



**BULLOCH COUNTY BOARD OF COMMISSIONERS  
115 NORTH MAIN STREET  
STATESBORO, GEORGIA 30458**

**INVITATION FOR BID  
BULLOCH COUNTY MAGISTRATE COURT HVAC RENOVATION**

The Bulloch County Board of Commissioners (herein after referred to as the “County”) is accepting **COMPETITIVE SEALED BIDS** for:

**Material or Service:** HVAC Renovation which consists of replacement of two (2) HVAC units serving the Magistrate Court located at 101 Oak Street, Statesboro, GA 30458.

**Mandatory Pre-Bid:** There will be a **mandatory pre-bid meeting** on March 18, 2021 at 10:00 AM, at the Magistrate Court located at 101 Oak Street, Statesboro, Georgia 30458. All vendors wishing to submit a bid must attend this pre-bid meeting. If the contractor or a representative of the contractor does not attend this meeting any submission for this project will be rejected.

**Bid Submission Deadline:** The deadline for receipt of sealed bids is 3:00 PM, March 30, 2021. Late bids will not be considered. Prospective bidders shall file all documents necessary to support their bids. **FAXED OR E-MAILED BIDS WILL NOT BE ACCEPTED.**

**Time and Place for Submission and Opening of Bids:** Bidders are responsible for the actual delivery of sealed bids during normal business hours to the Bulloch County Board of Commissioners, 115 North Main Street, Statesboro, Georgia 30458. The original bid and two (2) copies along with supporting documents must be submitted in a sealed clearly marked envelope. At the time and date of the bid deadline, the bids will be publicly opened and cost components read aloud at the Bulloch County Commissioners North Main Annex, in Conference Room 102 at the above-referenced address. The bids will be reviewed to determine conformity with the specifications and other criteria. Upon closure of the review, the Buildings and Facilities Manager will recommend the selection of a bid or bids most advantageous to the County or the rejection of all bids, which final decision will be approved by the Board of Commissioners.

**Obtaining a Copy of Bid Package:** A bid package may be requested by contacting Faye Bragg, Purchasing Manager, at [fbragg@bullochcounty.net](mailto:fbragg@bullochcounty.net) or retrieved from the County’s website at <http://bullochcounty.net/procurement/>. Any addenda to this solicitation will be issued through the purchasing office, and it will be the sole responsibility of the bidder to periodically check the County’s website for any addenda for this project. Failure to include a signed copy of any addenda

**NOTICE OF SOLICITATION: INVITATION TO BID #FY21-CB-GB04**  
**BULLOCH COUNTY GOVERNMENTAL BUILDINGS**

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issued for this project in the submitted bid package will result in the submitted bid not being considered for this project.

**Bid Identification:** The outside of the sealed envelope shall include the wording: Magistrate Court HVAC Renovation; Bid Opening: March 30, 2021 @ 3:00 PM; Attn: Faye Bragg, Purchasing Manager.

**Check List:** There is a checklist on **page 15** that lists the forms that **must** be included in the sealed bid submission. Failure to return any of the items on the check list will be just cause for non-acceptance of the submitted sealed bid.

**Local Buying Preference:** This solicitation is for a Public Works Construction Project, the County's local vendor pricing preference which allows for such a vendor to match the lowest price bid if within 5% *shall not be applicable*.

**Award and Reservations:** It is understood and agreed that in consideration of the sum of One Dollar and No/100 (\$1.00) cash in hand paid, receipt whereof is hereby acknowledged, the bidder agrees that this bid shall be an option, which is hereby given to the County to accept or reject this bid at any time within sixty (60) calendar days from the date on which it is opened and read. It is expressly covenanted and agreed that this proposal is not subject to withdrawal by the bidder during the term of said option. The bidder is solely responsible for delivering its sealed bid to the exact location and by the time stated. The County reserves the right to reject any or all bids and to waive technicalities and informalities in bids, and to accept, in whole or in part, such bid or bids that may be deemed in the best interest of the County. The County reserves the right to use or not use any alternate bid associated with this solicitation.

**Exceptions to Specifications:** Any contract resulting from this invitation shall bind the bidder to all terms, conditions and specifications set forth in this invitation. Bidders whose bids do not conform shall so note on the "Exceptions to Specifications" sheet provided. While the County reserves the right to make an award to a nonconforming bidder when in the best interest of the County, such awards will not be readily made, and bidders are urged to conform to the greatest extent possible. No exceptions will be considered to have been taken by a bidder unless it is properly set out as provided above, and no exception will be deemed to have been taken by the County unless incorporated in a contract resulting from this invitation and so stated.

If awarded, an award will be made to that responsive and responsible bidder or bidders with the most advantageous bid or bids to the County, price and other factors considered. Time is of the essence.

## TERMS AND CONDITIONS

**Changes:** No change shall be made to this invitation except by written modification by the Purchasing Department.

**Fob Destination Point:** Bid prices shall include shipping to the Bulloch County Magistrate Court located at 101 Oak Street, Statesboro, GA 30458. Title to remain with vendor until fully accepted by County. Goods damaged or not meeting specifications will be rejected.

**Compliance:** The County's failure to insist on compliance with any of the terms or conditions of this Invitation to Bid shall not be deemed a waiver of the County's right to insist at any time on full compliance with any of the terms and conditions stated herein.

