



RFP# 23-04-018

# Request for Proposal

ANNUAL HVAC MAINTENANCE

Oconee County Board of Commissioners  
RFP# 23-04-018  
Annual HVAC Maintenance

**TABLE OF CONTENTS**

- Invitation to Bid ..... 2
- Advertisement ..... 3
- Section I – General Instructions ..... 4
- Section II – General Terms & Conditions ..... 11
- Section III – Scope of Work ..... 24
  - Attachment A : Facility System Detail .....36
- Bidder’s Checklist ..... 37
  - Bid Forms



## Oconee County Board of Commissioners

---

### Notice for Request for Proposal No. 23-04-018 Annual HVAC Maintenance

---

<b>ISSUE DATE</b>	<b>April 17, 2023</b>
<b>CLOSING DATE &amp; TIME</b>	<b>May 9, 2023 at 10:00 AM</b>  Commissioner's Chambers Oconee County Courthouse 23 N Main Street, Suite 205 Watkinsville, Georgia 30677
<b>RFP NUMBER</b>	23-04-018
<b>ACCEPTANCE PLACE/AGENCY</b>	Oconee County Board of Commissioners Finance Department – Procurement Officer 23 N. Main Street, Suite 203 Watkinsville, Georgia 30677
<b>QUESTIONS &amp; RESPONSES</b>	Questions regarding this RFP shall be received in writing via email no later than <b>5:00 PM on April 26, 2023.</b>  Responses will be provided via addenda no later than <b>5:00 PM on May 3, 2023.</b>
<b>CONTACT</b>	Jessica Ellis, Procurement Officer ocbids@oconee.ga.us

RFP documents can be downloaded from our website: <https://oconecounty.com>



**Oconee County Board of Commissioners  
23 N. Main Street  
Watkinsville, GA 30677**

**Request for Proposal  
RFP# 23-04-018  
Annual HVAC Maintenance  
Issue Date: April 17, 2023**

The Oconee County Board of Commissioners are seeking to establish a contract for Annual HVAC Maintenance at various County buildings. Contractor will be expected to provide all materials, tools, equipment and labor to provide preventative/scheduled maintenance, corrective/unscheduled maintenance, as well as emergency maintenance. Initial contract term will be for one (1) year with the options of four (4) one year renewals. Please see Section III of the bid documents for full scope of work.

Sealed bids will be accepted by the Oconee County Finance Department located at the Oconee County Courthouse, 23 N. Main Street, Suite 203, Watkinsville, Georgia, 30677 until **10:00 AM, May 9, 2023**. At the time and date above, sealed bids will be publicly opened and the names read aloud in the Oconee County Board of Commissioners Commission Chambers located at 23 N. Main Street, Suite 205, Watkinsville, GA 30677. Bids received after this time will not be accepted.

Each sealed envelope must be marked on the outside as "Annual HVAC Maintenance RFP #23-04-018" and should include the respondent's name and address.

Pursuant to Georgia law, no bids will be considered without an executed E-Verify affidavit.

Questions regarding this RFP should be directed to Ms. Jessica Ellis, Procurement Officer via email at [ocbids@oconee.ga.us](mailto:ocbids@oconee.ga.us) and shall be received no later than **5:00 PM, April 26, 2023**. Bid forms and Scope of Work may be obtained from the County's website on the "Doing Business" tab under "Bid Opportunities" and are available to view at the Finance Department.

The OCBOC reserves the right to cancel this solicitation and/or reject any and all proposals in whole or in part if Oconee County determines that cancellation and/or rejections are advantageous to the County. RFPs are legal and binding upon the Respondent when submitted. It will also be the responsibility of each Respondent to obtain any addenda issued from the Purchasing Office. The written RFP documents supersede any verbal or written prior communications between the parties.

By Oconee County Board of Commissioners  
The Honorable John Daniell



**RFP# 23-04-018**

## **Section I - General Instructions**

**ANNUAL HVAC MAINTENANCE**

## **A. GENERAL INFORMATION**

The Oconee County Board of Commissioners are seeking to establish a contract for Annual HVAC Maintenance at various County buildings. Contractor will be expected to provide all materials, tools, equipment and labor to provide preventative/scheduled maintenance, corrective/unscheduled maintenance, as well as emergency maintenance. Initial contract term will be for one (1) year with the options of four (4) one year renewals.

## **B. BID REQUIREMENTS**

### **1. Bidder Qualifications**

- a. Oconee County may make any investigations deemed necessary to determine bidder's ability to perform the work, and bidder shall furnish all information and data requested by the county. The county reserves the right to reject any bid from any bidder that the county considers not properly qualified to carry out agreement obligations or able to satisfactorily complete the work on schedule.

### **2. Examination of Bid Documents and Site**

- a. Before submitting each a bid, each bidder shall: examine the bid document package thoroughly; become familiar with local conditions affecting cost and work progress or performance; become familiar with federal, state, and local laws, ordinances, rules, regulations affecting cost and work progress or performance; study and carefully correlate bidder's observations with the bid document package; and notify the county concerning conflicts, errors, or discrepancies in the bid document package.
- b. Bid submission will constitute incontrovertible representation that bidder understands and has complied with requirements contained in this article, and that bidder has read and understood the bid document package and hereby stipulates that the documents are sufficient in scope and detail to indicate and convey understanding for terms and conditions in order to perform work.

### **3. Copies of Bid Documents**

- a. The solicitation document package includes the Advertisement, Sections I-III, all attachments, exhibits, and addenda issued during the solicitation period.
- b. Complete sets of the solicitation document package shall be used in preparing bids. The county assumes no responsibility for errors or misinterpretations resulting from using incomplete sets of the bid document package.
- c. The county, in making the RFP document package available on the above terms, does so only to obtain bids on work and does not confer license or grant for any other use.
- d. Any part of the RFP document package may be modified by addenda.

## **C. CONTACT PERSON**

1. Bidders are encouraged to contact **Jessica Ellis, Procurement Officer by email at [ocbids@oconee.ga.us](mailto:ocbids@oconee.ga.us)** to clarify any part of the RFP requirements. All questions that arise prior to the DEADLINE FOR QUESTIONS due date shall be directed to the contact person in writing via email. Any unauthorized contact shall not be used as a basis for responding to this RFP and also may result in the disqualification of the contractor's submittal.

2. Contractors may not contact any elected official or other county employee to discuss the bid process or bid opportunities except through the purchasing officer named herein or as provided by existing work agreement(s). This policy shall be strictly enforced and the county reserves the right to reject the submittal of any vendor violating this provision.

#### **D. VENDOR REGISTRATION & BID NOTIFICATION SYSTEM**

1. Offerors are encouraged to sign up for the County's registration system powered by Vendor Registry. This system allows the Offeror to quickly register and update details such as products and services it provides, as well as contact information. This will enable the County and its Vendor Registry to notify the Offeror of opportunities in the future. Proposals are not rejected for a failure to register. To Register or check the status of registration:
  - a. Please visit the County's website at [www.oconeecounty.com](http://www.oconeecounty.com)
  - b. Hover over 'Departments' and select 'Finance'.
  - c. Select the link 'Vendor Registration'.
  - d. Complete registration by following the instructions provided.

#### **E. ADDENDA AND INTERPRETATIONS**

1. Oconee County will issue responses to inquiries and any other corrections or amendments it deems necessary in written addenda issued prior to the due date posted on the county's website under the bid information. Contractor should not rely on any representations, statements, or explanations other than those made in this RFP or in any addendum to this RFP. Where there appears to be a conflict between the RFP and any addenda issued, the last addendum issued will prevail. Contractors are advised to check the website for addenda before submitting their bids.
2. Contractors shall acknowledge any issued addenda by including the Addenda Acknowledgement Form with the bid submittal. Bid submittals that fail to acknowledge the contractor's receipt of any addendum may result in the rejection of the bid if the addendum contains information that substantially changes the owner's requirements.
3. Addenda may be issued to modify the bid document package as deemed necessary by Oconee County.

#### **F. BID SUBMISSIONS**

1. A total of three (3) sealed bids, one (1) unbound original and two (2) copies must be received no later than 10:00 AM on May 9, 2023. Bids must be submitted in a sealed envelope with the following clearly labeled on the outside "Annual HVAC Maintenance RFP# 23-04-018" and should include the respondent's name and address. Each envelope should be addressed to:

Oconee County Board of Commissioners  
Attn: Procurement Officer  
23 N. Main Street, Suite 203  
Watkinsville, GA 30677

2. Hard copies may be delivered to the above address ONLY between the hours of 8:00 AM and 5:00 PM EST, Monday through Friday, excluding holidays observed by the Oconee County Government. Bid must meet required specifications and must be of a quality that will adequately serve the use and purpose for which intended.

3. Submittals or modifications received after the due date and time will not be considered. Oconee County Government assumes no responsibility for the premature opening of submittals not properly addressed and identified and/or delivered to the proper designation. Late proposals properly addressed to the Oconee County Board of Commissioners shall be returned to the respondent unopened.
4. Each bid shall contain the following completed county forms and documents.
  - a. Bidder's Checklist
  - b. Bidder's Information
  - c. Cost Proposal Form
  - d. Addenda Acknowledgement Form
  - e. Partnership Affidavit (if applicable)
  - f. Corporate Affidavit (if applicable)
  - g. Individual Affidavit (if applicable)
  - h. Subcontractor List
  - i. Certificate of Non-Collusion
  - j. Georgia Security and Immigration Compliance Affidavit (E-Verify)
  - k. S.A.V.E. Affidavit
  - l. Drug Free Workplace Certificate
  - m. W-9
5. More than one bid received for the same work from an individual, firm, partnership, corporation, or association under the same or different names will not be considered. Reasonable grounds for believing any applicant is interested in more than one bid for the same work will cause the county to reject all bids from the applicant. If the county believes collusion exists among applicants, bids from participants in collusion will not be considered.
6. Conditions, limitations, or provisions attached by the applicant to the bid forms may cause its rejection. Bids containing items not included in the form of bids will be considered irregular.

#### **G. MODIFICATION AND WITHDRAWAL OF BIDS**

1. Withdrawal prior to time for receiving bids: Bids may be modified or withdrawn by appropriate document duly executed and delivered to the place where bids are to be submitted at any time prior to the deadline for submitting bids. Bid withdrawals will not prejudice applicant's rights to submit a new bid prior to the deadline for submitting bids.
2. Withdrawal after the time for receiving bids: After the period for receiving bids has expired, no bid may be withdrawn, modified, or explained, except as provided for in the below article.

#### **H. AWARD OF CONTRACT**

1. To extent permitted by applicable state and federal laws and regulations, the county reserves right to reject any and all bids, to waive any and all informalities, and to disregard nonconforming, non-responsive, or conditional bids. Bids may be considered irregular and subject to rejection if they show serious omission, unauthorized form alterations, use of unauthorized forms, unauthorized alternate bids, incomplete or unbalanced unit prices, or other irregularities. In case of error in the extension of prices in



the bid, the unit price will govern. No bid shall be altered, amended, or withdrawn, unless the acceptance date has expired, after the opening date of bids. Negligence on the part of the contractor in preparing the bid confers no right for the withdrawal of the bid after it has been opened. Any mistake, which is obviously a clerical one, such as an error in price extension, or in placement of decimal points, reversal of prices, FOB destination, FOB point of origin, etc., may be corrected by Oconee County after verification is made by the applicant. However, under no circumstances can unit prices be changed.

2. Contract will be awarded by the county pursuant to applicable law. Nothing contained herein shall place duty upon the county to reject bids or award bids based upon anything other than the county's sole discretion as described herein.
3. The county will award the project at the county's discretion.

