



White County Board of Commissioners
1235 Helen Hwy
Cleveland, GA 30528
706-865-2235

Request for Proposal

HVAC Service Contract (WC-HVAC-2017-00)

| | |
|---|-------------------------------------|
| Issue Date | Thursday, May 18, 2017 |
| Mandatory Pre-Bid Meeting Date | Thursday, June 8, 2017 @ 2:00 p.m. |
| Deadline for Questions | Thursday, June 15, 2017 @ 2:00 p.m. |
| Deadline for Addenda To Be Posted to www.whitecounty.net | Friday, June 16, 2017 @ 2:00 p.m. |
| Proposal Due Date | Tuesday, June 20, 2017 @ 2:00 p.m. |

Prospective respondents are encouraged to review this proposal package thoroughly – a checklist has been provided which will assist in insuring responses are complete.



WHITE COUNTY BOARD OF COMMISSIONERS

1235 Helen Hwy Cleveland, Georgia 30528

PROJECT TITLE: HVAC Service Contract (Multiple County Buildings)
RFP # HVAC-2017-00

SPECIFICATIONS:

Proposals must be submitted in duplicate in sealed envelope. The vendor name, opening date, and complete project name must appear legibly on the outside of the envelope. Proposals will be accepted until the date and time of opening. All responses shall be submitted on the enclosed proposal form / information sheet. All requested information must be submitted in the format provided. Failure to do so may be grounds for disqualification. **White County reserves the right to accept or reject any or all proposals and to award the contract in whole or in part – if this reservation will cause any differentiation in the pricing proposal – this must be indicated within the proposal document.**

A vendor information sheet must be attached unless on file with the White County Board of Commissioners Office. These forms are available for download from our website www.whitecounty.net

INTERPRETATION & ADDENDA:

A **MANDATORY** pre-bid meeting will be held on **Thursday, June 8, 2017 @ 2:00 p.m.** at the White County Administration Building located at 1235 Helen Hwy Cleveland, GA 30528. Any firm not represented at this meeting will not be eligible to bid this project. At this meeting there will be a schedule for site visits issued, from which respondents may select a date / time to do a facility walk through with a member of the White County Maintenance Staff, at which time all equipment and facilities can be inspected by prospective bidders. Appointments outside the dates / times posted will not be available.

Questions pertaining to the intent or meaning of the bid documents shall be submitted in writing to Ms. Shanda Murphy, County Clerk, smurphy@whitecounty.net by **Thursday, June 15, 2017 @ 2:00 p.m.** Interpretations or clarifications considered necessary will be issued by addenda posted to the White County website by **Friday, June 16, 2017 @ 2:00 p.m.** Questions received after the stated deadline may not be answered. Oral interpretations or clarifications will be without legal effect.

A signed acknowledgement of any addenda issued must be attached to your bid response. Bids received without addenda acknowledgements will not be considered.

DUE DATE:

Proposals must be submitted to the White County Board of Commissioners Office – 1235 Helen Hwy Cleveland, GA 30528 by **2:00 p.m.** on **Tuesday, June 20, 2017, without exception.** Immediately following the deadline the names of proposers will be recorded and read in the Board of Commissioners Office Conference Room. An award will be made after complete review of the proposals at a later date.

***Please refer to the attached checklist for a complete summary of the requirements for this project.**

The contract will be recommended for award to the overall most responsive and responsible proposal according to the following criteria:

Pricing Proposals (0-30 points):

- 1) Preventative Maintenance Price Per Unit
- 2) Service Call Charge
- 3) Contractor Mark-up on Parts

Location of Service Office (0-30 points):

- 1) Distance (one-way miles) from contractor's office to the service location

Contractor's Resources (0-20 points):

- 1) Active State License – including specialty areas (HVAC, mechanical, electrical, etc).
- 2) Number of certified technicians and area of certifications
- 3) Number of service vehicles, spare vehicles, specialized equipment, etc.
- 4) Brand of HVAC equipment supported, manufacturer certification (if applicable).

Contractor's Experience (0-20 points):

- 1) Experience with similar service contracts
- 2) Overall experience of Contractor in HVAC maintenance and installation
- 3) Contractor's references.

White County may waive technicalities or irregularities, reject any or all proposals, and / or accept the proposal(s) that is in the best interest of the County, with price - qualifications and other factors taken into consideration. The County reserves the right to award the contract to the Contractor which, in the sole discretion of the County is the most responsive and responsible contractor – price, qualifications and other factors considered. However, the County specifically reserves the right to accept other than the lowest responsible and responsive proposals when the County considers that to be, in its sole and absolute discretion, in the best interest of the County.