**Disqualification:** Bids may be disqualified for: a) receipt of the bid by the County past the stated deadline; b) any irregularities; c) unbalanced unit price or extensions; d) unbalanced value of any items; or, e) failure to complete bid information correctly. If in the opinion of the County, the bidder is not in a position to perform the contract, the bid may be disqualified and rejected. The County reserves the right to waive any minor informalities or irregularities.

**Lawsuits/Bribery/Conflicts of Interest/Defaults:** Prospective bidders shall disclose any record of pending lawsuits, criminal violations and/or convictions, conflicts of interest, or contract defaults.

**Liability:** The County is not liable for any cost incurred in the preparation of the bid. Nor is the County bound by any information provided to bidders prior to the bid opening unless reduced to writing and distributed as a written addendum.

**Clarification of Submittals:** The County reserves the right to seek clarification of any point in a bidder's sealed bid submission, or to obtain additional information.

**Exceptions:** Conditional bids or those that take exception to the specifications will be considered only at the discretion of the Project Manager.

**Correction or Withdrawal of Bids, Cancellation of Awards:** Correction or withdrawal of bids after the deadline for submitting bids has passed, or cancellation of awards or contracts may be permitted only to the extent that the bidder can show by clear and convincing evidence that a clerical mistake of non-judgmental character was made, or where the withdrawal or cancellation is in the best interest of the County.

**County Obligations:** The County has a standing policy to disqualify or withhold compensation to vendors, contractors and professional consultants if there are existing obligations to the County for any liens, ad valorem taxes, licenses or other financial remittances due to the County.

**Award:** If awarded, the award will be made to that responsive and responsible bidder or bidders whose bid is most advantageous to the County, price and other factors considered. The County specifically reserves the right to make an award to more than one bidder if the County determines

that it is in the County's best interest to do so, and to reject any and all bids. The bidder or bidders to whom the award is made will be notified at the earliest possible date.

**Project Schedule:** The project shall be defined in the notice to proceed and be complete according to the time schedule set forth in the contract.

**License:** All bidders must be licensed contractors as required by the State of Georgia

**Insurance Requirements:** The Contractor must submit with bidding documents, a Certificate of Liability Insurance indicating required insurance coverages. This insurance will be kept in force during the duration of the contract. Failure to provide and maintain insurance may cause cancellation of contract. Contractor shall purchase from and maintain with a company or companies authorized to do business in the state of Georgia the following types of insurance:

- A. Statutorily required workers' compensation insurance.
- B. Commercial general liability insurance, Commercial general liability insurance, **with an endorsement naming the County and its officials, officers, and employees as additional insureds**, and with limits of not less than \$1,000,000.00 per occurrence and \$2,000,000.00 aggregate.
- C. Motor vehicle liability insurance with limits of not less than \$1,000,000.00 for bodily injury to or death of one person in any one accident, and not less than \$2,000,000.00 because of bodily injury to or death of two or more persons in any one accident; and not less than \$250,000.00 because of injury to or destruction of property.

**Bonds:** Not required.

**Payment:** Payments will be made upon completion of all work and acceptance by the County on invoices submitted and approved by the proper County representative within (30) thirty days of receipt of invoice. Itemize all invoices in full. Be sure our order number is on your invoice.

**Inquiries Regarding Payment:** All inquiries regarding payment of invoices are to be directed to Accounts Payable, (912) 764-6245.

**Regulatory Agencies:** Successful bidder will be responsible for all required permits or licenses required by any regulatory agency of the City, County, State or Federal Governments.

**Anti-Discrimination Clause:** Bulloch County does not discriminate against any person because of race, color, gender, religion, national origin, or handicap in employment or services provided.

**Commodity Status:** It is understood and agreed that materials delivered shall be new, of latest design, and in first quality condition, that all bags, containers, etc., shall be new and suitable for storage, unless otherwise stated by Bulloch County.

**Delivery:** Delivery shall be made to the Bulloch County State Courthouse, 2 North Main Street Statesboro, GA 30458.

**Product Compliance:** Bidders must submit with their bid, the printed specifications on the HVAC units they propose to furnish.

**Questions:** All questions concerning this invitation shall be directed to the Purchasing Manager in writing (email is preferable). Questions not asked at the mandatory pre-bid meeting will be directed to the Purchasing Manager no later than March 19, 2021 by 4:00 PM. Answers to questions will be addressed no later than March 22, 2021 by 4:00 PM.

**Quality:** Any brand names or trade names used in the specifications are for the purpose of describing and establishing general quality levels.

**Bid Reservations:** The County reserves the right to reject any or all Bids, to award in whole or in part and to waive minor immaterial defects in Bids. Negotiations may be necessary to complete the contract.

**Contract Termination:** County's Right to Terminate Contract.

A. Termination for Cause. Should the Contractor neglect to prosecute the work properly, or fail to perform any provision of the contract, the County, after seven (7) days' written notice to the Contractor and its surety, if any, may, without prejudice to any other remedy the County may have, make good the deficiencies and may deduct the cost thereof from the payment then or thereafter due the Contractor or, at the County's option, may terminate the contract and take possession of all materials, tools and appliances, and finish the Project by such means as the County sees fit; and if the unpaid balance of the Contract Sum exceeds the expense of finishing the Project, such excess shall be paid to the Contractor, but if such expense exceeds such unpaid balance, the Contractor shall pay the difference to the County.

