estimated amount of \$ _____ or _____ % of the total contract value.

_____ Prime Supplier

_____ Joint Venture Partner /Subcontractor/Consultant

Intend to work together in accordance with this Contract Compliance Section of the bid, contingent upon award and execution of a contract with Grady Health System with the aforementioned Prime Supplier.

I hereby certify that this statement is true and correct:

Prime Supplier Signature:

Joint Venture/Subcontractor/Consultant Signature:

Print Name:

Print Name, Title and Date:

Title:

Address:

Date:

Phone

Fax:

SECTION 01010 - SUMMARY OF WORK

PART 1 - GENERAL

1.1 SUMMARY

- A. The Owner is: Grady Memorial Hospital Corporation d/b/a Grady Health System
- B. Section Includes:
 - 1. Project description.
 - 2. Applicable regulatory requirements.
 - 3. Permits and licenses.
 - 4. Access to the site.
 - 5. Contractor's use of the premises.

1.2 PROJECT DESCRIPTION

- A. Project Overview:
 - o Interior build out of existing 3,500 square foot shell space for wound care clinic.
 - o Build out includes reception area, 2 offices, 6 exam rooms, 2 hyperbaric chambers, nurse station, 2 restrooms, soiled and clean utility, dressing room and staff lounge.
- B. Scope of Work:
 - 1. All work to be performed in strict accordance to the Scope of Work as delineated in, GHS Project Manual Volume 1 dated 7.12.16, Project Manual Volume 2 & 4 dated 4.22.09, and Plans and Specifications (Project Manual 3) dated 8.7.2024 as developed by HOK, and the Bid Verification Conference Checklist
 - 2. Unless otherwise specified, the Contract Documents are intended to include everything obviously requisite and necessary as well as customary to completion of the work. Accordingly, work shall be performed under the sections of the specifications to carry out the intent of the Contract documents whether such items are specifically mentioned herein.
 - 3. The Scope of Work includes but is not limited to all labor, supervision, materials, equipment, plant, facilities, transport, hoisting and the ways and means necessary to complete the Work shown on the Contract Documents.
 - 4. Simultaneous and in conjunction with the Work under this Contract, the Owner may have separate ongoing contracts for other construction or the equipping of the facilities, including work which may occur in the area described by these documents. Contractor shall cooperate with and schedule their activities with all affected Contractors.
 - 5. To perform the Work, Contractor is responsible for all minor demolition and modifications to the existing conditions necessary for the proper installation of the new Work.
 - 6. In addition to all stated requirements, Contractor understands and agrees that Contractor shall cooperate, participate, and comply with all administrative procedures established by the Owner for this Project. Administrative procedures may include specific programs for

Project Start-up, Preconstruction Risk Assessment (PCRA), Infection Control (ICRA), Interim Life Safety Measures (ILSM), Hazardous Materials Import Notification, Open Ceiling Tile Policy, Fire Stop / Above Ceiling Work Policy, Daily Reports, Safety Security & Badging, Fire Drill Evaluations, Utility Shutdowns, Hot Work Permits, Notice to Comply, Quality Control, Project Close-Out, Worker Health Screenings, Worker Training and Orientation, Vendor mate, Supplier Diversity reporting, and other processes deemed necessary by the Owner for the successful completion of this Project.

• **Contractors Badge Sign on Agreement: (This is required for the temporary badge and annual badge)**

*This is to be **completed** where the highlighted areas are noted. A photo copy of valid state/U.S. government issued ID is required.*

- *Project Name will be noted as - (Required by the project description)*
- *Project Number will be noted as - (Required by the project description)*
- *PM working for – (Required by the project)*

• **Immunizations Requirements: (This will be required for the vendor's annual badge)**

• **GHS Contractor Orientation & Work Rules. (This is required for the temporary badge and annual badge)**

- *Project name will be noted and (Required by the project description)*
- *Project Number will be noted as (Required by the project description)*
- *Each worker that will be on Grady property(s) shall be required to read pages 1 & 2 (per the attached onboarding documentation)*
- *On page 2 of 2 each person is to **complete** the Contractor Name – Name of company. Supt. – Supervisor/Superintendent.*

