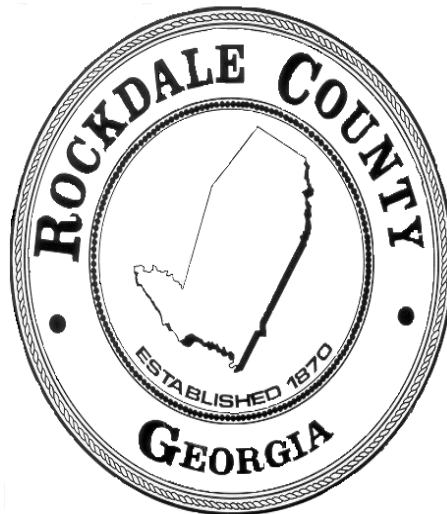


# **ROCKDALE COUNTY, GEORGIA**

**January 14, 2015**

## **HVAC (HEATING, VENTILATION, AND AIR CONDITIONING) Maintenance and Repair Service**

### **INVITATION TO BID # 15-01**



**ROCKDALE COUNTY FINANCE DEPARTMENT  
PROCUREMENT OFFICE  
958 MILSTEAD AVENUE  
CONYERS, GA 30012  
770-278-7553**

**INTRODUCTION:**

This is an Invitation to Bid for the purchase of **ITB# 15-01: HVAC (Heating, Ventilation, and Air Conditioning in Rockdale County)**. Instructions for preparation and submission of a bid are contained in this packet. Bids must be typed or printed in ink.

Rockdale 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 Rockdale County.

**PURCHASING CONTACT FOR THIS REQUEST:**

All questions concerning this invitation and all questions arising subsequent to award are to be addressed to the Procurement Buyer at the following address:

Rockdale County Finance Department  
Attn: Ara White, CPPB  
958 Milstead Avenue  
Conyers, GA 30012  
Phone: (770) 278-7553, Fax (770) 278-8910  
E-mail: [ara.white@rockdalecounty.org](mailto:ara.white@rockdalecounty.org)

To maintain a "level playing field", and to assure that all bidders receive the same information, bidders are requested **NOT** to contact anyone other than the contact above until after the award of the contract. Doing so could result in disqualification of the bidder. (Exemption: For Site Visits Only)

**BID COPIES FOR EVALUATION:**

**Five (5) hard copies and one (1) original hard copy and one (1) CD's in Adobe PDF format** (*With the original clearly marked "Original" and the Copies clearly marked "Copies."*) will be required for review purposes. CD's that are blank or have incorrect information on them will not be acceptable and may be justification for disqualification. Check your disk(s) to ensure that they have the appropriate material on it before submitting.

**DUE DATE:**

Sealed bids will be received at the Rockdale County Finance Department, Procurement Division, 958 Milstead Avenue, Conyers, GA 30012 no later than **2:00 P.M., local time, February, 26, 2015**. Bids received after this time will not be accepted.

**PRE-BID/BID CONFERENCE:**

There will be a **MANDATORY** pre-bid conference held at the **J.P. Carr Center** located at: **981 Taylor Street, Conyers, GA 30012** at **10:00 A.M. local time, Monday, January, 26, 2015**.

**SITE VISITS:**

**Immediately following the pre-bid conference and through Friday, February 6, 2015**, you may visit the locations listed on page 26. For each site listed, bidder will need to coordinate with the County representatives listed for that site.

NOTE: To maintain a "level playing field", and to assure that all bidders receive the same information, bidders are **NOT** to question and/or have discussions with the representatives at the site visits regarding the HVAC units, etc. Doing so could result in disqualification of the bidder. All questions, etc. are to be addressed to Ara White, CPPB only.

**QUESTIONS AND CLARIFICATIONS:**

You should submit your questions and/or requests for clarifications about this Bid Request no later than **5:00 P.M., Local Time, Friday, February 13, 2015.** Written responses from the County to the questions it receives will be issued in an addendum. Any questions and/or misunderstandings that may arise from this RFP must be submitted in writing and forwarded to the Purchasing Department at the above address or by email. It shall be the Bidders responsibility to seek clarification as early as possible prior to the due date and time. Any contractor who intends to submit a Bid is required to attend this meeting.

Answers to questions submitted that materially change the conditions and specifications of this Bid Request will be addressed in an addendum. Any discussions or documents will be considered non-binding unless incorporated and issued in an addendum.

**ADDENDA:**

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

Bidders should check with the Procurement Office frequently during the bidding process to verify that they have received all issued addenda. Bidders have the responsibility of making sure that they have received all issued addendums. Addenda are posted on the website at [www.rockdalecounty.org](http://www.rockdalecounty.org), Bid Announcements, Current Bids.

**CONTRACT TERM:**

12 Months with option to renew two (2) additional 12-month periods, renewable each year under the same prices, terms and conditions, provided option is exercised.

Unless otherwise noted, quoted prices will remain firm for the two (2) additional 12-month periods when and if renewed each term. Rockdale County reserves the right to negotiate pricing / discounts for renewal consideration prior to approving any given renewal option.

**WARRANTY AND / OR GUARANTY:**

The bidder will state below or will furnish a separate letter attachment which fully explains the condition of Warranty and/or Guaranty. If no Warranty and/or Guaranty is applicable, it must be so stated. NOTE: Failure to respond to the requirement of this paragraph may result in the bid being unconsidered.

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**FOREIGN PRODUCTS:**

Rockdale County prefers to buy items produced and/or manufactured in the United States of America; however, foreign products may be considered provided it is so stated. Bidder certifies that item(s) offered on this bid is/are manufactured/produced in the United States.

Yes \_\_\_\_\_ No \_\_\_\_\_

If "No" state place: \_\_\_\_\_

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**Bidder must check applicable blank below:**

Bidder affirms that specifications are exactly met:

Yes \_\_\_\_\_

No \_\_\_\_\_

**ANY DEVIATION FROM SPECIFICATIONS MUST BE COMPLETELY EXPLAINED BY BIDDER.** Bidder will explain exact particulars where bid does not meet exactly the specification if A No is checked above.

