



Date: 4/1/2026

| | |
|---|--|
| <p>RFQ: 2026-04 DD Claratel Care Homes – Construction Service type: Construction Mandatory BID MEETING: 4/21/2026 @ 10:00 AM Location of BID MEETING: 3053 Wesley Chapel Rd Decatur, GA 30034 Bid Closing: 5/04/2026 @ 3:00 pm CMAR Allocation: \$ 1,655,000.00</p> | <p>RFQ Contact: Teiresias Jones Sr. Chief Financial Officer Office: (404)508-7728 Email: teiresj@claratel.org</p> |
|---|--|

CONSTRUCTION MANAGER AT RISK BIDS MAY BE SUBMITTED VIA MAIL OR IN PERSON

| | |
|---|---|
| <p>Mailing Address: Claratel Behavioral Health Attn: Purchasing Office P.O. Box 1648 Decatur, GA 30031</p> | <p>Physical Address (Drop offs): Claratel Behavioral Health Attn: Purchasing Office 445 Winn Way, 4th Floor Decatur, GA 30030</p> |
|---|---|

ALL CONSTRUCTION MANAGER AT RISK BIDS ARE SUBJECT TO THE FOLLOWING:

| | |
|---|---|
| <p>1. The attached Bidding Instructions, Terms and Conditions.</p> | <p>8. Required Documentation (Attachment D)</p> |
| <p>2. Notice to Bidders</p> | <p>9. Compliance Standards (Attachment E)</p> |
| <p>3. The schedule included below and/or attached hereto.</p> | <p>10. Code of Ethics (Attachment F)</p> |
| <p>4. Such other provisions, representations, certifications and specifications as are hereto or incorporated by reference in the schedule.</p> | <p>11. Immigration and Security Form 140-2-E (Attachment G)</p> |
| <p>5. Reference Sheet (Attachment A)</p> | <p>12. Tax Compliance Form SPD-SP045 (Attachment H)</p> |
| <p>6. Pricing Sheet (Attachment B)</p> | <p>13. Supplier General Information Worksheet SPD-SP042 (Attachment I)</p> |
| <p>7. Site Visit schedule (Attachment C)</p> | <p>14. Certification of Non-Collusion SPD-SP012 (Attachment J)</p> |

**** SEE PAGES 12-21 FOR SPECIFICATIONS & BID REQUIREMENTS IDENTIFIED AS ATTACHMENTS A-J**

BIDDER'S SIGNATURE IS REQUIRED ON ALL PAGES INDICATED

CAUTION: REAL ALL INSTRUCTIONS, CONDITIONS, SPECIFICATIONS, ETC IN DETAIL

In compliance with the above, the undersigned offers and agrees, if this bid be accepted within 90 days from the date of opening, to furnish any or all the items upon which are quoted, at the price set opposite each item, delivered at the designated point(s) within the time specified.

BIDDER WILL INDICATE TIME PAYMENT DISCOUNT _____

| | |
|---|--|
| Bidder / Company: | |
| Number and Street: | |
| City, State, Zip | |
| Name and Title of Authorized Signee: | |
| Signature of Authorized Signee: | |
| Date: | |
| Contact Number: | |



Bidding Instructions, Terms & Conditions

1. **PREPARATION OF CONSTRUCTION MANAGER AT RISK BIDS**
 - (a) Bidders are expected to examine the specifications, samples and schedules and all instructions. Failure to do so will be at the bidder’s risk.
 - (b) Each bidder **MUST** furnish the information required by the bid form. The bidder **MUST** sign each page requiring a signature. Bidder **MUST** also print or type his/her name on all pages that apply in the bid. The person signing the bid must initial erasures or other changes. Bids signed by an agent are to be accompanied by evidence of his authority unless such evidence has been previously furnished to the issuing office.
 - (c) Bid **MUST** be presented in a sealed envelope. All information regarding the closing date, bid title and bid number must be on this envelope. If not properly identified, bid will not be accepted.
 - (d) The not-to-exceed price must be listed for all items in the scope of work.
 - (e) Total price of bid **MUST** be listed on the first page of the Request for Quote.
 - (f) In order for a bid to be considered for award, the bidder **must attend** the mandatory meeting.
 - (g) Please submit two copies of your bid.

2. **EXPLANATION TO BIDDERS**

Any explanations desired by a bidder regarding the meaning or interpretation of this Request for Quote, drawings, specifications, etc., must be in writing and submitted to the email address below by Friday, April 24, 2026 at 4:00 PM. If any statement in the bidding documents, specifications, plans, etc., appear ambiguous to the bidder, the bidder is specifically instructed to make a written request to the Claratel Behavioral Health. The request must be addressed as follows:

CLARATEL BEHAVIORAL HEALTH
ATTN: TEIRESIAS JONES, SR
TEIRESJ@CLARATEL.ORG

Any information given to a prospective bidder concerning this bid will be in writing and furnished via email to prospective bidders as an amendment to the Invitation, if such information is necessary to bidders in submitting bids on the Invitation or if the lack of such information would be prejudicial to uniformed bidders. Receipt of amendments by a bidder must be acknowledged on the bid or via “Read Receipt” before the time set for closing of the bid. ANY ORAL EXPLANATIONS OR INSTRUCTIONS GIVEN BEFORE THE WRITTEN AWARD OF THE BID WILL NOT BE BINDING. PROSPECTIVE BIDDERS ARE DEFINED AS THOSE WHO ATTEND THE MANDATORY MEETING AND WHOSE NAME, EMAIL, AND MAILING ADDRESS ARE RECORDED ON THE SITE VISIT ATTENDANCE ROSTER.