7. Contractor shall conduct field investigations as required to understand and reflect existing conditions at the jobsite.
8. Contractor is required to meet weekly for one (1) hour with the GHS-SP Owner's Representative to provide update regarding status of project progress. Contractor shall conduct and document weekly progress meetings, including maintaining a critical issues log.
9. Contractor shall provide contact information, and direct tele-communications between on-site Superintendent and GHS-SP Owner's Representative.
10. At the end of the project, Contractor shall provide GHS-SP Owner's Representative with all maintenance manuals for all equipment, as well as As-Built drawings. Contractor shall provide (3) complete sets of all close-out documents required under Sections 01340, 01720, Contractor Close-Out Procedure, and 01740.
11. Contractor shall comply with all requirements for Section 01011 – Contractor Work Requirements
12. Guarantees and Warranties for all Work shall be for a 1-year period commencing upon issuance of the Certificate of Completion by the Owner unless specified otherwise in the individual technical sections of the specifications.
13. Contractor shall provide all permits and schedule inspections from A.H.J. Contractor shall not include costs in the proposal for the General Building Permit, Contractor shall obtain the pay for the permit – the actual cost will be added to the Contract via a Change Order.
14. Contractor shall adhere to all OSHA regulations.
15. Contractor shall comply with all local jurisdictions, codes, regulations, and ordinances.
16. Contractor shall register with Grady's vendor management program "Vendormate" and comply with all worker health screening and training to obtain a badge.
17. Contractor shall have on the worksite a "Crash Cart" which consists of a H.E.P.A. filter wet vac, 2-inch crimping tool, fire extinguisher, water absorbent media.
18. Contractors on site Project Manager or Superintendent shall be ASHE "CHC" certified.

1.3 DEFINITIONS

- A. Furnish: To supply products to the project site, including delivering ready for unloading and replacing damaged and rejected products.
- B. Install: To put products in place in the work ready for the intended use, including unloading, unpacking, handling, storing, assembling, installing, erecting, placing, applying, anchoring, working, finishing, curing, protecting, cleaning, and similar operations.
- C. Provide: To furnish and install products.
- D. Indicated: Shown, noted, scheduled, specified, or drawn, somewhere in the contract documents.

1.4 ACCESS TO THE SITE AND USE OF THE PREMISES

- A. The space available to the Contractor for the performance of the work, either exclusively or in conjunction with others performing other construction as part of the project, is limited to the project site.

- B. Access to site will be limited, obtain GHS-SP's approval of proposed routes of access, and plan for "just in time deliveries."
- C. Contractor and its subcontractors may not park within any Grady managed parking facility - contractor to provide parking at its own costs (offsite pay parking is available)
- D. The Owner will continue to occupy portions of the existing building adjacent to the areas where construction is to occur.
 - 1. Conduct the work to cause the least interference with Owner's operations.
 - 2. Slab cutting, jack hammering, etc will be limited to non-clinic hours. There are no exceptions to this requirement.
- E. Storage areas onsite will be limited to just in time deliveries only, make other arrangements for long-term storage.
- F. Signs: Provide signs (approved by GHS-SP) adequate to direct visitors

END OF SECTION

SECTION 01310 – SCHEDULE AND WORK SEQUENCE

PART 1 GENERAL

1.1 GENERAL PROVISIONS

- A. After award of the Contract, a coordination and scheduling effort will be undertaken for executing the Work in conjunction with the ongoing and future contracts. Within ten (10) working days after execution of the Agreement and Engagement Letter the Contractor shall provide a detailed Construction Schedule and Sequence of Work reflecting the contractual milestone dates established at the Bid Verification Meeting.
- B. Construction duration is 140 calendar days.
- C. Construction documents will be submitted to the City of Atlanta for plan review.

1.2 MILESTONE COMPLETION DATES

- A. Work shall commence immediately after execution of the Agreement and Engagement Letter.
- B. The contractual milestone dates agreed to in the bid verification meeting are necessary to assure the timely completion of the project, coordination of the work of the Owner and other Contractors and are part of the Contract.
- C. All duration and completion dates include mobilization, equipment check-test-start, commissioning, systems acceptance, and punch list work-off.
- D. Each Contractor shall include all shift and/or premium time necessary to maintain the completion dates and the sequence of the work and shall allow for the integration of the work of the other trade contractors.
- E. Each Contractor shall provide the manpower and supervision necessary to coordinate and integrate with the work of the other trade contracts and maintain the completion date and sequence of work.
- F. All contract award, milestone, interval, and completion dates may, at GHS-SP's option be adjusted and/or extended by a period of up to sixty (60) days at no additional cost to the Owner.

1.3 SEQUENCING PLANS AND SCHEDULE GUIDELINES

- A. Contractor to provide a construction schedule phased and sequenced as indicated in the Contract Documents.

END OF SECTION 01310