

City of Brooklet

Request for Proposals Number COB-25-005

Competitive sealed proposals will be accepted at the City of Brooklet, Brooklet City Hall, located at 104 Church Street, Brooklet, GA 30415, no later than 2:00 p.m., September 18, 2025, at which time said sealed proposals will be publicly opened and read aloud. Proposals are being received for the:

Brooklet City Hall/Police Department and Sign Repairs

All bidders must comply with all general and special instructions. Proposals must be delivered to the above-listed address. All information about the proposal number, proposal description, bidder, and opening date must be listed on the sealed envelope.

All proposals must be delivered via U.S. Mail to Brooklet City Hall, P.O. Box 67, Brooklet, GA, 30415, or hand-delivered to the address listed above, NO later than the time and date indicated.

The City of Brooklet reserves the right to waive any or all informalities, accept or reject any or all proposals, to re-advertise, and award in the best interest of the City.

For additional information, contact Lori Phillips at (912) 842-2137. Refer to RFP Number COB-25-005. Bid packets can be obtained at Brooklet City Hall, located at 104 Church Street, Brooklet, GA, 30415, on the city website <https://cityofbrooklet.org/bids-proposals>, or requested via email from lori.phillips@brookletga.us, Monday through Friday, 8 a.m. to 5 p.m.

Run:
08/07/2025
08/14/2025

The City of Brooklet (hereafter "COB") is soliciting bids for Brooklet City Hall/Police Department and Sign Repairs in the district. Specifications are provided on the enclosed specifications and quote sheet. All bids are subject to the terms and conditions herein.

1. GENERAL:

A. It is the purpose and intent of this Invitation to Bid (ITB) to hire a contractor for the Brooklet City Hall/Police Department and Sign Repairs Project for the City of Brooklet as specified in this ITB.

B. The undersigned agrees to quote only on the Brooklet City Hall/Police Department and Sign Repairs for the City of Brooklet by the terms and conditions outlined in this bid document.

C. The laws of the State of Georgia shall prevail concerning all purchases and services under this ITB and subsequent contracts. The venue shall be in the court of a competent jurisdiction in Bulloch County, Georgia.

2. QUOTATIONS:

A. City of Brooklet reserves the right to:

- 1) Waive formalities and technicalities in any quotation
- 2) Reject any and/or all quotations wherein its judgment will be in the best interest of the city.
- 3) Accept the quotations that, in its judgment, will be in its best interest
- 4) Purchase from any source, in part or in whole, any desired supplies, equipment, or services
- 5) At its option, award on individual items or a lump sum basis
- 6) Award this bid to the vendor who, in the City of Brooklet's opinion, is most responsive and responsible, and will perform in the best interest of the City of Brooklet.

B. Price alone will not be the determining factor in the award of this bid.

C. The supplier may give quotations on any one or more items and may offer alternatives where indicated. No substitutes will be accepted once order is placed.

D. All quotations shall be on the enclosed quote sheet only.

3. PRICE:

Total cost for repairs to Brooklet City Hall/Police Department and Sign, but not limited to purchasing, packing, and delivery of the equipment to the City of Brooklet, located at 104 Church Street, Brooklet, GA 30415.

The city is exempt from State sales tax.

4. CONTRACT PERIOD:

90 Days.

5. RESPONSE, INTERPRETATION, AND COMMUNICATION:

Response shall be on the bid forms provided only. If you do not wish to bid, respond with "No Bid" and provide a reason for this response. If a bidder contemplating submitting a price quotation is in doubt as to the true meaning of any part of these documents, submit a request for interpretation to Lori Phillips, indicated in this bid. Communication about this active bid should not be made with any employee of the City except Lori Phillips, as indicated in this bid.

6. INSPECTION:

All repairs shall be subject to the approval of the City Building Inspector and the Insurance Adjuster. If any item is found to be defective or otherwise not conforming to the specifications, the City shall have the right to reject the product and return it at the seller's expense.

7. DELIVERY:

Delivery of all materials from this quotation shall be included in the quotation to the City of Brooklet, located at 104 Church Street, Brooklet, GA 30415. Delivery shall be made within the vendor's quoted days after receipt of the order. The city may cancel any item(s) not delivered within the time limit at no expense to the same.

8. PAYMENT:

Payment shall be made upon receipt, inspection, and acceptance of the repairs, and receipt of a proper, itemized invoice.

9. BID RECAP:

A bid summary shall be sent to all participating vendors.