**I. SIGNATURE REQUIRED**

1. Each bidder shall furnish all information required by the bid schedule and schedule of values. Each bidder shall sign the bid and print or type his or her name on the schedule. The person signing the bid must initial erasures or other changes. An authorized agent of the company must sign bids. A VALID BID OFFER MUST BE SIGNED.

**J. ALTERATIONS OF SOLICITATION AND ASSOCIATED DOCUMENTS**

1. Alterations of county documents are strictly prohibited and will result in automatic disqualification of the bidder's solicitation response. If there are "exceptions" or comments to any of the solicitation requirements or other language, then the supplier may make notes to those areas, but may not materially alter any document language.

**K. OCONEE COUNTY INSURANCE REQUIREMENTS**

The following recommended minimum insurance limits apply to vendors doing business with the Oconee County Board of Commissioners. The Standard Insurance Limits are recommended for all procurements of goods and ancillary services. The specific requirements for vendors providing high risk services supersede the Standard Insurance Limits. Coverage types and limits are recommended minimums and should be increased as appropriate based on contract value and potential risks to the County.

To achieve the appropriate coverage levels, a combination of a specific policy written with an umbrella policy covering liabilities above stated limits is acceptable. 1

Important:  
All policies shall contain a provision that coverage afforded under the policies shall not be canceled, changed, allowed to lapse, or allowed to expire until thirty (30) calendar days after written notice has been given to the certificate holder on the certificate of insurance. All such coverage shall remain in full force and effect during the initial term of the agreement and any renewal or extension thereof.

All policies must be issued by an insurance company licensed to do business in the State of Georgia, with a minimum AM Best rating of A-, and signed by an authorized agent.

1 For example: If appropriate limits are \$2 million per occurrence and \$2 million aggregate, acceptable coverage would include a specific policy covering \$1 million per occurrence and \$1 million aggregate written with an umbrella policy for an additional \$1 million.

- 
- Certificate Holder should read: Oconee County Board of Commissioners  
23 North Main Street  
Watkinsville, Georgia 30677

- Certificates of Insurance, and any subsequent renewals, must reference specific bid/contract by projected name and project/bid number.
- Contractor shall incorporate a copy of the insurance requirements as herein provided in each and every subcontract with each and every Subcontractor in any tier, and shall require each and every Subcontractor of any tier to comply with all such requirements. Contractor agrees that if for any reason Subcontractor fails to procure and maintain insurance as required, all such required Insurance shall be procured and maintained by Contractor at Contractor's expense.
- No Contractor or Subcontractor shall commence any work of any kind under this Contract until all insurance requirements contained in this Contract have been complied with and until evidence of such compliance satisfactory to Oconee County as to form and content has been filed with Oconee County.
- Compliance by the Contractor and all subcontractors with the foregoing requirements as to carrying insurance shall not relieve the Contractor and all Subcontractors of their liability provisions of the Contract.
- The Contractor and all Subcontractors are to comply with the Occupational Safety and Health Act of 1970, Public Law 91-956, and any other laws that may apply to this Contract.
- The Contractor shall at a minimum apply risk management practices accepted by the contractors' industry.

**A. STANDARD INSURANCE LIMITS FOR GOODS AND ANCILLARY SERVICES**

Workers Compensation (WC):	<b>Statutory Limits – required in all contracts</b>
Bodily injury by Accident – each employee	\$ 100,000
Bodily injury by Disease – each employee	\$ 100,000
Bodily Injury by Disease – policy limit	\$ 100,000
 Commercial General Liability (CGL):	
Each Occurrence Limit	\$ 1,000,000
Personal & Advertising Injury Limit	\$ 1,000,000
General Aggregate Limit	\$ 2,000,000
Products/Completed Ops. Aggregate Limit	\$ 2,000,000
 Automobile Liability:	
Combined Single Limit	\$ 1,000,000

**B. HIGH RISK INSURANCE LIMITS**

1. **Building Remodeling and Construction:** This includes all aspects of building work, including, but not limited to, ducts, electrical, HVAC, painting, plumbing, roofing, etc.

Workers Compensation (WC):

**Required for all Contracts**

**NO EXEMPTIONS**

Commercial General Liability (CGL):

Each Occurrence Limit	\$ 1,000,000
Personal & Advertising Injury Limit	\$ 1,000,000
General Aggregate Limit	\$ 2,000,000 (per project)
Products/Completed Ops. Aggregate Limit	\$ 2,000,000

Automobile Liability:

Combined Single Limit	\$ 1,000,000
-----------------------	--------------

Property Coverage or Builders Risk Policy

Equal to or greater than the existing building limit if performing renovations.

If hazardous substances are involved:

Contractor's Pollution Liability (with 1 year extended reporting period)

Each Occurrence	\$ 1,000,000
Aggregate	\$ 2,000,000

- Other specific coverage requirements / levels may exist depending on project size, scope, and type.
- Additional Insured: The vendor shall add the "Oconee County Board of Commissioners, its officers, employees and agents" as an additional insured under the commercial general, automobile, and contractor's pollution liability policies.

END OF SECTION I



**RFP# 23-04-018**

## **Section II - General Terms & Conditions**

### **ANNUAL HVAC MAINTENANCE**

**A. CONTRACT AND CONTRACT DOCUMENTS**

The Solicitation and Offeror's response shall form part of the Purchase Order, and the provisions thereof shall be as binding upon the parties.

**B. DEFINITIONS**

1. 'Alternate bids' means the amount stated in the bid or proposal to be added to or deducted from the amount of the base bid or base proposal if the corresponding change in project scope or alternate materials or methods of construction is accepted.
2. 'Base bid' or 'base proposal' means the amount of money stated in the bid or proposal as the sum for which the bidder or proposer offers to perform the work.
3. 'Bid bond' means a bond with good and sufficient surety or sureties for the faithful acceptance of the contract payable to, in favor of, and for the protection of the governmental entity for which the contract is to be awarded.
4. 'Change order' means an alteration, addition, or deduction from the original scope of work as defined by the contract documents to address changes or unforeseen conditions necessary for project completion.
5. 'Competitive sealed bidding' means a method of soliciting public works construction contracts whereby the award is based upon the lowest responsive, responsible bid in conformance with the provisions of subsection (b) of Code Section 36-91-21.
6. 'Competitive sealed proposals' means a method of soliciting public works contracts whereby the award is based upon criteria identified in a request for proposals in conformance with the provisions of subsection (c) of Code Section 36-91-21.
7. 'Emergency' means any situation resulting in imminent danger to the public health or safety or the loss of an essential governmental service.
8. 'Governing authority' means the official or group of officials responsible for governance of a governmental entity.
9. 'Governmental entity' means a county, municipal corporation, consolidated government, authority, board of education, or other public board, body, or commission but shall not include any authority, board, department, or commission of the state, or a public transportation agency as defined by Chapter 9 of Title 32.
10. 'Payment bond' means a bond with good and sufficient surety or sureties payable to the governmental entity for which the work is to be done and intended for the use and protection of all subcontractors and all persons supplying labor, materials, machinery, and equipment in the prosecution of the work provided for in the public works construction contract.
11. 'Performance bond' means a bond with good and sufficient surety or sureties for the faithful performance of the contract and to indemnify the governmental entity for any damages occasioned by a failure to perform the same within the prescribed time. Such bond shall be payable to, in favor of, and for the protection of the governmental entity for which the work is to be done.
12. 'Public works construction' means the building, altering, repairing, improving, or demolishing of any public structure or building or other public improvements of any kind to any public real property other than those projects covered by Chapter 4 of Title 32. Such term does not include the routine operation, repair, or maintenance of existing structures, buildings, or real property.

13. 'Responsible bidder' or 'responsible offeror' means a person or entity that has the capability in all respects to perform fully and reliably the contract requirements.
14. 'Responsive bidder' or 'responsive offeror' means a person or entity that has submitted a bid or proposal that conforms in all material respects to the requirements set forth in the invitation for bids or request for proposals.
15. 'Scope of project' means the work required by the original contract documents and any subsequent change orders required or appropriate to accomplish the intent of the project as described in the bid documents.
16. 'Scope of work' means the work that is required by the contract documents.
17. 'Sole source' means those procurements made pursuant to a written determination by a governing authority that there is only one source for the required supply, service, or construction item.

**C. AGREEMENT RENEWAL (IF APPLICABLE)**

This agreement may be renewed up to four (4) successive, one-year periods contingent upon the appropriation of funds by the Oconee County Board of Commissioners in the annual budget for such fiscal year. The execution of all documents is subject to the Owner's approval. Written notice shall be given approximately sixty (60) days prior to the expiration date of each agreement period

**D. NONAPPROPRIATION OF FUNDS**

The Contractor acknowledges that the Finance Department cannot contract for the payment of funds not yet appropriated by the Oconee County Board of Commissioners (OCBOC). If funding to a Department is reduced due to an order by the OCBOC or the Governor, or is required by State law, or if federal funding (when applicable) is not provided, the OCBOC may terminate this contract or proportionately reduce the services and purchase obligations and the amount due from the OCBOC upon 30 days written notice. In the case that funds are not appropriated or are reduced, the OCBOC will reimburse Contractor for products delivered or services performed through the date of cancellation or reduction, and the OCBOC will not be liable for any future commitments, penalties, or liquidated damages.

**E. DISCREPANCIES**

Should a Bidder find discrepancies in the bid documents and/or specifications or be in doubt as to the meaning or intent of any part thereof, the Bidder shall request clarification from the County in writing, not later than five (5) working days prior to the date for Bid to close. Any changes to the RFP that result from such a clarification will be communicated through a written addendum and posted on the Finance Department "Bid Opportunities" page at [www.oconeecounty.com](http://www.oconeecounty.com). Failure to request such a clarification is a waiver of any claim by the Bidder for additional expenses because its interpretation was different than the County's.

**F. MATERIALS, SERVICES AND FACILITIES**

1. It is understood that, except as otherwise specifically stated in the Contract Documents, the Contractor shall provide and pay for all materials, labor, tools, equipment, water, light, power, transportation, superintendence, temporary construction of every nature, and all other services and facilities of every nature whatsoever necessary to execute, complete, and deliver the work within the specified time.
2. Any work necessary to be performed after regular hours, on Sundays or Legal Holidays shall be performed without additional expense to the Owner.

**G. CONTRACTOR'S TITLE TO MATERIALS**

No materials or supplies for the work shall be purchased by the Contractor or by any subcontractor subject to any chattel mortgage or under a conditional sale contract or other agreement by which an interest is retained by the seller. The contractor warrants that he has good title to all materials and supplies used by him in the work, free from liens, claims, or encumbrances.

**H. BRAND OR MANUFACTURER'S REFERENCE**

The County has determined that any manufacturer's brand defined in the RFP Specifications meets the County's product and support need. The manufacturer's reference is not intended to be restrictive, but descriptive of the type and quality the County desires to purchase. Bids for similar manufactured products of like quality will be considered if the Bid is fully noted with the manufacturer's brand name and model unless "No Substitutions" has been noted in the bid documents. The County reserves the right to determine products and support of equal value.

**I. OWNERSHIP**

Oconee County is the owner of all work and related documentation done on behalf of Oconee County unless otherwise agreed to in writing. All work and related documentation shall be promptly turned over to Oconee County upon request. This requirement shall survive the termination of the agreement between the parties, and is enforceable by injunction action if necessary in which case the Contractor shall be liable for Oconee County's actual legal fees and cost.