3. **MODIFICATION AND CLARIFICATION OF THIS INVITATION**

Any modification to the terms, conditions or specifications contained in this invitation must be in writing. With the exception of the persons in the Purchasing Office of the Claratel Behavioral Health specifically designated on the first page of this Invitation to Bid, or the professional engineer designated for this purpose by the Claratel Behavioral Health, if any, whose name, address, and telephone and facsimile numbers are set forth on the first page of this invitation to bid, employees of the Claratel Behavioral Health are not authorized to modify, interpret or clarify such terms, conditions or specifications, and bidders should not rely on the presentments of employees or agents other than those with expressed authority to make such presentations and then only if such modifications, interpretations, or clarifications are set forth in writing and furnished to all prospective bidders as an amendment to the Invitation.



4. **SUBMISSION OF CONSTRUCTION MANAGER AT RISK BIDS**
- (a) Bids and modifications thereof shall be enclosed in sealed envelopes, addressed to the office specified on the first page of the Invitation to Bid, with the name and address of the bidder, the date and hour of closing, and the invitation number on the face of the envelope. All bids submitted become the property of the Claratel Behavioral Health.
FAX BIDS WILL NOT BE CONSIDERED.
 - (b) Bids cannot be withdrawn or corrected after the closing. However, the Board may accept reduction and changes by the successful bidder that would be to the advantage of the Claratel Behavioral Health.
 - (c) Bids **MUST** be signed. **Any unsigned bids will be rejected as unresponsive.**
 - (d) **TAXES.** The Claratel Behavioral Health is exempt from federal excise tax and Georgia sales and use tax.
 - (e) **TAX COMPLIANCE.** Prior to awarding any contract exceeding \$100,000.00 the Claratel Behavioral Health must verify through the Department of Revenue (DOR) that the selected supplier (including any of the supplier’s affiliates) is not a prohibited source as defined by (O.C.G.A.) Section 50-5-82. The supplier is required to complete **SPD-SP045 Tax Compliance Form. Attachment H** For all competitive solicitations posted directly to the Georgia Procurement Registry, the procurement professional must attach **SPD-SP042 Supplier General Information Worksheet***to prompt each supplier to respond to this requirement. **Attachment I**
 - (f) **Examination of Site.** (When on-site work, services or installation of equipment is required and where a mandatory meeting is required under the terms of the Request for Quote). Submission of the bid will create a presumption that bidder has visited the premises where the work or services or installation of equipment is to be performed and has taken into consideration all conditions which might affect the performance of the contract. No consideration will be given to any claim based on lack of knowledge of existing conditions, except where existing conditions cannot be reasonably ascertained through such a visit to the premises. No visit to the premises prior to bid shall be permitted except (a) at the time of any mandatory meeting is scheduled in the Request for Quote or (b) with the express written permission of the Claratel Behavioral Health through the employer or architect or engineer named on the first page of the Request for Quote. The Claratel Behavioral Health does not warrant that the premises will not be changed prior to the commencement of performance. If upon beginning of performance the successful bidder determines that the conditions are different from the conditions at the time of the bidder’s pre-bid visit to the premises, the bidder must immediately give notice to the Claratel Behavioral Health otherwise any claim based on such difference is forever waived. No bid will be accepted from a bidder who does not attend a Mandatory Meeting.
 - (g) **Insurance. All bidders are required to submit along with their bids, certificates of insurance, evidencing the insurance requirements under this agreement. Failure to provide these requirements will result in bid being rejected.**
 - (h) **Patent, Copyright Indemnity:** Except as otherwise provided, the successful bidder agrees to indemnify the Claratel Behavioral Health and its officers, agents and employees against liability and the costs and expenses of defending any claim of liability for infringement of any patent or copyright covering any matter supplied or used or produced in the performance of this contract.
 - (i) Bids must be submitted bearing an original signature **ONLY**. Copies not bearing an original signature, including facsimile, will not be considered.

5. **LATE BIDS AND MODIFICATIONS OR WITHDRAWALS.**
Bids and modifications or withdrawals received at the office designated in the Request for Quote after the exact time set for the closing of bids will not be considered.



6. **DISCOUNTS**

(a). Trade and time payments discounts will be considered in arriving at net prices and in making the award. However, offers of discount for payment within 10 days following the end of the month are preferred.

(b) In connection with any discount offered, time will be computed from date of invoice or from the date of corrected invoice or voucher is received by the Claratel Behavioral Health at the address stated in the contract for the submission of invoices. Payment is deemed to be made, for the purpose of earning a discount, on the date of the Claratel Behavioral Health check unless the check is not mailed on that date or the following day as shown by the postmark.

7. **CERTIFICATION OF INDEPENDENT PRICE DETERMINATION**

By submission of this bid, the bidder certifies, and in the case of joint bid each party thereto certifies as to its own organization, that in connection with this procurement:

(a) The prices in this bid have been arrived at independently, without consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor.

(b) Unless otherwise required by law, the prices, which have been quoted in this bid, have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to the opening, directly or indirectly to any other bidder or to any competitor.