1.0 GENERAL CONDITIONS:

It is the intent of these specifications to furnish White County with **Air Conditioning and Heating Service for County Owned Properties as identified within the bid document**. These are minimum specifications and the successful contractor should be able to meet the minimum requirements as listed below. Any deviations should be submitted with this package on company letterhead.

1.1 Term of Contract

The contract will be for a one (1) year period. The maintenance service work to be performed under this agreement shall include but is not limited to the make / model / serial numbers currently in place at the listed facilities. If a unit is replaced or added, the contractor will be expected to perform the maintenance for these units as well.

1.2 Option to Renew

The County reserves the right to extend the contract for an additional (1) one year period if both parties are in agreement and the prices remain firm.

1.3 Termination

The County reserves the right to cancel this agreement with (30) thirty days written notice.

1.4 Method of Ordering

Individuals specifically authorized by White County will place verbal orders directly to the contractor. A purchase order number MUST appear on the invoice as well as where the work was performed and a brief description of what was actually done.

1.5 Invoicing

Invoices shall be mailed to the White County Board of Commissioners Office, Attn: Maintenance Department, 1235 Helen Hwy, Cleveland, GA 30528 (unless otherwise specified). The following must appear on each invoice:

1. White County purchase order number
2. Items listed individually with part numbers
3. Unit, extended and total price
4. Location where work performed
5. Invoice number and date
6. Copy of work order with authorized signature of County personnel.

1.6 Delivery

All parts and labor will be quoted FOB various County locations, unloaded and installed. Travel time for contractor's personnel will not be included as part of this contract.

1.7 Repair and Replacement Parts

Repair or replacement parts for existing equipment may be accomplished by the contractor using other than original equipment manufacturer's (OEM) parts. However, all parts or equipment furnished must be equal to or exceed that of the original equipment manufacture.

1.8 Contractors Performance

Contractor shall furnish necessary labor, tools, equipment and supplies to perform the required services at the County's facilities. Additional charges above the bid amount submitted for routine maintenance will not be accepted. The County's authorized representative will decide all questions which may arise as to the quality and acceptability of any work performed under this contract. If, in the opinion of the County's authorized representative, performance becomes unacceptable, the County shall notify the contractor. The contractor will have (1) one day from that time to correct any specific instances of unsatisfactory performance. In the event the unsatisfactory performance is not corrected within the specified period, the County shall have the immediate right to complete the work to its satisfaction and shall deduct the cost to cover from any balances due or to become due the contractor. Repeated incidences of unsatisfactory performance may result in cancellation of the agreement for default.

1.9 Insurance / Required Affidavits / License

Contractor, performing as an independent contractor, shall be fully responsible for providing Workers Compensation, Commercial General Liability and Automotive Liability coverage as follows. Proof of Insurance and required affidavits must be included in proposal.

General Liability - \$2,000,000 General Liability with a combined single limit per occurrence of \$1,000,000, for bodily injury, personal injury, and property damage.

Automobile Liability - \$1,000,000 Automobile Liability combined single limit per accident, for bodily injury and property damage, when applicable.

Workers' Compensation and Employers' Liability - \$100,000 Employers' Liability limit per accident and Worker's Compensation limits as required by the Labor Code of the State of Georgia.

Bidder's Certification (Appendix A)

Contractors Affidavit (E-Verify) / Sub-Contractor Affidavit (E-Verify) /

SAVE / E-Verify Affidavit (Appendix B)

Successful bidder must possess a State of Georgia Issued Profession Contractor's License (Commercial HVAC) – copy must be submitted with bid response.

Current Occupational Tax Certificate – copy must be submitted with bid response

Contractor will hold the County harmless in the event of any accident.

1.10 Suspension of Work

The County reserves the right to suspend work wholly or in part if deemed necessary for the best interest of the County. This suspension will be without compensation to the contractor other than to adjust the contract completion or delivery requirements.

1.11 Equipment Safety

The contractor shall be responsible for providing and for the placement of barricades, tarps, plastic, flag tape and other safety/traffic control equipment required to protect its employees, the public, surrounding areas, equipment, vehicles and County personnel. The safety of all of the above mentioned is a primary concern of the County; any company that has a history or a high incidence of accidents may be disqualified.

1.12 Workmanship

Where not more specifically described in any or the various sections of these specifications, workmanship shall conform to all of the methods of operations of best standards and accepted practices of the trade and shall include all fabrication, construction or completion. All work shall be performed by personnel skilled in their respective lines of work and be certified or licensed as required by National, State or Local law.

