



REQUEST FOR BID  
AMBUCS PARK GYMNASIUM  
AND  
CITY PARK GYMNASIUM  
HVAC SYSTEM INSTALLATION

Issued: May 27, 2022

Bid No. 2022-11

Deadline: June 28, 2022, at 2:00 P.M.

SPALDING COUNTY ADMINISTRATIVE SERVICES

Terri Bass, Purchasing

119 East Solomon Street, Room 104

Griffin, Georgia 30223

770-467-4226

**INVITATION TO BID  
AMBUCS Park Gymnasium and City Park Gymnasium  
HVAC System Replacement**

Spalding County Board of Commissioners invites all qualified bidders to submit a cost proposal for the above captioned Project. Digital copies of the BID DOCUMENTS and Specifications may be obtained from Spalding County by contacting Terri Bass at [tbass@spaldingcounty.com](mailto:tbass@spaldingcounty.com) or on the Spalding County website at [www.spaldingcounty.com](http://www.spaldingcounty.com). Hard copies of the BID DOCUMENTS may be obtained upon receipt of a non-refundable payment of \$10.00 for each set that is mailed or faxed.

**A MANDATORY Pre-Bid Conference will be held on Tuesday, June 7, 2022, 10:00AM (EST)** at 1110 High Falls Road, Griffin, Georgia, 30223 (AMBUCS Park Gym). All prospective bidders must have a representative in attendance to be eligible for bid submittal. **ANY CONTRACTOR WHO INTENDS TO SUBMIT A PROPOSAL IS REQUIRED TO ATTEND THIS MEETING.**

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

**Final written questions are due by Thursday, June 19, 2022, 12:00PM (EST)**

**Sealed Bids are due: Tuesday, June 28, 2022, 2:00 PM (EST)**

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

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

**Deliver Sealed Bids and Appendix Documents to:  
Spalding County Board of Commissioners  
Attn: Terri Bass  
AMBUCS Park Gymnasium and City Park Gymnasium HVAC System Installation  
119 East Solomon Street, Room 104  
Griffin, GA 30223**

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

Dr. Steve Ledbetter, County Manager

**INTRODUCTION:**

This is a request for a new HVAC system and complete replacement of one existing system at AMBUCS Park Gym located at 1110 High Falls Road, Griffin 30223 and a new HVAC system and complete replacement of two existing system at City Park Community Center located at 601 Camp Northern Road, Griffin, GA 30223

It is the intent of Spalding County Board of Commissioners to award a SINGLE contract for the HVAC systems at both AMBUCS Park and City Park.

It is the intent of the Spalding County Board of Commissioners to award a SINGLE Contract for new HVAC systems at AMBUCS Park Gym and new HVAC systems at City Park Community Center. Spalding County Provides equal opportunity for all businesses and does not discriminate against any person or business because of race, color, religion, sex, national origin, and handicap or veterans status. This policy ensures all segments of the business community have access to supplying the goods and services needed by Spalding County.

Instructions for preparation and submission of a bid are contained in this packet. Bids must be typed or printed in ink.

**ADMINISTRATIVE SERVICES CONTACT FOR THIS REQUEST:**

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

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

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

**DUE DATE:**

Sealed bids will be received at the Spalding County Board of Commissioners Office, 119 East Solomon Street, Room 104, Griffin GA 30223 no later than **2:00 PM, Local Time, Tuesday, June 28, 2022**. Bids received after this time will not be accepted.

**BID COPIES FOR EVALUATION:**

Two Copies; one (1) copy and one (1) original will be required for review purposes.

**ADDENDA:**

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

Bidders should check with Terri Bass at [tbass@spaldingcounty.com](mailto:tbass@spaldingcounty.com) frequently during the bidding process to verify that they have received all issued addendums. While every attempt is made to make sure that registered bidders receive notice of addendums, bidders have the responsibility of making sure that they have received all issued addendums. Addenda are required to be signed and returned with the bid proposal.