(c) No attempt has been made or will be made by the bidder to induce any bidder or any competitor or other person or firm to submit or not to submit a bid or to withdraw a bid.

(d) No attempt has been made or will be made by the bidder to induce any bidder or any competitor or other person or firm to submit a bid higher than the bidder's bid.

8. **THE CLARATEL BEHAVIORAL HEALTH – FURNISHED PROPERTY**

The Claratel Behavioral Health will furnish no material, labor, or facilities unless otherwise provided for in the Request for Quote or in any plans or specifications referenced in the Request for Quote.

9. **DEFAULT**

The award as a result of bids received under this invitation may be based in part on delivery factor. Accordingly, should delivery not be made within and at the time or times stated in bid, the successful bidder may be declared in default of contract. In such event, in addition to and not in lieu of other remedies and damages available to it, the Claratel Behavioral Health may purchase in the open market, by invitation to bid, request for proposals, or by negotiated purchase, the work, goods or services from another source and collect from bidder, as the defaulting party, the excess cost to the Claratel Behavioral Health which resulted from such open market purchase.

10. **NON-COMPLIANCE WITH THIS INVITATION.** Failure to observe any of the instructions and conditions in this Request for Quote may constitute grounds for rejection.

11. **CERTIFICATE OF NON-COLLUSION. (O.C.G.A.)** Section 50-5-67 requires suppliers to certify during the bidding process that collusive bidding (i.e., fixed bidding or other agreements between suppliers to “rig” the bidding process) has not occurred. Therefore, the solicitation must contain a certificate of non-collusion, which must be signed by an authorized representative of the supplier. Such a person must include his or her title and, if requested, must supply verification of authority to bind the company in contract. **THE CERTIFICATE OF NON-COLLUSION STATES:** “I certify that this bid (proposal) is made prior understanding, agreement, or connection with any corporation, firm or person submitting a bid (proposal) for the same materials, supplies, or equipment, and is in all respects fair and without collusion or fraud. I understand that collusive bidding is a violation of State and Federal law and can result in fines, prison sentences and civil damage awards. I agree to abide by all conditions of this bid (proposal) and certify that I am authorized to sign this bid (proposal) for the bidder (offeror). **Attachment J**



12. **INSURANCE REQUIREMENTS – (Coverage, Limits and Endorsements)**

Along with the submission of your bid, each bidder is required to furnish certificates of insurance evidencing the following insurance:

A. **COMMERCIAL GENERAL LIABILITY INSURANCE POLICY (CGL)**

The successful bidder shall procure and maintain during the term of the contract performance a Commercial General Liability Insurance Policy, including products and completed operations liability and contractual liability coverage, protecting against liability for bodily injury, property damage liability, and personal injury liability. The policy or policies shall name the Claratel Behavioral Health and the State of Georgia and their respective officers, agents and employees as additional insurers. The CGL policy must provide primary limits for any claims not covered by the Georgia Tort Claims Act. The policy or policies must be on an “occurrence” basis unless waived by the DeKalb CSB. The CGL policy must be issued by a company authorized to conduct business in the State of Georgia or by a company acceptable to the DeKalb CSB, if the company is an alien insurer.

Excess liability coverage may be used in combination with the base policy to obtain the below limits.

Limits: \$1,000,000 per Person
\$3,000,000 per Occurrence

The certificate of insurance for such insurance shall name the Claratel Behavioral Health as the Certificate Holder and shall be delivered to the Claratel Behavioral Health prior to beginning performance of the contract.

B. **WORKERS’ COMPENSATION INSURANCE**

The successful bidder shall procure and maintain during the term of the contract performance workers’ compensation insurance insuring against liability under the workers’ compensation act, with limits equal to the statutory limits as established by the General Assembly of the State of Georgia. (NOTE: A self-insurer must submit a certificate from the State Board of Workers’ Compensation stating the Contractor qualifies to pay its own workers’ compensation claims). The workers’ compensation policy must include Coverage B – Employer’s liability limits of:

Bodily Injury by Accident - \$500,000 each accident
Bodily Injury by Disease - \$500,000 each employee
Bodily Injury by Disease - \$500,000 policy limit

Excess liability coverage may be used in combination with the base policy to obtain these limits. The bidder who is awarded the contract shall require all contractors and subcontractors performing work under the awarded contract to obtain an insurance certificate showing proof of Workers’ Compensation Coverage.

The certificate of insurance for such insurance shall name the contractor as the Certificate Holder and a copy of the certificate shall be delivered to the Claratel Behavioral Health prior to beginning performance of the contract.

