

Norsouth Construction Company of Georgia, Inc.

Bid Information and Requirements

To Whom it May Concern:

Norsouth Construction Company of Georgia, Inc. is dedicated to the highest standards of integrity and ethics and expects its employees to conduct themselves with honesty and integrity in their daily relations with customers, the public, and other employees. As such, Norsouth Construction Company of Georgia, Inc. expects all associates to use only legitimate practices in commercial operations as Norsouth Construction Company of Georgia, Inc. employees are prohibited from offering or making directly or indirectly through any person or firm, any payment of anything of value for the purpose of inducing or rewarding any favorable action in any business transaction. Kickbacks, fees, commissions, or any form of "bribes" intended to induce or reward favorable decisions are unacceptable and prohibited.

No Norsouth Construction Company of Georgia, Inc. employee may accept any goods or services or other forms of compensation or favors from a supplier for less than market value. Further, Norsouth Construction Company of Georgia, Inc. employees may not utilize a supplier, consultant, or subcontractor to work on his personal residence or those of related persons without prior approval of the appropriate company officer.

Norsouth Construction Company of Georgia, Inc. employs only reputable, qualified individuals and its expectations with regard to its employees equally extends to our suppliers and subcontractors.

1. **BIDDING:** All bids shall be per PLANS AND SPECIFICATIONS regardless of subcontractors past experiences with Norsouth Construction Company of Georgia, Inc. projects.
2. **PAYMENT TERMS:** All invoices received on or prior to the 25th of each month shall be paid on the following month on the 3rd Friday. These dates may be adjusted if either date occurs on a weekend or a holiday. Pay categories shall be established within the agreed upon Schedule of Values.
3. **RETAINAGE:** In all cases, 10% RETAINAGE shall be held on all payments to subcontractors. RETAINAGE shall be released after project completion and upon the total satisfaction of Norsouth Construction Company of Georgia, Inc.
4. **INSURANCE REQUIREMENTS:** All subcontractors must supply a certificate of insurance meeting all of the following requirements. Insurance must be maintained, without lapse, for the duration of work performed on the project.

All subcontractors must provide general liability, automotive liability, and worker's compensation coverage. This also applies to subcontractors having fewer than 3 employees.

Workers' Compensation and Employers Liability Insurance Statutory and Coverage B Limits:

Coverage	Required Limits of Liability
Each Accident	\$100,000
Policy Limit	\$500,000
Each Employee	\$100,000

Comprehensive General Liability Insurance, including Premises-Operations, Independent Contractors, Completed Operations - Products and Contractual Liability with the following minimum Limits of Liability:

Coverage - "Per Project"	Required Limits of Liability
Each Occurrence	\$1,000,000
Personal & Advertising Injury	\$1,000,000
Products-Completed Operations Aggregate	\$2,000,000
General Aggregate	\$2,000,000
Fire Damage	\$50,000
Medical Expense	\$5,000

Business Automobile Liability Insurance, including Employers' Non-Owned and Hired Automobile Coverage, with the following minimum Limits of Liability:

Coverage	Required Limits of Liability
Liability	\$1,000,000

Certificate shall state that the insurance may not be canceled, substantially modified or allowed to lapse without at least 30 days prior written notice to NorSouth Construction Corp. The name of the insured must match exactly the name NorSouth has on file and the insurance company used must be rated "A" or better.

Further note that it is a contract requirement that NorSouth Construction Corp. must be listed as an "additional named insured" on all insurance certificates. And depending on the Project, an Owner may specify additional insureds.

5. **BONDS:** Bid bond is not required. Performance payment bonds are optional at the discretion of Norsouth Construction Company of Georgia, Inc., but required for the following subcontractors: site utilities, grading, mechanical, electrical, plumbing and sprinklers.

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6. SUBCONTRACT AGREEMENT: All Agreements shall be on the Norsouth Construction Company of Georgia, Inc. standard Subcontract Agreement form. No changes to this document will be allowed and all bids shall have addressed the conditions set forth therein. A copy of this Agreement is available at our office for your review.
7. BIDS AND PROPOSALS SHOULD CONSIDER THE FOLLOWING:
- a. Per plans and specifications. Alternate may be considered, but only when accompanied by a per plan: spec proposal.
 - b. Each parties' bid submittal by applicable deadline, must be their best competitive final bid. Bid submittal "revisions" are not acceptable and will be void.
 - c. If bidding material only, base price on one building at a time and material distributed to individual units. See project schedule.
 - d. Payment for material storage may be made on a case-by-case basis. Subcontractors must get permission in advance and provide back up documentation as required by the owner.
8. SUBMITTAL DOCUMENTS TO BE COMPLETED:
- a. Contractor Qualification form.
9. BIDDING PROCEDURE: All bids shall be returned to location and time shown in the introduction letter. All bids will be reviewed for compliance with plans & specs. Qualified bids will then be reviewed for final selection and approval. As a company policy, information shall be given out during bidding as to low bidder, budget numbers, etc.
10. Refer to BID INVITATION for further project details.