1.13 Cleaning

The contractor shall keep the premises clean of all rubbish and debris generated by the work involved and shall leave the premises neat and clean. All surplus materials, rubbish and debris shall be disposed of by the contractor and at the contractor's expense. The work area shall be cleaned at the end of each work day unless prior approval has been granted by the County. The County shall not be responsible for theft or damage to the contractor's property. In the event that a project cannot be finished by the end of the work day, the contractor shall secure the area in a way that is safe to the public and county personnel.

1.14 Hours of Work

All work under this contract will be coordinated with County personnel.

1.15 Security

The County does not assume responsibility, at any time, for the protection of or loss of materials from the time the contractor operations have commenced until the final acceptance of the work is acknowledged by the County.

1.16 Final Inspection and Acceptance

The contractor will request a County designee to conduct a site inspection after the project is complete. Final project approval is contingent on the final inspection and written approval by the County; this shall include a White County employee's signature on a valid work order.

1.17 Property Damage

Contractor agrees to repair at contractor's expense any damage that was caused to County owned property by contractor.

2.0 SCOPE OF WORK:

Contractor will conduct routine service & preventative maintenance on all units at stated properties in accordance with manufacturer's recommendations. Contractor shall furnish all instruments, special tools, and supplies as may be necessary to perform maintenance service in accordance with the manufacturer's recommendations. The list of properties is as follows however additional properties may be added:

- ✓ White County Courthouse – 59 South Main Street Cleveland, Georgia
- ✓ White County Administration Building – 1235 Helen Hwy Cleveland, Georgia
- ✓ White County Library – Cleveland Branch, 10 Colonial Drive Cleveland, Georgia
- ✓ Mauney Building – 1241 Helen Hwy Cleveland, Georgia
- ✓ White County Tax Commissioners Office- 113 North Brook Street Cleveland, Georgia
- ✓ White County Road Department – 675 Truelove Road Cleveland, Georgia
- ✓ White County Senior Center – 1239 Helen Hwy Cleveland, Georgia
- ✓ White County Health Department – 1331 Helen Hwy Cleveland, Georgia
- ✓ White County Animal Control Facility – 680 Industrial Blvd. Cleveland, Georgia
- ✓ Fire Station #2 - 7484 Duncan Bridge Road Cleveland, Georgia
- ✓ Fire Station #3 - 33 Garland Bristol Road Sautee, Georgia
- ✓ Fire Station #4 - 1650 Westmorland Road Cleveland, Georgia
- ✓ Fire Station #5 - 380 Shoal Creek Church Road Cleveland, Georgia
- ✓ Fire Station #6 – 6449 Hwy 129 North Cleveland, Georgia
- ✓ Yonah Preserve – 294 OTP drive Cleveland, Georgia
- ✓ White County Parks & Recreation Facility – 327 Asbestos Road Cleveland, Georgia
- ✓ White County Sports Complex – 111 & 112 Frank Meaders Drive Cleveland, Georgia

2.1 Repair Warranties

Contractor shall list on the invoice or work order the brand name and part number of all replacement or used parts. All repairs shall be warranted for a minimum of (90) ninety days from date of repair. If the same item must be repaired again for any failure during the warranty period, the follow-up service will be performed at no charge to the County including labor. Parts which carry a standard warranty that exceeds (90) ninety days shall be honored by the contractor.

2.2 Labor Rates

Labor rates will start upon arrival at the job site and end upon completion that day at job site. The County will not accept any travel charges.

2.3 Work Hours/Labor Rates

Regular work hours shall be 8:00 a.m. to 5:00 p.m., Monday through Friday (County holidays excluded) regular hourly rate shall apply. Overtime hours shall be those hours outside regular work hours as stated and may be charged accordingly on an emergency basis only.

2.4 Response Time

All call for service must be acknowledged within (1) one hour of initial phone call. Contractor must state a realistic and true time when the work can be scheduled and to the acceptance of the County. If response time is frequently longer then indicated in proposal this contract may become cancelled.

2.5 Major Repairs

Before major non-emergency repairs (greater than \$500.00) are approved, contractor shall provide the County with a written quotation detailing parts and estimated labor charges within (3) three business days. The County reserves the right to secure proposals from other companies at any time during this contract. Any project greater than \$5,000.00 will be mailed to other qualified contractors in sealed bid form and awarded by the County.

2.6 Sub-Contractors

No sub-contractors shall be used without White County's knowledge and authorization.

White County HVAC Service Contract (WC-HVAC-2017-00)
Summary Checklist

Following is a summary of the requirements for bidding on this project – if any of the following is not provided, the bid submitted will be disqualified.