B. Termination for Convenience. The County shall also have the right to terminate this contract at any time for any reason by giving at least thirty (30) days' written notice to the Contractor. In such event, the Contractor will be paid a fair and reasonable payment as determined by the County for the work completed as of the date of termination.

**Indemnification:** The Contractor agrees to indemnify, hold harmless, and defend the County, its officials, and employees (hereinafter collectively "the indemnitees") from and against any and all claims, damages, liabilities, suits, proceedings, costs, and expenses of litigation (including, without limitation, reasonable attorney's fees) related to or arising in any way out of the performance of this Agreement, unless such is attributable to the sole negligence of the indemnitees. The indemnity obligation of the Contractor will survive the expiration or termination of this Agreement.

**Immigration:** On July 1, 2009, the Georgia Security and Immigration Compliance Act (SB 529, Section 2) became effective. All employers, contractors and subcontractors entering into a contract or performing work for Georgia's public employers in the amount of \$2,500 or more must sign an

affidavit that he/she has used the E-verify System. This includes out-of-state contractors. E-verify is a no-cost federal employment verification system to insure employment eligibility. For more information on E-verify please go to <http://www.dhs.gov/e-verify>. An affidavit is enclosed in this solicitation. All Proposers are to read and complete the E-verify Contractor Affidavit enclosed to be returned with response. Failure to do so will result in your solicitation response being rejected as non-responsive.

If you use a third party administrator, do not enter their name in place of the Federal Work Authorization E-verify Company ID#; the administrator's name does not replace the actual number. You must contact your administrator for the number and the date of authorization (when the number became effective).

If you only include the third party administrator's name and not the actual authorization number this will result in your solicitation response being rejected as non-responsive.

**Drawings:** Attached are diagrams that contain the specifications for this project.

The bid must be submitted in a sealed envelope to the following address:

Bulloch County Commissioners  
Attn: Purchasing Manager  
115 N Main St.  
Statesboro, GA 30458

Bidders will be fully responsible for the delivery of their bids in a timely manner. Reliance upon U.S. Mail or other carriers is at the bidder's risk. Late bids will not be considered.

For procurement procedures concerning this bid contact Faye Bragg, Purchasing Manager, at [fbragg@bullochcounty.net](mailto:fbragg@bullochcounty.net).

**Bulloch County Magistrate Court  
HVAC Renovation Specifications**

The diagrams on the following pages contain the bid specifications for this project. The diagrams in .pdf format will be available as separate attachments.

# NOTICE OF SOLICITATION: INVITATION TO BID #FY21-CB-GB04 BULLOCH COUNTY GOVERNMENTAL BUILDINGS

### GENERAL NOTES:

1. ALL MECHANICAL UNITS SHOWN ABOVE THIS SET OF DRAWINGS ARE A ONE FOR ONE REPLACEMENT UNLESS OTHERWISE NOTED. THE DRAWINGS ARE INTENDED TO PROVIDE A SCHEDULE OF THE DESIRED EQUIPMENT. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE DISCONNECTION OF ALL EXISTING MECHANICAL UNITS AND THE RECONNECTING OF ALL MECHANICAL UNITS. VERIFY EXISTING MECHANICAL UNITS AND LOCATIONS OF MECHANICAL UNITS WITH MECHANICAL DRAWINGS. PROVIDE A NEW DISCONNECT FOR EACH NEW UNIT. VERIFY EXACT LOCATION OF DISCONNECTS AND RACKS AND RACKS AS REQUIRED.
2. FIELD VERIFY THAT EXISTING UNIT VOLTAGE, CIRCUIT, WIRE, CONDUIT, AND ELECTRICAL CHARACTERISTICS MATCH MECHANICAL EQUIPMENT SPECIFICATIONS. NOTIFY CONTRACTOR OF ANY DISCREPANCIES.
3. COORDINATE EXACT LOCATION AND CONNECTIVE POINTS OF ALL MECHANICAL UNITS FROM TO EQUIPMENT.
4. CONTRACTOR SHALL FIELD VERIFY OPERATIONS OF EACH NEW UNIT AND ADEQUATE APPROVED PANELBOARD BREAKERS AS NECESSARY TO CORRECTLY REFLECT UNITS SERVED FROM EACH PANEL.
5. PROVIDE IDENTIFY LABELS AT EACH DISCONNECT. LIST UNIT DESIGNATION, VOLTAGE, PHASE AND PANEL/CIRCUIT NUMBER. SEE DETAIL SET.
6. FIELD VERIFY EXACT LOCATION OF ALL EXISTING PANELS.
7. FIELD VERIFY EXISTING CIRCUITS. SERVING UNITS MATCH THE ELECTRICAL REQUIREMENTS FROM THE UNIT MANUFACTURER. SEE NOTE 2 ABOVE.
8. LOCATE DISCONNECT AT UNIT AS REQUIRED TO MAINTAIN PROPER CLEARANCES FOR USE.
9. RECONNECT EXISTING CONDUITS TO NEW UNIT DISCONNECT. CONNECT NEW DISCONNECT TO NEW UNIT CONNECTION POINT WITH NEW EXTERIOR FLEXIBLE CONDUIT TO MATCH EXISTING USE.
10. ALL EXTERIOR FLEXIBLE CONDUIT SHALL BE METALLIC WATERPROOF.
11. THE ELECTRICAL DRAWINGS ARE ONLY A PART OF THE CONTRACT DOCUMENTS. ALL OF THE DRAWINGS AND SPECIFICATIONS MUST BE REVIEWED FOR OTHER RELATIONSHIPS AND REQUIRED COORDINATION BETWEEN DISCIPLINES.
12. DESIGNER CONTRACTOR SHALL WARRANTY ALL EQUIPMENT AND INSTALLATION OF SUCH FOR TWO (2) YEARS FROM DATE OF PRODUCT ACCEPTANCE. IMMEDIATELY NOTIFY DESIGNER IN WRITING.
13. SCOPES OF THE FIRE ALARM SYSTEM ON THIS PROJECT IS REPLACEMENT OF EXISTING SMOKE DETECTORS IN VARIOUS MECH. ROOMS. ALL NEW SMOKE DETECTORS TO BE INSTALLED IN MECH. ROOMS. SEE MECH. ROOMS FOR EXISTING SMOKE DETECTOR NEW SMOKE DETECTOR TO EXISTING FIRE ALARM CIRCUITS.