**J. INSPECTION AND SUPERVISION**

The work under this contract shall be done in accordance with the laws of the State of Georgia and under the direct supervision and to the entire satisfaction of Oconee County, Ga. Further, the County may, from time to time, make inspections of the work performed under the Agreement. Any inspection by the County does not relieve the Contractor of any responsibility in meeting the Agreement requirements. The decision of the Project Manager, upon any question connected with the execution of the work under this contract, and interpretation of the specifications or upon failure or delay of the work by the contractor, shall be final and conclusive.

**K. WARRANTY**

The Contractor agrees to warrant and assume responsibility for all products (including hardware, firmware, and/or software products) that it licenses, contracts, or sells to the Oconee County Board of Commissioners (OCBOC) under this contract for a period of one year, unless otherwise specified and mutually agreed upon elsewhere in this contract. The Contractor (seller) acknowledges that all warranties granted to the buyer by the Uniform Commercial Code of the State of Georgia apply to this contract. Product liability disclaimers and/or warranty disclaimers from the seller are not applicable to this contract unless otherwise specified and mutually agreed upon elsewhere in this contract. In general, the Contractor warrants that: (1) the product will do what the salesperson said it would do, (2) the product will live up to all specific claims that the manufacturer makes in their advertisements, (3) the product will be suitable for the ordinary purposes for which such product is used, (4) the product will be suitable for any special purposes that the County has relied on the Contractor's skill or judgment to consider when it advised the County about the product, (5) the product has been properly designed and manufactured, and (6) the product is free of significant defects or unusual problems about which the County has not been warned. Remedies available to the County include the following: The Contractor will repair or replace (at no charge to the County) the product whose nonconformance is discovered and made known to the

Contractor in writing. If the repaired and/or replaced product proves to be inadequate, or fails of its essential purpose, the Contractor will refund the full amount of any payments that have been made. Nothing in this warranty will be construed to limit any rights or remedies the OCBOC may otherwise have under this contract.

**L. LIABILITY**

Except as otherwise provided in this contract, Contractor shall not be liable to the County for remote or consequential damages. Except as otherwise provided in this Contract, liability to the County for any and all claims or damages arising out of this Contract shall be limited to direct damages. No limitation of Contractor liability shall apply to Contractor's liability for loss or damage to equipment owned by the County or other property while such equipment or other property is in the sole care, custody and control of Contractor personnel. Contractor hereby expressly agrees to assume all risk of loss or damage to any such equipment or other property owned by the County in the care, custody and control of Contractor personnel. Contractor further agrees that equipment transported by contractor personnel in a vehicle belong to Contractor, shall be deemed to be in the sole care, custody and control of Contractor personnel. Nothing in this section shall limit Contractor's indemnification liability arising from claims brought by any third party against the County.

**M. SEVERABILITY**

In the event that any provision shall be adjudged or decreed to be invalid, such ruling shall not invalidate the entire Agreement but shall pertain only to the provision in question and the remaining provisions shall continue to be valid, binding and in full force and effect.

**N. APPLICABLE LAWS/FORUM**

This Agreement shall be governed in all respects by the laws of the State of Georgia. Any judicial action shall be filed in the State of Georgia, County of Oconee.

**O. OPEN RECORDS**

Offeror acknowledges and agrees that the county is obligated to timely comply with requests for information pursuant to state and federal law and regulation. Offeror agrees to comply with all provision of the Georgia Open Records Act ("ORA") (O.C.G.A. § 50-18-70 *et. seq.*), and to make records pertaining to performance of services, provision of goods or other functions under this contract available for public inspection upon request, unless otherwise exempt under other provisions of the ORA. Offeror shall provide the county with immediate notice should Offeror receive an Open Records Request. If Offeror asserts that any information in its response or in any information provided to the county with respect to the services or products under this contract are a protectable trade secret, as that term is defined in O.C.G.A. § 10-1-761, then the Offeror *must* follow the requirements of the ORA set forth at O.C.G.A. § 50-18-72(a) (34) and submit an affidavit declaring and specifically describing their trade secrets, including those of their subcontractor.

**P. NOTICES**

All notices and other communications hereunder shall be deemed to have been given when made in writing and either (a) delivered in person, (b) delivered to an agent, such as an overnight or similar delivery service, or (c) deposited in the United States mail, postage prepaid, certified or registered, addressed as follows:



**TO CONTRACTOR:**

TBD

**TO COUNTY:**

Oconee County Finance Department  
Attn: Procurement Officer  
23 N. Main Street, Suite 203  
Watkinsville, Georgia 30677

**Q. PROCEDURES**

The extent and character of the services to be performed by the Contractor shall be subject to the general control and approval of the Department Director or his/her authorized representative(s). The Contractor shall not comply with requests and/or orders issued by anyone other than Department Director or his/her authorized representative(s) acting within their authority for the County. Any change to the Agreement must be approved in writing by the Finance Director and the Contractor.

**R. DELAYS**

If delay is foreseen, the Contractor shall give immediate written notice to the Department Director. The Contractor must keep the County advised at all times of the status of the project. Default in promised delivery (without accepted reasons) or failure to meet specifications, authorizes Procurement to purchase services elsewhere and charge full increase in cost and handling to defaulting Contractor.

*Force Majeure.* Except as otherwise provided in any environmental laws, rules, regulations or ordinances applicable to the parties and the services performed under this Agreement, neither party shall be deemed to be in default of its obligations hereunder if and so long as it is prevented from performing such obligations by an act of war, hostile foreign actions, nuclear explosion, earthquake, hurricane, tornado, pandemic, or other catastrophic natural event or act of God. Either party to the Agreement must take reasonable measures and implement reasonable protections when a weather event otherwise defined as a force majeure event is forecast to be eligible to be excused from the performance otherwise required under this Contract by this provision.

**S. WORKMANSHIP**

All work under this Agreement shall be performed in a skillful and workmanlike manner. The Contractor and its employees shall be professional and courteous at all times. The County may, in writing, require the Contractor to remove any employee from work for reasonable cause, as determined by the County.

**T. QUALITY**

All materials used for the manufacture or construction of any supplies, materials, vehicles, or equipment covered by this bid shall be new (unless otherwise specified), the latest model, of the best quality, and highest-grade workmanship. Vehicles and/or equipment shall be equipped with such necessary equipment complying with the Georgia State Law, but not including licensing. In addition, materials must comply with all applicable Federal and State OSHA requirements in affect at the time of bid.

**U. DELIVERY**

Orders must be shipped directly to ordering agency at address specified. Shipments must be made in accordance with the item(s) as described and priced on this order. In addition, orders must be shipped F.O.B. Destination, Freight Prepaid, unless other shipping instructions are described in this order. UNLESS INDICATED OTHERWISE, ALL ORDERS MUST BE SHIPPED PROMPTLY (WITHIN 5 WORKING DAYS), UPON RECEIPT OF ORDER.

Responsibility and liability for loss or damage will remain with Contractor until final inspection and acceptance when responsibility will pass to the State except as to latent defects, fraud and Contractor's warranty obligations.

**V. SITE MAINTENANCE**

At all times, the Contactor shall protect existing facilities and keep all work sites free from rubbish and the accumulation of any waste materials. The Contractor shall be responsible for immediate repair of damage and for the removal of all trash at the end of each day or more frequently as may be required by the Department Director.

**W. SAFETY MEASURES**

The Contractor shall take all necessary precautions for the safety of employees on the worksite and shall erect and properly maintain at all times, as required on job conditions and process of the work, all necessary safeguards for the protection of the workmen and public including traffic control and warning signs.

**X. SUBCONTRACTORS**

All applicants shall include a list of all subcontractors with their bid. The County reserves the right to reject the successful Bidder's selection of subcontractors for good cause. If a subcontractor is rejected, the contractor may replace that subcontractor with another subcontractor subject to the approval of the County. Any such replacement shall be at no additional expense to the County nor shall it result in an extension of time without the County's approval.

**Y. EXEMPTION FROM TAXES**

The Contractor shall not charge the County for Georgia State Sales or Use Taxes or Federal Excise Tax on the finished goods or services provided under the Agreement. However, this exemption does not apply to the Contractor, and the Contractor shall be responsible for the payment of any sales, use, or excise tax it incurs in providing the goods required by the Agreement, including, but not limited to, taxes on materials purchased by a Contractor for incorporation in or use on a construction project. Nothing in this section shall prohibit the Contractor from including its own sales tax expense in connection with the Agreement in its Agreement price.

**Z. INVOICING AND PAYMENT**

Upon completion of work, the Contractor shall submit a proper invoice, in duplicate, detailing a breakdown of all charges that shall be based on completion of tasks or deliverables.

Invoices shall be submitted electronically to: [financedept@oconee.ga.us](mailto:financedept@oconee.ga.us)

All such invoices will be paid in accordance with Oconee County's Fiscal Policy. The preferred method of payment is electronic. Refer to table below for payment method options.

<b>Payment Method:</b>	<b>Terms:</b>
Automatic Clearing House (ACH)	20 Days
Check	30 Days

Should any items be questioned, payment will be withheld pending verification of the amount claimed and the validity of the claim. The Contractor shall provide complete cooperation during any such investigation.

Contractor shall provide the purchase order number on the pricing form.

**AA. RETAINAGE (IF APPLICABLE)**

Retainage shall be in accordance with Georgia State Law, O.C.G.A. § 13-10-80, as amended. Final payment to CONTRACTOR by the COUNTY shall not serve to release the CONTRACTOR or his sureties from their obligation or responsibilities under or in connection with these contract documents. Acceptance by the CONTRACTOR of final payment shall be and shall operate as a release to the COUNTY of all claims and all liability to the CONTRACTOR other than claims in stated amounts as may be specifically excepted by CONTRACTOR for all things done or furnished in connection with work under these contract documents.

Prior to Substantial Completion progress payments will be made in an amount equal to:

90% of the WORK completed, and

100% of materials and equipment not incorporated in the WORK but delivered and suitably stored, less in each case the aggregate of payments previously made.

**BB. AGREEMENT DISPUTES**

The Contractor shall give written notice to the Finance Director of intent to file a claim for money or other relief within ten (10) calendar days of the occurrence-giving rise to the claim or at the beginning of the work upon which the claim is to be based, whichever is earlier.

The claim, with supporting documentation, shall be submitted to the Finance Director by US Mail, courier, or overnight delivery service, no later than sixty (60) days after final payment. The Contractor shall submit its invoice for final payment within thirty (30) days after completion or delivery of the services. If the claim is not disposed of by agreement, the Finance Director shall reduce his/her decision to writing and mail or otherwise forward a copy thereof to the Contractor within thirty (30) days of the County's receipt of the claim.

The Finance Director's decision shall be final unless the Contractor appeals within thirty (30) days by submitting a written letter of appeal to the Finance Director or his/her designee. The Finance Director shall render a decision within sixty (60) days of receipt of the appeal.

**CC. ASSIGNMENT OF CONTRACT**

The Agreement may not be assigned in whole or in part without the written consent of the Finance Department

**DD. CHANGE ORDERS OR AGREEMENT MODIFICATIONS**

Oconee County may order changes within the general scope of the contract at any time by change order or modification to the purchase order. Changes within the scope of the agreement are generally initiated between contractor and project manager. The project manager will submit a change order request to the Finance Department for administrative approval. Once a signed change order has been submitted to Purchasing, a revised purchase order is issued and distributed. The contractor shall comply with the notice upon receipt. The contractor shall be compensated for any additional costs incurred as the result of such order and shall give Oconee County a credit for any savings. Said compensation shall be determined by mutual agreement between Oconee County entity and the contractor in writing.

**EE. TIME FOR COMPLETION AND LIQUIDATED DAMAGES (IF APPLICABLE)**

It is hereby understood and mutually agreed, by and between the Contractor and the Owner, that the date of beginning and the time for completion as specified in the Contract of the work to be done hereunder are ESSENTIAL CONDITIONS of this contract; and it is further mutually understood and agreed that the work embraced in this contract shall be commenced on a date to be specified in the Notice to Proceed.