13. **INDEMNIFICATION AGREEMENT**

Bidder who is awarded a contract must waive, release, relinquish, discharge and agree to indemnify, protect, save harmless the Claratel Behavioral Health and the State of Georgia (including the State Tort Claims Trust Fund and other self insured funds) and their respective officers, employees, and agents of and from any and all liabilities, and the costs and expenses (including attorney’s fees) of defending against claims of such liability, for bodily injury (including death), personal injury, and property damage, caused by, growing out of, or otherwise happening in connection with the awarded contract due to any act or omission on the part of the contractor, its agents, employees or others working at the direction of contractor or on its behalf, or due to any breach of this contract by the



contractor, or due to the application or violation of any pertinent Federal, State or local laws, rules or regulations by the contractor. This indemnification applies whether: (a) the activities giving rise to the liability or claim of liability involved third parties or employees or agents of the contractor or of the Claratel Behavioral Health and other indemnified persons; (b) the Claratel Behavioral Health and any of the indemnified persons caused, contributed to, or aggravated the injury or loss or damage; provided however, this indemnification does not apply to the extent of the sole negligence of the Claratel Behavioral Health, or the State of Georgia, or their respective officers, employees, or

agents. This indemnification extends to the successors and assigns of the contractor, and this indemnification survives the termination of the contract and the dissolution or, to the extent allowed by law, the bankruptcy of the contractor. If and to the extent such damage or loss as covered by this

indemnification is covered by the State Tort Claims Fund established and maintained by the State of Georgia, Department of Administrative Services (DOAS); the contractor agrees to reimburse the Fund for such monies paid out by the Fund.

To the full extent permitted by the Constitution and the laws of the State of Georgia, the contractor and its insurers waive any right of subrogation against the State of Georgia, or the Claratel Behavioral Health or their officers, employees and agents, the State Tort Claims Liability Fund and insurers participating thereunder, to the full extent of this indemnification.

14. **CONFIDENTIALITY**

The Contractor agrees to and shall require its personnel to abide by all State and Federal laws, rules and regulations and the Claratel Behavioral Health policies respecting confidentiality of any written or oral information concerning any individual served by the Claratel Behavioral Health. Furthermore contractor may be required to have each employee involved in this agreement sign and date a Confidentiality Agreement prior to the start of this contract. Contractor further agrees not to disclose, and shall not permit its personnel to disclose, any information concerning any individual served by the Claratel Behavioral Health to any person unless such disclosure is specifically authorized by the Claratel Behavioral Health. This obligation survives the expiration or early termination of this contract.

15. **LEGAL COMPLIANCE**

Work, goods, or services offered in this bid must comply with all Federal, State and Local laws and regulations as applicable on date of delivery. The successful bidder must have all licenses, certifications, and permits required under all Federal, State, and local laws and regulations necessary to perform the bid if successful at time of the submission of the bid, at the time of the commencement of performance, and at all times during the term of the contract. The Claratel Behavioral Health may require that the bidder provide a copy of such licenses, certifications, and permits prior to the award to the successor bidder and, as to the successful bidder, at any time during the term of the contract.

16. **SALARY/TAXES/INSURANCE/FLSA**

Contractor agrees to pay all salaries, and all FICA and Medicare taxes, Federal and State Unemployment Insurance and any similar taxes imposed on Contractor by reason of Contractor's employment of or compensation paid to employees of Contractor and withhold and remit to appropriate authorities all Federal and State income, FICA, Medicare and other taxes required to be withheld from compensation to them. Contractor is required to comply with the Fair Labor Standards Act so that its compensation to its employees comply with the minimum wage and overtime premium requirements of that Act.



17. **WORK STANDARDS**

The contractor shall provide services as required under this contract in accordance with generally accepted practices and standards. The Contractor further agrees that upon request by the Claratel Behavioral Health, it will reassign any of its employees who in the opinion of the Claratel Behavioral Health are not satisfactory.

18. **NON-DISCRIMINATION**

The Contractor will not willfully discriminate against any employee or applicant for employment because of race, color, religion, creed, national origin, sex, age, or disability.

19. **FAILURE TO PERFORM**

In the event the Contractor fails to comply with the terms of the contract, including requirements governing the quality of service or the schedule for performance of its duties under this Agreement, the Claratel Behavioral Health may provide written notice thereof to the Contractor. The notice may identify specific incidents or circumstances comprising the conditions complained of. In the event such conditions, but only those which are a violation of the terms of this contract, are not thereafter corrected, then the Claratel Behavioral Health reserves the right to withhold payments otherwise due under this Agreement until such violation is cured.

20. **MODIFICATIONS/ALTERATIONS**

No modifications or alterations of this Agreement will be valid or effective unless such modification or alteration is made in writing referencing this Agreement and signed by authorized representatives of each party.

21. **RE-NEGOTIATION**

This Agreement is subject to re-negotiation to meet any new requirements and regulations that may be issued by either the Claratel Behavioral Health or an agency of the Federal or State government.

22. **TERMINATION**

This Agreement may be terminated by the Claratel Behavioral Health, without cause upon thirty-(30) day prior written notice to the Contractor. The Claratel Behavioral Health may terminate this Agreement immediately with cause upon notice to the Contractor. Cause means a violation of the confidentiality requirements of this contract or the violation of any provision of this agreement which in the good faith judgment of the Claratel Behavioral Health poses a threat to the safe and orderly operation of any facility being serviced, including the safety and well being of its consumers or employees.

22. COMPLIANCE WITH LAWS including FEDERAL IMMIGRATION LAWS

Contractor agrees that all work done as part of this Agreement will comply fully with all administrative and other requirements established by Federal and State laws and regulations and standards, and assumes responsibility for full compliance with all such laws, regulations and standards, and agrees to fully reimburse the Claratel Behavioral Health for any loss of funds or resources resulting from non-compliance by the Contractor, its staff, agents or subcontractors as revealed in any subsequent audits. In addition, contractor agrees that all services provided shall meet standards established by the Commission on Accreditation of Rehabilitation Facilities (**CARF**) and the Department of Behavioral Health and Developmental Disabilities (**DBHDD**), where applicable.

