



December 17, 2025

**NOTICE OF BID  
FOR  
BL016-26  
Library Administration Headquarters Renovation Project**

The Gwinnett County Board of Commissioners is soliciting competitive sealed bids from qualified contractors for the **Library Administration Headquarters Renovation Project**. 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 January 16, 2026** 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.

The scope of this project includes, but is not limited to, the interior renovation of the old Lawrenceville Library located at 1001 Lawrenceville Hwy, Lawrenceville, GA 30046. Scope of work includes renovating existing office space, building new office space, a flat roof replacement, HVAC replacements, parking lot rehabilitation, and addition of a natural gas generator.

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, 4th Floor – Charlotte J. Nash Building**  
**Lawrenceville, Georgia 30046**  
**Attn: Jake Scarpone, CPPB**  
**Jake.Scarpone@GwinnettCounty.com**

**POH+W Architects**  
**3000 Royal Blvd South**  
**Alpharetta, GA 30022**  
**Attn: Erin Hightower**  
**erin.hightower@poharchitects.com**

Bidding documents may be purchased from **POH+W Architects** at the above address for a fee of \$0.00 for a digital copy. Only complete sets will be issued.

A **pre-bid conference** is scheduled for **10:00 A.M. on December 22, 2025 at the Library Administration Building, 1001 Lawrenceville Hwy, Lawrenceville, GA 30046. All bidders are strongly urged to attend.**

Questions regarding bids should be submitted to Jake Scarpone, CPPB, Purchasing Associate III, via email [Jake.Scarpone@GwinnettCounty.com](mailto:Jake.Scarpone@GwinnettCounty.com) no later than **3:00 P.M. local time, January 5, 2026**. Bids are legal and binding upon the bidder when submitted.

NOTICE TO BID  
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**Library Administration Headquarters Renovation Project**  
**BID DUE DATE: January 16, 2026**  
**Bid Number: BL016-26**  
**December 3, 2025**

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" and further agrees that the Owner may retain from the monies which may become due the amount of **\$1,000.00** per day for each and every day that the completion of the work may be delayed.

Where Gwinnett County provides forms for bid or bond submissions, they should be submitted on forms provided by Gwinnett County. 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-10 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**

**END OF SECTION 000100**

**NOTICE TO BID**  
**000100-2**