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# Letter of Transmittal

**TO: Plan Holders**

**FROM: Keith Barrett**

**DATE: December 24, 2024**

**SUBJECT: Addendum 4**  
High School Addition To  
Echols K-8 School  
For  
Echols County Schools

**WE ARE SENDING YOU:**

- Enclosed
- Prints
- Change order

**7 Pages via EMAIL (including cover)**

- Specifications

**ENCLOSED:**

<u>COPIES</u>	<u>DATE</u>	<u>DESCRIPTION</u>
1	12/24/2024	Addendum 4

**Transmitted as checked below:**

- For your use**
- As requested
- For your information
- For review & comment
- No exceptions taken
- Exceptions noted
- Resubmit

**REMARKS:**

**COPY :** A+B File 23030 / A-1



**ECHOLS COUNTY SCHOOLS**

**HIGH SCHOOL ADDITION TO  
ECHOLS K-8 SCHOOL  
For  
Echols County Schools**

**ADDENDUM NO. 4  
December 24, 2024**

**REVISIONS TO ADDENDUM 1:**

- 1) Item 14: Sheet A2002: a) at "H" delete and replace with "HM-6".

**REVISIONS TO ADDENDUM 3:**

- 2) Item 1: Section 004113 BID FORM: Delete spec in its entirety and replace with attached Section 004113RB Bid Form.

**REVISIONS TO THE SPECIFICATIONS:**

- 3) Specification 001116 INVITATION TO BID: Delete spec in its entirety and replace with attached Section 001116RB Bid Form.
- 4) Specification 002216 SUPPLEMENTARYCONDITIONS: PART 22 Completion Date. Change "January 22, 2025" to "January 30, 2025" and change "May 22, 2026" to " May 30, 2026".
- 5) Specification 00251 PREBID MEETINGS: PART 1 PREBID MEETING 1.01 A. change "December 5, 2025" to "January 3, 2026".

**END**

SECTION 004113

BID FORM

1.1 BID INFORMATION

- A. Bidder: \_\_\_\_\_.
- B. Project Name: **High School Addition to Echols K-8 School.**
- C. Project Location: Echols Elementary Middle School Gym: 100 Wildcat Circle, Statenville, GA 31648.
- D. Owner: Echols County Schools.
- E. Architect: Altman + Barrett Architects, P.C.
- F. Architect Project Number: 23030.

1.2 CERTIFICATIONS AND BASE BID

- A. Base Bid, Single-Prime (All Trades) Contract: The undersigned Bidder, having carefully examined the Procurement and Contracting Requirements, Conditions of the Contract, Drawings, Specifications, and all subsequent Addenda, as prepared by Altman Barrett Architects and Architect's consultants, having visited the site, and being familiar with all conditions and requirements of the Work, hereby agrees to furnish all material, labor, equipment and services, including all scheduled allowances, necessary to complete the construction of the above-named project, according to the requirements of the Procurement and Contracting Documents, for the stipulated sum of:
  - 1. \_\_\_\_\_ Dollars (\$ \_\_\_\_\_).
  - 2. The above amount may be modified by amounts indicated by the Bidder on the attached Document 004323 "Alternates Form."

1.3 BID GUARANTEE

- A. The undersigned Bidder agrees to execute a contract for this Work in the above amount and to furnish surety as specified within **10** days after a written Notice of Award, if offered within **30** days after receipt of bids, and on failure to do so agrees to forfeit to Owner the attached cash, cashier's check, certified check, U.S. money order, or bid bond, as liquidated damages for such failure, in the following amount constituting five percent (5%) of the Base Bid amount above:
  - 1. \_\_\_\_\_ Dollars (\$ \_\_\_\_\_).
- B. In the event Owner does not offer Notice of Award within the time limits stated above, Owner will return to the undersigned the cash, cashier's check, certified check, U.S. money order, or bid bond.

1.4 TIME OF COMPLETION

- A. The undersigned Bidder proposes and agrees hereby to commence the Work of the Contract Documents on January 30, 2025 and project completed May 30, 2026.

1.5 ACKNOWLEDGEMENT OF ADDENDA

- A. The undersigned Bidder acknowledges receipt of and use of the following Addenda in the preparation of this Bid:

- 1. Addendum No. 1, dated \_\_\_\_\_.
- 2. Addendum No. 2, dated \_\_\_\_\_.
- 3. Addendum No. 3, dated \_\_\_\_\_.
- 4. Addendum No. 4, dated \_\_\_\_\_.
- 5. Addendum No. 5, dated \_\_\_\_\_.
- 6. Addendum No. 6, dated \_\_\_\_\_.

1.6 BID SUPPLEMENTS

- A. The following supplements are a part of this Bid Form and are attached hereto.