**CONTRACT TERM:**

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

**QUALIFICATIONS OF OFFERORS:**

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

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

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

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

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

**PROPRIETARY INFORMATION:**

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

**SELECTION PROCESS:**

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

The award will be made to the responsible offeror whose proposal represents the best value after evaluation in accordance with the factors listed below. The Spalding County Board of Commissioners may reject any or all bid if such action is in the County's best interest.

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

**INSURANCE:**

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

**GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT:**

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

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

**GENERAL INFORMATION:**

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

**WITHDRAWAL OF PROPOSAL:**

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

**REJECTION OF PROPOSAL:**

Spalding County may reject any and all bids and must reject a bid of any party who has been delinquent or unfaithful in any formal contract with Spalding County. Also, the right is reserved to waive any irregularities or informalities in any bid in the bidding procedure. Spalding County shall be the sole judge as to which bid is best, and in ascertaining this, will take into consideration the business integrity, financial resources, facilities for performing the work, and experience in similar operations of the various bidders.

**STATEMENT OF EXPERIENCE AND QUALIFICATIONS:**

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

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

**NON-COLLUSION AFFIDAVIT:**

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

**INTEREST OF:**

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

**DOCUMENTS DEEMED PART OF THE CONTRACT:**

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

**STANDARD INSTRUCTIONS:**

1. The instructions contained herein shall be construed as a part of any bid invitation and/or specifications issued by Spalding County and must be followed by each bidder.

2. The written specifications contained in this bid shall not be changed or superseded except by written addendum from Spalding County. Failure to comply with the written specifications for this bid may result in disqualification by Spalding County.

3. All goods and materials shall be F.O.B. Destination Griffin, Georgia and no freight or postage charges will be paid by Spalding County unless such charges are included in the bid price.

4. "AMBUCS Park and City Park HVAC Systems Replacement" must be written clearly on the outside of each bid envelope in order to avoid prior opening in error.

5. All bids must be received and in-hand at bid due date and time. Each bidder assumes the responsibility for having his/her bid received at the designated time and place of bid due date. Bids received after the stated time and date shall be rejected without consideration, regardless of postmark. Spalding County accepts no responsibility for mail delivery.

6. Unless otherwise stated, all bids submitted shall be valid and may not be withdrawn for a period of 90 days from the due date.

7. Each bid form submitted must include the name of the business, mailing address, the name, title, and signature of the person submitting the bid. When submitting a bid to Spalding County the first page of your bid package should be the bid form listing the price, delivery date, etc.

8. Spalding County reserves the right to accept a bid that is not the lowest price if, in the County's judgment, such bid is in the best interest of the County and the public. The County reserves the right to reject any and all bids.

9. Telephone, telegraphic or facsimile bids will not be accepted.

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

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



## **GENERAL INFORMATION:**

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

## **SCOPE OF WORK:**

The Spalding County Board of Commissioners is requesting proposals from qualified individuals or companies to provide professional services the following:

### ***AMBUCS Park Gymnasium***

- **System AP1:** A new HVAC system using air sock ventilation to condition the open gym area of the AMBUCS Park Gymnasium. The space is currently unconditioned.
- **System AP2:** Design, permitting, and installation of a dual zone system for replacement of an existing HVAC system which conditions the 1<sup>st</sup> floor and 2<sup>nd</sup> floor office space at the AMBUCS Park Gymnasium.
- The AMBUCS Park Gymnasium is located at 1110 High Falls Road, Griffin, GA 30223.
- The Bid Price provided for each system must be the complete cost to permit, provide, and install a fully functional HVAC system. Spalding County may select any combination of the proposed systems based on budget.

### ***City Park Gymnasium***

- **System CP1:** Design, permitting, and installation of a new HVAC system using air sock ventilation to condition the open gym area of the City Park Gymnasium. The space is currently unconditioned.
- **System CP2:** Design, permitting, and installation for replacement of an existing HVAC system which conditions the downstairs office space at the City Park Gymnasium.
- **System CP3:** Design, permitting, and installation for replacement of an existing HVAC system which conditions the lobby and upstairs office space at the City Park Gymnasium.
- The City Park Gymnasium is located at 601 Camp Northern Road, Griffin, GA 30223, behind Wellstar Spalding Regional Hospital.
- The Bid Price provided for each system must be the complete cost to permit, provide, and install a fully functional HVAC system. Spalding County may select any combination of the proposed systems based on budget.

