



**NOTICE OF BID  
FOR  
BL005-23  
Office Space Buildout at the Gwinnett County Courts Annex Facility**

The Gwinnett County Board of Commissioners is soliciting competitive sealed bids from qualified contractors for the **Office Space Buildout at the Gwinnett County Courts Annex Facility**. Sealed bids will be received by the Gwinnett County Purchasing Division, 75 Langley Drive, Lawrenceville, Georgia 30046 until **2:50 P.M. local time on Tuesday, February 21, 2023** and then publicly opened and read aloud at 3:00 P.M. Any bid received after 2:50 P.M. will not be accepted. Bid envelope should be marked on the outside with Bid Number, name of Bidder, date and time of opening. One unbound original and two (2) copies should be submitted.

**Office Space build-out at the Gwinnett County Annex Facility for the Department of Child Advocacy and Juvenile Services**

When applicable, the County shall obtain all rights of way and easements required for the project unless otherwise specified.

Bidding Documents are available for viewing at:

**Gwinnett County Purchasing Division**  
75 Langley Drive, 2<sup>nd</sup> Floor  
Lawrenceville, Georgia 30046  
Attn: Chris Duncan  
[christopher.duncan@gwinnettcounty.com](mailto:christopher.duncan@gwinnettcounty.com)

**Precision Planning, Inc.**  
400 Pike Boulevard  
Lawrenceville, GA 30046  
Attn: Kathy Barker  
[kbarker@ppi.us](mailto:kbarker@ppi.us)

Bidding documents may be purchased from **Precision Planning Inc.** the above address for a non-refundable fee of \$50.00. Only complete sets will be issued. Applications for documents, together with a non-refundable payment should be filed with the Architect. This amount includes all shipping and delivery fees. Bidders wanting to submit a bid must purchase plans via Certified Check, Treasurer's Check or Cashier's Check, issued by a responsible bank or trust company and payable to Precision Planning Inc..

A **pre-bid conference** is scheduled for **10:00 A.M. on Tuesday, February 7, 2023 at the Gwinnett County Court Annex, 4th floor, 115 Stone Mountain Street, Lawrenceville, GA 30046. All bidders are strongly urged to attend.**

Questions regarding bids should be submitted to Chris Duncan, Purchasing Associate III, via email [christopher.duncan@gwinnettcounty.com](mailto:christopher.duncan@gwinnettcounty.com) no later than **3:00 P.M. local time, Friday, February 9, 2023**. Bids are legal and binding upon the bidder when submitted.

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**Office Space Buildout at the Gwinnett County Courts Annex Facility**  
**BID DATE: Tuesday, February 21, 2023**  
**Bid Number: BL005-23**  
**January 19, 2023**

Bids in the case of Corporations not chartered in Georgia, must be accompanied by proper certification stating that said Corporation is authorized to do business in the State of Georgia.

No Bidder may withdraw his Bid within sixty (60) days after the actual date of the opening thereof.

Bidder agrees to complete the Contract awarded within the "allowable calendar days for completion" from the date of the "Notice to Proceed."

Where Gwinnett County provides forms for bid or bond submissions, they must be used **without exception**. A five percent (5%) bid bond must be submitted with the bid. Successful contractor will be required to provide a one hundred percent (100%) payment and one hundred percent (100%) performance bond as well as an insurance certificate fulfilling requirements as stated in the bid documents. Surety and insurance companies must have an AM Best rating of A-5 or greater, be listed in the Federal Registry of Companies holding Certificate of Authority and acceptable sureties on Federal Bonds, be licensed by the Georgia Insurance Department and the Georgia Secretary of State to do business in the State of Georgia.

All bonds must be submitted on forms provided by Gwinnett County and agencies providing bonds and insurance should provide proof that they meet the criteria outlined in the bid and contract documents.

Gwinnett County does not discriminate on the basis of disability in the admission or access to its programs or activities. Any requests for reasonable accommodations required by individuals to fully participate in any open meeting, program or activity of Gwinnett County Government should be directed to the ADA Coordinator, Gwinnett County Justice and Administration Center, 770-822-8165.

Award will be made to the lowest responsive and responsible bid. Gwinnett County reserves the right to reject any or all bids to waive technicalities, and to make an award deemed in its best interest. Bids may be split or awarded in entirety. Gwinnett County reserves the option to negotiate terms, conditions and pricing with the lowest responsive, responsible bidder(s) at its discretion

**GWINNETT COUNTY BOARD OF COMMISSIONERS**