The Contractor agrees that said work shall be prosecuted regularly, diligently, and uninterruptedly at such rate of progress as will insure full completion thereof within the time specified. It is expressly agreed that the established contract time for the work described herein is a reasonable time for the completion of the same, taking into consideration the average climatic range and usual industrial conditions prevailing in this locality.

If the said Contractor shall neglect, fail or refuse to complete the work within the time herein specified, or any proper extension thereof granted by the Owner, then the Contractor does hereby agree, as a part consideration for the awarding of this contract, to pay to the Owner, not as a penalty but as liquidated damages for such breach of contract hereinafter set forth, (insert amount) for each and every calendar day that the Contractor shall be in default after the time stipulated in the contract for completing the work.

**FF. CORRECTION OF WORK**

All work, all materials, whether incorporated in the work or not, all processes of manufacture, and all methods of construction shall be at all times and places subject to the inspection of Oconee County, Ga. Oconee County, GA. shall be the final judge of the quality and suitability of the work, materials, processes of manufacture, and methods of construction fail to meet their approval, they shall be forthwith reconstructed, made good, replaced and/or corrected, as the case may be, by the Contractor at his own expense. Rejected material shall immediately be removed from the site. If, in the opinion of the Owner, it is undesirable to replace any defective or damaged materials or to reconstruct or correct any portion of the work injured or not performed in accordance with the Contract Documents, the compensation to be paid to the Contractor hereunder shall be reduced by such amount as in the judgment of the Owner shall be equitable.

**GG. ACCEPTANCE OF FINAL PAYMENT AS RELEASE**

The acceptance by the Contractor of final payment shall be and shall operate as a release to the Owner of all claims and all liability to the Contractor for all things done or furnished in connection with this work and for every act and neglect of the Owner and others relating to or arising out of this work. No payment, however, final or otherwise, shall operate to release the Contractor from any obligations under this contract.

**HH. TERMINATION**

Subject to the provisions below, this Agreement may be terminated by the County upon thirty (30) days advance written notice to the Contractor; but if any work or service hereunder is in progress, but not completed as of the date of termination, then the Agreement may be extended upon written approval of the County until said work or services are completed and accepted:

- a) Termination for Convenience-  
The County may terminate this Agreement for convenience at any time in which the case the parties shall negotiate reasonable termination costs.
- b) Termination for Cause-  
In the event of Termination for Cause, the thirty (30) days advance notice is waived and the Contractor shall not be entitled to termination costs.
- c) Termination Due to Unavailability of Funds in Succeeding Fiscal Years-  
If funds are not appropriated or otherwise made available to support continuation of the performance of this Agreement in a subsequent fiscal year, then the Agreement shall be canceled with no further cost to the County.

**II. BID BONDS, PERFORMANCE AND PAYMENT BONDS (IF APPLICABLE)**

**If required**, each bidder must deposit with his bid a Bid Bond or Certified Check for five percent (5%) of the total bid amount, and a Consent of Surety form from a surety company licensed to do business in the State of Georgia. The Consent of Surety shall state that upon award of the Agreement, a Performance and Payment Bond each for one hundred percent (100%) of the Total Agreement Amount can be furnished. The payment and performance bonds are required before the Notice to Proceed can be issued. NOT ALL BID SOLICITATIONS REQUIRE A BID BOND. IF THERE ARE ANY QUESTIONS REGARDING BID BONDS, PLEASE CONTACT THE PROCUREMENT OFFICER.

**JJ. CONTRACTOR'S AND SUBCONTRACTOR'S INSURANCE**

- Contractors and Subcontractors Insurance: The Contractor shall not commence work under this contract until he has obtained all the insurance required under this paragraph and such insurance has been approved by the Owner, nor shall the Contractor allow any subcontractor to commence work on his subcontract until the insurance required of the subcontractor has been so obtained and approved.

Contractor shall incorporate a copy of the insurance requirements as herein provided in each and every subcontract with each and every Subcontractor in any tier, and shall require each and every Subcontractor of any tier to comply with all such requirements. Contractor agrees that if for any reason Subcontractor fails to procure and maintain insurance as required, all such required Insurance shall be procured and maintained by Contractor at Contractor's expense.

Compliance by the Contractor and all subcontractors with the foregoing requirements as to carrying insurance shall not relieve the Contractor and all Subcontractors of their liability provisions of the Contract.

The Contractor and all Subcontractors are to comply with the Occupational Safety and Health Act of 1970, Public Law 91-956, and any other laws that may apply to this Contract.

The Contractor shall at a minimum apply risk management practices accepted by the contractors' industry.

- Compensation Insurance: The Contractor shall procure and shall maintain during the life of this contract Workmen's Compensation Insurance as required by applicable State or territorial law for all of his employees to be engaged in work at the site of the project under this contract and, in case of any such work sublet, the Contractor shall require the subcontractor similarly to provide Workmen's Compensation Insurance for all of the latter's employees to be engaged in such work unless such employees are covered by the protection afforded by the Contractor's Compensation Insurance. In case any class employees engaged in hazardous work on the project under this contract is not protected under the Workmen's Compensation Statute, the Contractor shall provide and shall cause each subcontractor to provide adequate employer's liability insurance for the protection of such of his employees as are not otherwise protected.
- Contractor's Public Liability and Property Damage Insurance and Vehicle Liability Insurance: The Contractor shall procure and shall maintain during the life of this contract Contractor's Public Liability Insurance, Contractor's Property Damage Insurance and Vehicle Liability.
- Subcontractor's Public Liability and Property Damage Insurance and Vehicle Liability Insurance: The Contractor shall require each of his subcontractors to procure and to maintain during the life of his subcontract, Subcontractor's Public Liability and Property Damage Insurance and Vehicle Liability Insurance of the type.

**KK. PATENT INDEMNITY:**

The contractor guarantees to hold the County, its agents, officers or employees harmless from liability of any nature or kind for use of any copyrighted or uncopyrighted composition, secret process, patented or unpatented invention, articles or appliances furnished or used in the performance of the contract, for which the contractor is not the patentee, assignee or licensee.

**LL. GENERAL INDEMNIFICATION**

It is understood that in the event of contractor negligence, Oconee County is protected against third-party claims. The Contractor is required to provide legal counsel to protect the owner and pay all damages arising from its negligent act.

**MM. AGREEMENT**

Each Bid is received with the understanding that the acceptance in writing by the County of the offer to furnish any or all of the commodities or services described therein shall constitute an agreement between the Bidder and the County which shall bind the Bidder on his part to furnish and deliver the articles quoted at the prices stated in accordance with the conditions of said accepted bid. The County, on its part, may order from such contractor, except for cause beyond reasonable control, and to pay for, at the agreed prices, all articles specified and delivered.

- a) The Board of Commissioners may enter into contracts and agreements as provided by state law. All capital contracts or agreements must be approved by the Board, and may be amended with the issuance of a change order under the signature of the Chair.
- b) "no parole evidence"- prohibits oral modifications to the contract or allowance for past practices by the County.
- c) Modifications, such as a written change order or amendment signed by the contracting authority, shall be the only allowable method for modification of the contract.

**NN. COMPLIANCE WITH LAWS AND ELIGIBILITY**

The bidder shall obtain and maintain all licenses, permits, liability insurance, workman's compensation insurance and comply with any and all other standards or regulations required by federal, state, or county statute, ordinances and rules during the performance of any contract between the bidder and the County. Any such requirement specifically set forth in any contract document between the bidder and the County shall be supplementary to this section and not in substitution thereof. The County may choose not to accept the bid of a bidder who is in default on the payment of taxes, licenses or other monies due to the County. Failure to respond to three (3) consecutive times for any given commodity/service may result in removal from the supplier list under that commodity/service.

**OO. GENERAL CONTRACTOR LICENSE (IF APPLICABLE)**

Licensed General Contractors shall furnish to the County, personally or through his or her authorized agent specifically designated to act on his or her behalf in a sworn written document, his or her general contractor license number and the identity of any business organization for which such Applicant is serving as qualifying agent that is undertaking or contracting as a general contractor to construct or manage the construction.

Respondents and any subcontractors chosen by the Respondent shall be qualified and licensed Contractors, with the exception of "specialty contractors" under Chapter 14 of Title 43 (<http://sos.ga.gov/admin/files/SpecialtyLTD.pdf>)

**PP. AUTHORITY TO BIND FIRM IN AGREEMENT (Bidder’s Affidavit)**

Bids MUST give full firm name and address of bidder. Failure to manually sign bid may disqualify it. Person signing bid will show TITLE or AUTHORITY TO BIND THE FIRM IN AGREEMENT. Firm name and authorized signature must appear on bid in the space provided on the pricing page. *See Mandatory Forms section*

Those authorized to sign are as follows:

- a) If a sole proprietorship, the owner may sign.
- b) If a general partnership, any general partner may sign.
- c) If a limited partnership, a general partner must sign.
- d) If a limited liability company, a “member” may sign or a “manager” must sign if so specified by the articles or organization.
- e) If a regular corporation, the CEO, President or Vice-President must sign.

Others may be granted authority to sign but the County requires that a corporate document authorizing him/her to sign be submitted with bid. This document is included in the bid package for your convenience.

**QQ. ANTI-DISCRIMINATION**

Oconee County, in accordance with Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 23 will be afforded full opportunity to submit bids in response to this Request for Qualifications/Proposal and will not be discriminated against on the grounds of race, color, national origin, sex, handicap/disability in consideration of an award.

**RR. GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT**

Vendors submitting a Bid package in response to this solicitation must provide the following information in the package to indicate compliance with the Georgia Security and Immigration Compliance Act. The form is provided for completion.

- a) A statement that indicates the contractor will conduct itself in compliance with O.C.G.A. §13-10-91 and Rule 300-10-.02 in the execution of the contract.
- b) By completing the affidavit that is provided with this solicitation, the vendor is attesting to the following:
  - (1) The affiant has registered with and is authorized to use the federal work authorization program;
  - (2) The user identification number and date of authorization for the affiant;
  - (3) The affiant is using and will continue to use the federal work authorization program throughout the contract period;
  - (4) Any employee, contractor, or subcontractor of such contractor or subcontractor shall also be required to satisfy the requirements set forth in this paragraph; and

- (5) Upon contracting with a new subcontractor, a contractor or subcontractor shall notify Oconee County and shall deliver a completed Subcontractor Affidavit to Oconee County within five (5) working days of entering into a contract or agreement of hire with the subcontractor before the new subcontractor begins any work.
- c) Failure to provide the completed and notarized affidavit with the contractor's proposal will result in immediate disqualification as required by the Georgia Security and Immigration Compliance Act.

END OF SECTION II





**RFP# 23-04-018**

**Section III – Scope of Work**  
**ANNUAL HVAC MAINTENANCE**

Oconee County Board of Commissioners  
Annual HVAC Maintenance  
RFP# 23-04-018  
Scope of Work

**I. GENERAL INFORMATION**

Oconee County is seeking the services of a qualified Contractor to provide HVAC Maintenance for multiple facilities located throughout the County. Services will include preventative/scheduled and corrected/unscheduled maintenance for hot & chilled water systems, heating & air conditioning (HVAC), water/cooling towers, exhaust fans, and kitchen exhaust.

Preventative facility maintenance is currently being performed in-house by County personnel.

Facilities requiring maintenance services consist of over thirty (30) buildings totaling approximately 230,000 square feet.

Below you will find a list of addresses for each facility. Please see **Attachment A** for system details within each facility.