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**DELIVERY**

Delivery is required at any time on and around-the-clock, seven days a week basis. Generally, standard service requests can be dealt with in normal business hours. However, the nature of some of these needed work items also will require that the contractor be prepared to provide labor services outside of normal business hours. Normal business hours shall be considered from 8:00 a.m. to 5:00 p.m. Monday through Friday except for the County's official holidays. Off-hours will include all other times Monday through Friday, and all day on Saturday, Sunday, and official holidays. The contractor will be expected to provide emergency responses and otherwise scheduled services during these periods when requested by the County.

On occasion the County will request the contractor's services on an emergency basis. The contractor shall be prepared to respond to such emergency calls on a 24-hour basis seven days per week. The County will make emergency request by phone, fax, or e-mail. The contractor shall respond to the County within two (2) hours of the request and should be in the field for such emergency requests for repairs within three (3) hours from the time of the initial service request.

Bidder must check and initial applicable blank below:

Yes \_\_\_\_\_ No \_\_\_\_\_

Bidder state below time required for his/her response to reach jobsite after emergency services are required by the County if greater or less than requested time stated above (Bidder state definite time and will not use such terms as "soon" or "as soon as possible").

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Bidder state what priority will be given to Rockdale County service calls for: 1) regular service, and for 2) emergency service:

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**USUAL & CUSTOMARY RATES FOR SERVICE & REPAIR CONTRACTS**

In Indefinite Quantity Contracts for maintenance, repair, and services where some items' total costs are not fixed, but are based upon time and materials only; then, Rockdale County reserves the right to verify that the Successful Bidder's prices are not in excess of usual and customary rates typically charged in the industry for the work requested. Should the County discover that the Successful Bidder is charging in excess of the usual and customary rates, then the County reserves the right to award such work outside the contract. In all such cases, Successful Bidder shall furnish the County with a not-to-exceed cost and completion time before beginning any work without prior approval from the Department or Division using the contract.

**QUALIFICATIONS OF OFFERORS:**

Bidders must have a current business license from their home office jurisdiction and provide a copy of that license with the submittal of their bid response. Rockdale County vendors doing business in Rockdale County must have a current Rockdale County Business License.

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

Bidders are to submit at least **(3) three references** from projects with similar experience using the materials and process in this Invitation to Bid.

**SILENCE OF SPECIFICATIONS**

The apparent silence of these specifications and any supplemental specifications as to any details, or the omission from it of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practices are to prevail and that only materials of first quality and correct type, size and design are to be used. All workmanship is to be first quality. All interpretations of this specification shall be made upon the basis of this statement, with County interpretation to prevail.

**OPTION TO AUDIT**

Successful bidder will be required to maintain complete records during the life of the contract and for a period of one year after completion of the contract. Such records are to be made available to the County if officially requested, to be audited by a designated County auditing staff. In such audits reveal overcharges and/or undercharges, such will be adjusted and compensation made by either party to correct charges.

**TORT IMMUNITY:**

No officer, employee, or agent of the County acting within the scope of his/her employment or function shall be held personally liable in tort or named as a defendant in any action for injury or damage suffered because of any act, event, or failure to act.

**PROPRIETARY INFORMATION:**

Careful consideration should be given before submitting confidential information to Rockdale 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. Rockdale County does not guarantee the confidentiality of any information not clearly marked as a trade secret.

**AWARD OF CONTRACT:**

The Rockdale County Procurement Office and/or Evaluation Committee make a recommendation for award. The Board of Commissioners will make the actual award of the contract and has the authority to award the contract to a company different than the company recommended by the Procurement Office and/or Evaluation Committee. Rockdale County reserves the right to make no awards, multiple awards, one award for all items; or whatever the County deems to be in its best interest.

**QUANTITIES:**

The quantities listed in the Bidders Response Schedule are provided as an estimate for bid purposes. The County will not be obligated to quantities beyond actual needs.

**SELECTION PROCESS:**

The Rockdale County Procurement Office and/or Evaluation Committee makes a recommendation for award. The Board of Commissioners will make the actual award of the contract and has the authority to award the contract to a company different than the company recommended by the Purchasing Department and/or Evaluation Committee.

This is a past performance/quality/price trade-off source selection in which competing offeror's past and present performance history and product quality will be evaluated on a basis approximately equal to price. Award will be made to the responsible offeror whose bid represents the best value after evaluation in accordance with the factors listed below. Rockdale County Board of Commissioners may reject any or all bids if such action is in the county's interest.

Rockdale County may evaluate bids and award a contract without discussions with offerors. Therefore, the offeror's initial bid 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:**

The Company shall maintain in full force and effect the following insurance during the term of the Agreement.

Coverage	Limits of Liability
Workers' Compensation	Statutory
Employers' Liability	\$1,000,000.00
Bodily Injury Liability	\$1,000,000.00 each occurrence
except Automobile	\$1,000,000.00 aggregate
Property Damage Liability	\$1,000,000.00 each occurrence
except Automobile	\$1,000,000.00 aggregate
Personal & Advertising Injury Limit	\$1,000,000.00
Products / Completed Ops.	\$2,000,000.00 aggregate
Automobile Bodily Injury	\$1,000,000.00 each person
Liability	\$1,000,000.00 each occurrence
Automobile Property Damage	\$1,000,000.00 each occurrence
Liability	
Excess Umbrella Liability	\$1,000,000.00 each 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 contract award, Contractor shall deliver to the County a certificate or policy of insurance evidencing Contractor's compliance with this paragraph. Contractor shall abide by all terms and conditions of the insurance and shall do nothing to impair or invalidate the coverage.

Rockdale, GA shall be named as Additional Insured under any General Liability, Business Auto and Umbrella Policies using ISO Additional Insured Endorsement forms CG 2010 or its equivalent. Coverage shall apply as Primary and non-contributory with Waiver of Subrogation in favor of Rockdale County, Georgia.

The insurance carrier must have a minimum rating of A or higher as determined by the rating firm A.M. Best.

Certificates to contain policy number, policy limits and policy expiration date of all policies issued in accordance with this contract.

**QUALIFICATIONS:**

Georgia law requires any business, person, partnership, organization, association, corporation, or individual, in the business of installing, altering, inspecting, repairing, recharging, servicing, maintaining, or testing fire suppression systems or in the business of inspecting, repairing, recharging, servicing, maintaining, or testing portable fire extinguisher or special hazard fire suppression systems to obtain a license from the Safety Fire Commissioner. A copy of license is required at the time of bid.