10. NON-COLLUSION AFFIDAVIT:

The undersigned hereby certifies that the price(s) and amounts of this bid have been arrived at independently and without consultation, communication, or agreement with any other contractor, bidder, or potential bidder. Neither the price(s) nor the amount of this bid, nor the approximate price(s) nor the approximate amount of this bid, have been disclosed to any other firm or person who is a bidder or potential bidder, and they will not be disclosed before bid opening. No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit a bid higher than this bid, or to submit any intentionally high or noncompetitive bid or other form of complimentary bid. The bid is made in good faith and not in response to any agreement, discussion, or inducement from any firm or person to submit a complementary or other non-competitive bid. The bidder, its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any government agency and have not in the last three years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion concerning bidding on any public contract. The bidder understands that collusive bidding is a violation of state and federal law and can result in fines, imprisonment, and civil damages.

11. CERTIFICATION REGARDING DEBARMENT:

The undersigned hereby certifies and swears that neither this vendor nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal or State Department or agency.

12. CERTIFICATION REGARDING GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT OF 2006:

The undersigned hereby certifies that the bidder and any subsequent subcontractors have registered with and are participating in a federal work authorization program as outlined in the O.C.G.A. 13-10-91.

13. PROOF OF INSURANCE:

If requested, the vendor shall provide the city with proof of insurance for automobiles, workers' compensation, and general liability.

14. HOLD HARMLESS:

The contractor shall indemnify and hold harmless the City of Brooklet, its officers, officials, representatives, agents and employees, from and against any claims, demands, suits, loss, damage, injury, and liability, including cost and expenses incurred in connection therewith, resulting from, arising out of, or in any way connected with the performance of the contract, except where caused by the active negligence, sole negligence or willful misconduct by the City of Brooklet. This hold harmless clause is in no way an admission of liability on the part of the City of Brooklet or any of its agents, representatives, or employees.

**BID #COB-25-005 Brooklet City Hall/Police
Department and Sign Repairs
SIGNATURE PAGE**

I certify that I have read the attached Invitation to Bid conditions and do hereby agree with the terms and conditions established therein. It is understood and agreed that this bid constitutes an offer, which, when accepted in writing by the City of Brooklet, and subject to the terms and conditions of such acceptance, will constitute a valid and binding contract between the undersigned and the City of Brooklet. I understand that a vendor that does not adhere to these terms and conditions shall be subject to removal from the COB bidder's list for a minimum of one year. I further certify that I am the owner or authorized agent of the stated company and am empowered to enter into contracts.

SUBMITTED BY _____ TITLE _____

COMPANY NAME _____

ADDRESS _____

TELEPHONE NUMBER _____ FAX NUMBER _____

SIGNATURE _____ DATE _____

EMAIL
ADDRESS _____

BID PRICES VALID UNTIL _____

SCHEDULED DELIVERY DATE AFTER RECEIPT OF ORDER _____

BID #COB-25-005 Brooklet City Hall/Police Department and Sign Repairs SPECIFICATIONS

 **JS HELD**
55 Roswell Street
Suite 300
Alpharetta, GA 30009

JS Held, LLC

250213-BROOKLET-CITY

Roof - City Hall & Police Department

DESCRIPTION	QTY	REMOVE	REPLACE
ROOF COVERING			
1. Roofer - per hour	32.00 HR	0.00	139.18
<i>Three workers and 1 site safety representative for steep roof, eight hours each to reset fasteners over entire roofing surface</i>			
2. Hip / Ridge cap - metal roofing	195.95 LF	0.00	6.67
Totals: Roof - City Hall & Police Department			

Exterior - City Hall & Police Department

Front Elevation - City Hall & Police Department

DESCRIPTION	QTY	REMOVE	REPLACE
FASCIA			
3. Steel rake /gable trim - color finish	32.52 LF	0.00	6.50
Totals: Front Elevation - City Hall & Police Department			

Right Elevation - City Hall & Police Department

DESCRIPTION	QTY	REMOVE	REPLACE
NO OBSERVED STORM RELATED DAMAGES			
Totals: Right Elevation - City Hall & Police Department			

Left Elevation - City Hall & Police Department

DESCRIPTION	QTY	REMOVE	REPLACE
FASCIA			
4. Steel rake/gable trim - color finish	43.37 LF	0.00	6.50
Totals: Left Elevation - City Hall & Police Department			

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Rear Elevation - City Hall & Police Department

DESCRIPTION	QTY	REMOVE	REPLACE
FASCIA			
5. Fascia - metal - 8"	76.50 LF	0.00	7.83
6. Install Drip edge/gutter apron	76.50 LF	0.00	1.76
7. Remove Drip edge/gutter apron	76.50 LF	0.40	0.00

