



Request for Proposal Lee County Courthouse Expansion RFP #081826

The Lee County Board of Commissioners is accepting proposals from qualified vendors for a proposed new building project at the Lee County Courthouse in Lee County, Georgia, located at 100 Leslie Hwy, Leesburg, Georgia 31763. The overall project includes the construction of two new additions to the existing courthouse building totaling approximately 8,000 square feet, which will provide improved access and accessibility, expanded parking areas and associated utility infrastructure. The larger of the two additions is designed as a Construction Type II-A (non-sprinklered) building. This addition includes a two-hour separation from the existing courthouse building.

The smaller addition on the North side of the existing courthouse consists of a new elevator addition and associated improvements including the reconfiguration of the existing second-floor restroom facilities. The scope of work includes architectural and interior design changes as well as structural, mechanical, electrical, plumbing, low voltage and audio-visual disciplines. Please note the project also includes exterior site work, parking, sidewalks, underground utilities, storm water infrastructure, etc. as indicated and shown on the included civil drawings. **The historical existing building will remain open to the public and in use during construction of the proposed additions.**

Contract information, bid form, and other related information are enclosed. All work completed shall comply with all City of Leesburg and Lee County standards as appropriate as well as all Georgia minimum standard building code requirements. Permit review, approval and inspections are required. Permit fees are to be determined.

There will be a **required pre-bid meeting on Tuesday, June 23, 2026** at 4:00pm onsite at the Lee County Courthouse located at 100 Leslie Hwy, Leesburg, Georgia 31763. **All bidders must attend the pre-bid meeting to submit a bid/proposal.** Complete plans and specifications are available for this project scope of work and will be made available to those in attendance of this pre-bid meeting. A representative of the Design Professional in Responsible Charge (Architect) for the project will be available at the mandatory pre-bid conference to answer questions and field any requests for RFI's related to the project.

If you choose to submit a written proposal on this project, your sealed proposal must be marked - **Lee County Courthouse Expansion** and delivered to the Lee County Clerk's Office at the T. Page Tharp Building located at 102 Starksville Avenue North, Leesburg, Georgia 31763 **no later than 2:00pm on August 18, 2026.** All proposals will be opened during a **public bid opening at 2:00pm on August 18, 2026** in the Opal Cannon Auditorium of the T. Page Tharp Building located at 102 Starksville Avenue North, Leesburg, Georgia 31763. The public is invited to attend this bid opening. No proposal shall be withdrawn for a period of 60 days after the bid opening.

The proposal results will be presented and subsequently discussed by the Lee County Board of Commissioners at their regularly scheduled work session on **August 25, 2026** at 6:00pm in the Opal Cannon Auditorium of the T. Page Tharp Building located at 102 Starksville Avenue North Leesburg, Georgia 31763.

Bidders are required to examine all maps, plans, drawings, specifications and data mentioned in the specifications, contracts, or proposals on file with Lee County at 102 Starksville Avenue North Leesburg, Georgia, or at such other location or locations established by Lee County from time to time with respect to such proposed project. No plea of ignorance of conditions that exist or that may exist after the date of these instructions, or of any conditions or difficulties that may be encountered in the execution of the work under any contract issued hereunder, resulting from the bidders failure to make the necessary examinations and investigations, shall be accepted as an excuse for any failure or omission on the part of the successful bidder to fulfill in every detail all requirements of any contract issued hereunder. Nor will such reasons be accepted as a basis for any claims whatsoever for extra compensation, change orders, or an extension of time to complete the required work under the contract issued hereunder.

Any bid/proposal submitted unsealed, unsigned, fax transmissions, email transmissions, or received subsequent to the aforementioned date and time, will be disqualified. Contractors are responsible for informing any commercial delivery service, if used, of all delivery requirements and for ensuring that the required address information appears on the outer wrapper or envelope used by such service. The submittal must be signed by a company officer who is legally authorized to enter into a contractual relationship in the name of the contractor. Failure to comply with the written requirements for this project may result in disqualification of the submittal by the Lee County Board of Commissioners.

The Board of Commissioners reserves the right to accept or reject any or all bids received and/or disregard informalities or irregularities in the Bids received. **There will be no addendums to the contract once the contract has been accepted and signed, unless initiated by the County.** If additional information is needed, please contact Joey Davenport, Co-Assistant County Manager/ Chief Building Official, at (229) 759-3326 or jdavenport@leecountyga.gov.

In the event that any corrections or amendments to this Request for Proposals are deemed necessary or appropriate, such corrections or amendments shall be issued by the Lee County Board of Commissioners in written addenda issued prior to the due date for proposals. Potential Bidders should not rely on any representations, statements or explanations other than those made in this document or in any addenda to this document. Where there appears to be a conflict between this Request for Proposal/Invitation to Bid and any addenda issued, the last addenda issued will prevail. Addenda will be published on the Lee County Board of Commissioners' website at www.leecountyga.gov. Potential Bidders are encouraged to check such website regularly for immediate access to issued addenda.

All expenses involved with the preparation and submission of the Proposal/Invitation to Bid to the Lee County Board of Commissioners, or any work performed in connection therewith is the responsibility of the Bidder(s). Submission of any proposal indicates acceptance of the conditions contained in this document unless clearly and specifically noted otherwise in the proposal. This RFP/ITB shall not obligate Lee County to award a contract or pay any costs incurred in preparing a bid.