**II. FACILITY LOCATIONS**

<b>Building</b>	<b>Address</b>
ACTS Building	130 E Thompson Street Bogart, Ga 30622
Administrative Building*	7635 Macon Highway Watkinsville, Ga 30677
Animal Services	1171 Branch Road Bishop, Ga 30621
Bogart Library	200 S Burson Avenue Bogart, Ga 30622
Civic Center	2661 Hog Mountain Road Watkinsville, Ga 30677
Courthouse	23 N Main Street Watkinsville, Ga 30677
Eagle Tavern	26 N Main Street Watkinsville, Ga 30677
Facilities Shop	1291 Greensboro Highway Watkinsville, Ga 30677
Fire Station 1	7580 Macon Highway Watkinsville, Ga 30677
Fire Station 2	2590 Old Farmington Road Watkinsville, Ga 30377
Fire Station 4	7620 Hog Mountain Road Statham, Ga 30666
Fire Station 5	4931 Greensboro Highway Watkinsville, Ga 30677
Fire Station 6	200 Hillsboro Road Watkinsville, Ga 30677
Fire Station 7	1931 McNutt Creek Road Bogart, Ga 30622
Fire Station 8	1600 Virgil Langford Road Bogart, Ga 30622
Fire Storage Unit (LAS)	1381 Rocky Branch Road Bogart, Ga 30622
Fleet Maintenance	2121 Rays Church Road Bishop, Ga 30621
Health Department	1060 Experiment Station Road Watkinsville, Ga 30677
Landfill Trailer	2721 Macon Highway Watkinsville, Ga 30677
Road Department	1150 Industrial Drive Watkinsville, Ga 30677
Senior Center	3500B Hog Mountain Road Watkinsville, Ga 30677
Utilities Shop	1291 Greensboro Highway Watkinsville, Ga 30677
Welcome Center	21 N Main Street Watkinsville, Ga 30677
William Daniell House	1070 Founders Boulevard Athens, Ga 30606

\*Currently under construction. Scheduled to become operational in July 2023.

### III. GENERAL REQUIREMENTS

The following items are required of and apply to all facilities listed:

1. Contractor shall operate, maintain, repair, monitor and adjust the day-to-day operations of all HVAC systems.
2. Contractor will be responsible for providing all preventative/scheduled and corrective/unscheduled (including pre-existing conditions) maintenance and repair services.
3. Contractor will provide 1700 hours of Preventative Maintenance (PM) per year. Contractor will perform a minimum of 425 hours of PM every ninety (90) days.
4. Contractor will be responsible for all costs (management, labor, materials, travel, etc.) associated with preventative maintenance to include facility management, maintenance certifications, inspections, and tests at the fixed monthly cost provided in their proposal.
5. Contractor will be required to provide personnel that meet or exceeds the job specification requirements for a General Trades Craftsman (as defined in Section X herein) to fill the minimum staffing requirements relative to specific facilities. It is the intent of this contract that the Contractor's staff will be the primary contractor resource to perform preventative maintenance duties at the designated facilities. Additionally, on an as-needed basis, at the sole discretion and direction of the County, the Contractor's staff will be required to perform corrective maintenance and other repairs. Specifically, with exception of the execution of the primary duties of preventative maintenance, the Contractor's staff will perform corrective/unscheduled maintenance within their skill set, based on priorities established by the County within normal business hours. The County official responsible for establishing corrective/unscheduled maintenance priorities/tasks to be performed by the Contractor is the Facilities Director unless further delegated. Materials required in the performance of these tasks will be reimbursed based on the actual cost plus the material mark-up percentage provided in the proposal.
6. Contractor will be compensated/reimbursed for corrective/unscheduled maintenance in accordance with the fully burdened labor rates and material mark-up percentage provided in their proposal. The Contractor shall notify the County, in advance, of the need and cost (broken out by line item number, labor category, number of hours per labor category and material/equipment cost) for each corrective/unscheduled maintenance repair and proceed with the repair only after receiving written approval from the County. Exceptions to this requirement may be considered in emergency situations and other special circumstances as deemed appropriate by the County. The cost of any corrective maintenance repair performed without written approval from the County (unless such approval is waived) will be the sole responsibility of the Contractor. Written approval may consist of an email or other written media. The County and/or Contractor may use the latest edition of the RS Means Facility Maintenance and Repair Cost Data manual as the basis for estimating direct labor hours and materials for unscheduled maintenance activity to verify that proposed resources (labor hours and materials) are fair and reasonable. Contractor personnel assigned to perform corrective/unscheduled maintenance and repair must possess a skill level appropriate for the work being performed, however reimbursement for corrective/unscheduled maintenance and repair will be made according to the trade/skill level required to perform the task, independent of the trade/skill level of the personnel actually performing the task(s).

#### **IV. PREVENTATIVE MAINTENANCE (PM) PROGRAM**

Contractor shall develop and implement an effective, consistent and documented Preventative/Scheduled Maintenance (PM) program that targets system performance, life-cycle sustainability, efficient cost management, energy consumption and safety.

Program will be constructed and shared with the County so they have the ability to audit the performance of the Contractor. Required maintenance services for facilities include the following functions and major equipment items which are only illustrative in nature and shall also include all ancillary devices and systems that are a part of the Mechanical Systems, unless specifically excluded herein.

#### **V. SCOPE OF WORK**

##### **1. Work to be Performed by Contractor**

- All preventative/scheduled maintenance and corrective/unscheduled maintenance work is the responsibility of the Contractor to be performed as it sees fit and may not be performed by any subcontractors. The labor cost estimate and payment for any corrective/unscheduled maintenance authorized to be performed by the Contractor during or after normal business hours shall be calculated using the appropriate fully burdened hourly labor rates and material mark-up percentages provided by the Contractor in their proposal.
- The County will not accept any work to be performed by subcontractors.
- Contractor will be responsible for providing all equipment, materials, tools, supplies, consumables and labor required to perform and meet this scope of services.
- Contractor will develop Preventative Maintenance schedules for all equipment and systems as required by equipment manufacturer(s) considering equipment condition, operating history, operational performance and expected remaining useful life.

##### **2. Required Maintenance Services for All Facilities**

###### **A. Central Utility Plant & Hot and Chilled Water**

- Contractor will perform preventative/scheduled and corrective/unscheduled maintenance and repairs on all central utility plant and hot and chilled water systems including but not limited to:
- Packaged boilers & associated controls, cooling towers & associated controls, associated chilled water, condenser water, hot water steam and condensate piping systems, associated supply, return and condensate pumps & controls, domestic hot water heat exchangers, chemical water treatment equipment electrical and electronic
- Contractor is required to respond to central utility plant & hot and chilled water systems emergencies according to the response times listed in Section IX.

###### **B. Systems Heating Ventilation & Air Conditioning (HVAC)**

- Contractor will perform Preventative/Scheduled and Corrective/Unscheduled Maintenance and repairs on all HVAC equipment including, but not limited to:

- Direct exchange cooling units, heat pumps, air handling units, roof top units, exhaust fans, related distribution piping, pumps, valves, controls, thermostats, coils, refrigerant piping, compressed air systems, ductwork, grills, insulation, chemical treatment, power conditioning, DDC controls (including setting points & controls), electronic controls, and automatic programmable control systems
- Contractor is responsible for keeping vents, returns and ventilation systems clean and free of debris as part of preventative maintenance activity. Contractor will be required to create a maintenance schedule for inspection of ducts in accordance with industry standards.
- Contractor will change all filters as recommended by the Manufacturer, dictated by condition of the equipment or more frequent if needed.
- Contractor is required to respond to HVAC equipment failures accorded to the response times listed in Section IX herein.

3. Required Maintenance Services for Selected Facilities

**A. Water/Cooling Towers (Courthouse Only)**

- Contractor will perform Preventative/Scheduled and Corrective/Unscheduled Maintenance and repairs on water/cooling towers. Preventative/Scheduled maintenance activities are limited to maintenance tasks associated with the day to day maintenance/operation of water/cooling towers to include valves, piping, and water level monitoring systems.
- Repairs of water/cooling towers will not be classified as preventative/scheduled maintenance and will be considered corrective/unscheduled maintenance task.
- Contractor is required to respond to water/cooling tower equipment related failures and emergencies according to the response times list in Section IX herein.

4. Additional Contractor Requirements

- Contractor will be required to be the Facilities Manager(w) agent to handle repairs of buildings and systems that are still under warranty.
- Contractor shall maintain, at a minimum, a toll free after hours response telephone service to act as a contact for all after hours and emergency work requests. The telephone service shall maintain an electronic and written log of all contacts, listing the date, time, name of person, facility, work requested and date, time and name of Contractor personnel contacted by the telephone service. Electronic and/or written copies of the contact log are to be made available to the Facilities Manager(s) on a daily basis and/or as requested.

**VI. MATERIALS, SPARE PARTS & CONSUMABLES**

Contractor will be responsible for providing all materials, parts, supplies, tools and consumables required to provide services as specified in the Scope of Work.

1. Reimbursable Materials

- Contractor is required to ensure that all reimbursable material costs are fair and reasonable. Contractor must maintain adequate support documentation that substantiates their determination that material costs for which reimbursement is requested/invoices are fair and reasonable and such documentation must be made available to the County upon request. Documentation must be

maintained for a period of twelve (12) months from the date of invoice payment. The State currently recognizes the following price/cost analysis techniques to support determinations that price/cost is fair and reasonable:

- Adequate price competition (multiple bids)
  - Comparison with prices previously paid for similar/like items
  - Comparison with published price list, published market prices discount or rebate arrangements
  - Comparison with prices obtained through market research
  - Other industry specific generally accepted price/cost analysis techniques
  - Pre-established pricing arrangements with suppliers
- The County reserves the right to require the Contractor to further substantiate reimbursable material cost that the County determines are not fair and reasonable prior to the payment of an invoice containing material reimbursable line items.
  - Contractor will adhere to a tool control SOP.

## 2. Critical Spare Parts

- Contractor shall develop, implement and monitor a process for the procurement and inventory management of critical spare parts and consumable parts/materials to ensure that maintenance work is performed in a timely and cost effective manner.
- Contractor will be responsible for ensuring availability and/or storage of adequate stock of critical spare parts/materials. Critical spare parts include components that are critical to the reliability and performance of building systems. Within a reasonable time after award of a contract/order, the Contractor and the designated Facilities Manager(s) will determine the required item and stock levels of critical spares to be maintained. Critical spare parts/inventories may already be on hand within each facility; However, if a facility requires establishment, additional or replenishment of critical spare parts, the Contractor is responsible for the acquisition of the parts in accordance with price/cost analysis techniques listed above. The County will reimburse the Contractor for those costs associated with the acquisition of critical spare parts based on the actual costs plus the materials mark-up percentage provided in the proposal.

## 3. Consumables

- Consumable parts/materials include parts that are utilized in the operating and maintenance of the building systems but are not considered critical. Contractor shall be responsible for ensuring that consumable parts/materials are available in a timely manner.
- Contractor will administer and manage all warranties and manufacturer service contracts relating to equipment or parts used in the facilities systems under its control. Contractor will coordinate, supervise and approve all work performed under these contracts and shall ensure that service personnel adheres to appropriate procedures, conduct and standards while on site.
- Contractor will dispose of all materials in a manner that meets all local, state and federal regulation at no additional cost to the County.

**VII. HAZARDOUS MATERIALS**

Contractor is required to follow all County policies, State Fire Marshall regulations, OSHA regulations, Building Code and Georgia’s ‘Right to Know’ laws in using, handling, storing and disposing of all hazardous materials.