The contractor agrees that throughout the performance of the contract it will remain in full compliance with all federal immigration laws, including but not limited to provisions 8 USC § 1324a regarding the unlawful employment of unauthorized aliens. Contractor will ensure that only persons who are citizens or nationals of the United States or non-citizens authorized under federal immigration law are employed to perform services under this contract or any subcontract hereunder.



“Pursuant to the Georgia Security and Immigration Compliance Act of 2006, contractors are required to register and participate in the federal work authorization program. For a bid under this RFQ to be considered by the Claratel Behavioral Health, the bid must include a signed, notarized affidavit from the contractor attesting to the following.

Attachment G

(A)The affiant has registered with, is authorized to use, and uses the federal work authorization program.

(B) The user identification number and date of authorization for the affiant.

(C) The affiant will continue to use the federal work authorization program throughout the contract period; and

(D) The affiant will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the same information required by subparagraphs (A), (B), and (C) of this paragraph.

Contractors and subcontractors who have no employees and who do not hire or intend to hire employees for purposes of satisfying or completing the terms and conditions of any part or all of this contract with the Claratel Behavioral Health instead may provide a copy of their state issued driver's license or state issued identification card. A driver's license or identification card shall only be accepted in lieu of an affidavit if it is issued by a state within the United States and such state verifies lawful immigration status prior to issuing a driver's license or identification card. A list of such states is available on the Attorney General's website."

23. **GOVERNING LAW**

The laws of the State of Georgia shall govern this contract.

24. **LICENSE REQUIREMENTS**

Contractor and its employees assigned to perform services under this Agreement shall be at all times duly licensed, certified, or permitted in the State of Georgia to provide the services required under this Agreement and shall maintain any license, certificate, or permit required by DeKalb County or any municipality in which the Claratel Behavioral Health's facilities are located in order to permit Contractor lawfully to perform this Agreement.

25. **NON-WAIVER**

The failure by the Claratel Behavioral Health to take action or make any objection to the failure by contract to comply with this contract shall not deemed a waiver of such failure and the Claratel Behavioral Health may exercise any remedy on account of such failure at any time. A claim of waiver against the Claratel Behavioral Health shall not be valid unless such waiver is set forth in writing referencing this agreement and the term or action waived and signed by an authorized officer of the Claratel Behavioral Health. A waiver by the Claratel Behavioral Health of any breach by contractor of any provision of this contract shall not be deemed to be a waiver of such provision on any subsequent breach of the same or any other provision contained in this Agreement and shall not establish a course of performance between the parties contradictory of the terms thereof.

26. **INDEPENDENT CONTRACTOR**

The Contractor, and the agents and employees of the Contractor, in the performance of this Agreement, shall act in an independent capacity and not as officers, employees, or agents of the Claratel Behavioral Health.

27. **CERTIFICATE OF DRUG-FREE WORKPLACE**

Contractor certifies that a drug-free workplace will be provided for its employees during the performance of the Agreement, pursuant to subsection (a) O.C.G.A. section 50-24-3; and if the contractor hires a subcontractor (which is prohibited by this contract without the consent of the Claratel Behavioral Health) to work in that drug free workplace, the contractor



shall secure from that subcontractor the written certification required by O.C.G.A. section 50-24-3 (a) (2).

28. **REQUIREMENTS**

The contractor shall prior to assigning an employee to duty under this contract submit proof that the employee has been fingerprinted, that the contractor completed within the 60 days preceding the assignment a background check (including obtaining a criminal history record) for the employee, and that the employee had a negative drug screen within the 60 days preceding the assignment.

29. **PROVIDER MANUAL**

Contractor is advised that there is a **Provider Manual** for Community Health, Developmental Disabilities and Addictive Diseases providers under contract with the Department of Behavioral Health and Developmental Disabilities at <https://dbhdd.georgia.gov> site “Provider Information”. A copy is also available for review during normal business hours on the 4th floor of the Richardson Building, 445 Winn Way, Decatur, Georgia 30030.

| | |
|---|--|
| Bidder / Company: | |
| Number and Street: | |
| City, State, Zip | |
| Name and Title of Authorized Signee: | |
| Signature of Authorized Signee: | |
| Date: | |
| Contact Number: | |



NOTICE TO BIDDERS

THIS FORM IS TO BE SIGNED AND RETURNED WITH YOUR BID

THE BIDDER MUST SIGN THIS FORM WHICH MUST BE SUBMITTED AS PART OF THE BID.

UNSIGNED BIDS, INCLUDING ANY FORM REQUIRED TO BE SIGNED, WILL NOT BE CONSIDERED

The enclosed (or attached) bid in response to RFQ: 2026-04 DD Claratel Care Homes – Construction is a firm offer, as defined by the Georgia Code (O.C.G.A. 11-2-205), by the undersigned bidder. This offer shall remain open for acceptance for a period of ninety (90) days from the date of the closing of the bids, as set out in the Request for Quote.

| | |
|---|--|
| Bidder / Company: | |
| Number and Street: | |
| City, State, Zip | |
| Name and Title of Authorized Signee: | |
| Signature of Authorized Signee: | |
| Date: | |
| Contact Number: | |

**BID MUST BE SIGNED
UNSIGNED BIDS WILL NOT BE CONSIDERED**



CERTIFICATIONS AND SPECIFICATIONS

NOTICE TO BIDDERS

THIS FORM IS TO BE SIGNED AND RETURNED WITH YOUR BID

THE BIDDER MUST SIGN THIS FORM WHICH MUST BE SUBMITTED AS PART OF THE BID.