Totals: Rear Elevation - City Hall & Police Department

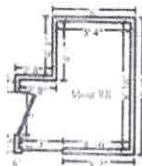
Total: Exterior - City Hall & Police Department

Interior - City Hall & Police Department

Interior - City Hall & Police Department

DESCRIPTION	QTY	REMOVE	REPLACE
POLICE DEPARTMENT			
8. Suspended ceiling tile - 2' x 2'	80.00 SF	0.00	2.70

Total: Interior - City Hall & Police Department



Mens RR

Height: 8'

242.08 SF Walls	59.78 SF Ceiling
301.86 SF Walls & Ceiling	59.78 SF Floor
6.64 SY Flooring	30.67 LF Floor Perimeter
33.67 LF Ceil. Perimeter	

Door

3' X 6' 8"

Opens into Exterior

Window

3' X 2' 5"

Opens into Exterior

DESCRIPTION	QTY	REMOVE	REPLACE
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MASKING

9. Floor protection - plastic and tape - 10 mil	59.78 SF	0.00	0.35
10. Mask wall - plastic, paper, tape (per LF)	33.67 LF	0.00	1.64

CEILINGS

11. Suspended ceiling tile - 2' x 2'	16.00 SF	0.00	2.70
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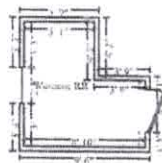
WALLS



CONTINUED - Mens RR

DESCRIPTION	QTY	REMOVE	REPLACE
12. 5/8" drywall - hung, taped, floated, ready for paint	24.00 SF	0.00	3.13
13. Seal/prime (1 coat) then paint (1 coat) the walls	242.08 SF	0.00	1.20
TRIM			
14. Baseboard - 4 1/4"	30.67 LF	0.00	5.04
15. Base shoe	30.67 LF	0.00	1.72
16. Paint door/window trim & jamb - 2 coats (per side)	2.00 EA	0.00	40.01
17. Seal (1 coat) & paint (1 coat) baseboard	30.67 LF	0.00	1.89
PLUMBING			
18. Toilet - Detach & reset	1.00 EA	0.00	288.08
19. Toilet seat - Detach & reset	1.00 EA	0.00	45.52
20. Plumbing fixture supply line	2.00 EA	0.00	23.20
21. Angle stop valve	2.00 EA	0.00	44.42
22. Handicap grab bar - Detach & reset	1.00 EA	0.00	37.72
23. Bathroom ventilation fan - Detach & reset	1.00 EA	0.00	76.87
CLEANING			
24. Clean floor - Heavy	59.78 SF	0.00	0.81
25. Final cleaning - construction - Commercial	59.78 SF	0.00	0.28

Totals: Mens RR



Womens RR

Height: 8'

255.78 SF Walls	63.14 SF Ceiling
318.92 SF Walls & Ceiling	63.14 SF Floor
7.02 SY Flooring	32.50 LF Floor Perimeter
35.50 LF Ceil. Perimeter	


Door	3' X 6' 8"	Opens into Exterior
Window	2' 8" X 3' 1"	Opens into Exterior

DESCRIPTION	QTY	REMOVE	REPLACE
MASKING			
26. Floor protection - plastic and tape - 10 mil	63.14 SF	0.00	0.35

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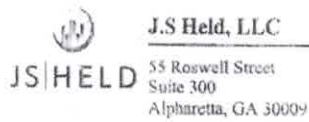
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 **J.S Held, LLC**
55 Roswell Street
Suite 300
Alpharetta, GA 30009