Contractor shall maintain on site a current hard copy record set of Material Safety Data Sheets (MSDS) for all items that pose a physical or health hazard.

**VIII. STANDARD REPAIR SERVICE RESPONSE TIMES**

Contractor shall be required to provide critical repair services within a dependable time frame. To insure the performance of the fundamental contract requirement, the following list of critical repairs and associated completion times are included and thereby made part of the contract. By proposal submission and by signing the contract, the successful bidder agreed to perform the listed tasks within in the indicated time frame and acknowledges that failure to do so may result in issuance of a corrective action request (CAR). The response times provided below are considered ‘standard’ for corrective maintenance services performed under the contract. Response times will be incorporated based on mutual agreement of the parties which include but are not limited to: travel times from one Oconee County site to another, special event, ordering/receipt of materials. The Facilities Director will be responsible for prioritizing services at any of the facilities when a conflict occurs.

<i>NON-EMERGENCY RESPONSE TIMES</i>		
<b>Equipment</b>	<b>Initial Response</b>	<b>Completion Timeframe</b>
Chilled Utility Plant and Hot & Chilled Water System	1 Day	7 Days
Heating Ventilation & Air Conditioning (HVAC)	1 Day	7 Days
Emergency Generator	1 Day	7 Days
Water/Cooling Towers	1 Day	7 Days

Factors that delay completion other than the actual time required to get appropriate personnel to the location of the repair and the time required to perform the work can be added to the allowed completion time provided that the Facilities Director is informed in advance and concurs with the additional delay.

Contractor is responsible for maintaining, tracking and reporting statistics to the Facilities Manager(s) associated with repair times to include initial response times and completion times.

Repairs consist of identifying what keeps an asset from operating properly, correcting or replacing defective components to make it operate correctly and verifying that the asset is performing properly after repair. Contractor may perform repairs on site or equipment may be sent off site to independent sources for repair. Where practical, the Contractor will provide, install and maintain substitutes for unavailable equipment to minimize impact of users.

**IX. AFTER-HOURS & EMERGENCY REQUESTS/REPAIRS**

Contractor will develop, implement and maintain a process for responding to ‘after-hours’ and ‘emergency’ requests and repairs. The process the Contractor implements will provide for response to work orders/requests on a 24/7 basis and will allow for each facility to communicate directly with the Contractor.

‘After-hours’ is defined as occurring outside of the normal operating business hours of a specific facility/location. ‘Normal operating business hours’ are defined as a period consisting of eight (8) hours

(excluding meals) per day, five (5) days per week. The exact hours and specific days that comprise normal operating business hours for facilities/locations may differ. Contractor will adhere to the specific normal business hours at each facility.

‘Emergency’ requests are defined as requests/repairs of such urgent or important nature that delaying the response may cause undue harm to individuals/facility systems or seriously impact business operations.

Contractor will provide for emergency coverage on a 24/7 basis and when notified of an emergency request/repair, the Contractor will respond as soon as possible but within the response times listed below. In case of an emergency request, the Contractor shall provide additional staff, resources and/or equipment as needed.

The County will reimburse the Contractor for those costs associated with after-hours and emergency services in accordance with the Corrective Maintenance – After Hours & Emergency line items and the material mark-up line item provided within the Bidder’s Cost Proposal.

The response times provided below are considered ‘standard’ for emergency service performed under the contract. Response times will be incorporated based on mutual agreement of the parties which includes but is not limited to travel times from one Oconee County site to another, special event and ordering/receipt of materials. The Facilities Manager(s) will be responsible for prioritizing services at any of the facilities when a conflict occurs.

The response times provided below are considered “standard” for emergency service performed under the contract. Response times will be incorporated based on mutual agreement of the parties which include but are not limited to; travel times from one Oconee County site to another, special events, ordering/receipt of materials. The Facilities Manager will be responsible for prioritizing services at any of the facilities when a conflict occurs.

<i>AFTER-HOURS &amp; EMERGENCY RESPONSE TIMES</i>		
<b>Equipment</b>	<b>Frequency</b>	<b>Response Time</b>
Chilled Utility Plant and Hot & Chilled Water System	As Occurs	3-4 Hours
Heating Ventilation & Air Conditioning (HVAC)	As Occurs	3-4 Hours
Water/Cooling Towers	As Occurs	3-4 Hours

**X. WORKFORCE**

Contractor personnel shall be required to wear uniforms that consist of professional looking, coordinated attire clearly identifying them as employees of the Contractor. Uniforms shall be maintained in a neat, clean and free from excessive wear manner. Vehicles of the Contractor shall be properly identified as belonging to the Contractor.

Contractor shall provide the designated Facilities Manager(s) with a current personnel roster of its employees providing services for the County, at the initiation of the contract, whenever any changes are made to personnel and upon request of the County. The personnel roster shall include the employee’s name, job title, location and contact information.

The Facilities Director will have the ability and reserves the right to determine maintenance and facility priority and redirect the Contractor’s labor if the County deems it necessary. Example of facility priorities include but are not limited to life safety issues, natural hazards, State declared emergencies and HVAC failure.

Contractor will be required to provide appropriate training to workforce.



All employees of the Contractor wanted to perform work at any one of the County facilities will be required to abide by all County policies.

Contractor will be required to provide full time employees/personnel that meet or exceed the job specification requirements for a General Trades Craftsmen as defined below:

**General Trades Craftsman** performs facility maintenance/repair, renovation and construction related repair services and installs/maintains climate control and other facility systems.

1. Job Responsibilities & Performance Standards

- Performs routine preventative maintenance that ensures all machines operate smoothly, efficiently and physical conditions of the building systems do not deteriorate.
- Assembles, installs and/or repairs wiring, electrical and electronic components, pipe systems, plumbing, machinery and equipment.
- Diagnoses and corrects mechanical problems, checking blueprints, repair manuals and parts catalogs.
- Ensures all maintenance conforms to quality standards and designated timeliness.
- Handles hazardous materials in accordance with laws and regulation.
- Installs, maintains, evaluates and repairs any component of the facility systems.
- Operates plant equipment and building automation systems.
- Operates trade related tools/equipment and maintains/assists an accurate inventory of all materials and tools.
- Repairs and performs maintenance on HVAC systems.
- Reads/utilized blueprints, plans, drawings and/or sketches to determine the work to be performed and resources required.
- Wears safety equipment and observes all safety practices and regulations.

2. Technical Competencies

- Knowledge of the standard methods, practices, tools and equipment used in a variety of HVAC maintenance.
- Ability to repair and maintain tools/equipment.
- Ability to safely work at various heights on ladders, platforms and scaffolds.
- Ability to install, repair and maintain component parts of HVAC systems.
- Knowledge of plant equipment and building systems.
- Skill in use and application of tools/equipment.

3. Experience Requirements

- Minimum of two (2) years' experience in building repairs, maintenance or in the specific area of assignment.
- Contractor shall provide a skilled workforce with the necessary qualifications, certifications and experience to perform the full scope of services requested.

- Contractor shall maintain the minimum number of full time personnel to support each facility during normal business hours.

**XI. BACKGROUND INVESTIGATION**

Contractor and its employees will have direct access to County personnel and to confidential information based on the facility/locating of assignment. Contractor must provide the County with documentation that criminal history background checks have been performed on all employees who are working on County property. Any time the employee roster is changed, the Contractor must provide proper evidence that background checks have been performed.

Except as noted above, no staff will be allowed to perform duties under this contract until the criminal history background check has been completed by the Contractor.

Contractor agrees to implement written procedures requiring all staff who have been arrested for any offense to make a report of their arrest to their immediate supervisor and to the designated Facility Manager(s).

Failure of the Contractor to comply with the above procedure regarding background checks, incident reporting or reporting of staff arrests/investigations could result in cancellation of the contract.

Contractor must verify that employees are eligible to work by certifying all employees through the E-Verify system.

**XII. KEY CONTROL**

Contractor will be provided keys on an as needed basis. All keys will be returned immediately following any maintenance and will never be removed from any facility.

Contractor is required to follow the County's policy on key control.

**XIII. MEETINGS & REPORTING**

The Contractor agrees to hold regularly scheduled meetings with the Facilities Manager and with other staff of the Administration/Maintenance Departments as requested to report on the operations of the facilities and to respond to any questions raised by the Departments. Contractor agrees that a representative of the Contractor having supervisory responsibility and authority to address the issues raised shall attend said meetings.

Contractor shall provide written reports, charts, statistics, costs, workforce status/utilization etc. detailing the previous month's maintenance activity at each regularly scheduled meeting.

Contractor also agrees to provide customized reports as requested, and at intervals requested, by the Facility Manager(s).

A daily report in electronic and/or hard copy format must be provided to each Facility Manager(s) detailing status of work requests for all after-hours, emergency, life safety and other critical system items.

**XIV. FACILITY MANAGER(S)**

Facilities Manager(s) shall have the right and authority under the contract to monitor the Contractor's performance hereunder. Contractor shall have no control over the activities of the Facility Manager(s), supervisory or otherwise.

Facility Manager(s) shall have immediate, complete and unrestricted access to all documents and computer/electronic data in any way pertaining to the obligations of the Contractor under this contract, unless restricted by Federal and/or State law including but not limited to facility records, personnel files and financial

records. Upon request, the Contractor agrees to provide a copy of documents within seventy two (72) hours of the request.

## **XV. INVOICING**

Contractor will invoice each facility separately for preventative maintenance one (1) time per month based on the extended (annual) price provided in the cost proposal divided into twelve (12) equal monthly installments.

Contractor will invoice all other line items based on the unit price, unit of measure in the cost proposal multiplied by the actual quantity expended/incurred to perform the services during a given month.

An Excel spreadsheet or similar document summarizing all invoices items must be included with invoice for each facility. Summary must give all pertinent information for each contract line item being invoiced.

The Facility Manager(s) reserve the right to reject any line item invoiced that is not considered reimbursable, is not complete, lacks proper paperwork or for any other legitimate reason.

The Facility Manager(s) reserve the right to add or modify the invoice requirements as needs arise and conditions dictate.

Electronic invoicing is permissible.

## **XVI. POOR PERFORMANCE/REWORK**

Facility Manager(s) may issue corrective action requests (CARs) to the Contractor for preventative/scheduled or corrective/unscheduled maintenance task/action performed by the Contractor that are determined to be deficient in any manner. Contractor must rectify the deficient performance within five (5) days or provide a corrective action plan that outlines procedures/timelines for accomplishing the corrective action(s). All cost (materials and labor) associated with any rework/poor performance shall be the sole responsibility of the Contractor.

## **XVII. PROPOSAL REQUIREMENTS**

These areas of interest shall be ranked and scored by an evaluation panel whose purpose is to develop a well-researched recommendation for award.

### **1. Understanding & Approach**

- Describe in detail how your company plans to provide the County's custodial services based on the expectations set for in the bid documents.

### **2. Company Experience & Capacity**

- Provide prior demonstrated experience in accomplishing similar projects, give the number of years that the company has been in business, and provide a statement on the extent of any company expansion required to handle a new service. Please indicate your company location and general information about the company and contact information.

### **3. Company Team & Qualifications**

- Provide information and qualifications of all those who will be involved in the delivery of service that include their experience in this area of service delivery, including sub-contractors. Indicate the level of involvement by principals of the company in the day-to-day operation of the contract. Provide licenses and/or certificates supporting qualifications.

4. References

- Give at least four (4) references for contracts of similar size and scope, including at least two (2) references for current contracts or those awarded during the past three (3) years. Include the name of the organization, the length of the contract, a brief summary of the work, and the name, email address and/or telephone number of a responsible contact person. Reference will be contacted so please provide accurate information.