### KEYED NOTES:

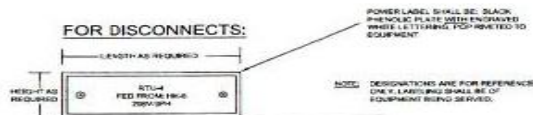
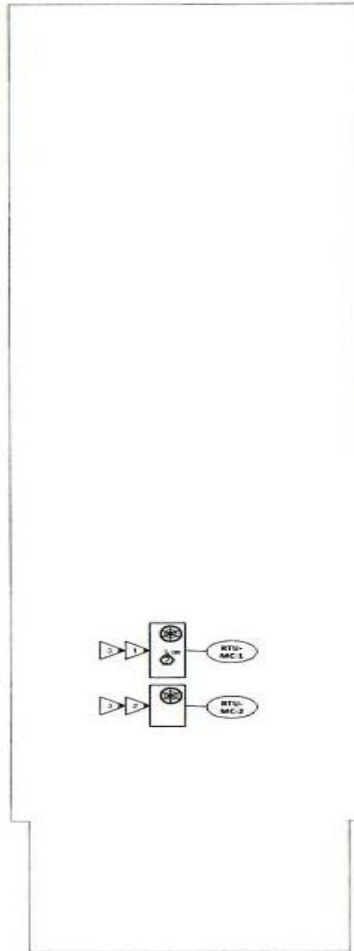
- ▶ EXISTING ROOFTOP UNIT TO BE REPLACED WITH NEW UNIT. DISCONNECT AND REMOVE EXISTING DISCONNECT AND ASSOCIATED CONDUITS AND RIGIDWAY BETWEEN DISCONNECT AND MECHANICAL UNIT. PROVIDE NEW RIGID FEED DISCONNECT PLUGS AT RACKS AND CONNECT TO NEW UNIT CONNECTION POINT WITH NEW EXTERIOR FLEXIBLE CONDUIT TO MATCH EXISTING USE. DISCONNECT SHALL BE NEMA 3R DERIVATED.
- ▶ EXISTING ROOFTOP UNIT TO BE REPLACED WITH NEW UNIT. DISCONNECT AND REMOVE EXISTING DISCONNECT AND ASSOCIATED CONDUITS AND RIGIDWAY BETWEEN DISCONNECT AND MECHANICAL UNIT. PROVIDE NEW RIGID FEED DISCONNECT PLUGS AT RACKS AND CONNECT TO NEW UNIT CONNECTION POINT WITH NEW EXTERIOR FLEXIBLE CONDUIT TO MATCH EXISTING USE. DISCONNECT SHALL BE NEMA 3R DERIVATED.
- ▶ PROVIDE NEW ROOFTOP MOUNTED RACK FOR NEW DISCONNECTS.

MECHANICAL UNIT DATA NOTES:	
UNIT TYPE / MAKE / MODEL	NOTED
CONNECTION POINT	NOTED
DISCONNECTS	NOTED
CONDUITS	NOTED
NEW UNIT DATA:	
CONNECTION POINT	NOTED
DISCONNECTS	NOTED
CONDUITS	NOTED
NEW UNIT DATA:	
CONNECTION POINT	NOTED
DISCONNECTS	NOTED
CONDUITS	NOTED

### MECHANICAL POWER UNIT DATA NOTES: (THIS SHEET ONLY)

- 16. NEW UNIT
- 17. EXISTING BREAKER TO BE REUSED
- 18. EXISTING CIRCUIT TO BE REUSED, SEE GENERAL NOTE 7.
- 19. NEW EXTERIOR DISCONNECT TO BE REPLACED.
- 20. NEW UNIT DISCONNECT TO BE REUSED. UNIT NAME, ATE, SEE DETAIL SET.
- 21. PROVIDE EXISTING SMOKE DETECTION IN MECH. ROOMS.
- 22. QUANTITY AS REQUIRED, SEE GENERAL NOTE 13.

