

INVITATION TO BID

Troup County Board of Commissioners

Judicial Suite Signage Docket System

100 Ridley Ave, LaGrange, Ga 30240

Sealed proposals will be received by Troup County Purchasing Department, in 100 Ridley Avenue, Suite 3100, until 2:00 p.m. at the time prevailing in LaGrange, Georgia on 5 May 2026 for the Judicial Signage Docket System –ITB (4/3/2026) located at 100 Ridley Ave, LaGrange, Georgia.

At the time and place noted above, the bids will be publicly opened. The exterior of the package must be clearly marked, identifying the name of the project. All sealed bids shall include a fully completed/executed **PROPOSAL FORM**. This form is attached, along with the INVITATION TO BID, and a detailed project proposal demonstrating compliance with the Scope Of Work. The Scope of Work is to include the contractor's qualifications, a copy of the contractor's written warranty covering all labor, installation, and workmanship. Please include two paper copies and one digital copy of the bid in the seal packet.

The contract, if awarded, will be on a lump sum basis. No bid may be withdrawn for a period of sixty (60) days after time has been called on the date of the opening.

The project is to be substantially complete in **one hundred and eighty (180) consecutive calendar days**. Anticipated start date for installation is on or about **June 2026**.

Bids delivered to:
Troup County Purchasing Department
100 Ridley Ave., Suite 3100
LaGrange, GA 30240

Late bids will not be accepted.

All requests for clarification and/or additional information must be made via email ONLY to Ramona Gillham, Troup County Purchasing Director, at rgillham@troupcountyga.gov. No phone calls or contacts other than email are allowed. Contacting any other party prior to the bid opening for clarification and/or additional information will require that any proposal submitted by said bidder to be declared non-responsive. **No requests for clarification and/or additional information will be allowed after 5:00pm, April 28, 2026.**

Any and all addenda for this project will be posted at www.troupcountyga.gov/Purchasing/Bids.

The successful bidder shall be required to provide comprehensive and liability insurance wherein the County is named as co-insured; contractor is also required to provide a certificate of insurance for Workmen's Compensation Insurance.

The successful bidder must provide a vendor application, e-verify form and a W-9 prior to beginning work. All subcontractors must provide a Troup County e-verify form prior to beginning work on site. These forms can be downloaded from www.troupcountyga.gov/Purchasing/Forms

All bidders must be properly licensed, insured, and qualified.

The Owner reserves the right to reject any or all bids and to waive technicalities and informalities.

The Owner reserves the right to interview any or all respondents.

The Owner reserves the right to contact any or all references.

The Owner reserves the right to award the project, as determined to be in the best interest of Troup County.

The Owner reserves the right to award the project, as determined to provide the best value for Troup County.

Award will be given to the bidder, considered the most qualified, who will act in the best interest of Troup County and whose proposal best meets the demands of Troup County.

Troup County Board of Commissioners

BY: _____

Ramona Gillham, Purchasing Director

Troup County, Georgia .