Norsouth Construction Company of Georgia, Inc.
329 Commercial Drive Suite 110
Savannah, Georgia 31406
P: 912-354-6096
F: 912-354-3451

Norsouth Construction Qualification Form

Company Name: _____

Type of Business: _____

A Corporation _____

An Individual _____

M&L _____

Contractor License: (Attach Copy) _____

Classification: _____

Federal Tax ID#: _____

SIC Code: _____

Year founded: _____

**Year present
management/
ownership joined firm:** _____

**Year present
management/
ownership assumed
control of firm:** _____

**Location of principal
office:** _____

**Location of other
offices:** _____

Name of Estimator: _____

Telephone and Email: _____

Officers: _____

Number of Employees: _____

Office: _____

Field: _____

**Average years of
employees service with
company:** _____

Office: _____

Field: _____

Business Address: _____

Mailing Address : _____

Telephone: _____

Fax: _____

Email: _____

Offered: _____

Specialties: _____

**Total number of years
of field experience
active in Scope(s) of
Work:** _____

**Total number of years
active in construction
industry:** _____

Norsouth Construction Qualification Form

Complete the information requested below for projects which are completed and/or currently under construction for the Scope of Work submitting Bid(s) for.

1. Project Name: _____
Contract Amount: _____
Scope of Work: _____
Client: _____
Contact: _____
Project Location: _____
Project Address _____
Number of Bldgs/Units _____
Date (%) Complete: _____
Telephone Number: _____

2. Project Name: _____
Contract Amount: _____
Scope of Work: _____
Client: _____
Contact: _____
Project Location: _____
Project Address _____
Number of Bldgs/Units _____
Date (%) Complete: _____
Telephone Number: _____

3. Project Name: _____
Contract Amount: _____
Scope of Work: _____
Client: _____
Contact: _____
Project Location: _____
Project Address _____
Number of Bldgs/Units _____
Date (%) Complete: _____
Telephone Number: _____

4. Project Name: _____
Contract Amount: _____
Scope of Work: _____
Client: _____
Project Location: _____
Project Address _____
Number of Bldgs/Units _____
Date (%) Complete: _____
Telephone Number: _____

5. Project Name: _____
Contract Amount: _____
Scope of Work: _____
Client: _____
Contact: _____
Project Location: _____
Project Address _____
Number of Bldgs/Units _____
Date (%) Complete: _____
Telephone Number: _____

Norsouth Construction Qualification Form

Total number of rental apartment projects, 150 units or more, that your company has completed:

The past two years: _____

Total number of units: _____

The past twelve months: _____

Total number of units: _____

Total number of projects currently under contract:

Rental apartments: _____

Total number of units: _____

Condominium projects: _____

Total number of units: _____

Your entity's annual sales volume for the last 3 years: _____

Commercial projects sales volume for the last 3 years: _____

List names of your immediate material suppliers:

Supplier	Contact Name/Title	Telephone

Company: _____

Telephone Number: _____

Are you bondable? Yes/ No

Performance Bonds: YES / NO

Provided by:

Payment Bonds: YES / NO

Bonding Limit: _____ Aggregate Limit _____ Single Job Limit: _____

Are your contracts accomplished with union labor? Yes / No

Are you signatory to a union agreement; if so, Name and Local:

Are you willing to do prevailing wage projects?

Financial Institution: _____

Officer: _____

Phone: _____

Credit Rating: _____

Please submit a current Financial Statement; confirm the same: Yes / No

Insurance Carrier

Company (G.L.): _____

Carrier Rating: _____

Telephone Number: _____

Program: _____

I hereby certify (Company Name) _____ currently has a written and applicable Safety Program. A copy of the same will be provided to Norsouth Construction Company of Georgia, Inc., upon request.

Norsouth Construction Qualification Form

In submitting this proposal, it is understood that the right is reserved by Norsouth Construction Company of Georgia, Inc. to reject any and all bids, or parts of any bids, and to waive any informalities in the bidding procedures.

PLEASE ENSURE BID SUBMITTAL CHECKLIST IS COMPLETE. INCOMPLETE BID SUBMITTALS WILL BE VOIDABLE.

- Verified compliance per Insurance Requirements *see preceding TAB.
- Reviewed Project Manual (General Requirements, Scopes) *if applicable.
- Reviewed all Plans applicable to trade and project
- Provided bid submittal per project plans dated: (month/day/year)_____
- Reviewed all Specifications
- Completed and submitted required Bid Documents
- Provided Quantity-Takeoffs

The undersigned party confirms all submitted details reflect current and accurate knowledge, and legal information, per the Principal business entity noted herein. On behalf of (Company Name) _____, I (authorized Principal Signee) _____ grant authorization to Norsouth Construction Company of Georgia, Inc. to investigate past credit/work history as deemed necessary to evaluate this proposal, not excluding all and any relevant information.

Signature: _____
Date: _____
Printed Name: _____
Title: _____
Company _____

Please return completed form via email, fax, and an original-executed copy (via regular mail- w/ 2 current business cards) to:

info@Norsouth.com
Norsouth Construction Company of Georgia, Inc.
329 Commercial Drive Suite 110
Savannah, Georgia 31406
912-354-6096
912-352-3451 Fax