- Mandatory Pre-Bid Meeting – (Insert Date / Time / Location)
- Site visits scheduled at Mandatory Pre-Meeting
- Bid must be submitted on the enclosed proposal form – must be filled in completely (Required)
- Per-facility cost breakdown
- Proof of Insurance – According to stated limits
- Bidder's Certification
- E-Verify & SAVE Affidavit – Signed & Notarized
- Copy of current Commercial Contractor HVAC License
- Copy of current Occupational Tax Certificate
- Acknowledgement of Addenda
- Proposal Response Information Sheet
- Proposal response must be sealed and labeled



WHITE COUNTY BOARD OF COMMISSIONERS
 1235 Helen Hwy Cleveland, Georgia 30528 (706) 865-2235
Proposal Form

| RFP INFORMATION | |
|------------------------|------------------------------|
| <i>RFP Number:</i> | RFP # HVAC-2017-00 |
| <i>RFP Name:</i> | HVAC Service Contract |
| <i>Issue Date:</i> | Thursday, May 18, 2017 |
| <i>Due Date/Time:</i> | Tuesday, June 20 @ 2:00 p.m. |

| WHITE COUNTY CONTACT | |
|-----------------------------|--|
| <i>Name:</i> | Ken Payne / Shanda Murphy |
| <i>Title:</i> | Facilities Manager / County Clerk |
| <i>Phone:</i> | (706) 865-2235 |
| <i>Email:</i> | kpayne@whitecounty.net / smurphy@whitecounty.net |

Contact Information:

Vendor Name: _____

Contact Name: _____ Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

| <i>Description</i> | <i>Costs</i> | <i>Unit Price</i> |
|---|--|--|
| Preventative Maintenance If unit prices differ – please include breakdown as a separate sheet | Total Cost – 12 Months Per Specifications: \$ _____ | Price Per Location Must be Listed On the Following Sheet |
| Service Call Charge | | \$ _____ / Call |
| Hourly Rate | | \$ _____ /Hr |
| Overtime Hourly Rate | | \$ _____ /Hr. |
| Markup on material costs | | % |
| Response time to job site | | Hours |

The undersigned certifies that he/she offers to furnish materials in strict accordance with requirements of this document including terms and conditions attached; that the prices quoted are correct and he/she agrees that this proposal may not be withdrawn for a period of 60 days from due date noted above. White County reserves the right to reject any and all proposals.

Authorized Signature: _____ Title: _____ Date: _____



WHITE COUNTY BOARD OF COMMISSIONERS
 1235 Helen Hwy Cleveland, Georgia 30528 (706) 865-2235
Facility Breakdown - Proposal Form

| RFP INFORMATION | |
|------------------------|---------------------------------------|
| <i>RFP Number:</i> | RFP # HVAC-2017-00 |
| <i>RFP Name:</i> | HVAC Service Contract |
| <i>Issue Date:</i> | Thursday, May 18, 2017 |
| <i>Due Date/Time:</i> | Tuesday, June 20, 2017 @ 2:00 p.m. |

| WHITE COUNTY CONTACT | |
|-----------------------------|--|
| <i>Name:</i> | Ken Payne / Shanda Murphy |
| <i>Title:</i> | Facilities Manager / County Clerk |
| <i>Phone:</i> | (706) 865-2235 |
| <i>Email:</i> | kpayne@whitecounty.net / smurphy@whitecounty.net |

Vendor Name Presenting Proposal: _____

Total Cost (12 Month) Contract Option \$ _____

Vendors must detail below the total amount to be charged per facility for routine maintenance service per manufacturer's specifications

| Facility Name | Facility Address | 12 Month Cost |
|--|---|----------------------|
| White County Courthouse | 59 South Main Street Cleveland, GA | \$ |
| White County Administration Building | 1235 Helen Hwy Cleveland, GA | \$ |
| White County Library, Cleveland Branch | 10 Colonial Drive Cleveland, GA | \$ |
| Mauney Building | 1241 Helen Hwy Cleveland, GA | \$ |
| White County Tax Commissioners Office | 113 North Brook Street Cleveland, GA | \$ |
| White County Road Department | 675 Truelove Road Cleveland, GA | \$ |
| White County Senior Center | 1239 Helen Hwy Cleveland, GA | \$ |
| White County Health Department | 1331 Helen Hwy Cleveland, GA | \$ |
| White County Animal Control Facility | 680 Industrial Blvd. Cleveland, GA | \$ |
| Fire Station #2 | 7484 Duncan Bridge Road Cleveland, GA | \$ |
| Fire Station #3 | 33 Garland Bristol Road Sautee, GA | \$ |
| Fire Station #4 | 1650 Westmorland Road Cleveland, GA | \$ |
| Fire Station #5 | 380 Shoal Creek Church Road Cleveland, GA | \$ |
| Fire Station #6 | 6449 Hwy 129 North Cleveland, GA | \$ |
| Yonah Preserve | 249 OTP Drive Cleveland, GA | \$ |
| White County Parks & Rec | 327 Asbestos Road Cleveland, GA | \$ |
| White County Sports Complex | 111 & 112 Frank B Meaders Dr. Cleveland, GA | \$ |
| Total 12 Month Cost | | \$ |

Authorized Signature: _____ Title: _____ Date: _____



Proposal Response Information Sheet – HVAC-2017-00

Additional Pages May be Attached

Pricing Proposals (0-30 points): See Attached Form

Location of Service Office (0-30 points):

Distance (one-way miles) from contractor's office to the White County Courthouse

Contractor's Resources (0-20 points):

Active State License – including specialty areas (HVAC, mechanical, electrical, etc).

Number of certified technicians and area of certifications

Number of service vehicles, spare vehicles, specialized equipment, etc.

Brand of HVAC equipment supported, manufacturer certification (if applicable).

Contractor's Experience (0-20 points):

Experience with similar service contracts

Overall experience of Contractor in HVAC maintenance and installation

Contractor's references

Appendix A

BIDDER'S CERTIFICATION
White County HVAC Service Contract
Project# HVAC-2017-00

Date of Proposal _____

I certify that this Proposal is submitted without prior understanding, agreement or connection with any corporation, firm or person submitting a Proposal for the same goods/services 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 damages awards. I agree to abide by all conditions of this bid and certify that I am authorized to sign this bid for the bidder.

Bidder Information
(Type or Print)

Name and Mailing Address
(Where to Send Payment)

Name of Company

Name of Company

Address

Address

City, State, & Zip Code

City, State, & Zip Code

Phone Number

Phone Number

Fax #

Email Address

Tax ID Number

OR _____
Social Security Number

Name & Title of Person Authorized to Sign

Name

SIGNATURE

Title

**Proposals or Bids not signed shall be declared as "Non-Responsive"
and may not be considered for award.**



White County
Affidavit Pursuant to Georgia Immigration Laws

Note: As a prerequisite to certain interactions with government entities, Georgia Law required an affidavit regarding the subjects indicated herein.

1. I am over the age of 18, of sound mind, and am competent to make this Affidavit.

2. Initial all that apply (you may initial more than one):

_____ I execute this Affidavit as an applicant for a Public Benefit. Public Benefits include, Retirement Benefits, Health Benefits, Disability Benefits, Contracts, Business Loans, Business Licenses, Professional Licenses, Certificates authorizing the transaction of regulated business, other benefits as referenced and defined in O.C.G.A. Section 50-36-1, and as defined by the Attorney General of the State of Georgia.

_____ I execute this Affidavit as a contractor or subcontractor on a project of White County.

3. I submit this affidavit on behalf of _____ (self or business entity).

4. With respect to my personal presence in the United States, I state as follows:

a. _____ I am a United States citizen **OR**

b. _____ I am a legal permanent resident 18 years of age or older or I am an otherwise qualified alien or non-immigrant under the Federal Immigration and Nationality Act lawfully present in the United States. I have provided my Alien Registration Number or, in the event I do not have an Alien Registration Number. I have provided another identifying number below*.

5. (For Contractors, and Subcontractors Only) With respect to efforts to verify the lawful presence of persons employed or engaged by me or the entity on behalf of which I sign this Affidavit, I affirm (a) that the system known as "E-Verify" is used to determine immigration status of all employees, contractors or subcontractors, as the case may be; (b) that the pertinent E-Verify user number is _____; (c) that E-Verify will be used to verify the immigration status of all employees and contractors/subcontractors in the future, indefinitely; and (d) that I will notify White County immediately if there should be any changes in the above statement E-Verify usage.

6. In making the above representations under oath, I understand that White County and its employees are relying upon this affidavit, and I hereby authorize them to do so. I am aware that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of Code Section 16-10-20 of the Official Code of Georgia.

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
____ DAY OF _____, 20____.

Signature of Applicant: _____ Date: _____

Print: _____

Notary Public
My Commission Expires: _____

Alien Reg. No. or Other Identifying No. for Non-Citizens
* _____

*Note: O.C.G.A. § 50-36-1(e)(2) requires that aliens under the federal Immigration and Nationality Act, as amended, provided their alien registration number. Because legal permanent residents are included in the federal definition of "alien", legal permanent residents must also provide their alien registration number. **Qualified aliens that do not have an alien registration number may supply another identifying number.**

OFFICE USE ONLY:
Type of Secure and Verifiable Document: _____