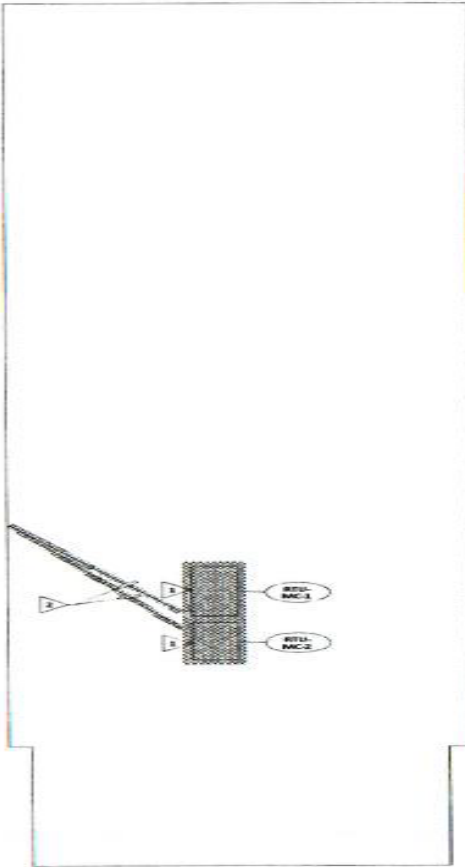
MECHANICAL UNIT POINTS DATA	
UNIT TYPE / MAKE / MODEL	NOTED
CONNECTION POINT	NOTED
DISCONNECTS	NOTED
CONDUITS	NOTED
NEW UNIT DATA:	
CONNECTION POINT	NOTED
DISCONNECTS	NOTED
CONDUITS	NOTED
NEW UNIT DATA:	
CONNECTION POINT	NOTED
DISCONNECTS	NOTED
CONDUITS	NOTED



2 EQUIPMENT IDENTIFICATION TAG DETAIL  
SCALE: NOT TO SCALE

1 MECHANICAL POWER PLAN - MAGISTRATE COURT  
SCALE: 1/8"=1'-0"

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1 HVAC ROOF PLAN  
MSB1 NO SCALE

**CONSTRUCTION NOTES**

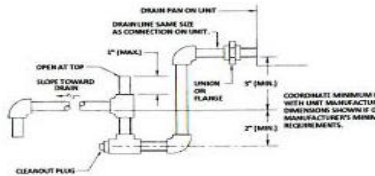
- (THIS SHEET ONLY)
- 1 DEMOLISH AND REPLACE PACKAGED ROOFTOP UNIT. REMOVE BUL, PREP AND PAINT ALL ROOFTOP GAS PIPING. PAINT PIPING WITH ONE COAT OF EXTERIOR ENAMEL PRIMER AND TWO COATS OF YELLOW-RED BRICK ENAMEL PAINT. REPLACE ROOFTOP PIPING SUPPORTS WITH PRE-CASTED SUPPORTS APPROPRIATE FOR ROOF TYPE. REPLACE EXISTING THERMOSTATS WITH 7-DAY PROGRAMMABLE THERMOSTAT.
  - 2 DEMOLISH AND REPLACE ALL EXISTING ROOFTOP UNIT CONDENSATE DRAIN PIPING WITH NEW PVC PIPING. SUPPORT PIPING WITH PRE-MANUFACTURED SUPPORTS APPROPRIATE FOR ROOF TYPE.



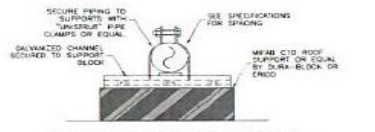
NOTICE OF SOLICITATION: INVITATION TO BID #FY21-CB-GB04
BULLOCH COUNTY GOVERNMENTAL BUILDINGS

Table with 10 columns: ITEM, MAKE, SUPPLY CFM, ESP (IN. WGS), OA CFM, COOLING CAP AMH (TONS / TON), E.E.R., HEATING CAP. MMH (BTU), CABINET MODEL NO., REMARKS. Includes items RTUAMC1, RTUAMC2, RTUAMC3.

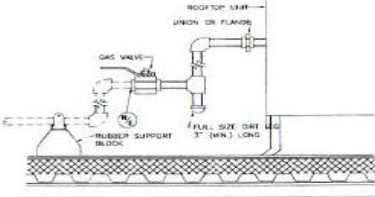
- REVISIONS:
(1) RATIFIED IN ACCORDANCE WITH APPROPRIATE A.H.J. STANDARD
(2) ROOFTOP PACKAGED GAS/ELECTRIC UNIT WITH HOT GAS REHEAT DEMUMERIFICATION, MANUFACTURER'S STANDARD PLATED FILTER, UNIMPOVED CONDENSING OUTLET, ELECTRICAL DISCONNECT MEANS, AND ROOF CURB ADAPTER, ROOF CURB ADAPTER SHALL COVER ENTIRE EXISTING ROOF OPENING.



CONDENSATE DRAIN TRAP DETAIL
1
NOT TO SCALE



ROOFTOP GAS PIPING SUPPORT
2
SCHEMATIC



ROOFTOP GAS CONNECTION DETAIL
3
SCHEMATIC

HVAC SPECIFICATION
GENERAL: Entire system shall be installed to meet applicable Local, State and National Codes, current requirements of NFPA, Fire Alarm and Air Conditioning Code and National Electric Code.
ALL equipment shall be installed in accordance with the manufacturer's instructions.
INSTALLATION CONTRACTOR shall be responsible for verifying actual job site conditions prior to installing equipment and determining what, if any, modifications must be required to the drawings.
ELECTRICAL: All low and low voltage control wiring shall be provided by the HVAC Contractor. Provide and adjust complete wiring diagrams and all control, status, control, relays, etc. necessary for a complete system. Run all wiring in EMT raceways.
Voltage and phase of mechanical equipment requiring power is designated under the Electrical section. Model numbers listed in mechanical equipment schedule shall not be assumed to indicate electrical characteristics. Provide written Assurance that all electrical characteristics of mechanical equipment have been coordinated with and confirmed by the electrical subcontractor.
Power wiring and documents shall be provided under another Division.
DUCTWORK: Submit 2 sets of Shop Drawings for approval before entering equipment.

- DUCTWORK:
1. Low Pressure, Metal: Fabrication of galvanized steel per SMACNA Manual for HVAC Duct Construction Standards for 1" WC with traverse joints, branch connections and top or end seals.
2. Duct system shall be tested (leak test) and Free From Leaks, Flexible, adhesive applied, resistant to UV light when used, U.L. T21 listed, and complying with NFPA requirements for Class 1 ducts. Duct type shall not be used.
3. Flexible Ducts shall be fabric fabricated standard, round duct, with an outer jacket meeting 1/2" thick steel, glass fiber reinforcement, galvanized steel liner. Manufacturer shall write fully unqualified in the same line: Outer Jacket Characteristics: other type; Inner Liner: polyethylene film; Pressure Rating: 15 in.wg; junction: R value: .63; Flexible duct shall not exceed 4 feet in length and shall be supported 3 feet maximum in center with 3" x 3" x 1/2" galvanized hanger. Duct shall be secured to branch duct and ceiling with suitable steel every 6' or less.
4. All ductwork shall be supported in accordance with SMACNA Standards.

- INSULATION:
1. Ductwork: Insulate listed and tested except wall return ductwork with 1/2" R, 3" thick fiberglass blanket insulation with PVC jacket for all pipe and ductwork 2" diameter, depth 4" or less and wall with space heating return ductwork with fiber glass wool ("fibre fill and matrix"). Use 5/8" slips 2" or in between 3/4" wide and larger ducts. Cover top of all air ducts ducts with insulation.

- PIPEWORK:
1. Condensate drain piping shall be PVC.
2. Support piping in accordance with the following:
a. 1/2" to 1 1/2" in diameter: 10' max. span.
b. 2" to 4" in diameter: 15' max. span.
c. 4" to 6" in diameter: 20' max. span.
d. 6" to 8" in diameter: 25' max. span.
e. 8" to 10" in diameter: 30' max. span.
Provide pipe support at all connections in low areas.

- TESTS:
1. Heat and Cooling Tests: Record all intake and return air sample temps during Heating and Cooling cycles to show air flow.
2. Air Flow Tests: Record all intake and return air sample temps during Heating and Cooling cycles to show air flow.

REQUIREMENTS FOR AIR DELIVERY SYSTEMS

- A. Description: Factory assembled and tested, designed for roof or slab installation, and consisting of compressor, condenser, evaporator coils, condenser and evaporator fans, refrigeration and temperature controls, filters, and dampers.
B. Capacity: Manufacturer's stated capacity with condenser fan on, condenser coils, evaporator coils, evaporator fans, and dampers.
C. Control Panel: Programmable logic controller (PLC) with fan speed controls, condenser fan speed controls, evaporator fan speed controls, and temperature controls.
D. Condenser Fan: Propeller type, directly driven with permanently lubricated motor bearings.
E. Compressor: Scroll type, factory assembled, approved, ground fault protected compressor unit shall be factory assembled with an capacity (tonnage) 1/2 to 1/4 ton (tonnage) with high pressure.
F. Thermostat: Programmable, electronic, with heating, cooling, and fan speed controls, and fan speed controls.
G. Control Panel: Programmable logic controller (PLC) with fan speed controls, condenser fan speed controls, evaporator fan speed controls, and temperature controls.
H. Fan Speed Controls: Manufacturer's standard controls to provide fan speed controls and features with the following controls:
1. Fan speed controls
2. Fan speed controls
3. Fan speed controls
4. Fan speed controls
I. Fan Speed Controls: Programmable logic controller (PLC) with fan speed controls, condenser fan speed controls, evaporator fan speed controls, and temperature controls.
J. Fan Speed Controls: Programmable logic controller (PLC) with fan speed controls, condenser fan speed controls, evaporator fan speed controls, and temperature controls.

REQUIREMENTS FOR AIR DELIVERY SYSTEMS

- A. Description: Factory assembled and tested, designed for roof or slab installation, and consisting of compressor, condenser, evaporator coils, condenser and evaporator fans, refrigeration and temperature controls, filters, and dampers.
B. Capacity: Manufacturer's stated capacity with condenser fan on, condenser coils, evaporator coils, evaporator fans, and dampers.
C. Control Panel: Programmable logic controller (PLC) with fan speed controls, condenser fan speed controls, evaporator fan speed controls, and temperature controls.
D. Condenser Fan: Propeller type, directly driven with permanently lubricated motor bearings.
E. Compressor: Scroll type, factory assembled, approved, ground fault protected compressor unit shall be factory assembled with an capacity (tonnage) 1/2 to 1/4 ton (tonnage) with high pressure.
F. Thermostat: Programmable, electronic, with heating, cooling, and fan speed controls, and fan speed controls.
G. Control Panel: Programmable logic controller (PLC) with fan speed controls, condenser fan speed controls, evaporator fan speed controls, and temperature controls.
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OPERATING AND MAINTENANCE MANUALS

OPERATING AND MAINTENANCE MANUALS: Provide Owner 3 bound copies of Operating and Maintenance Instructions for each piece of HVAC equipment.
INSTRUCTIONS TO OWNER: Provide Owner 3 bound copies of Operating and Maintenance Instructions for each piece of HVAC equipment.