**PERMITS:**

The awarded contractor will be responsible for acquiring any permits that are required for this project/purchase. Rockdale County will waive fees on all permits issued by Rockdale County.

**ILLEGAL IMMIGRATION REFORM AND ENFORCEMENT ACT OF 2011**

Vendors submitting a Qualification package in response to this RFP must complete the Contractor Affidavit under O.C.G.A. §13-10-91(b)(1) which is provided with the RFP package to verify compliance with the Illegal Immigration Reform and Enforcement Act of 2011.

- A. The form must be signed by an authorized officer of the contractor or their authorized agent.
- B. The form must be notarized.
- C. The contractor will be required to have all subcontractors and sub-subcontractors who are engaged to complete physical performance of services under the final contract executed between the County and the contractor complete the appropriate subcontractor and sub-subcontractor affidavits and return them to the County a minimum of five (5) days prior to any work being accomplished by said subcontractor or sub-subcontractor. Format for this affidavit can be provided to the contractor if necessary.

**LOCAL VENDOR PREFERENCE POLICY**

The Rockdale County Board of Commissioners adopted a Local Vendor Preference Policy on March 26, 2013. The policy will apply to all qualified Invitations to Bids and Request for Proposals after May 1, 2013. The Local Vendor Preference Policy allows Rockdale County vendors to get an extra 5 points on the evaluation criteria scoring for Request for Proposal. The Policy will give the local bidder the opportunity to match the price of a non-local vendor's bid price if they are low and within 5% of the low bidder's price on Invitation to Bids. A copy of the Policy may be downloaded from the County website at [www.rockdalecounty.org](http://www.rockdalecounty.org), Under Finance/Purchasing.

The Local Vendor Preference Policy: **will**  / will not  - apply to this ITB.

## BID FORM – ITB# 15-01

Instructions: Complete all THREE parts of this bid form.

### PART I: Vendor Information:

Vendor Name	
Address	
Telephone	
E-Mail	
Representative (print name)	
Signature of Representative	
Date Submitted	

### PART II: Addenda Acknowledgements (if applicable)

Each vendor is responsible for determining that all addenda issued by the Rockdale County Finance Department have been received before submitting a bid.

Addenda	Date Vendor Received	Initials
"1"		
"2"		
"3"		
"4"		
"5"		
"6"		



## BID FORM – ITB# 15-01 (Continued)

### PART III: Bid Summary

Complete the information below. If you wish to submit more than one brand, make a photocopy of this Bid Form.

### REPAIR PRICE SCHEDULE

ITEM NO.	COMMODITIES OR SERVICES As per Minimum Specifications and notes below.	UNIT PRICE	HOURS	AMOUNT
1.	Hourly Rate for General HVAC Contractor (Normal Hours)	Each	_____	_____
2.	Hourly Rate for General H VAC Contractor (Night, Holiday and Weekend Hours)	Each	_____	_____
3.	Hourly Rate for HVAC Supervisor / Foreman (Normal Hours)	Each	_____	_____
4.	Hourly Rate for General H VAC Supervisor / Forman (Night, Holiday and Weekend Hours)	Each	_____	_____
5.	Trip Charge Per Assigned Services (Normal Hours)	Each	_____	_____
6.	Trip Charge Per Assigned Service (Night, Holiday and Weekend Hours)	Each	_____	_____
7.	Percentage Mark-Up on Parts, Materials, and Equipment	_____ %		
<b>Item No 8 – 53: Quarterly Maintenance Fee Per Building, as per Minimum Specifications and notes below.</b>		<b>UNIT PRICE</b>	<b>QUARTERLY PRICE</b>	<b>AMOUNT</b>
	<b>Fire &amp; Rescue</b>			
8.	Fire Station No. 1	Quarterly	_____	_____
9.	Fire Station No. 2	Quarterly	_____	_____
10.	Fire Station No. 3	Quarterly	_____	_____
11.	Fire Station No. 4	Quarterly	_____	_____
12.	Fire Station No. 5	Quarterly	_____	_____
13.	Fire Station No. 6	Quarterly	_____	_____
14.	Fire Station No. 7	Quarterly	_____	_____
15.	Fire Station No. 8	Quarterly	_____	_____
16.	Fire Station No. 9	Quarterly	_____	_____
17.	Training Annex	Quarterly	_____	_____
18.	911 / Communications	Quarterly	_____	_____
	<b>Maintenance (Building)</b>			
19.	Administrative Building	Quarterly	_____	_____
20.	Animal Care & Control Center	Quarterly	_____	_____
21.	BOC Office	Quarterly	_____	_____
22.	C.E. Steele Community Center	Quarterly	_____	_____
23.	Court Annex (HR & BOA)	Quarterly	_____	_____
24.	Court Annex (Magistrate)	Quarterly	_____	_____
25.	Courthouse	Quarterly	_____	_____
26.	DFACS Building	Quarterly	_____	_____
27.	JP Carr Community Hall	Quarterly	_____	_____
28.	JP Carr Service Center	Quarterly	_____	_____
29.	Health Department	Quarterly	_____	_____
30.	Mental Health Offices	Quarterly	_____	_____
31.	Veterans Services	Quarterly	_____	_____
32.	DUI Building	Quarterly	_____	_____

## PRICE SCHEDULE

ITEM NO.	Item No 8 – 53: Quarterly Maintenance Fee Per Building, as per Minimum Specifications and notes below.	UNIT PRICE	QUARTERLY PRICE	AMOUNT
33.	Olivia Haydel Senior Services Center	Quarterly	_____	_____
34.	Parker Road Offices	Quarterly	_____	_____
35.	Transportation / Fleet	Quarterly	_____	_____
36.	County Annex Building	Quarterly	_____	_____
37.	Transfer / Recycling Center	Quarterly	_____	_____
38.	MIS – Suite ABC	Quarterly	_____	_____
39.	Parker Road – Suite E	Quarterly	_____	_____
40.	Environmental Health – Suite F	Quarterly	_____	_____
41.	Rec and Maintenance – Suite J	Quarterly	_____	_____
42.	Tax Commissioners Office	Quarterly	_____	_____
	<b>Sherriff</b>			
43.	Sheriff's Office – 911 Chambers Drive	Quarterly	_____	_____
44.	Sheriff's Office – 3552 Hwy 20 SE	Quarterly	_____	_____
45.	Sheriff's Office – 2345 Sigman Industrial	Quarterly	_____	_____
46.	Sheriff's Office – 2385 Sigman Industrial	Quarterly	_____	_____
47.	Sheriff's Office – 2135 Sigman Road NE	Quarterly	_____	_____
48.	Sheriff's Office – 2100 Plunket Road (Gun Range)	Quarterly	_____	_____
49.	Sheriff's Office – Suite D 1329 Portman Road	Quarterly	_____	_____
	<b>Parks</b>			
50.	Black Shoals Park	Quarterly	_____	_____
51.	JP Carr Gym	Quarterly	_____	_____
52.	Johnson Park	Quarterly	_____	_____
53.	Tennis Center	Quarterly	_____	_____
		Quarterly	_____	_____
	<b>Water</b>			
54.	Almand Branch	Quarterly	_____	_____
55.	Honey Creek	Quarterly	_____	_____
56.	Scott Creek Plant	Quarterly	_____	_____
57.	Snapping Shoals	Quarterly	_____	_____
58.	Wastewater Treatment Plant (Quigg Branch)	Quarterly	_____	_____
59.	Water Engineering	Quarterly	_____	_____
60.	Water Central Maintenance	Quarterly	_____	_____
61.	Water Treatment Plant	Quarterly	_____	_____
62.	Hightower Pump Station	Quarterly	_____	_____
63.	Lorraine Tank Pump Station	Quarterly	_____	_____
64.	Raw Water Pump Station	Quarterly	_____	_____
65.	Ground Storage Tank Pump Station	Quarterly	_____	_____
66.	Ground Storage Tank Pump Station	Quarterly	_____	_____

### NOTES TO SUPPLIER

**NOTE 1:** Rockdale County reserves the right to increase or decrease the listing of facilities or the services at any time during the term of the contract.

**NOTE 2:** It is the responsibility of the contractor to inspect job-sites prior to submitting bids. Addresses are included as part of this invitation package. All sites are to be maintained according to the contract specifications and standards.

## BID FORM – ITB# 15-01 (Continued)

### PRICE SCHEDULE

**NOTES TO SUPPLIER – CONTINUED**

**NOTE 3:** All Contractors’ jobsite liaison personnel must be able to speak, read, and comprehend the English language.  
Bidder State Compliance:

Yes \_\_\_\_\_ No \_\_\_\_\_

**NOTE 4:** Rockdale County reserves the right to make no awards, multiple awards, one award for all items; or whatever the County deems to be in its best interest.

**NOTE 5:** Rockdale County observed holidays are as follows:

NEW YEAR’S DAY .....	NEW YEAR’S DAY
THIRD MONDAY IN JAUARY .....	MARTIN LUTHER KING’S BIRTHDAY
LAST MONDAY IN MAY .....	MEMORIAL DAY
JULY 4 .....	INDEPENDENANCE DAY
1 <sup>ST</sup> MONDAY IN SEPTEMBER .....	LABOR DAY
4 <sup>TH</sup> THURSDAY IN NOVEMBER .....	THANKSGIVING DAY
4 <sup>TH</sup> FRIDAY IN NOVEMBER .....	DAY FOLLOWING THANKSGIVING
DECEMBER 24 .....	CHRISTMAS EVE DAY
DECEMBER 25 .....	CHRISTMAS DAY

**Whenever a legal holiday occurs on Saturday, the previous Friday will be observed.  
Whenever a legal holiday occurs on Sunday, the Monday following will be observed.**

End Price Schedule.

**GENERAL INFORMATION:****RECEIPT OF BID:**

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 Rockdale County for the premature opening of a bid not properly addressed and identified.

**WITHDRAWAL OF BID:**

A bidder may withdraw his bid before the bid due date, without prejudice to the bidder, by submitting a written request of withdrawal to the Rockdale County Procurement Office.

**REJECTION OF BID:**

Rockdale 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 Rockdale County. Also, the right is reserved to waive any irregularities or informalities in any bid in the proposing procedure. Rockdale 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 Rockdale 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 bidder 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 bid, or any other person, firm or corporation to refrain from proposing 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, Administrator, employee, nor any other person employed by Rockdale County has, in any manner, an interest, directly or indirectly, in the bid or in the contract which may be made under it, or in any expected profits to arise therefrom.

**DOCUMENTS DEEMED PART OF THE CONTRACT:**

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

**GOVERNING LAWS:**

This contract is made under and shall be governed and construed in accordance with the laws of the State of Georgia.

**ERRORS AND OMISSIONS:**

The vendor shall not take advantage of any errors or omissions in this Bid Request, and shall promptly notify Rockdale County of any omissions or errors found in this document.

**STANDARD INSTRUCTIONS:**

1. The instructions contained herein shall be construed as a part of any bid invitation and/or specifications issued by Rockdale 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 Rockdale County. Failure to comply with the written specifications for this bid may result in disqualification by Rockdale County.
3. All goods and materials shall be F.O.B. Destination Conyers, Georgia and no freight or postage charges will be paid by Rockdale County unless such charges are included in the bid price.
4. The following **ITB# 15-01** 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 may be subject to rejection without consideration, regardless of postmark. Rockdale 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 120 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 Rockdale County the first page of your bid package should be the bid form listing the price, delivery date, etc., unless the bid form is requested to be in a separate envelope.
8. Rockdale 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. 1No sales tax will be charged on any orders except for contracts that include construction materials being purchased through a third party.  

Federal I.D. #58-6000882  
Sales Tax Exempt #58-800068K
11. If applicable, completed questionnaires must be signed manually. Rockdale County reserves the right to accept or reject any bid on the basis of incomplete or inaccurate answers to the questionnaire.
12. If applicable, warranty information shall be provided.
13. Bidders shall state delivery time after receiving order.
14. Bidders shall identify any subcontractors, and include an explanation of the service or product that they may provide.

**BID SPECIFICATIONS:**

The specifications are as follows and on the attached pages.

**General:**

Purchase Price shall include delivery, F.O.B. Rockdale County – “See List of Facilities”. Rockdale County reserves the right to increase or decrease the listing of facilities or the services at any time during the term of the contract.

Include any brochures and specifications that pertain to the equipment when changing or adding new equipment that you are proposing.

List any options and the cost for the options separately.

Warranty information must be provided with the submittal of bid.

All manuals associated with the service / equipment must be delivered with the equipment at no additional charge to Rockdale County.

## MINIMUM SPECIFICATIONS

### I. PURPOSE

Provide on call services throughout Rockdale County at its residential, commercial and industrial properties. The Contractor shall be responsible for all services related to the maintenance, repair and replacement of heating, ventilation, and air conditioning (HVAC) systems.

### II. SCOPE OF SERVICES

The Contractor shall purchase and install parts, repair and replace key components such as compressors, condensers, evaporators, piping, motors, gauges, boilers, pumps, associated building controls and assorted accessories to ensure the efficient and proper operation of HVAC systems throughout Rockdale County.

#### A. Types of Services Required

The contractor shall be called upon to perform repairs, installations and services that include, but are not limited to:

1. Lubricate and repair HVAC systems, pumps, compressors, condensers, filters, belts, valves, humidifiers, and other related HVAC equipment.
2. Installation of heating, ventilation and air conditioning equipment.
3. Conduct tests, locate problems, repair malfunctions, recharge systems with refrigerant and check operation to ensure correct repairs.
4. All other duties as they are assigned that may not be included above relating to HVAC maintenance and repairs.

#### B. Emergency Service Request

On occasion, the County will request the Contractor's services on an emergency basis. The Contractor shall be prepared to respond to such emergency calls on a 24/7 basis. The County will make emergency request by phone, fax, or email. The Contractor shall respond to the physical location within two (2) hour of the service request

#### C. High Priority Requests:

The County's Facilities Operations and Maintenance Division will request the Contractor's services via phone, fax, email or service request form. The response shall include labor costs by time and rate, and all cost, with mark-ups, for equipment, materials, and parts. The response shall indicate the dates and times and the time frame in which the work will be implemented. The Contractor will not initiate the work until it has received approved authorization from the County. (Note: phone, faxes and email will be used to expedite this process.) On high priority requests the Contractor is required to initiate work within twenty four (24) hours of receipt of authorization to start. For service requests with a project level scope that will require more intensive site investigation and analysis, the Contractor shall request an extension of the specified period to prepare its estimate and work plan. The Contractor must start and complete the work within the timeframe authorized by the County Representative.

## MINIMUM SPECIFICATIONS - Continued

### D. Routine Requests:

The County will request routine services via phone, fax or e-mail. These routine requests shall be provided within two (2) business days.

### E. Hours of Service

Normal business hours shall be from 8:00 a.m. to 5:00 p.m., local time, Monday through Friday except for the County's official holidays. Generally, standard service request can be dealt with in normal business hours. The nature of some of the needed work items, however, will require that the Contractor be prepared to provide labor services outside of normal business hours. After-hour work will include all other times after 5:00 p.m., Monday through Friday and all day on Saturday, Sunday and official holidays. This contract may require emergency services that could be required at any time on a 24/7 basis. The Contractor will be expected to provide emergency responses and otherwise schedule services during these periods when requested by the County. Labor hours during these timeframes or any other period outside of normal business hours will be considered overtime and compensated as such under the resulting contract.

### F. Personnel Assigned to the Work

The County requires the successful Contractor to have personnel with the appropriate EPA Refrigerant Reclamation Certificate (as required) assigned to all work as requested. **A list of key personnel and an organizational chart shall be submitted with this bid.** The list and chart shall include proposed management, supervisory and technical personnel. The chart shall outline the title and function of listed personnel. **Certifications of technicians must be included.**

### G. Equipment, Materials, Parts, and Supplies

The Contractor shall supply all equipment, materials, parts, and supplies needed to provide the services requested. The Contractor shall provide such in completing the scope of work on any given service request. This requirement extends to boom trucks, personnel lifts, scaffolding, and specialized ladders needed to reach high work areas. The County will notify the Contractor through its service request form if it intends to provide any materials or parts needed for a work item.

### H. Locations of Facilities

All facilities will be located within Rockdale County, Georgia with the exception of the Ground Storage Tank Pump Station located on Lenora Church Road, Snellville, GA which is located inside Gwinnet County.



## MINIMUM SPECIFICATIONS – Continued

### I. Basis of Compensation

Compensation to the contractor for service request work will be based on the hourly labor rates provided in the bid for the contract, the actual cost of parts, materials, and equipment plus a percentage mark-up indicated in the same bid (not to exceed 15%) and a fixed trip charge. The hourly labor rates shall include all costs associated with transportation by service vans and trucks as well as all costs for hand tools, power tools, ladders, carts, testing equipment, and miscellaneous items and consumables normally associated with electrical service calls for repair and installation work. Hourly labor rates shall begin when the contractor's personnel reaches the service site and shall end when leaving the service site. A single trip charge shall be applied to cover time in transit. Overtime rates may be charged for time outside of the "normal hours" specified in the bid. The contractor's cost for materials, parts and supplies refer to the approximate amount the County would pay if the County purchased these items from a local supply house. Contractor agrees that it will provide documentation of costs for parts and materials upon request of the County. Equipment referenced shall include rental cost of specialized equipment utilized by the Contractor, such as boom trucks, personnel lifts, excavation equipment, scaffolding, etc. The County shall not be charged for labor hours associated with the provision of cost estimates and proposals, unless the County Representative has authorized such costs in writing.

### J. County Representative

In administration of the services under the resulting contract, the County will be represented as noted on the List of Facilities.

### K. Inventory Listing

The contractor is to provide on a quarterly basis an updated inventory listing of all equipment (list should include the projected life-expectancy of each system).

## III. PERFORMANCE STANDARDS AND QUALITY ASSURANCE

### A. Applicable Industry Standards

All repairs and installation shall be completed in accordance with all applicable International Mechanical Codes – 2012 Edition and all Georgia Department of Community Affairs Amendments dated January 1, 2014 or current.

### B. Warranties

The Contractor shall warrant against failure of all materials and workmanship associated with its service request work for materials one (1) year and workmanship (90 days) after the date of acceptance of such work by the County. If any of the work is found defective or not in accordance with the service request or applicable codes and standards, the Contractor shall correct warranted work promptly, at no cost to the County, after receipt of a written notice from the County to do so. Contractor shall provide the County Representative copies of the standard manufacturer's warranties for any new equipment and parts purchased and installed by the Contractor. The Contractor shall provide this warranty information with its service report whenever applicable.

## MINIMUM SPECIFICATIONS - Continued

### IV. REPORTS AND INVOICING

#### A. Service Report Requirements

Each completed Service Request shall be documented in the Contractor Service Report. The format of the Contractor Service Report shall be developed at the beginning of the contract period, and shall be acceptable to the County Representative. The Contractor Service Report shall include, at a minimum, the following information:

1. County Purchase Order Number
2. Service Request Tracking Number (Original Service Request with Signed Authorization also shall be attached)
3. Location of Services – Facility Name/Address
4. Name of County Representative requesting Service, Repair, or Installation.
5. Description of Repairs, Services, or Installation Performed
6. Personnel Utilized and Hours of Service – this section shall clearly indicate for each day of service the individuals assigned, the labor rates, the hours worked and the labor subtotals and totals
7. Parts, materials and equipment utilized – descriptions, quantities, costs, applicable mark-ups, and subtotals and total
8. Trip Charges Per Service Request (one (1) trip per request)

#### B. Summary of Costs

The contractor shall submit the Contractor Service Reports within 48 hours of the completion of the services. The County Representative will review the Service Reports and advise the contractor within five (5) calendar days if there are questions or concerns regarding the service or costs. The County Representative will provide written approval of Service Reports. An acceptable Contractor Service Report shall serve as the basis for the contractor's invoicing.

#### C. Invoicing Procedure

The Contractor shall invoice the County for its services only after there is confirmation that the information provided is acceptable to the County. The invoice shall clearly indicate the name of the person requesting the service as well as the department. If changes are required by the County, the final invoice should reflect those modifications.

The Contractor shall provide invoice within seven (7) days of the approved service.

### V. SPECIAL REQUIREMENTS

#### A. Financial Recordkeeping

The Contractor shall be required to maintain a complete set of records, including all supporting cost documentation and services correspondence for all work performed under the resulting contract for the life of the contract and one (1) year thereafter.

**MINIMUM SPECIFICATIONS – Continued****VI. CONTRACTOR QUALIFICATIONS**

- A. The qualifications and experience of the Contractor are critical in performing the services requested, which must have assurances that the selected firm is a responsible organization capable of professionally implementing the services requested. The Contractor shall have at least five (5) years of commercial and industrial HVAC experience. As part of its bid submission, the Contractor shall provide all the information requested herein within this section. The County also reserves the right to request additional information or make further investigations to determine the ability of the Contractor to perform. The Contractor's failure to provide the information requested herein, to complete the forms in full or to provide other information requested by the County, will be cause for the County to declare the Contractor non-responsive. The County also reserves the right to reject any Contractor if the evidence furnished by the Contractor or investigation of the Contractor, fails to satisfy the County that such Contractor is properly qualified to carry out the obligations.
- B. Company has not been in Chapter 7 during the last ten (10) years.
- C. Contractor's primary office must be located within thirty (30) miles of Rockdale County.
- D. Contractor shall provide Rockdale County a minimum of three (3) references. The Contractor shall provide Rockdale County a point of reference where such work has been performed, along with point of contact, phone number, and size of project.

End Minimum Specification

**ROCKDALE COUNTY BOARD OF COMMISSIONERS**  
**NON-COLLUSION AFFIDAVIT OF VENDOR**

State of \_\_\_\_\_)

County of \_\_\_\_\_)

\_\_\_\_\_, being first duly sworn, deposes and says that:

(1) He is \_\_\_\_\_ (owner, partner officer, representative, or agent) of \_\_\_\_\_, the Vendor that has submitted the attached RFP;

(2) He is fully informed respecting the preparation and contents of the attached RFP and of all pertinent circumstances respecting such RFP;

(3) Such RFP is genuine and is not a collusive or sham RFP;

(4) Neither the said Vendor nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affidavit, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Vendor, firm or person to submit a collusive or sham RFP in connection with the Contract for which the attached RFP has been submitted or refrain from proposing in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Vendor, firm or person to fix the price or prices in the attached RFP or of any other Vendor, or to fix any overhead, profit or cost element of the proposing price or the proposing price of any other Vendor, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against Rockdale County or any person interested in the proposed Contract; and

(5) The price or prices quoted in the attached RFP are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Vendor or any of its agents, representatives, owners, employees, or parties in interest, including this affidavit.

\_\_\_\_\_  
(Signed)

\_\_\_\_\_  
(Title)

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

Name \_\_\_\_\_

Title \_\_\_\_\_

My commission expires (Date)

**ROCKDALE COUNTY BOARD OF COMMISSIONERS**  
**NON-COLLUSION AFFIDAVIT OF SUB-CONTRACTOR**

State of \_\_\_\_\_)

County of \_\_\_\_\_)

\_\_\_\_\_, being first duly sworn, deposes and says that:

(1) He/She is \_\_\_\_\_ (owner, partner officer, representative, or agent) of \_\_\_\_\_, the sub-contractor that has submitted the attached RFP;

(2) He is fully informed respecting the preparation and contents of the attached RFP and of all pertinent circumstances respecting such RFP;

(3) Such RFP is genuine and is not a collusive or sham RFP;

(4) Neither the said sub-contractor nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affidavit, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Vendor, firm or person to submit a collusive or sham RFP in connection with the Contract for which the attached RFP has been submitted or refrain from proposing in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Vendor, firm or person to fix the price or prices in the attached RFP or of any other Vendor, or to fix any overhead, profit or cost element of the proposing price or the proposing price of any other Vendor, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against Rockdale County or any person interested in the proposed Contract; and

(5) The price or prices quoted in the attached RFP are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the sub-contractor or any of its agents, representatives, owners, employees, or parties in interest, including this affidavit.

\_\_\_\_\_  
(Signed)

\_\_\_\_\_  
(Title)

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

Name \_\_\_\_\_

Title \_\_\_\_\_

My commission expires (Date)

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

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 engaged in the physical performance of services 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 contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical 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(b). Contractor 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 Contractor

\_\_\_\_\_  
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:  
\_\_\_\_\_

### 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:  
\_\_\_\_\_

**Sub-subcontractor Affidavit under O.C.G.A. §13-10-91(b)(4)**

By executing this affidavit, the undersigned sub-subcontractor verifies it 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 for (name of subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract) and (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 sub-subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned sub-subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the sub-subcontractor with the information required by O.C.G.A. §13-10-91(b). The undersigned sub-subcontractor shall submit, at the time of such contract, this affidavit to (name of subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract). Additionally, the undersigned sub-subcontractor will forward notice of the receipt of any affidavit from a sub-subcontractor to (name of subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract). Sub-subcontractors 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 Sub-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

By executing this affidavit under oath, as an applicant for the award of a contract with Rockdale, 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.