The Lee County Board of Commissioners is an Equal Opportunity Employer. The Lee County Board of Commissioners operates with a five (5) member County Commission. It is possible that Bidder/Proposer(s) may need to make one or more appearances at County Commission meetings to answer questions or present results.

Your written bid/proposal must include at a minimum:

- Completed attached bid form with total cost of services
- A bid bond, or an irrevocable letter of credit, or a cashier's check in the amount of 5% of the bid amount, payable to the Lee County Board of Commissioners, from a company authorized to do business with the State of Georgia
- Written oath stating that the contractor has not restricted competitive bidding with an authorized signature, attached

In addition, the successful contractor shall submit the following items within ten calendar business days of written notification from the county of the bid award:

- Proof of worker's compensation insurance if required by Georgia law
- Proof of general liability insurance in the amount of at least \$1,000,000.00 naming Lee County Board of Commissioners as an additional insured
- Proof of automobile liability insurance in the amount of at least \$1,000,000.00 naming Lee County Board of Commissioners as an additional insured
- A Performance Bond in the amount of the bid. The Performance Bond shall be payable to the Lee County Board of Commissioners from a company authorized to do business in the State of Georgia.
- A Payment Bond in the amount of the bid. The Payment Bond shall be payable to the Lee County Board of Commissioners from a company authorized to do business in the State of Georgia.

The following forms provided by the County must be completed by the contractor upon notification of award and returned to the County:

- Written certification that the contractor operates a drug free workplace in accordance with O.C.G.A. 50-24-1 through 50-24-6
- Completed SAVE Affidavit
- Completed Contractor's Affidavit
- Completed Sub-Contractor's Affidavit, if applicable

Once all required forms are received, the County will prepare and provide a contract, which must be signed within 10 calendar days of receipt. Upon signing/acceptance of said contract, the contractor will receive a notification that they may proceed with project.

Contract Information

The Contractor Shall:

1. Consider the plans and specifications as an integral part of the contract for the performance of this work.
2. Verify the quantities of all materials needed.
3. Include in the bid the cost for any and all materials, labor and any/all incidental costs arising from or for the completion of the work in accordance with the plans and specifications.
4. Be responsible for cleaning up all areas on a daily basis and to keep the worksite clean and safe at all times.
5. Perform all work on this project in accordance with City and County standards and all adopted state minimum codes.
6. Properly maintain all aspects of the project until the Board of Commissioners accepts the project.
7. Repair any damages which occurs during the course of the work to any City or County property to like or better condition than existed prior to the damage.
8. Complete all work on this project by 5:00pm, date TBD from the time the contractor begins work, or liquidated damages of \$100.00 per day will be assessed against the contractor. **An extension of time may be granted by Lee County, in its sole and absolute discretion, beyond the deadline for project completion. In the event, during the course of the performance of the contract, the work by the contractor cannot be performed as a direct result of inclement weather. No liquidated damages will be charged or payable with respect to any day that Lee County determines that the contract work cannot be performed due to inclement weather, and the date for completion shall be extended day for day for each day that it is determined that the contractor is unable to perform due to inclement weather.**
9. Use only the attached bid form, contract information and information provided in writing as an addendum to this contract from the pre-bid meeting.

Lee County Courthouse Expansion

Project Specifications

Listed below are the most basic requirements for the proposed building. The bid/proposal for the building shall include an appropriate design, specifications and construction plans for the proposed work to include building, foundation and MEP plans (i.e. standard submittal).

Provision of Utilities - power, water, sewer, site work, parking, paving, E&S, accessibility will be coordinated/provided by Lee County to within 5 feet of the building.

***Please refer to the complete Drawings and Specifications that are to be provided at the required pre-bid meeting on Tuesday, June 23, 2026.**

- 8,677 sq. ft.
- Interior framed walls minimum 2 x 4 construction (see drawings, and specs, metal stud interior framing) with 8' ceilings in offices, bathrooms and closets
- New Courtroom and adjacent spaces
- Provide Accessible restrooms as required. (Minimum of 2) (to be clarified at pre-bid meeting)
- Detention and Holding Cells with separated entry/egress
- IT room
- Building is intended to be climate controlled.
- Water heater appropriately sized for the occupancy
- Building shall be insulated and provided with all necessary MEP equipment.
- Specific requirements for interior and exterior finishes should be determined from the drawings and specs.
- Janitors Closet
- Elevator Vestibule
- ADA Ramp
- Egress doors
- Exterior stairs

**Request for Proposals
Lee County Courthouse Expansion
RFP #081826**

Bid Form

Name of Bidder/ Vendor: _____

Contact Person: _____

Mailing Address: _____

Telephone: _____

Email: _____

It is agreed by the undersigned bidder that the signature and submission of this bid represents the bidder's acceptance of all terms, conditions, and requirements of the bid specifications and, if awarded, the bid will represent the agreement between the parties.

No addendums will be allowed unless initiated by the County.

The construction of additions to and all associated or related appurtenances to the Lee County Courthouse, located at 110 Leslie Hwy, Leesburg, Georgia 31763.

Total Bid Amount: _____

Authorized Signature: _____

Title: _____

Name Printed: _____

Date: _____

Lee County, Georgia
Non-Collusion Certification

The undersigned bidder certifies that I have not directly or indirectly entered into any agreement, participated in any collusion, nor otherwise taken any action in restraint of free competitive bidding in connection with this submitted bid.

Authorized Signature: _____

Name Printed: _____

Name of Company: _____

Date: _____