CONTROLS: Control system consists of sensors, indicators, actuators, microprocessors, steel control elements, surface finish, and other components. Control system shall be installed in accordance with applicable codes and standards. Control system shall be installed in accordance with applicable codes and standards.



**BID FORM**

**BULLOCH COUNTY MAGISTRTE COURT HVAC RENOVATION**

1. Bid Price for Material Cost: \$ \_\_\_\_\_  
Bid Price for Labor Cost: \$ \_\_\_\_\_  
Shipping Cost (if any): \$ \_\_\_\_\_  
Grand Total for Complete Job: \$ \_\_\_\_\_

GRAND TOTAL IN WORDS: \_\_\_\_\_

2. Does your bid comply with our specifications? (If answer is no, use exceptions to specifications form.)

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

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Signature of Representative: \_\_\_\_\_

Printed Name of Representative: \_\_\_\_\_

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

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

E-mail Address: \_\_\_\_\_

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

**BULLOCH COUNTY, GEORGIA  
NON-COLLUSION AFFIDAVIT**

The following affidavit is to accompany the bid:

STATE OF:

COUNTY OF:

Owner, Partner or Officer of Firm:

Company Name, Address, County and State:

The undersigned, being of lawful age, being first duly sworn, on oath says that he/she is the agent authorized by the vendor to submit the attached proposal. In making such representation, affiant further states for himself/herself and on behalf of vendor, that they have not been a party to any collusion among vendors in restraint of competition by agreement to submit a bid or proposal at a fixed price or to refrain from proposing; or with any office of Bulloch County or any of their employees as to quantity, quality or price in the prospective contract; or any discussion between vendors and any official of Bulloch County or any of their employees concerning exchange of money or other things of value for special consideration in submitting a sealed bid for:

FIRM NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

TITLE \_\_\_\_\_

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

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

**BULLOCH COUNTY, GEORGIA  
BIDDER DECLARATION**

The bidder understands, agrees and warrants:

That the bidder has carefully read and fully understands the full scope of the specifications.

That the bidder has the capability to successfully undertake and complete the responsibilities and obligations in said specifications.

That this bid shall be valid for **60** days.

That this bid may be withdrawn by requesting such withdrawal in writing at any time prior to **March 30, 2021 @ 3:00pm**, but may not be withdrawn after such date and time for a period of **60** days.

That Bulloch County reserves the right to reject any or all bids and to accept that bid or bids which will, in its opinion, best serve the public interest. Bulloch County reserves the right to waive any technicalities or informalities in the bidding.

That by submission of this bid the bidder acknowledges that Bulloch County has the right to make any inquiry or investigation it deems appropriate to substantiate or supplement information supplied by the bidder.

VENDOR:

\_\_\_\_\_

Name

\_\_\_\_\_

Title

\_\_\_\_\_

Name

\_\_\_\_\_

Title

AFFIX CORPORATE SEAL (if applicable)

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

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

**NOTICE OF SOLICITATION: INVITATION TO BID #FY21-CB-GB04  
BULLOCH COUNTY GOVERNMENTAL BUILDINGS**

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**CONTRACTOR E-VERIFY AFFIDAVIT AND AGREEMENT**

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 Bulloch 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.

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 Bulloch 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 Bulloch County, Georgia at the time the subcontractor(s) is retained to perform such service. Call 1(888)464-4218 with questions about e-verify.

\_\_\_\_\_  
EEV/Basic Pilot Program\* E-verify Company ID#

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

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

By: \_\_\_\_\_  
Authorized Officer or Agent (Contractor Name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title of Authorized Officer or Agent of Contractor

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

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

Bulloch County, Georgia  
\_\_\_\_\_  
Name of Public Employer

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

\_\_\_\_\_  
Notary Public  
My Commission Expires:  
\_\_\_\_\_

\* As of the effective date of O.C.G.A. § 13-10-91, the applicable federal work authorization program is the "EEV/Basic Pilot Program" operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).

## Check List

The items listed below must be completed and returned with the sealed bid. Failure to return any of the items listed will be just cause for not accepting the submitted bid.

- 1. Page 4 – Certificate of Liability Insurance
- 2. Page 10 – Exceptions to Specifications Sheet
- 3. Page 11 – Bid Form
- 4. Page 12 – Non-Collusion Affidavit
- 5. Page 13 – Bidder Declaration
- 6. Page 14 – Contractor E-verify Affidavit

**BULLOCH COUNTY, GEORGIA**  
**Short-Form Construction Contract**

AGREEMENT

This Agreement is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, by and between **BULLOCH COUNTY**, a political subdivision of the state of Georgia, acting by and through its governing authority, the Bulloch County Board of Commissioners (hereinafter “the County”) and \_\_\_\_\_ (hereinafter “the Contractor”).

