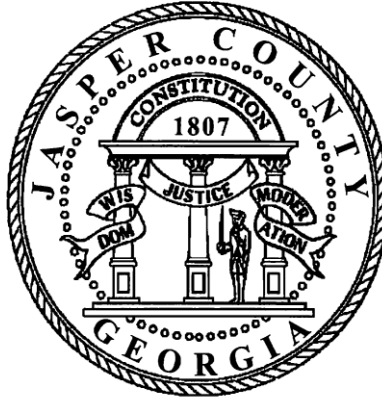


JASPER COUNTY
BOARD OF COMMISSIONERS



SPECIFICATIONS
AND
CONTRACT DOCUMENT
FOR

JASPER COUNTY
MONTICELLO, GEORGIA

Jasper County Senior Center Relocation Site

INSTRUCTIONS TO BIDDERS

GENERAL

The Jasper County Board of Commissioners are seeking sealed bids for the relocation of the Jasper County Senior Center program and members during the estimated 10-month construction period of the Community Development Block Grant facility expansion and renovation.

SUBMITTING BIDS

Sealed bids must be received by 5:00 P.M., Monday, June 11, 2018 for bid opening in the Jasper County Board of Commissioners Meeting Room located at 126 W. Greene Street, Suite 18, Monticello, GA 31064. Submitted bids should be marked Jasper County Senior Center, Attention: Mike Benton and Tracy Norton. For questions or additional information, contact Tracy Norton at 706-468-7507 or email to tnorton@jaspercountyga.org.

ACKNOWLEDGMENT OF ADDENDA

Addenda may be issued in response to changes in the Invitation to Bid. Addenda must be acknowledged either in a cover letter or by signing and returning the Addendum form. Acknowledgments must be received no later than the bid opening time and date. Failure to properly acknowledge any addendum may result in a declaration of non-responsiveness by the Jasper County.

AUTHORITY TO SIGN

The name and mailing address must be shown on the proposal. A post office box is not acceptable to Jasper County as a mailing address.

The Bidder should ensure that the legal and proper name of his proprietorship, firm, partnership, or corporation is printed or typed in the space provided on the proposal form.

RIGHTS RESERVED

Jasper County reserves the right to reject any or all bids, to waive informalities and to re-advertise. It is understood, that all bids are made subject to this agreement, that Jasper County reserves the right to decide which bid is to be deemed best low bid.

AWARD OF BID

The bid, if awarded, will be awarded to that responsible bidder whose bid will be most advantageous to Jasper County Senior Center, price and other factors considered. Jasper County Board of Commissioners is to make the determination in its sole discretion.

PROJECT DESCRIPTION: Jasper County Senior Center Relocation

The Jasper County Senior Center plans on temporarily relocating the center, including all Home-Delivered Meal program, congregate program, telephone reassurance program and offices related to such programming during the estimated 10-month construction period of the existing facility, which will be renovated and expanded according to the CDBG.

BID PROPOSAL

The following needs shall be considered for **August 2018 to June 2019**:

1-Use of **commercial kitchen or a large enough kitchen to accommodate commercial appliances**, specifically freezer, refrigerator, oven, ice maker, steam table with at least 4 compartments from **8:00am to 1:00pm Monday through Friday** – in order to distribute 80-90 catered meals a day. Our staff will clean up all areas used including appliances, countertops, pans, trashcans, and floors. Congregate lunch is served from noon to 12:30; cleanup is from 12:30 to 1:00pm. We provide all cleaning and kitchen supplies.

2-Use of the **dining area** for 30 to 40 people a day from **9:30am to 2:00pm Monday through Friday**; this area will serve as multi-purpose. Our general schedule for congregate members is coffee/breakfast/snacks from 9:30am to 10:15am, exercise from 10:15-10:45am, group and individual activities from 10:45-11:45am, break 11:45-noon, lunch 12-12:30pm; break 12:30-12:45, group and individual activities from 12:45-1:45; prepare to leave at 2pm. Activities can be loud as music and games are played and a microphone is used. During this time members often enjoy outdoor areas as well. If there is a funeral or need for you to use this area during congregate hours then we will **need at least 5 business day-notice in order to move activities to another location**. We prefer that this movement be limited and funerals be planned after 2pm or on weekends, for the well-being of our members.

3-Use of **one to two offices** where 3 staff can operate during regular office hours of **8:00am to 4:30pm**. Three computers and a copier will be used as well as desks, all of which we can provide. We prefer that this office space be **separate from the dining area for sound-proofing but close enough to get to the members when needed**. Staff must

have quiet areas in order to complete reports, data entry, case management, planning calendars, and other paperwork. We prefer **private office space with a locked door** as we house confidential info and occasional money.

4-Handicapped accessibility for the entrance and exit of the **dining hall and restrooms**. Entrance and exit areas need a covering when it rains, if possible. Restrooms need at least one male and one female handicapped accessible toilet area to accommodate wheelchairs. We will supply all restroom supplies, including toilet paper, paper towels, hand soap, trash bags, and cleaning supplies. We will provide janitorial services daily and leave all areas clean after we close.

5-Outdoor area for smokers can be a bench located near the dining area. We will provide a cigarette butt dispenser. We also prefer an outdoor area for picnics and outdoor events. If you do not have this, we request the approval to set this up.

6-We request that the price offered for monthly rent includes utilities and garbage pickup. If internet and phones are needed then we will cover those costs.

Total Bid (monthly rent x 10 months):

List any items that cannot be accommodated based on the above 6 criteria:

List any items that are available above what has been requested:

List procedure for scheduling funerals or special events during this 10-month period:

Describe how the leaders feel about having the senior center use your facility for 10 months:

Bidder NAME and ADDRESS:

Bidder CONTACT PERSON and PHONE NUMBER: