



**Request for Proposal
2024-0018**

**Spalding County Courthouse Air Cooled
Chiller Replacement**

October 14, 2023

INVITATION TO BID
Courthouse Air Cooled Chiller Replacement

Spalding County Board of Commissioners invites all qualified bidders to submit a cost proposal for the above captioned Project. Digital copies of the BID DOCUMENTS and Specifications may be obtained by visiting the Georgia Procurement Registry at <https://ssl.doas.state.ga.us/gpr/index> or by visiting the Spalding County website at www.spaldingcounty.com/department/budget-and-finance.

A MANDATORY Pre-Bid Conference will be held Tuesday, October 24, 2023 at 10:00 AM (EST) at the Spalding County Courthouse Annex, 119 East Solomon Street, Room 108 Griffin, GA 30223. Immediately following the Pre-Bid Conference, the facility will be open for a contractor walkthrough. ANY CONTRACTOR WHO INTENDS TO SUBMIT A PROPOSAL IS REQUIRED TO ATTEND THIS MEETING.

Any questions and/or misunderstandings that may arise from this bid must be submitted in writing and forwarded to Terri Bass at the above address or by email. ***NO PHONE CALLS***. It shall be the Bidders responsibility to seek clarification as early as possible prior to the due date and time.

Final written questions are due by Monday, October 30, 2023 at 5:00 PM (EST).

Sealed Bids are due: Tuesday, November 7, 2023 2:00 PM (EST)

BIDS MUST BE SIGNED, IN A SEALED ENVELOPE AND MUST INCLUDE ALL OF THESE COMPLETED DOCUMENTS:

- Appendix A – Scope of Work**
- Certificate of Insurance – General Liability, Auto Liability and Workers Compensation**
- Permits and Business License, Recently signed W-9, E-verify Number and Immigration Form**
- The bid form included in this RFP should be sealed in a separate envelope inside the bid packet.**

**Deliver Sealed Bids and Appendix Documents to:
Spalding County Board of Commissioners
Attn: Terri Bass
Spalding County Courthouse Air Cooled 130-Ton Chiller Replacement
119 East Solomon Street, Room 104
Griffin, GA 30223**

Announcement of award will be done upon evaluation of submitted bids and funding. Spalding County reserves the right to reject any or all bids.

Steve Ledbetter, PhD., County Manager

INTRODUCTION:

This is a Request for Bid for the replacement and installation of a 130-ton Air Cooled Chiller for the Spalding County Courthouse located at 132 E. Solomon Street, Griffin, GA 30223. Instructions for preparation and submission of a bid are contained in this packet. Bids must be typed or printed in ink.

It is the intent of the Spalding County Board of Commissioners to award a SINGLE CONTRACT for the Air Cooled 130-Ton Chiller Replacement at the Spalding County Courthouse. Spalding County provides equal opportunity for all businesses and does not discriminate against any person or business because of race, color, religion, sex, national origin, and handicap or veterans' status. This policy ensures all segments of the business community have access to supplying the goods and services needed by Spalding County.

ADMINISTRATIVE SERVICES CONTACT FOR THIS REQUEST:

All questions concerning this invitation and all questions arising subsequent to award are to be addressed in **writing** to the following:

Spalding County Administration
Attn: Terri Bass
119 East Solomon Street, Room 104
Griffin, GA 30223
E-mail: tbass@spaldingcounty.com

To maintain a “level playing field”, and to assure that all bidders receive the same information, bidders are requested **NOT** to contact anyone other than the contact above until after the award of the contract. Doing so could result in disqualification of the proposer.

DUE DATE:

Sealed bids will be received at the Spalding County Board of Commissioners office, 119 East Solomon Street, Room 104, Griffin, GA 30223 no later than **2:00 PM, Local Time, Tuesday, November 7, 2023.** Bids received after this time will not be accepted.

BID COPIES FOR EVALUATION:

One original; (1) and two (2) copies will be required for review purposes.

ADDENDA:

Answers to questions submitted that materially change the conditions and specifications of this bid will be distributed to all addresses as an addendum. Any discussions or documents will be considered non-binding unless incorporated and distributed in an addendum.

Bidders should check the Georgia Procurement Registry frequently during the bidding process to verify that they have received all issued addendums. While every attempt is made to make sure that registered bidders receive notice of addendums, bidders have the responsibility of making sure that they have received all issued addendums. Addenda are required to be signed and returned with the bid proposal.

CONTRACT TERM:

The contract between the County and the vendor shall become effective upon signing and shall remain in force until the completion of the project, or until notice of termination in writing is given by the other party as provided herein. Spalding County reserves the right to terminate a contract at any time if successful vendor fails to meet requirements stated in the proposal.

QUALIFICATIONS OF OFFERORS:

Bidders must be licensed by the State of Georgia to perform HVAC installation services and must provide a copy with the bid proposal.

Bidders must have a current business license and provide a copy of that license with the submittal of their bid proposal.

Bids from any offeror or that are in default on the payment of any taxes, license fees, or other monies due to Spalding County will not be accepted.

Bidders are to submit at least (3) three commercial references for compatible services for which your entity provides and include a contact name and phone number.

Bidders are required to utilize the Spalding County Bid Form, included in this packet.

PROPRIETARY INFORMATION:

Careful consideration should be given before submitting confidential information to Spalding County. The Georgia Open Records Act permits public scrutiny of most materials collected as part of this process. Please clearly mark any information that is considered a trade secret, as defined by the Georgia Trade Secrets Act of 1990, O.C.G.A. §10-1-760 et seq., as trade secrets are exempt from disclosure under the Open Records Act. **Spalding County does not guarantee the confidentiality of any information not clearly marked as a trade secret.**

SELECTION PROCESS:

Administrative staff will make a recommendation for award to the Board of Commissioners. The Board of Commissioners will consider proposals at a future Spalding County Commission Meeting, to be determined.

The award will be made to the responsible offeror whose proposal represents the best

value after evaluation in accordance with the factors listed below. The Spalding County Board of Commissioners may reject any or all bids if such action is in the County's best interest.

Spalding County intends to evaluate bids and award a contract without discussions with offerors. Therefore, the offeror's initial proposal should contain the offeror's best terms from a price and technical standpoint. The County reserves the right to conduct discussions if the County later determines them to be necessary

INSURANCE:

Bidders shall maintain the following insurance (a) comprehensive general liability, including blanket contractual, covering bodily injuries with limits of no less than \$1,000,000.00 per occurrence, and property damage with limits of no less than \$1,000,000.00 per occurrence; and (b) commercial automobile liability, including blanket contractual, covering bodily injuries with limits of no less than \$1,000,000.00 per occurrence, and property damage with limits of no less than \$1,000,000.00 per accident (c) statutory worker's compensation insurance, including \$1,000,000.00 employer's liability insurance. (d) Employee dishonesty and/or crimes coverage with respect to personnel of Contractor having access to County buildings, with limits of no less than \$50,000.00 per occurrence. All insurance shall be provided by an insurer(s) acceptable to the County and shall provide thirty (30) days prior notice of cancellation to the County. Upon request, Contractor shall deliver to the County a certificate or policy of insurance evidencing Contractor's compliance with this paragraph naming the Spalding County Board of Commissioners as additional insured. Contractor shall abide by all terms and conditions of the insurance and shall do nothing to impair or invalidate the coverage.

BID BOND AND PERFORMANCE BOND:

A Bid Bond shall be required for this project in the amount equal to 5% of the bid. Performance and Payment (P&P) Bonds will be required of the successful bidder each in the amount equal to 100 percent of the contract sum. Said P&P Bonds shall be furnished within ten (10) days following execution of the contract.

GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT:

All Bidders shall execute an enclosed affidavit verifying that Proposer has registered and participates in the federal work authorization program to verify information of all new employees, per O.C.G.A. 13-10-90, et seq. and Georgia Department of Labor Regulations Rule 300-10-1-02. The appropriate affidavit is attached hereto as "Exhibit A". By submission of this Proposal, Bidders certify that any subcontractor employed by Proposer for the performance of this agreement will execute an appropriate subcontractor affidavit verifying its registration and participation in the federal work authorization program and compliance with O.C.G.A. 13-10-90, et seq. and Georgia Department of Labor Regulations Rule 300-10-1-02, and that all such affidavits are incorporated into and made a part of every contract with each subcontractor.

In accordance with OCGA 50-36-1, Proposer certifies its eligibility for public benefits. The appropriate affidavit is attached hereto as "Exhibit B".

GENERAL INFORMATION:

No bids received after said time or at any place other than the time and place as stated in the notice shall be considered. No responsibility shall attach to Spalding County for the premature opening of a bid not properly addressed and identified.

WITHDRAWAL OF PROPOSAL:

A bidder may withdraw his bid before the due date, without prejudice to the bidder, by submitting a written request of withdrawal to the Spalding County Board of Commissioners.

REJECTION OF PROPOSAL:

Spalding County may reject any and all bids and must reject a bid of any party who has been delinquent or unfaithful in any formal contract with Spalding County. Also, the right is reserved to waive any irregularities or informalities in any bid in the bidding procedure.