CONTINUED - Womens RR

DESCRIPTION	QTY	REMOVE	REPLACE
27. Mask wall - plastic, paper, tape (per LF)	35.50 LF	0.00	1.64
CEILING			
28. Suspended ceiling tile - 2' x 2'	32.00 SF	0.00	2.70
WALLS			
29. 5/8" - drywall per LF - up to 7' tall	12.93 LF	0.00	12.47
30. Batt insulation replacement per LF - 4" - up to 2' tall	12.93 LF	0.00	2.97
31. 5/8" drywall - hung, taped, floated, ready for paint	40.67 SF	0.00	3.13
32. Seal/prime (1 coat) then paint (1 coat) the walls	255.78 SF	0.00	1.20
TRIM			
33. Baseboard - 4 1/4"	32.50 LF	0.00	5.04
34. Base shoe	32.50 LF	0.00	1.72
35. Paint door/window trim & jamb - 2 coats (per side)	2.00 EA	0.00	40.01
36. Seal (1 coat) & paint (1 coat) baseboard	32.50 LF	0.00	1.89
PLUMBING			
37. Toilet - Detach & reset	1.00 EA	0.00	288.08
38. Toilet seat - Detach & reset	1.00 EA	0.00	45.82
39. Plumbing fixture supply line	2.00 EA	0.00	23.20
40. Angle stop valve	2.00 EA	0.00	44.42
41. Handicap grab bar - Detach & reset	1.00 EA	0.00	37.72
42. Bathroom ventilation fan - Detach & reset	1.00 EA	0.00	76.87
FLOORS			
43. Floor preparation for resilient flooring	63.14 SF	0.00	0.61
44. Vinyl tile	63.14 SF	0.00	3.94
CLEANING			
45. Final cleaning - construction - Commercial	63.14 SF	0.00	0.28
Totals: Womens RR			
Total: Interior - City Hall & Police Department			



Signage - City Hall & Police Station

DESCRIPTION	QTY	REMOVE	REPLACE
46. Commercial sign - cabinet only - single face	83.13 SF	0.00	110.99
<i>Removal and replacement of Brooklet City Hall & Police Station entrance sign</i>			
47. Metal lath & stucco	180.26 SF	0.00	7.62
48. Seal & paint stucco	180.26 SF	0.00	1.79
49. Metal roofing	18.50 SF	0.00	6.82
50. Fave trim for metal roofing - 29 gauge	40.00 LF	0.00	3.56
51. House numbers/letters - plastic or metal - up to 4"	22.00 EA	0.00	18.54

Totals: Signage - City Hall & Police Station

GENERAL CONDITIONS - ALL TRADES

DESCRIPTION	QTY	REMOVE	REPLACE
<i>General conditions have been calculated for the entire project</i>			
52. Commercial Supervision / Project Management - per hour	20.00 HR	0.00	80.89
53. General Laborer - per hour	40.00 HR	0.00	56.61
54. Dumpster load - Approx. 20 yards, 4 tons of debris	1.00 T/A	680.14	0.00
55. Temporary toilet (per month)	0.25 MO	0.00	145.00

Totals: GENERAL CONDITIONS - ALL TRADES

Line Item Totals: 250213-BROOKLET-CITY

Grand Total Areas:

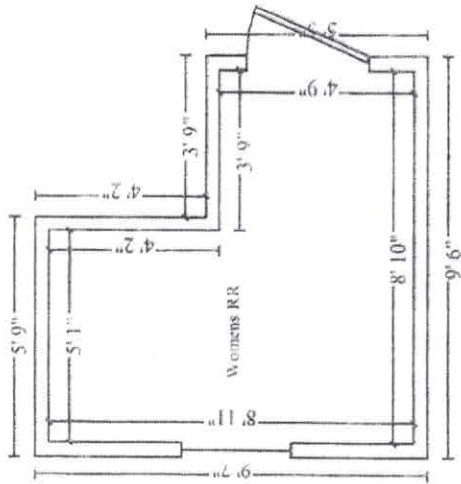
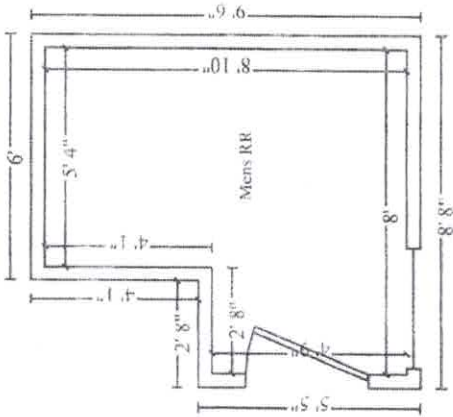
497.86 SF Walls	122.92 SF Ceiling	620.78 SF Walls and Ceiling
122.92 SF Floor	13.66 SY Flooring	63.17 LF Floor Perimeter
0.00 SF Long Wall	0.00 SF Short Wall	69.17 LF Ceil. Perimeter
122.92 Floor Area	146.86 Total Area	497.86 Interior Wall Area
615.03 Exterior Wall Area	74.50 Exterior Perimeter of Walls	
0.00 Surface Area	0.00 Number of Squares	0.00 Total Perimeter Length
0.00 Total Ridge Length	0.00 Total Hip Length	

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Interior - City Hall & Police Department



Interior - City Hall & Police Department
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