- 1. Bid Form Supplement - Alternates.
- 2. Bid Form Supplement - Bid Bond Form (AIA Document A310-2010).

1.7 CONTRACTOR'S LICENSE

- A. The undersigned further states that it is a duly licensed contractor, for the type of work proposed, in Douglas, Georgia and that all fees, permits, etc., pursuant to submitting this proposal have been paid in full.

1.8 SUBMISSION OF BID

- A. Respectfully submitted this \_\_\_\_ day of \_\_\_\_\_, 2025.
- B. Submitted By: \_\_\_\_\_ (Name of bidding firm or corporation).
- C. Authorized Signature: \_\_\_\_\_ (Handwritten signature).
- D. Signed By: \_\_\_\_\_ (Type or print name).
- E. Title: \_\_\_\_\_ (Owner/Partner/President/Vice President).
- F. Witnessed By: \_\_\_\_\_ (Handwritten signature).
- G. Attest: \_\_\_\_\_ (Handwritten signature).
- H. By: \_\_\_\_\_ (Type or print name).
- I. Title: \_\_\_\_\_ (Corporate Secretary or Assistant Secretary).

- J. Street Address: \_\_\_\_\_.
- K. City, State, Zip: \_\_\_\_\_.
- L. Phone: \_\_\_\_\_.
- M. License No.: \_\_\_\_\_.
- N. Federal ID No.: \_\_\_\_\_ (Affix Corporate Seal Here).

END OF DOCUMENT 004113

SECTION 001116

INVITATION TO BID

1.01 PROJECT INFORMATION

- A. Notice to Bidders: **Qualified** bidders are invited to submit bids for Project as described in this Document according to the Instructions to Bidders.
- B. Project Identification: **High School Addition to Echols K-8 School** Project Location: Echols Elementary / Middle School: 100 Wildcat Circle, Statenville, GA 31648.
- C. Owner: Echols County Schools, 216 US HWY 129 North. Statenville, GA 31648  
Owner's Representative: Dr. Vince Hamm, 229-559-0423
- D. Architect: Altman + Barrett Architects, P.O. Box 665 Hahira, GA 31632.
- E. Project Description: Project consists of construction of 20 classrooms, administration, media center, lunchroom, kitchen, site work and demolition of several existing buildings.
- F. Construction Contract: Bids will be received for the following Work:
  - 1. General Contract (all trades).

1.02 BID SUBMITTAL AND OPENING

- A. Owner will receive sealed bids until the bid time and date at the location indicated below. Owner will consider bids prepared in compliance with the Instructions to Bidders issued by Owner, and delivered as follows:
  - 1. Bid Date: January 20, 2025
  - 2. Bid Time: **10:00 a.m.** local time.
- B. Location: Echols County Board of Education, 216 US HWY 129 North. Statenville, GA 31648. Bids will be thereafter publicly opened and read aloud.

1.03 BID SECURITY

- A. Bid security shall be submitted with each bid in the amount of [5] percent of the bid amount. No bids may be withdrawn for a period of [60] days after opening of bids. Owner reserves the right to reject any and all bids and to waive informalities and irregularities.

1.04 PREBID CONFERENCE

- A. A **mandatory** prebid conference for all bidders will be held at Elementary / Middle School Gym Parking lot: 100 Wildcat Circle, Statenville, GA 31648 on January 3, 2025 at **3:00 P.M.** local time. Park at Gym parking lot and meet at entrance to gym. Prospective bidders are required to attend.

1.05 DOCUMENTS

- A. Printed Procurement and Contracting Documents: Obtain after November 11, 2024, by contacting Print Life Printing and Supplies, Inc., 1006 Williams St. Valdosta, GA 31601 or by calling (229)244-5598. Documents must be purchased by prime bidders only; only complete sets of documents will be issued.
  - 1. Payment: \$400.00 [made payable to Print Life Printing and Supplies].
  - 2. Shipping: Additional shipping charges will apply.
- B. Viewing Procurement and Contracting Documents: Examine after December 20, at the locations below:
  - 1. [www.altmanbarrettarchitects.com](http://www.altmanbarrettarchitects.com)

1.06 TIME OF COMPLETION

- A. Successful bidder shall begin the Work on receipt of the Notice to Proceed and shall complete the Work within the Contract Time. Start January 30, 2025 and project completed May 30, 2026.

1.07 BIDDER'S QUALIFICATIONS

- A. Bidders must be properly licensed under the laws governing their respective trades and be able to obtain insurance and bonds required for the Work. **A Performance Bond, a separate Labor and Material Payment Bond, and Insurance in a form acceptable to Owner will be required of the successful Bidder.**

END OF DOCUMENT 001116