Spalding County shall be the sole judge as to which bid is best, and in ascertaining this, will take into consideration the business integrity, financial resources, facilities for performing the work, and experience in similar operations of the

various bidders.

STATEMENT OF EXPERIENCE AND QUALIFICATIONS:

The bidder may be required, upon request, to prove to the satisfaction of Spalding County that he/she has the skill, experience, necessary facilities and ample financial

resources to perform the contract(s) in a satisfactory manner and within the required time. If the available evidence of competency of any bidder is not satisfactory, the bid of such bidder may be rejected. The successful proposer is required to comply with and abide by all applicable federal and state laws in effect at the time the contract is awarded.

NON-COLLUSION AFFIDAVIT:

By submitting a bid, the bidder represents and warrants that such bid is genuine and not sham or collusive or made in the interest or in behalf of any person not therein named, that the bidder has not directly or indirectly induced or solicited any other bidder to put in a sham, or any other person, firm or corporation to refrain from bidding and that the bidder has not in any manner sought by collusion to secure to that bidder any advantage over any other bidder.

INTEREST OF:

By submitting a bid, the bidder represents and warrants that a Commissioner, Manager, Administrator, employee, nor any other person employed by Spalding County has, in any manner, an interest, directly or indirectly, in the bid or in the contract which may be made under it, or in any expected profits to arise therefrom.

DOCUMENTS DEEMED PART OF THE CONTRACT:

The notice, invitation to bid, general conditions, and instructions for bidders, special conditions, specifications, bid, and addenda, if any, will be deemed part of the contract.

STANDARD INSTRUCTIONS:

1. The instructions contained herein shall be construed as a part of any bid invitation and/or specifications issued by Spalding County and must be followed by each bidder.
2. The written specifications contained in this bid shall not be changed or superseded except by written addendum from Spalding County. Failure to comply with the written specifications for this bid may result in disqualification by Spalding County.
3. All goods and materials shall be F.O.B. Destination Griffin; Georgia and no freight or postage charges will be paid by Spalding County unless such charges are included in the bid price.
4. "COURTHOUSE AIR COOLED CHILLER REPLACEMENT" must be written clearly on the outside of each bid envelope in order to avoid prior opening in error.
5. All bids must be received and in-hand at bid due date and time. Each bidder assumes the responsibility for having his/her bid received at the designated time and place of bid due date. Bids received after the stated time and date shall be rejected without consideration, regardless of postmark. Spalding County accepts no responsibility for mail delivery.
6. Unless otherwise stated, all bids submitted shall be valid and may not be withdrawn for a period of 90 days from the due date.
7. Each bid form submitted must include the name of the business, mailing address, the name, title and signature of the person submitting the bid. When submitting a bid to Spalding County the first page of your bid package should be the bid form listing the price, delivery date, etc.
8. Spalding County reserves the right to accept a bid that is not the lowest price if, in the County's judgment, such bid is in the best interest of the County and the public. The County reserves the right to reject any and all bids.
9. Telephone, telegraphic or facsimile bids will not be accepted.

10. No sales tax will be charged on any orders.

11. Bids shall identify any subcontractors and include an explanation of the service or product that they may provide.

GENERAL INFORMATION:

No bids received after said time or at any place other than the time and place stated in the notice shall be considered. No responsibility shall attach to Spalding County for the premature opening of a bid not properly addressed and identified.

SCOPE OF WORK:

The Spalding County Board of Commissioners is requesting proposals from qualified individuals or companies to provide professional services for the replacement of the existing 130-ton AIR COOLED CHILLER system at the Spalding County Courthouse located at 132 E. Solomon Street, Griffin, GA 30223.

- Recover and dispose of refrigerant in accordance with EPA guidelines.
- Disconnect piping, electrical and controls.
- Remove existing chiller and install new chiller. (Carrier, York or Trane)
- Remove small existing chiller that is no longer in service and cap lines.
- Include crane and permit for road closure of eastbound lane of Solomon Street between Hill Street and 6th Street.
- Tie-in chilled water piping to new chiller.
- Repair insulation to match existing.
- Tie-in electrical and controls to new chiller.
- Fill system with water. (chemical treatment by others)
- Include factory start up performance.
- Test and Balance report for new chiller.
- Can start work Friday after 5:00 p.m. and can continue on Saturday and Sunday until completed. (excluding holidays)

All Pricing Shall Include Materials, Labor, and Installation.