**MATERIALS:**

***AMBUCS Park Gymnasium - 1110 High Falls Road***

- Contractor shall provide and install all necessary materials to provide working systems.
- Contractor is responsible for removal and disposal of old HVAC equipment for all systems being replaced.
- Systems must include Bluetooth capable thermostats which can be remotely controlled via mobile device app.
- Natural gas is available at this location.
- Spalding County will provide the following:
  - Chain link fence with a hinged gate around each outdoor unit
  - Removal of the existing ventilation fans
  - Installation of blanks for each ventilation intake and discharge louver
  - Installation of concrete equipment pads necessary for installation (contractor to specify pad size requirements)
  - Spalding County reserves the right to negotiate with the selected contractor to perform the above items
- All work will be inspected by Spalding County Community Development.
- Work must be permitted by the contractor through Spalding County.

***City Park Gymnasium - 601 Camp Northern Road (located behind the Hospital)***

- Contractor shall provide and install all necessary materials to provide working systems.
- Contractor is responsible for removal and disposal of old HVAC equipment for all systems being replaced.
- Systems must include Bluetooth capable thermostats which can be remotely controlled via mobile device app.
- Natural gas is available at this location.
- Spalding County will provide the following:
  - Chain link fence with a hinged gate around each outdoor unit
  - Removal of the existing ventilation fans
  - Installation of blanks for each ventilation intake and discharge louver
  - Installation of concrete equipment pads necessary for installation (contractor to specify pad size requirements)
  - Spalding County reserves the right to negotiate with the selected contractor to perform the above items
- All work will be inspected by Spalding County Community Development.
- Work must be permitted by the contractor through the City of Griffin.

**BID FORM**

**AMBUCS PARK GYMNASIUM HVAC SYSTEM REPLACEMENT  
AND  
CITY PARK GYMNASIUM HVAC SYSTEM REPLACEMENT**

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

2. Bid prices expire: \_\_\_\_\_Month \_\_\_\_\_Day \_\_\_\_\_Year  
(Minimum of 90 days)

3. **System AP1** Bid Price: \$ \_\_\_\_\_

**System AP2** Bid Price: \$ \_\_\_\_\_

**System CP1** Bid Price: \$ \_\_\_\_\_

**System CP2** Bid Price: \$ \_\_\_\_\_

**System CP3** Bid Price: \$ \_\_\_\_\_

4. Available Start Date \_\_\_\_\_

Project Length (in days) \_\_\_\_\_

5. Bid Received From: (Company) \_\_\_\_\_

(Address) \_\_\_\_\_

(Phone) \_\_\_\_\_

(Contact) \_\_\_\_\_

\_\_\_\_\_  
Authorized Representative  
(Print or Type)

\_\_\_\_\_  
Authorized Representative  
(Signature)

**EXHIBIT A**  
**IMMIGRATION AND SECURITY FORM**

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

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

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

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

Firm Name: \_\_\_\_\_

Street/Mailing Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email: \_\_\_\_\_

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

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

**EXHIBIT B**  
**Affidavit Verifying Status**  
**For County Public Benefit Application**

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

1) \_\_\_\_\_ I am a United States citizen

**OR**

2) \_\_\_\_\_ I am a legal permanent resident 18 years of age or older or I am an otherwise qualified alien or non-immigrant under the Federal Immigration and Nationality Act 18 years of age or older and lawfully present in the United States.\*

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of Code Section 16-10-20 of the Official Code of Georgia.