UNSIGNED BIDS, INCLUDING ANY FORM REQUIRED TO BE SIGNED, WILL NOT BE CONSIDERED

1. Bidder must check applicable blank below:

Bidder affirms the Bidder meets exact specifications:

YES _____ NO _____

2. ANY DEVIATIONS FROM SPECIFICATIONS MUST BE COMPLETELY EXPLAINED BY BIDDER.

If “NO” is checked above, Bidder will explain exact particulars where bid does not meet the specifications.

Email invoices to: dcsbaccountspayable@claratel.org
Billing address to: Claratel Behavioral Health
Attn: Accounts Payable
P.O. Box 1648
Decatur, GA 30031

Bidder is cautioned to make this bid complete and to furnish all information and detail required by these specifications. Failure to comply may result in the bid not being considered due to incompleteness.

| | |
|---|--|
| Bidder / Company: | |
| Number and Street: | |
| City, State, Zip | |
| Name and Title of Authorized Signee: | |
| Signature of Authorized Signee: | |
| Date: | |
| Contact Number: | |



SCOPE OF WORK FOR SERVICES

OVERVIEW:

Claratel Behavioral Health is seeking sealed proposals from qualified Construction Professionals for the construction of: Claratel Care Homes. The delivery method is Construction Manager at Risk hereafter referred to as CMAR.

Claratel Behavioral Health is planning a comprehensive improvement to the existing property located at 3053 Wesley Chapel Road.

This project will transform the existing property into a functional neighborhood by completing the development of the existing property, constructing (2) home sites, green space areas, and parking lots (See Attachment B).

The intent is to create a durable, well-constructed, and architecturally cohesive neighborhood that will assist and meet the needs of Claratel Behavioral Health and their clients. CMAR will be required to permit the project with the appropriate government authority.

BUDGET

The stated budget for this project for all construction work including all costs of the work and CMAR Fees is \$1,655,000. Owner has right to change budget or schedule at their discretion.

PROJECT DETAILS:

- Re-grading and reworking existing lots to meet new layout requirements
- Installation of parking lots
- Installation of new road
- Curb and Gutter
- Installation of utilities not provided to the site
- Construction of (2) new homes that meet Georgia DBHDD and Claratel Behavioral Health's requirements for individuals with acute behaviors
- Construction of (1) new Multi-Purpose Building that meets Georgia DBHDD and Claratel Behavioral Health's Requirements (I think this is Phase II)
- Fencing
- Concrete walks
- Turf establishment.
- Landscaping
- Outdoor recreational area with walking trail and half-basketball court



CONTRACT FORM OF AGREEMENT:

The AIA Document A133-2019 (CMc) will be the form of agreement between Owner and CMAR will be the Form of Agreement. AIA Document A201-2017 is the General Conditions to the Contract for Construction.

ANTICIPATED SCHEDULE

The Owner intends to award the contract for the Project within one month of the proposal submittal deadline. After the award, the CMAR will have seven days to execute the contract. All times are Eastern Daylight Time (GMT-4).

| Date & Time | Description |
|-----------------------------------|---|
| Tuesday, April 21, 2026, 10:00 AM | Mandatory Pre-Proposal Meeting at Property |
| Friday, April 24, 2026, 4:00 PM | Deadline for Questions due Owner’s Rep |
| Friday, May 1, 10:00 PM | Final addendum issued via email to those registered |
| Monday, May 4, 2026, 3:00 PM | Proposals due at Claratel Behavioral Health |

COORDINATION

Prior to commencement of work, contractor shall coordinate all work to be accomplished with Facilities Management project representative to preclude any misunderstanding.

SUB-CONTRACT

Contractor shall not sub-contract or assign any portion of this work without prior written approval of facilities management representative.

REFERENCES

Contractor must provide three (3) verifiable business references where this type of work has been performed.



Contract Award

1 AWARD OF CONTRACT

- (a) The contract, if awarded will be awarded to that responsible and responsive bidder whose bid meets the requirements and expectations of Claratel Behavioral Health, price and other factors considered. Claratel Behavioral Health will make that determination in good faith but otherwise in its sole and absolute discretion.
- (b) Claratel Behavioral Health reserves the right, in good faith but otherwise in its sole and absolute discretion, to reject or accept any or all bids, to waive informalities, minor irregularities and technicalities in the bids received, whichever is deemed to be in the best interest of Claratel Behavioral Health. If the Board rejects all bids, the Board may issue a new request for quote which may be of a different scope or upon different terms and conditions, may procure all or part of the work, goods or services described in this Invitation by a method other than invitation to bid, or may elect not to procure some or all of the work, goods or services at all.
- (c) In the event that bids collected exceed the funds budgeted for this project, Claratel Behavioral Health reserves the right to reduce the scope of the project. The lowest qualified responsive/responsible bidder will be contacted to negotiate a reduction in scope and bid amount. If terms cannot be reached, the next lowest qualified responsive/responsible bidder will be contacted. This method will be followed until terms are reached or all bids are rejected.