ROOF TOP UNIT INSTALLATION:

- Removal and Disposal of Existing 130-Ton
- Provide all Labor to Demo Existing Chiller

- Minimum Specifications 130-Ton Chiller:
 - R-410a Refrigerant
 - 230/3/60 Application
 - Four Stage Cooling
 - Hot Gas Bypass

- Electrical Included
- Crane Services Included
- Start-Up of System Included
- Include 5 Year Chiller Parts and Labor Warranty

Training

Provide On-Site Customer Training, Minimum 4 Hours.

BID FORM

COURTHOUSE AIR COOLED CHILLER REPLACEMENT

1. Meets or exceeds all specifications as outlined: Yes _____
No _____ *Variations are to
be noted on separate sheet

2. Bid prices expire: _____Month _____Day _____Year
(Minimum of 90 days)

3. Bid Price: \$ _____

Available Start Date _____

4. Project Length (in days) _____

5. Bid Received From: (Company) _____

(Address) _____

(Phone) _____

(Contact) _____

Authorized Representative
(Print or Type)

Authorized Representative
(Signature)

BID RESPONSE SIGNATURE

Please indicate organization type: ___ Individual ___ Partnership ___ Corporation

NAME OF COMPANY: _____

MAILING ADDRESS: _____

CITY /STATE/ZIP: _____

PHONE (including area code): _____

E-MAIL: _____

AUTHORIZED SIGNATURE TITLE

NAME (PRINTED) TITLE (PRINTED)

RESPONDING WITH 'NO BID'

Our company has elected to submit a 'NO BID' response for the following reason: _____

AUTHORIZED SIGNATURE TITLE

NAME (PRINTED) TITLE (PRINTED)

If you elect to submit a 'No Bid', you may email this page to tbass@spaldingcounty.com or fax to 770-467-4227 at any time prior to deadline.

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
	<input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate	Exempt payee code (if any) _____
	<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.	Exemption from FATCA reporting code (if any) _____
	<input type="checkbox"/> Other (see instructions) ▶ _____	<small>(Applies to accounts maintained outside the U.S.)</small>
	5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
6 City, state, and ZIP code		
7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number	
	- -
or	
Employer identification number	
	-

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
 - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
 - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
 - Form 1099-S (proceeds from real estate transactions)
 - Form 1099-K (merchant card and third party network transactions)
 - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
 - Form 1099-C (canceled debt)
 - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

EXHIBIT B
Affidavit Verifying Status
For County Public Benefit Application

By executing this affidavit under oath, as an applicant for the award of a contract with Spalding, County Georgia, I _____. [Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity] am stating the following as required by O.C.G.A. Section 50-36-1:

1) _____ I am a United States citizen

OR

2) _____ 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 18 years of age or older and lawfully present in the United States.*

In making the above representation under oath, I understand 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.

Signature of Applicant: _____ Date _____

Printed Name: _____

* _____
Alien Registration number for non-citizens

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

Notary Public
My commission Expires:

***Note:** O.C.G.A. § 50-36-1(e)(2) requires that aliens under the federal Immigration and Nationality Act, Title 8 U.S.C., as amended, provide their 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 below.

**EXHIBIT A
IMMIGRATION AND SECURITY FORM**

O.C.G.A. § 13-10-91 requires contractors interested in public works contracts to file an affidavit that the contractor and its subcontractors have registered and participate in a federal work authorization program intended to insure that only lawful citizens or lawful immigrants are employed by the contractor or subcontractor.

In order to insure compliance with the Immigration Reform and Control Act of 1986 (IRCA), D.L. 99-603 and the Georgia Security and Immigration Compliance Act OCGA 13-10-90 et.seq., Contractor must warrant and affirm that Contractor has complied with the Immigration Reform and Control Act of 1986 (IRCA), D.L. 99-603 and the Georgia Security and Immigration Compliance Act by registering at <https://e-verify.uscis.gov/enroll/StartPage.aspx?JS=YES>; and verifying information of all new employees; and by executing any affidavits required by the rules and regulations issued by the Georgia Department of Labor set forth at Rule 300-10-1-.01 et.seq.

By executing this affidavit, the undersigned Contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with Spalding County, Georgia has registered with and is participating in a federal work authorization program [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. § 13-10-91, and Contractor warrants that it will continue to use the federal work authorization program throughout the contract period.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with Spalding County, Georgia, contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. § 13-10-91 on the Subcontractor Affidavit provided in Georgia Department of Labor Rule 300-10-01-.08 or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to Spalding County, Georgia at the time the subcontractor(s) is retained to perform such service.

Signature

Title

Firm Name: _____

Street/Mailing Address: _____

City, State, Zip Code: _____

Telephone Number: _____

Email: _____

Federal Work Authorization User Identification Number: _____

Date of Authorization: _____