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

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

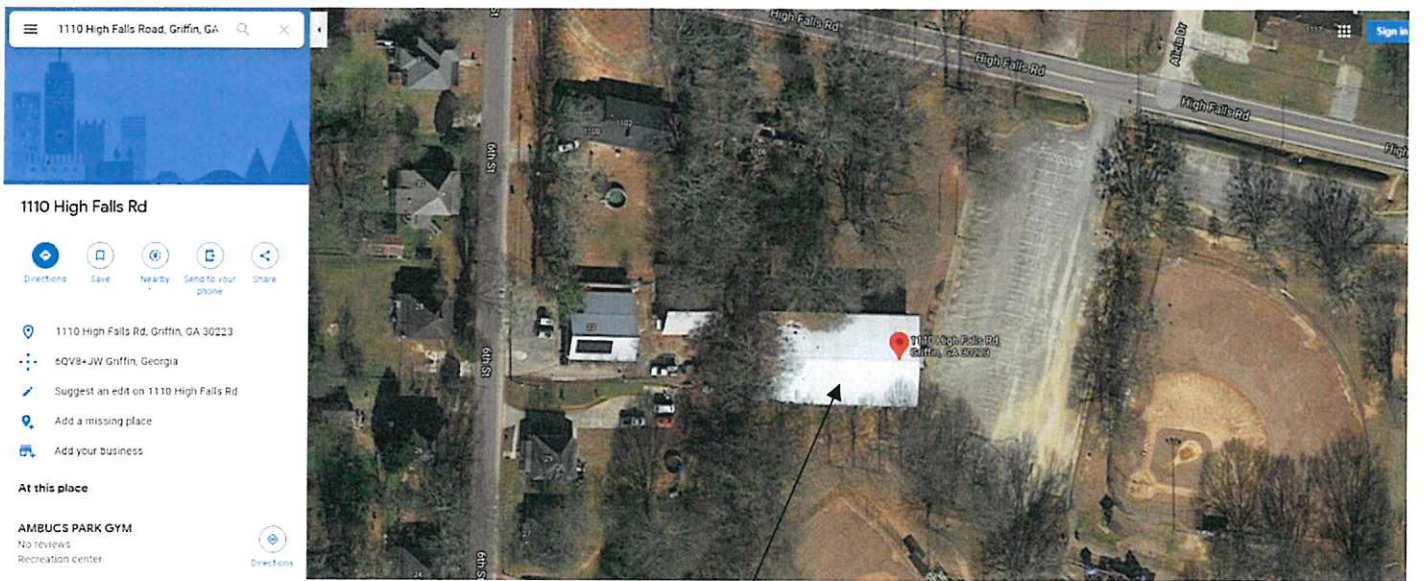
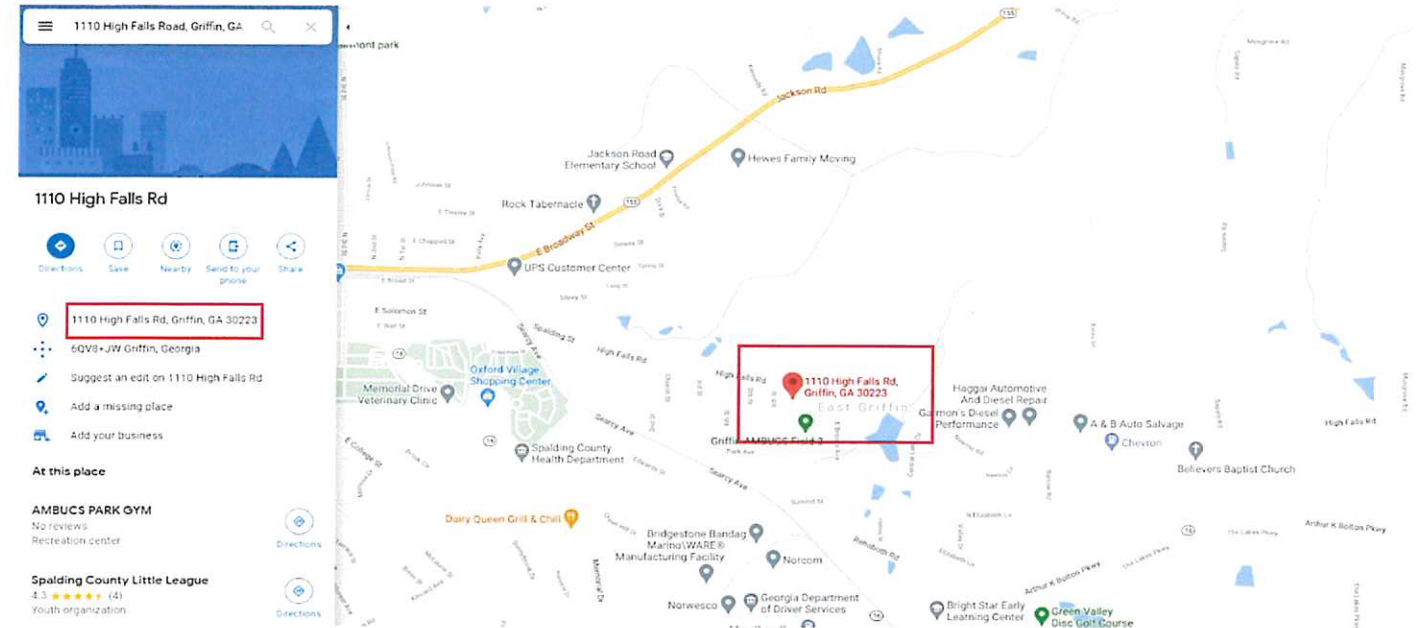
\* \_\_\_\_\_  
Alien Registration number for non-citizens