\_\_\_\_\_

## List of Facilities

<b>Fire &amp; Rescue</b>	<b>Contact:</b> Joel Yoder	<b>Phone Number:</b> 770-278-8401		
Fire Station No. 1	1831 Conyers Station Road	Conyers	GA	30012
Fire Station No. 2	4088 Troup Smith Road	Conyers	GA	30094
Fire Station No. 3	2450 Old Salem Road	Conyers	GA	30013
Fire Station No. 4	3601 Union Church Road	Stockbridge	GA	30281
Fire Station No. 5	2100 Hightower Trail	Conyers	GA	30012
Fire Station No. 6	2681 Hurst Road	Conyers	GA	30094
Fire Station No. 7	1496 Rockbridge Road	Conyers	GA	30012
Fire Station No. 8	1164 Scott Street	Conyers	GA	30012
Fire Station No. 9	2009 Walker Road	Conyers	GA	30012
Training Annex	2150 Iris Drive	Conyers	GA	30012
911 / Communications	2120 Farmer Road	Conyers	GA	30012
<b>Maintenance (Building)</b>	<b>Contact:</b> Allen McIntosh	<b>Phone Number:</b> 770-278-7210		
Administrative Building	958 Milstead Avenue	Conyers	GA	30012
Animal Care & Control Center	1506 Rockbridge Road	Conyers	GA	30012
BOC Office	962 Milstead Avenue	Conyers	GA	30012
C.E. Steele Community Center	1040 Oakland Avenue	Conyers	GA	30012
Court Annex (HR & BOA)	961 / 981 Milstead Avenue	Conyers	GA	30012
Court Annex (Magistrate)	945 Court / 948 Banks Street	Conyers	GA	30012
Courthouse	922 Court Street	Conyers	GA	30012
DFACS Building	975 Taylor Street	Conyers	GA	30012
JP Carr Community Hall	981 Taylor Street	Conyers	GA	30012
JP Carr Service Center	987 Taylor Street	Conyers	GA	30012
Health Department	985 Taylor Street	Conyers	GA	30012
Mental Health Offices	977 Taylor Street	Conyers	GA	30012
Veterans Services	983 Taylor Street	Conyers	GA	30012
DUI Building	943 Court Street	Conyers	GA	30012
Olivia Haydel Senior Services Center	1240 Dogwood Drive	Conyers	GA	30012
Parker Road Offices	1407 Parker Road	Conyers	GA	30012
Transportation / Fleet	2570 Old Covington Highway	Conyers	GA	30012
County Annex Building	1400 Parker Road	Conyers	GA	30012
Transfer / Recycling Center	1200 Sigman Road	Conyers	GA	30012
MIS - Suite ABC	1329 Portman Road	Conyers	GA	30012
Parker Road – Suite E	1329 Portman Road	Conyers	GA	30012
Environmental Health – Suite F	1329 Portman Road	Conyers	GA	30012
Rec and Maintenance – Suite J	1329 Portman Road	Conyers	GA	30012
Tax Commissioners Office	969 Pine Street	Conyers	GA	30012
<b>Sherriff</b>	<b>Contact:</b> Vickie Long	<b>Phone Number:</b> 770-278-8107		
Sheriff's Office	911 Chambers Drive	Conyers	GA	30012
Sheriff's Office	3552 Hwy 20 SE	Conyers	GA	30013
Sheriff's Office	2345 Sigman Industrial	Conyers	GA	30012
Sheriff's Office	2385 Sigman Industrial	Conyers	GA	30012
Sheriff's Office	2135 Sigman Road NE	Conyers	GA	30012
Sheriff's Office	2100 Plunket Road (Gun Range)	Conyers	GA	30012
Sheriff's Office – Suite D	1329 Portman Road	Conyers	GA	30012
<b>Parks</b>	<b>Contact:</b> Joel Strickland	<b>Phone Number:</b> 404-313-1143		
Black Shoals Park	3001 Black Shoals Rod NE	Conyers	GA	30012
JP Carr Gym	986 Hardin Street	Conyers	GA	30012
Johnson Park	1791 Ebenezer Road	Conyers	GA	30012
Tennis Center	1370 Parker Road	Conyers	GA	30012

**List of Facilities - Continued**

<b>Water</b>	<b>Contact(s):</b>		<b>Phone Number(s):</b>		
	April Skinner (AS)		770-278-7510		
	Hilaree Hays (HH)		770-278-7476		
	Wanda Lester (WL)		770-278-7447		
	Hugh Pannel (HP)		770-278-7470		
Almand Branch	380 Morris Drive	(AS)	Conyers	GA	30094
Honey Creek	4100 Troupe Smith Road	(AS)	Conyers	GA	30094
Scott Creek Plant	1285 Hwy 212	(AS)	Conyers	GA	30094
Snapping Shoals	3175 Old Salem Road	(AS)	Conyers	GA	30013
Wastewater Treatment Plant (Quigg Branch)	2440 Tatum Road	(WL)	Conyers	GA	30013
Water Engineering – Suite G	1329 Portman Drive # H	(WL)	Conyers	GA	30094
Water Engineering – Suite H	1329 Portman Drive # H	(WL)	Conyers	GA	30094
Water Central Maintenance	2420 Tatum Road	(WL)	Conyers	GA	30013
Water Treatment Plant	3090 Gees Mill Road	(HH)	Conyers	GA	30013
Hightower Pump Station	1055 Pleasant Hill Road	(HP)	Conyers	GA	30012
Lorraine Tank Pump Station	4904 East Fairview Road	(HP)	Stockbridge	GA	30281
Raw Water Pump Station	2001 Centennial Olympic Parkway	(HP)	Conyers	GA	30013
Ground Storage Tank Pump Station	4848 Lenora Church Road	(HP)	Snellville	GA	30039
Ground Storage Tank Pump Station	2540 Lake Rockaway Road	(HP)	Conyers	GA	30012