5. Cost Data

- Prepare a separate proposal for the annual cost of the service. Cost data submitted at this stage is not bidding and is subject to negotiation if your company is chosen as a finalist. Include the number of personnel to be assigned to the contract and the total estimated cost of labor portion of the contract (include sample staffing chart). Identify all non-labor costs and their estimated totals.
- Prepare two (2) separate cost proposals for the 'Daily/3x Weekly Tasks'. One shall reflect the cost if tasks are completed 'Daily,' Monday through Friday, and one shall reflect the cost if tasks are completed '3x Weekly'.
- If a separate cost proposal form is provided by the Owner and included in the RFP documents, please complete in addition to your prepared cost proposal.

**XVIII. EVALUATION CRITERIA/PROCESS**

The selection committee will evaluate and rank the responsive Proposals by applying the weighted comparative evaluation criteria set forth below.

<b>Criteria Description</b>	<b>Value</b>
Understanding & Approach	20
Company Experience & Capacity	20
Company Team & Qualifications	20
References	20
Cost Proposal	20

All proposals will be evaluated using the criteria specified in this RFP. Selection will include an analysis of proposals by an Evaluation Committee composed of County Personnel who will review the submissions in accordance with the submittal requirements and the evaluation criteria set forth in this RFP. The committee may request oral interviews and/or site visits. Awards will not necessarily be based on cost alone. Other factors, as detailed in the RFP, will be considered in determining which proposal will be deemed best suited to meet the needs of Oconee County.

After receipt of the submittals, the County will evaluate the responses, including the references, vendor requirements and other data relating to the Respondent's qualifications. If requested by the Oconee County Procurement Officer, Respondents may be required to submit additional or supplemental information to determining whether the Respondent meets all of the qualification requirements.

The County at its sole discretion may, at any time, to the extent permitted by Applicable Law, exclude a Proposer from further participation in any negotiation process if the County determines that such Proposer is failing to progress in negotiations or if the terms of its Proposal are less advantageous than those of other Proposers and such Proposer is deemed no longer susceptible of selection.

## Attachment A

Facility	Total Items	Detail							
ACTS Building	2	2 HVAC Systems							
Administration Building	73	5 Electric Heaters	53 PIU Units	9 Ductless Units	2 Rooftop Package Units	4 Exhaust Fans			
Animal Services	7	5 HVAC Systems	2 Hanging Heaters						
Bogart Library	7	7 HVAC Systems							
Civic Center	9	9 HVAC Systems							
Courthouse	55	44 WSHP	2 Air Cooled Package Units	1 Cooling Tower	1 Boiler	2 Tower Water Pumps	2 Tempered Water Pumps	2 Boiler Pumps	BAC System
Eagle Tavern	2	1 HVAC System	Heatpump Split System						
Eagle Tavern Restrooms	2	1 HVAC System	Heatpump Split System						
Facilities Shop (Annex)	2	2 HVAC Systems							
Fire Station 1	6	2 HVAC Systems	4 Hanging Heaters						
Fire Station 2	6	2 HVAC Systems	4 Hanging Heaters						
Fire Station 4	3	1 HVAC System	2 Hanging Heaters						
Fire Station 5	4	1 HVAC System	3 Hanging Heaters						
Fire Station 6	3	1 HVAC System	2 Hanging Heaters						
Fire Station 7	3	1 HVAC System	2 Hanging Heaters						
Fire Station 8	8	6 HVAC Systems	2 Ductless Systems						
Fire Storage Unit LAS	2	1 HVAC System	Heatpump Package Unit						
Fleet Maintenance	4	2 HVAC Systems	2 Hanging Heaters						
Health Department	2	2 HVAC Systems							
Landfill Trailer	1	1 Electric Furnace							
Road Department	3	1 HVAC System	2 Hanging Heaters						
Senior Center	5	3 HVAC Systems	2 Exhaust Fans						
Water Resources Shop (Annex)	3	3 HVAC System							
Welcome Center	1	1 HVAC System							
William Daniel Restroom	1	1 HVAC System							
William Daniell House	2	2 HVAC Systems							
<b>TOTAL</b>	<b>216</b>								



**RFP# 23-04-018**  
**Annual HVAC Maintenance**

## **BIDDER'S CHECKLIST**

**Company Name** \_\_\_\_\_

Please indicate you have completed the following documentation and submit them in the following order.

### **ITEM DESCRIPTION**

---

Check

- Bidder's Checklist
- Bidder's Information Form
- Cost Proposal Form
- Subcontractor List
- Addenda Acknowledgement Form
- Partnership Affidavit (if applicable)
- Corporate Affidavit (if applicable)
- Individual Affidavit (if applicable)
- Certificate of Non-Collusion
- Georgia's Security & Immigration Compliance Act Affidavit (E-Verify)
- S.A.V.E. Affidavit
- Drug-Free Workplace Certificate
- W-9

\_\_\_\_\_  
*Authorized Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Printed Name*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Email*

THIS PAGE MUST BE COMPLETED AND SUBMITTED AS PART OF YOUR BID



**RFP# 23-04-018**  
**Annual HVAC Maintenance**

**BIDDER'S INFORMATION FORM**

**LEGAL BUSINESS NAME** \_\_\_\_\_ **TIN #** \_\_\_\_\_

**INDICATE LEGAL FORM OF BUSINESS:**

Corporation \_\_\_\_\_ Partnership \_\_\_\_\_ Individual \_\_\_\_\_ Other (specify) \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

Street City State Zip Code

**AUTHORIZED SIGNER** \_\_\_\_\_

Name Title

**PRIMARY CONTACT** \_\_\_\_\_

Name Phone Email

**SECONDARY CONTACT** \_\_\_\_\_

Name Phone Email

**COMPANY WEBSITE** \_\_\_\_\_

**BILLING ADDRESS (IF DIFFERENT THAN ABOVE)**

\_\_\_\_\_

Street City State Zip Code

**DO YOU HAVE AN OCCUPATIONAL TAX LICENSE IN THE STATE OF GEORGIA?** Yes \_\_\_\_\_ No \_\_\_\_\_

**LICENSED BY CITY/STATE?** \_\_\_\_\_ **OCCUPATIONAL TAX LICENSE #** \_\_\_\_\_

**HAS YOUR COMPANY EVER BEEN DISBARRED FROM DOING BUSINESS WITH ANY FEDERAL, STATE, OR LOCAL ENTITY?**

**YES \_\_\_\_\_ NO \_\_\_\_\_ IF YES, PLEASE STATE THE AGENCY NAME, DATES, AND REASON FOR DEBARMENT.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



RFP# 23-04-018

Annual HVAC Maintenance  
Cost Proposal Form

Please use this Cost Proposal Form to indicate the cost for this contract. Pricing listed should include ALL fees, travel, and other costs.

I certify that the proposed cost(s) are accurate and reflect any applicable discounts, and that the company, which I represent, will deliver the services and related items for the proposed amount.

By submission of this response, I also certify that the RESPONDENT has read and understands all the requirements contained in this solicitation and agrees to be bound by all terms and conditions contained in this solicitation without exception.

We have included all required documents required per the OFFEROR's Instructions and Specifications.

The RESPONDENT has availed itself of every opportunity to understand the requirements of this solicitation. Therefore, the undersigned respectfully submits this response and any attachments, if required.

THE UNDERSIGNED hereby proposes the below pricing for RFP# 23-04-018. Issued by Oconee County on \_\_\_\_\_. Any exceptions shall be clearly marked in the attached copy of the RFP:

Item	Description	Price	Rate
1	Labor for Preventative/Scheduled Maintenance**	\$ _____	Per Hour
2	Labor for Corrective/Unscheduled Maintenance*	\$ _____	Per Hour
3	Labor for After-Hours/Emergency Repairs Travel*	\$ _____	Per Hour
4	Time*	\$ _____	Per Trip / Mile / Hour (circle one)
5	Material Mark-Up Percentage*	_____ %	N/A
6	Additional Miscellaneous Costs*	\$ _____	Per _____

\*A separate sheet may be attached if Respondent wishes to add more detail cost information.

\*\*Labor for Preventative/Scheduled Maintenance not to exceed 1700 hours as stated in Scope of Work.

\_\_\_\_\_  
Firm/Company Name- PRINTED

\_\_\_\_\_  
Address

\_\_\_\_\_  
Respondent Name/Title – PRINTED

\_\_\_\_\_  
City/State/Zip Code

\_\_\_\_\_  
Signature/Date

\_\_\_\_\_  
Email





## SUBCONTRACTOR LIST

LIST BELOW ALL SUBCONTRACTORS PROPOSED BY THE RESPONDENT AT THE TIME OF BID SUBMITTAL.

NAME		PHONE		FEI/SSN	
ADDRESS					
TYPE OF WORK		% OF PROJECT		AMOUNT	

NAME		PHONE		FEI/SSN	
ADDRESS					
TYPE OF WORK		% OF PROJECT		AMOUNT	

NAME		PHONE		FEI/SSN	
ADDRESS					
TYPE OF WORK		% OF PROJECT		AMOUNT	

NAME		PHONE		FEI/SSN	
ADDRESS					
TYPE OF WORK		% OF PROJECT		AMOUNT	

NAME		PHONE		FEI/SSN	
ADDRESS					
TYPE OF WORK		% OF PROJECT		AMOUNT	

NAME		PHONE		FEI/SSN	
ADDRESS					
TYPE OF WORK		% OF PROJECT		AMOUNT	

NAME		PHONE		FEI/SSN	
ADDRESS					
TYPE OF WORK		% OF PROJECT		AMOUNT	

NAME		PHONE		FEI/SSN	
ADDRESS					
TYPE OF WORK		% OF PROJECT		AMOUNT	



**RFP# 23-04-018**  
**Annual HVAC Maintenance**

## **ADDENDA ACKNOWLEDGEMENT**

---

The Respondent has examined and carefully studied the Invitation to Bid and the following Addenda, receipt of all of which is hereby acknowledged:

Addendum Number \_\_\_\_\_ Date \_\_\_\_\_

Addendum Number \_\_\_\_\_ Date \_\_\_\_\_

Addendum Number \_\_\_\_\_ Date \_\_\_\_\_

Addendum Number \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
*Authorized Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Printed Name*

*Respondent must acknowledge any issued addenda. Bids which fail to acknowledge the Respondent's receipt of any addenda may result in the rejection of the bid if the addendum contains information that substantively changes the Owner's requirements.*

**THIS PAGE MUST BE COMPLETED AND SUBMITTED AS PART OF YOUR BID**





**RFP# 23-04-018**  
**Annual HVAC Maintenance**

**Corporate Certificate**

I, \_\_\_\_\_, certify that I am the Secretary of the Corporation named as CONTRACTOR in the foregoing bid; that \_\_\_\_\_, who signed said bid on behalf on the CONTRACTOR was then \_\_\_\_\_ of said Corporation; that said authority was duly signed for and in behalf of said Corporation by authority of its Board of Directors, and is within the scope of its corporate powers; that said Corporation is organized under the laws of the State of \_\_\_\_\_.

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

---

CORPORATE SECRETARY

(SEAL)



**RFP# 23-04-018**  
**Annual HVAC Maintenance**

### **Individual Certificate**

STATE OF }  
  } SS  
COUNTY OF }

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me personally came and appeared \_\_\_\_\_ to me known, and known to me to the person described in and who executed the foregoing instrument and acknowledged that executed the same.