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

\_\_\_\_\_  
Notary Public  
My commission Expires:

**\*Note:** O.C.G.A. § 50-36-1(e)(2) requires that aliens under the federal Immigration and Nationality Act, Title 8 U.S.C., as amended, provide their registration number. Because legal permanent residents are included in the federal definition of "alien", legal permanent residents must also provide their alien registration number. Qualified aliens that do not have an alien registration number may supply another identifying number below.

# AMBUCS GYM



Gym.



# AMBUCS

## North Side of Building



# AMBUCS





# CITY PARK

601 Camp Northern Road, Griffin

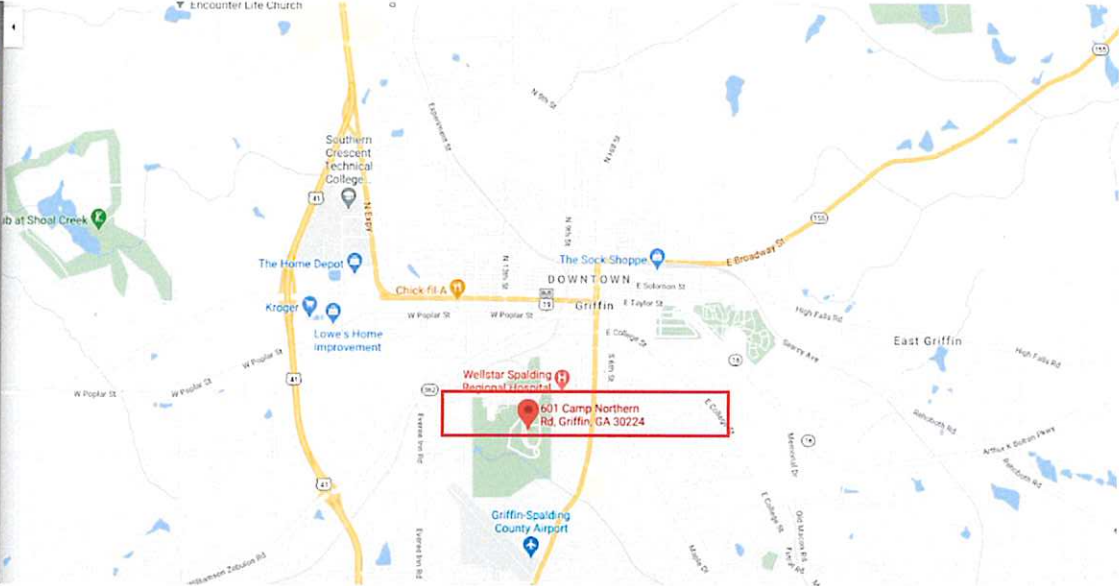
**601 Camp Northern Rd**

Directions Save Nearby Send to your phone Share

601 Camp Northern Rd, Griffin, GA 30224

- 6PPH+9J Griffin, Georgia
- Suggest an edit on 601 Camp Northern Rd
- Add a missing place
- Add your business