2. REFERENCES

All bidders must provide at least three (3) commercial references for their services, two of which must be at least the same size and scope of this procurement.

(Complete Attachment “A”)

Reference contacts must be someone who can verify the quality of work and the length of service that was provided.

| | |
|-------------|--|
| | Signature of Person |
| Date | Authorized to Sign Bid |
| | Signer’s Name & Title (Type or Print) |

**BID MUST BE SIGNED
UNSIGNED BIDS WILL NOT BE CONSIDERED**



SPECIAL INSTRUCTIONS FOR CLARATEL BEHAVIORAL HEALTH

Background

Pursuant to Georgia Laws 2002, Act 971 (House Bill 498) the Claratel Behavioral Health is a public corporation and an instrumentality of the State (O.C.G.A. 37-2-6 (a)). The agency provides mental health, developmental disabilities, and addictive diseases services to citizens of DeKalb County through a staff of approximately 500+ employees in 40+ sites throughout the county. Prior to July 1, 1994, the agency was a part of the DeKalb County Board of Health.

1. RFQ is a Request for Quote and will close on DATE LISTED ON PAGE ONE.

2. Bids should be mailed to OR delivered to addresses on PAGE ONE

All responses must be received by 3:00 p.m. on the due date. Claratel Behavioral Health will not consider responses that have not been received by the Board at the above address by the due date and time.

3. The Mandatory Meeting will be held on and at the time listed on PAGE ONE.

You **MUST** attend the site visit to be eligible to submit a bid. Failure to attend will negate your opportunity for submitting a bid for these services. ANYONE arriving after the start of the meeting will be EXCLUDED from bidding.

Name, Address & Phone Number of Bidder (Street, City, State, Zip Code, Area Code & Phone)

Signature of Person **Date**
Authorized to Sign Bid

Signer’s Name & Title (Type or Print)

**BID MUST BE SIGNED
UNSIGNED BIDS WILL NOT BE CONSIDERED**



ATTACHMENT A

BIDDER’S REFERENCE SHEET

In the space provided below, please list a minimum of three (3) references giving the name, address, phone number and contact person of the companies, organization or agencies for whom you have provided similar services. (TYPE OR PRINT)

NAME OF COMPANY: _____

ADDRESS: _____

PHONE NUMBER: _____

CONTACT PERSON: _____

EMAIL ADDRESS: _____

NAME OF COMPANY: _____

ADDRESS: _____

PHONE NUMBER: _____

CONTACT PERSON: _____

EMAIL ADDRESS: _____

NAME OF COMPANY: _____

ADDRESS: _____

PHONE NUMBER: _____

CONTACT PERSON: _____

EMAIL ADDRESS: _____

Name, Address & Phone of Bidder (Street, City, State, Zip Code, Area Code and Phone Number)

Signature of Person Date of Bid
Authorized to Sign Bid

Signer’s Name and Title (Type or Print)



ATTACHMENT B

PRICING SHEET

| Description | Cost |
|--|------|
| Re-grading and reworking existing lots to meet new layout requirements | |
| Installation of parking lots | |
| Installation of new road | |
| Curb and Gutter | |
| Installation of utilities not provided to the site | |
| Construction of (2) new homes that meet Georgia DBHDD and Claratel Behavioral Health’s requirements for individuals with acute behaviors (2,500 – 3,000 SQ FEET) | |
| Fencing | |
| Concrete walks | |
| Turf establishment | |
| Landscaping | |
| Outdoor recreational area with walking trail and half-basketball court | |
| Utilities | |
| Detention Pond (if needed) | |
| TOTAL | |

PROPERTY ADDRESSES:

- 3053 Wesley Chapel Road, Decatur GA 30034

Name, Address & Phone of Bidder (Street, City, State, Zip Code, Area Code and Phone Number)

Signature of Person Date of Bid
Authorized to Sign Bid

Signer’s Name and Title (Type or Print)

**BID MUST BE SIGNED
 UNSIGNED BIDS WILL NOT BE CONSIDERED**



ATTACHMENT C

MANDATORY MEETING AND SITE VISIT SCHEDULE

THE **MANDATORY MEETING:** April 21st 2026
and

There will be a SITE VISIT for all prospective contractors. Visits will ONLY be allowed during the provided schedule below.

| Location Name | Site Visit Date | Time |
|---------------------|-----------------|----------|
| Claratel Care Homes | 4/21/2026 | 10:00 AM |

NOTE: Any vendor arriving after the start of the **BID MEETING** shall be restricted from participation in this solicitation. Vendors should arrive and sign in at the site.

