



# **AGENDA**



## **WILLIE BASBY RECREATIONAL PARK COCHRAN, GEORGIA PRE-BID CONFERENCE**

SEPTEMBER 25, 2025 - 10:00 AM

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- All persons/bidders attending the Pre-Bid Conference are asked to execute the Sign-In Sheet as verification of attending this meeting and to facilitate the distribution of documents that pertain to the Pre-Bid Conference.
  - All persons/bidders are notified that attendance of the Pre-bid Conference is NOT mandatory.
  - All persons/bidders are notified that Contract Documents including any project changes and/or Addendums are available from the City's website at <https://cityofcochran.com/bids.aspx> as well as the Georgia Procurements Registry at <https://ssl.doas.state.ga.us/gpr/index>.
  - All persons/bidders are notified that they are solely responsible for verifying that they have a complete set of the bid documents (contract drawings, contract documents, addendums, etc.) from the websites referenced above to utilize for bidding.
  - All persons/bidders are notified that any alternates to the items in the specifications must be submitted by the time allowed for written questions. No alternates will be accepted after the bid process. Rejection or approval of the requested alternates will be issued in the form of an Addendum prior to the bid date and submitted to all persons/bidders deemed pertinent.
  - All persons/bidders are notified that only potential Bidders will be allowed to submit requests for alternates to the items in the specifications. Requests from manufacturers and suppliers will not be reviewed. All alternate requests are to be submitted by 5:00 PM on Thursday, September 25<sup>th</sup>, 2025; Attention: Jami Brown at [jbrown@fdc-llc.com](mailto:jbrown@fdc-llc.com)
  - All persons/bidders are notified that an Addendum will be created to list only any approved alternates requested by bidders. This Addendum will be posted on the City's website.
  - All persons/bidders are notified that questions for the referenced project pertaining to the Contract Documents shall be in writing and are to be submitted to the Owner's Representative via email; Attention: Jami Brown at [jbrown@fdc-llc.com](mailto:jbrown@fdc-llc.com) by 5:00 PM on Thursday, September 25<sup>th</sup>, 2025.
  - All persons/bidders are notified that all written questions received by the deadline above would be compiled and answered only after the deadline.

- All persons/bidders are notified that any questions answered or opinions given that were not in writing are not valid which includes any discussions at this Pre-Bid Conference.
- All persons/bidders are notified that all written questions received via email, at the address shown previously, will be compiled and a written response will be provided in an Addendum after the deadline for written questions. This Addendum will be posted on the City's website.
- All persons/bidders are notified that the project components include but are not limited to furnishing and installing all materials, labor, tools, equipment, and related services required for a complete project in accordance with the Contract Documents. The work consists of furnishing and installing all materials, labor, tools, equipment, and related services required for a complete project. This project includes but is not limited to traffic control, erosion and sediment control, traffic striping, clearing, grading, stormwater installations, and landscaping within the project limits in accordance with the Contract Documents for the "City of Cochran: Willie Basby Recreational Park" project.
- All persons/bidders are notified that the liquidated damages for this project is (\$250) per calendar day for failure to meet substantial completion and (\$500) per calendar day for failure to meet final completion.
- All persons were notified that weather-related time extensions for this project would only be approved for weather in excess of the days shown in the Supplementary Conditions for this project.
- All persons/bidders are notified that there is a (\$25,000) Contingency Allowance listed in the Bid Items that is solely for the use of the City of Cochran to address unforeseen issues and any monies not utilized by the City of Cochran will be removed from the final contract by use of a Change Order.
- All persons/bidders are notified that any permits required by the City of Cochran related to the construction of the improvements related to this project, however, any fees for the City required permits will be waived by the City of Cochran.
- All persons/bidders are notified that the City of Cochran is responsible for obtaining all the required right-of-way, utility and temporary easements for the construction of this project.
- All persons/bidders are notified that the City of Cochran will not provide any temporary services, facilities, or offsite storage areas for this project. Parking is available at the Peyton Williams Community Center adjacent to the project site.
- All persons/bidders are notified that it is the responsibility of the Contractor to provide any additional temporary facilities, services, offsite storage, or any other construction requirement of the Contractor to provide a complete and finished project at no expense to the City of Cochran.
- All persons/bidders are notified that the Contractor will be solely responsible for project site safety.
- All persons/bidders are notified that the Contractor will be solely responsible for project site security.

- All persons/bidders are notified that bid submission requires one (1) original copy of the bid documents with seals and signatures labeled “Original” and one (1) additional copy of the bid documents labeled “Copy” for the City of Cochran’s – “WILLIE BASBY RECREATIONAL PARK.” bid package.
- All persons/bidders are notified that a complete bid submission requires the following documents:
  - “Section III – Bid Form” of the Contract Documents executed by the Bidder and acknowledging Addendums is received for this project;
  - “Section IV – Bid Bond” of the Contract Documents executed by the Bidder and Bond Company or other approved bond form or cashier’s check in the minimum amount of 5% of the total Base Bid;
  - “Section VI – Contractor Affidavit and Agreement” of the Contract Documents executed by the Bidder;
  - “Section XV - Reference Verification Release Form” complete with five references for similar projects and authorization for contact of references.
  - Required Bidder Qualification Statement with Supporting Data (Business License, Corporate Resolution to Bid, Financial Statement, Current Workload)
  - Corporate Resolution giving signatory authorization to the responsible person signing on behalf of the Bidder;
  - Certificate of Insurance meeting or exceeding the requirements established in the Supplementary General Conditions and listing the City of Cochran as the Certificate Holder.
  - Acknowledgement of Addenda
- All persons/bidders are notified that Sealed Bids for the City of Cochran’s – “WILLIE BASBY RECREATIONAL PARK” project will be received by the City until 2:00 PM EST on, Thursday, October 2, 2025.
- All persons/bidders are notified that Sealed Bids shall be enclosed in a separate package plainly marked on the outside with the Contractor’s Name, Address, and Contractor’s License Number and with the notation “BID ENCLOSED – WILLIE BASBY RECREATIONAL PARK”.
- All persons/bidders are notified that Sealed Bids received by the City will be submitted to the City Clerk’s office and be stamped with the date and time the bid was submitted and then publicly opened and read aloud.
- All persons/bidders are notified that the project would be awarded to the responsible low bidder meeting all the project qualifications and being approved by the City Council for the City of Cochran, GA.
- All persons/bidders are notified that the City has the right to waive any bidding informalities and/or to reject all bids submitted for the project.
- All persons/bidders are notified that after the Notice of Award is made for this project the Contractor has fifteen (15) consecutive calendar days to execute the Contract Documents, provide Payment and Performance Bonds, the project Certificate of Insurance, a formal list of all Subcontractors and related Subcontractor Affidavits.

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- This image shows a full page of a document template. It consists of a series of evenly spaced, horizontal black lines on a white background, typical of lined paper used for writing or drawing. The lines extend across the entire width of the page and are separated by uniform gaps. There are no margins, text, or other markings present.

**END OF AGENDA**