Photos



601 Camp Northern Road, Griffin

**601 Camp Northern Rd**

Directions Save Nearby Send to your phone Share

601 Camp Northern Rd, Griffin, GA 30224

- 6PPH+9J Griffin, Georgia
- Suggest an edit on 601 Camp Northern Rd
- Add a missing place
- Add your business

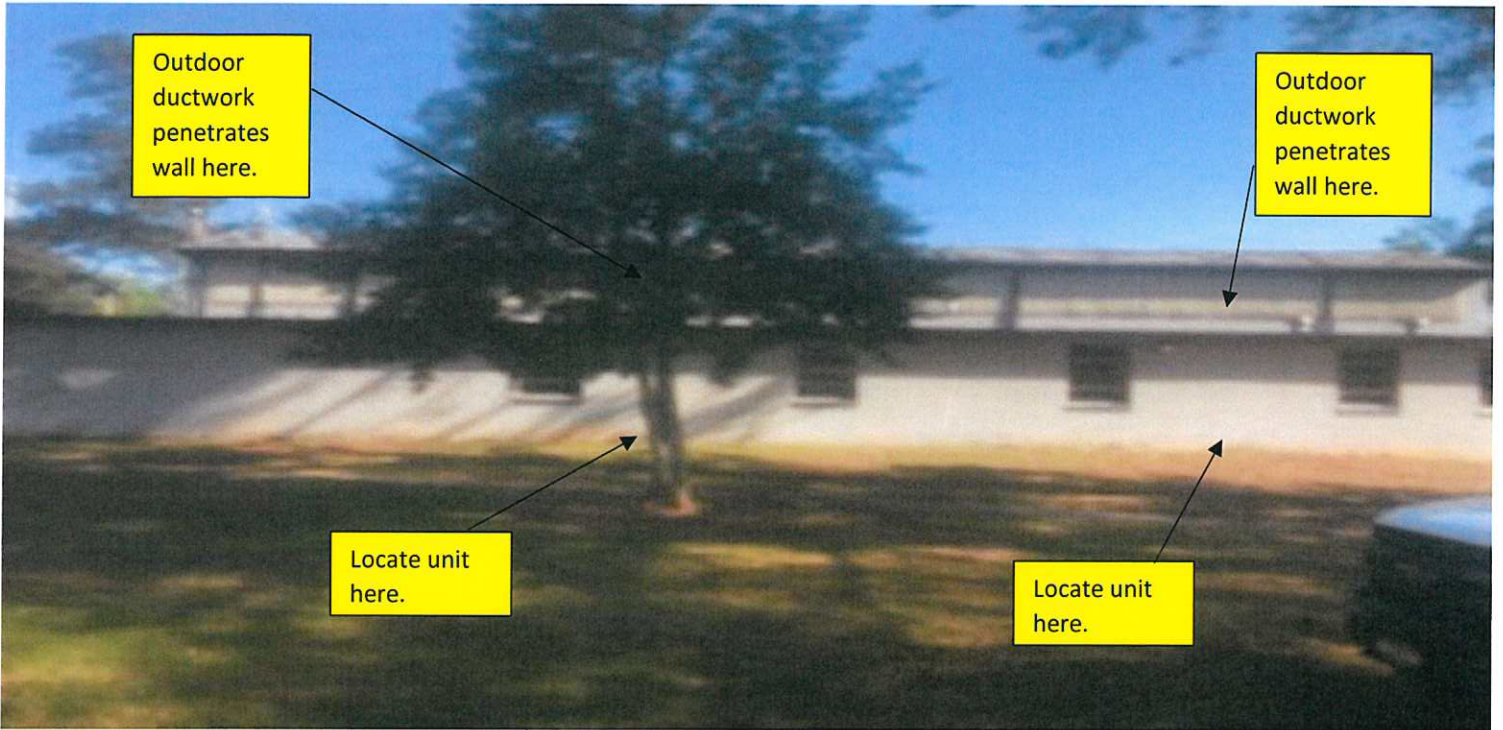


Gym.



# CITY PARK

## South Side of Building



# CITY PARK