# **CONTRACTOR'S QUALIFICATION STATEMENT AND QUESTIONNAIRE**

NAME OF PROPOSED CONTRACTOR: \_\_\_\_\_

## **I. INSTRUCTIONS**

- A. For the purposes of this Questionnaire, "Contractor" refers to the company presenting a proposal for the purposes and scope of work outlined in the bid documents where said company would be hired as a contractor of the County for goods, services, and/or labor whether in the form of contracting, consulting, or vendor services.
- B. All questions are to be answered in full. If copies of other documents will answer the question completely, they may be attached and clearly labeled. If additional space is needed, additional pages may be attached and clearly labeled.
- B. The owner, Rockdale County, Georgia, its agents and representatives, shall be entitled to contact each and every reference listed in response to this questionnaire, and each entity referenced in any response to any question in this questionnaire. By completing this questionnaire, the contractor expressly agrees that any information concerning the contractor in possession of said entities and references may be made available to the owner.
- C. Only complete and accurate information shall be provided by the contractor. The contractor hereby warrants that, to the best of its knowledge and belief, the responses contained herein are true, accurate, and complete. The contractor also acknowledges that the owner is relying on the truth and accuracy of the responses contained herein. If it is later discovered that any material information given in response to a question was provided by the contractor, knowing it was false, it shall constitute grounds for immediate termination or rescission by the owner of any subsequent agreement between the owner and the contractor. The owner shall also have and retain any other remedies provided by law.
- D. This form, its completion by the contractor, and its use by the contractor, and its use by the owner, shall not give rise to any liability on the part of the owner to the contractor or any third party or person.

## **II. GENERAL BACKGROUND**

- A. Current address of contractor: \_\_\_\_\_  
\_\_\_\_\_
- B. Previous Name or address of contractor: \_\_\_\_\_  
\_\_\_\_\_
- C. Current president or CEO and years in position: \_\_\_\_\_
- D. Number of permanent employees: \_\_\_\_\_
- E. Name and address of affiliated companies: \_\_\_\_\_  
\_\_\_\_\_

**III. FINANCIAL STATUS**

A. Please attach financial statements for the past three years for which they are complete. If such statements are not available, please furnish the following information:

1. LAST COMPLETE FISCAL YEAR:

- A. Revenues (Gross) \_\_\_\_\_
- B. Expenditures (Gross) \_\_\_\_\_
- C. Overhead & Admin (Gross) \_\_\_\_\_
- D. Profit (Gross) \_\_\_\_\_

2. YEAR PRIOR TO "1" ABOVE:

- A. Revenues (Gross) \_\_\_\_\_
- B. Expenditures (Gross) \_\_\_\_\_
- C. Overhead & Admin (Gross) \_\_\_\_\_
- D. Profit (Gross) \_\_\_\_\_

3. YEAR PRIOR TO "2" ABOVE:

- A. Revenues (Gross) \_\_\_\_\_
- B. Expenditures (Gross) \_\_\_\_\_
- C. Overhead & Admin (Gross) \_\_\_\_\_
- D. Profit (Gross) \_\_\_\_\_

**B. BANKRUPTCIES**

1. Has the Contractor, or any of its parents or subsidiaries, ever had a Bankruptcy Petition filed in its name, voluntarily or involuntarily? (If yes, specify date, circumstances, and resolution).

\_\_\_\_\_

\_\_\_\_\_

2. Has any Majority Shareholder ever had a Bankruptcy Petition filed in his/her name, voluntarily or involuntarily? (If yes, specify date, circumstances, and resolution).

3. \_\_\_\_\_

\_\_\_\_\_

**C. BONDING (IF APPLICABLE)**

1. What is the Contractor's current bonding capacity? \_\_\_\_\_

2. What is the value of the Contractor's work currently under contract? \_\_\_\_\_

**IV COMPANY EXPERIENCE – SIMILAR PROJECTS**

A. List three projects and/or references of reasonably similar nature, scope, and duration to that requested in the bid documents that your company has performed in the last five years, specifying, where possible, the name and last known address of each owner of those projects:

**Reference/Project #1:**

Name and Address:

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Date of Project:

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Type of Project:

---

Cost of Project:

---

Client contact info:

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Other contact info:

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**Reference/Project #2:**

Name and Address:

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Date of Project:

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Type of Project:

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Cost of Project:

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Client contact info:

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Other contact info:

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**Reference/Project #3:**

Name and Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Date of Project: \_\_\_\_\_

Type of Project: \_\_\_\_\_

Cost of Project: \_\_\_\_\_

Client contact info: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Other contact info: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**V ARBITRATIONS, LITIGATIONS, AND OTHER PROCEEDINGS**

Has your company been involved in any arbitration demands filed by, or against, you in the last five years? \_\_\_\_\_

Has your company been involved in any lawsuits (other than labor or personal injury litigation) filed by, or against, you in the last five years? \_\_\_\_\_

Has your company been involved in any lawsuits, proceedings, or hearings initiated by the National Labor Relations Board or similar state agency in the past seven years? \_\_\_\_\_

Has your company been involved in any lawsuits, proceedings, or hearings by the Occupational Safety and Health Administration concerning the project safety practices in the last seven years? \_\_\_\_\_

Has your company be involved in any lawsuits, proceedings, or hearings by the Internal Revenue Service, or any state revenue department, concerning the tax liability (other than audits) in the last seven years? \_\_\_\_\_

Have any criminal proceedings or investigations been brought against your company in the last ten years? \_\_\_\_\_

If you answered yes to any of the questions above, please identify the nature of the claim, the amount in dispute, the parties, and the ultimate resolution of the proceeding (attach documentation if needed):

\_\_\_\_\_  
 \_\_\_\_\_  
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**VI COMMENTS**

Please list any additional information that you believe would assist the Owner in evaluating the possibility of using your company on this Project. You may attach such additional information as an Exhibit to this Statement and Questionnaire.

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I certify to the Owner that the information and responses provided on this Questionnaire are true, accurate and complete. The Owner, or its designated representative, may contact any entity or reference listed in this Questionnaire. Each entity or reference may make any information concerning the Contractor available to the Owner, or its designated representative.

Contractor:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

Sworn to and subscribed before me  
This \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Signature

Notary Public

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