---

NOTARY PUBLIC

(SEAL)

My Commission Expires:

\_\_\_\_\_ (Date)



**RFP# 23-04-018**  
**Annual HVAC Maintenance**

## **CERTIFICATE OF NON-COLLUSION**

---

**ANNUAL HVAC MAINTENANCE**  
**RFP# 23-04-018**  
**STATE OF GEORGIA**  
**OCONEE COUNTY BOARD OF COMMISSIONERS**

---

**Being first duly sworn, deposes and says that he is**

---

**(sole owner, partner, president, secretary, etc.)**

the party making the forgoing Proposal or Bid; that such ITB is genuine and not collusive or sham; that said Respondent has not colluded, conspired, connived, or agreed, directly or indirectly, with any Respondent or person, to put in a sham Response, or that such other person shall refrain from Responding, and has not in any manner, directly or indirectly sought by agreement or collusion, or communication or conference, with any person, to fix the Response price of affiant or any other Respondent, or to fix any overhead, profit or cost element of said Response Price, or of that of any other Respondent, or to secure any advantage against Oconee County, or any other person interested in the proposed Agreement; and all statements in said Proposal or Bid are true; and further, that such Respondent has not, directly or indirectly, submitted this Response, or the contents thereof, or divulged information or data relative thereto any association or to any member or agent thereof.

---

**(Affiant)**

Subscribed and Sworn to before me this \_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_.

---

**(Notary Public in and for)**

---

**(County)**

**My Commission expires \_\_\_\_\_, 20\_\_\_\_.**

**(SEAL)**

**Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1)**

The undersigned contractor ("Contractor") executes this Affidavit to comply with O.C.G.A § 13-10-91 related to any contract to which Contractor is a party that is subject to O.C.G.A. § 13-10-91 and hereby verifies its compliance with O.C.G.A. § 13-10-91, attesting as follows:

- a) The Contractor has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program;
- b) The Contractor will continue to use the federal work authorization program throughout the contract period, including any renewal or extension thereof;
- c) The Contractor will notify the public employer in the event the Contractor ceases to utilize the federal work authorization program during the contract period, including renewals or extensions thereof;
- d) The Contractor understands that ceasing to utilize the federal work authorization program constitutes a material breach of Contract;
- e) The Contractor will contract for the performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the Contractor with the information required by O.C.G.A. § 13-10-91(a), (b), and (c);
- f) The Contractor acknowledges and agrees that this Affidavit shall be incorporated into any contract(s) subject to the provisions of O.C.G.A. § 13-10- 91 for the project listed below to which Contractor is a party after the date hereof without further action or consent by Contractor; and
- g) Contractor acknowledges its responsibility to submit copies of any affidavits, drivers' licenses, and identification cards required pursuant to O.C.G.A. § 13-10-91 to the public employer within five business days of receipt.

\_\_\_\_\_  
Federal Work Authorization User Identification Number

\_\_\_\_\_  
Date of Authorization

\_\_\_\_\_  
Name of Contractor

\_\_\_\_\_  
Name of Project

\_\_\_\_\_  
Name of Public Employer

**I hereby declare under penalty of perjury that the foregoing is true and correct.**

Executed on \_\_\_\_\_, \_\_\_\_\_, 20\_\_\_\_ in \_\_\_\_\_ (city), \_\_\_\_\_ (state).

\_\_\_\_\_  
Signature of Authorized Officer or Agent

\_\_\_\_\_  
Printed Name and Title of Authorized Officer or Agent

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

\_\_\_\_\_  
NOTARY PUBLIC  
My Commission Expires: \_\_\_\_\_

**RFP# 23-04-018**  
**Annual HVAC Maintenance**

**Subcontractor Affidavit under O.C.G.A. § 13-10-91(b)(3)**

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with (name of contractor) on behalf of (name of public employer) has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the subcontractor with the information required by O.C.G.A. § 13-10-91(b). Additionally, the undersigned subcontractor will forward notice of the receipt of an affidavit from a sub-subcontractor to the contractor within five business days of receipt. If the undersigned subcontractor receives notice that a sub-subcontractor has received an affidavit from any other contracted sub-subcontractor, the undersigned subcontractor must forward, within five business days of receipt, a copy of the notice to the contractor. Subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

\_\_\_\_\_  
Federal Work Authorization User Identification Number

\_\_\_\_\_  
Date of Authorization

\_\_\_\_\_  
Name of Subcontractor

\_\_\_\_\_  
Name of Project

\_\_\_\_\_  
Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on \_\_\_\_\_, \_\_, 201\_\_ in \_\_\_\_\_(city), \_\_\_\_\_(state).

\_\_\_\_\_  
Signature of Authorized Officer or Agent

\_\_\_\_\_  
Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME  
ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 201\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires:  
\_\_\_\_\_





**Affidavit Verifying Status for County Public Benefit Application  
(SAVE AFFIDAVIT)  
O.C.G.A. § 50-36-1(e)(2)**

By executing this affidavit under oath, as an applicant for a Business Occupation Tax Certificate, Alcohol License or other public benefit as referenced in O.C.G.A. § 50-36-1, from Oconee County, Georgia, the undersigned applicant verifies one of the following with respect to my application for a public benefit:

- 1)  I am a United States citizen.
- 2)  I am a legal permanent resident of the United States.
- 3)  I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien number issued by the Department of Homeland Security or other federal immigration agency.

My alien number issued by the Department of Homeland Security or other federal immigration agency is: \_\_\_\_\_  
My card number is: \_\_\_\_\_

The undersigned applicant also hereby verifies that he or she is 18 years of age or older and has provided at least one secure and verifiable document, as required by O.C.G.A. § 50-36-1(e)(1), with this affidavit.

The secure and verifiable document provided with this affidavit can best be classified as:

\_\_\_\_\_

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 O.C.G.A. § 16-10-2, and face criminal penalties as allowed by such criminal statute.

Executed in \_\_\_\_\_ (city), \_\_\_\_\_ (state).

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Subscribed and Sworn to before me, this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_



**RFP# 23-04-018  
Annual HVAC Maintenance**

**Drug Free Workplace Certificate**

By signature on this certificate, the contractor certifies that the provisions of O.C.G.A. Section 50-24-1 through 50-24-6 related to the “Drug-Free Workplace Act” has been complied with in full. The contractor further certifies that:

1. A drug-free workplace will be provided for the contractor’s employees during the performance of the contract; and
2. Each contractor who hires a subcontractor to work in a drug-free workplace shall secure from that subcontractor the following written certification: “As part of the subcontracting agreement with (contractors name), (subcontractor’s name) certifies to the contractor that a drug-free workplace will be provided for the subcontractor’s employees during the performance of this contract pursuant to O.C.G.A. Section 50-24- 3(b) (7).”

By signature on this certificate, the contractor further certifies that it will not engage in the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana during the performance of this contract.

Contractor: \_\_\_\_\_

By: \_\_\_\_\_

Name (Printed): \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

# Request for Taxpayer Identification Number and Certification

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

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

<b>Print or type. See Specific Instructions on page 3.</b>	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 <b>one</b> of the following seven boxes.  <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  <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ <b>Note:</b> 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 <b>not</b> 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.  <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  Exempt payee code (if any) _____  Exemption from FATCA reporting code (if any) _____  <i>(Applies to accounts maintained outside the U.S.)</i>
	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.

<b>Social security number</b>										
					-					
					-					
<b>or</b>										
<b>Employer identification number</b>										
					-					

## 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.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
------------------	----------------------------	--------

## 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](http://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.*

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting*, later, for further information.

**Note:** If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

**Foreign person.** If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*).

**Nonresident alien who becomes a resident alien.** Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

**Example.** Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

## Backup Withholding

**What is backup withholding?** Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

**Payments you receive will be subject to backup withholding if:**

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the instructions for Part II for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships*, earlier.

## What is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the Instructions for the Requester of Form W-9 for more information.

## Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

## Penalties

**Failure to furnish TIN.** If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

**Civil penalty for false information with respect to withholding.** If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

**Criminal penalty for falsifying information.** Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

**Misuse of TINs.** If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

## Specific Instructions

### Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

a. **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

**Note: ITIN applicant:** Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. **Partnership, LLC that is not a single-member LLC, C corporation, or S corporation.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

### Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

### Line 3

Check the appropriate box on line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3.

IF the entity/person on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation
• Individual • Sole proprietorship, or • Single-member limited liability company (LLC) owned by an individual and disregarded for U.S. federal tax purposes.	Individual/sole proprietor or single-member LLC
• LLC treated as a partnership for U.S. federal tax purposes, • LLC that has filed Form 8832 or 2553 to be taxed as a corporation, or • LLC that is disregarded as an entity separate from its owner but the owner is another LLC that is not disregarded for U.S. federal tax purposes.	Limited liability company and enter the appropriate tax classification. (P= Partnership; C= C corporation; or S= S corporation)
• Partnership	Partnership
• Trust/estate	Trust/estate

### Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

#### Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

- 1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2—The United States or any of its agencies or instrumentalities
- 3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(a)
- 11—A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 <sup>1</sup>	Generally, exempt payees 1 through 5 <sup>2</sup>
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

<sup>1</sup> See Form 1099-MISC, Miscellaneous Income, and its instructions.

<sup>2</sup> However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

**Exemption from FATCA reporting code.** The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a) J—

A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

**Note:** You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

### Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, write NEW at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

### Line 6

Enter your city, state, and ZIP code.

## Part I. Taxpayer Identification Number (TIN)

**Enter your TIN in the appropriate box.** If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

**Note:** See *What Name and Number To Give the Requester*, later, for further clarification of name and TIN combinations.

**How to get a TIN.** If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at [www.SSA.gov](http://www.SSA.gov). You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at [www.irs.gov/Businesses](http://www.irs.gov/Businesses) and clicking on Employer Identification Number (EIN) under Starting a Business. Go to [www.irs.gov/Forms](http://www.irs.gov/Forms) to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to [www.irs.gov/OrderForms](http://www.irs.gov/OrderForms) to place an order and have Form W-7 and/or SS-4 mailed to you within 10 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

**Note:** Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

**Caution:** A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

## Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code*, earlier.

**Signature requirements.** Complete the certification as indicated in items 1 through 5 below.

**1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.**

You must give your correct TIN, but you do not have to sign the certification.

**2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983.**

You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

**3. Real estate transactions.** You must sign the certification. You may cross out item 2 of the certification.

**4. Other payments.** You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

**5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLE accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions.** You must give your correct TIN, but you do not have to sign the certification.

**What Name and Number To Give the Requester**

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account <sup>1</sup>
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor <sup>2</sup>
5. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee <sup>1</sup>
b. So-called trust account that is not a legal or valid trust under state law	The actual owner <sup>1</sup>
6. Sole proprietorship or disregarded entity owned by an individual	The owner <sup>3</sup>
7. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor*
For this type of account:	Give name and EIN of:
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity <sup>4</sup>
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee

For this type of account:	Give name and EIN of:
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

<sup>1</sup> List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

<sup>2</sup> Circle the minor's name and furnish the minor's SSN.

<sup>3</sup> You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

<sup>4</sup> List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships*, earlier.

\*Note: The grantor also must provide a Form W-9 to trustee of trust.

Note: If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

**Secure Your Tax Records From Identity Theft**

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

**Protect yourself from suspicious emails or phishing schemes.**

Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to [phishing@irs.gov](mailto:phishing@irs.gov). You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at [spam@uce.gov](mailto:spam@uce.gov) or report them at [www.ftc.gov/complaint](http://www.ftc.gov/complaint). You can contact the FTC at [www.ftc.gov/idtheft](http://www.ftc.gov/idtheft) or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see [www.IdentityTheft.gov](http://www.IdentityTheft.gov) and Pub. 5027.

Visit [www.irs.gov/IdentityTheft](http://www.irs.gov/IdentityTheft) to learn more about identity theft and how to reduce your risk.

## Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.