ATTACHMENT D**REQUIRED DOCUMENTATION**

All bidders MUST submit along with their bids the following documents:

1. **Completed Pricing Sheet**
2. **CURRENT copy of your company's Business License for the State of Georgia**
3. **Immigration and Security Form (140-2 E)**
4. **SPD-SP045 Tax Compliance Form (applies to bids \$100,000 and over)**
5. **SPE-SP042 Supplier General Information Worksheet**
6. **SPD-SP012 Certification of Non-Collusion**
7. **Transmittal Letter** to include contractor's name, address, contact person during this process, phone number, and e-mail address. An authorized agent must sign the transmittal letter.
8. **Letter from Surety Company** stating that the proposer will be able to furnish 100% Performance and Payment bond within ten (10) days of approval of the GMP.
9. **Letter from Insurance Agent or Certificate of Insurance** as Evidence of Insurability as outlined.
10. **Project Team.** As a minimum, list Project Manager and Site Superintendent. Provide resume/CV for each.
11. **AIA A305 Contractor's Qualification Statement.**
12. **Addenda** - Acknowledgement of receipt of any Addenda.
13. **E-Verify Affidavit.** Completed for CMAR only. Subcontractors to follow upon their award.
14. **Proposed Management Plan:**
 - a. Describe your process for efficiently resolving issues and maintaining the project commitments while working collaboratively with the Architect, Owner, and other stakeholders as applicable.
 - b. Describe your procedures for routine solving complex project issues without compromising your team commitments.
 - c. Describe your firm's approach to providing pre-construction services on this project.
 - d. Provide your cost management plan for controlling costs on this project within the GMP during construction. Describe your systems and procedures for controlling costs during construction.
 - e. Provide your change order management plan for managing cost and schedule exposures within the stated limitations.
 - f. Provide your procurement and workforce plan including details on your plan to assure local sub-contractor opportunity. Describe how your firm intends to arrange the construction into



bid packages in order to maintain the Owner’s schedule and budget objectives.

- g. Provide your schedule management plan for this project during construction. Describe systems and procedures your firm uses to manage the project schedule. Describe alternatives that may be explored to shorten the schedule.
- h. Provide your subcontractor management plan including contract document compliance procedures, project accounting procedures, issue resolution and compliance with Security and Immigration Compliance Act OCGA13-10-91 – as it relates to subcontractor compliance with the requirements set forth therein ensuring compliance with the federal work authorization program.
- i. Provide your closeout management plan for this project. Describe your systems and procedures for your closeout plan. Describe your approach to Warranty.
- j. Provide your quality assurance plan for this project. Describe your firm’s approach for validating compliance with the construction documents. Explain your process for ensuring quality workmanship.

Name, Address & Phone of Bidder (Street, City, State, Zip Code, Area Code and Phone Number)

| | |
|---|--------------------|
| Signature of Person Authorized to Sign Bid | Date of Bid |
|---|--------------------|

Signer’s Name and Title (Type or Print)

**BID MUST BE SIGNED
UNSIGNED BIDS WILL NOT BE CONSIDERED**



BIDDER:

Name of Bidder: _____

Bidder is (check appropriate space) a

- _____ individual,
- _____ partnership or joint venture
- _____ a corporation organized under the laws of Georgia
- _____ a limited liability company formed under the laws of Georgia
- _____ Bidder is a Minority Business Enterprise
 - _____ YES _____ NO

"Minority Business Enterprise" means a small business concern which is at least 51% owned by one or more minorities (African-American; Asian-American; Native American; Pacific Islander; Hispanic/Latino) and is authorized to and is doing business under the laws of this state, paying all taxes duly assessed, and domiciled within this state.

Bidder's Social Security or EIN number is _____.

| | |
|---|--|
| Bidder / Company: | |
| Number and Street: | |
| City, State, Zip | |
| Name and Title of Authorized Signee: | |
| Signature of Authorized Signee: | |
| Date: | |
| Contact Number: | |

**BID MUST BE SIGNED
UNSIGNED BIDS WILL NOT BE CONSIDERED**



BID EVALUATION

Proposals shall be evaluated based on the following factors with the relative importance of each being shown in the percentages shown for each:

- A. Stability of Proposer (20%): Evidence that the proposer has been in construction business in current name for at least ten years and is financially strong with stability of the proposer’s personnel.
- B. Proposer’s experience with Georgia DBHDD Crisis Center or similar facility requirements and construction of similar behavioral health facilities. (20%)
- C. Relevant Experience and Qualifications of Proposer (20% Factor): Experience and availability of the team to be assigned to the Project, and evidence of their experience with similar construction projects of similar size, type and complexity. Assigned team’s experience with effective cost and schedule control. CM shall maintain the Contractor’s team, as submitted in response to this RFQ, throughout the project unless the team member is fired or resigns from the company.
- D. Quality of Proposed Management Plan (20% Factor): The proposer’s cost management plan; the proposer’s schedule management plan during design and construction; the proposer’s approach for managing changes within the stated cost and schedule limitations; the proposer’s approach for competitively administering and evaluating bid packages; the proposer’s approach to the maximum inclusion of local sub-contractors; the proposer’s approach to inclusion of minority participation; the proposer’s quality assurance program and plan; the proposer’s close-out plan; the proposer’s work force plan; and the proposer’s safety plan and site logistics plan for the Project.
- E. Past Performance of Proposer (20% Factor): The proposer’s past performance, indicating successful completion of similar construction projects, including the level of quality of services to the owners; the proposer’s ability to meet budget and scheduling requirements; the proposer’s response to project needs during pre-construction and construction; and reference letters attesting to the proposer’s performance. Proposers should address scheduling, as completion of the Project in a timely manner is a concern. Provide letters of reference from Owners and/or Architects.

AVAILABLE DOCUMENTS

Upon written request by email after or during the process of registration as a proposer with the Owner, the following documents are available:

- 1. Existing Site Plan
- 2. Concept Plans
- 3. EVerify Affidavits
- 4. Sample AIA Forms