The County and the Contractor hereby agree as follows:

1. Scope of Work; Specifications. The Contractor shall furnish all labor, materials, and equipment and perform all of the work for the Project described as

The scope of work for this project consists of replacement of two HVAC units serving the Bulloch County Magistrate Court located at 101 Oak Street, Statesboro, GA 30458. Specific elements of the project scope are described in the following documents.

as set forth in this Agreement and in the scope of work, specifications, drawings, or other documents identified as:

- A. Invitation to Bid
- B. Bid Form
- C. E101 – Mechanical Power Plan - Magistrate (Dated 02/12/2021)
- D. M101 – HVAC Plan – Magistrate Court (Dated 02/12/2021)
- E. M201 – Schedule & Details – Magistrate Court (Dated 02/12/2021)

The above-described documents are incorporated herein by reference and are as much a part of this Agreement as if fully set forth herein. Provided, however, that in the event of any conflict or ambiguity between the body of this Agreement and any above-described document, the body of this Agreement shall govern.

2. Time for Completion. The work shall commence no later than 10 calendar days of the County’s issuance of a notice to proceed and shall be completed no later than 7 calendar days thereafter. Time is of the essence of this contract.

3. Contract Sum. The County shall pay the Contractor for the performance of the work in total the sum of \$\_\_\_\_\_.

4. Progress Payments. The County shall make monthly progress payments on account of the contract, less retainage of 0 %, based upon the Contractor’s submission to the County of an invoice detailing the work completed. The period covered by each invoice shall be one calendar month ending on the last day of the month, and payment shall be due within fifteen (15) days of the



County's receipt of the invoice; provided, however, that payments otherwise due may be withheld by the County on account of, but not necessarily limited to, the following reasons: unsatisfactory job progress; defective construction which has not been remedied; disputed work; third-party claims filed or reasonable evidence that a claim will be filed; failure of the Contractor or its subcontractors to make timely payments for labor, equipment, and materials; damage caused by the Contractor to the County, other contractors, or subcontractors; or reasonable evidence that the contract cannot be completed for the unpaid balance of the Contract Sum.

5. Acceptance and Final Payment. Final payment shall be due thirty (30) days after completion of the work and acceptance by the County, subject to the County's right to withhold payment for the reasons stated in Section 4 of this Agreement.

6. Contract Documents. The contract includes this Agreement and any scope of work, specifications, drawings, or other documents incorporated herein by reference. This includes, but is not necessarily limited to, any documents attached to this Agreement as an exhibit. The intent of these documents is to include all labor, materials, appliances and services of every kind necessary for the proper execution of the work, and the terms and conditions of payment therefor. The documents are to be considered as one, and whatever is called for by any one of the documents shall be as binding as if called for by all. Any conflict or ambiguity between the body of this Agreement and any document incorporated herein by reference shall be governed by the body of this Agreement. The Contractor shall be responsible for verifying any and all measurements set forth in the Contract Documents before commencing any work hereunder.

7. Materials, Appliances and Employees. Except as otherwise noted, the Contractor shall provide and pay for all materials, labor, tools, water, power and other items necessary to complete the work. Unless otherwise specified, all material shall be new, and both workmanship and materials shall be of good quality. All workmen and subcontractors shall be skilled in their trades.

8. Permits, Licenses and Regulations. The Contractor shall secure and pay for all permits and licenses necessary for the prosecution of the work. The Contractor shall comply with all laws and regulations bearing on the conduct of the work and shall notify the County if the Contract Documents are at variance therewith.

9. Protection of Work, Property and Persons. The Contractor shall adequately protect the work, adjacent property and the public and shall be responsible for any damage or injury due to his act or neglect.

10. Access to Work. The Contractor shall permit and facilitate the observation of the work by the County and its agents and public authorities at all times.

11. Changes in the Work. The County may order changes in the work, the Contract Sum and time for completion being adjusted accordingly. All such orders and adjustments shall be in the form of a written change order to the contract executed by both the County and the Contractor. Claims by the Contractor for extra cost must be made in writing before executing the work involved.

12. Correction of Work. The Contractor shall re-execute any work that fails to conform to the requirements of the contract and that appears during the progress of the work, and shall remedy any defects due to faulty materials or workmanship which appear within a period of one year from the date of completion of the contract and final acceptance of the work by the County unless the manufacturer of the equipment or materials has a warranty for a longer period of time, which warranties shall be assigned by Contractor to County. The provisions of this article apply to work done by subcontractors as well as to work done by direct employees of the Contractor.

13. Liquidated Damages. The County and the Contractor agree that time is of the essence of this contract and that the County's damages will be difficult or impossible to estimate should the Contractor fail to complete the Project within the specified time. Therefore, should the Contractor fail to complete the Project within the specified time, the County and the Contractor agree that the Contractor shall pay to the County the sum of \$0 per day as liquidated damages, and not as a penalty, for each calendar day that the Project continues beyond the specified completion date. The County shall have the right to withhold any liquidated damages from amounts otherwise due the Contractor.

14. No Damages for Delay. In the event that the Contractor is delayed in the performance of the Project for any reason whatsoever, including but not limited to action or inaction of the County, another contractor or subcontractor, the Contractor shall not be entitled to any damages from the County for such delay, but the Contractor's sole remedy shall be an extension of time.

15. County's Right to Terminate Contract.

A. Termination for Cause. Should the Contractor neglect to prosecute the work properly, or fail to perform any provision of the contract, the County, after seven (7) days' written notice to the Contractor and its surety, if any, may, without prejudice to any other remedy the County may have, make good the deficiencies and may deduct the cost thereof from the payment then or thereafter due the Contractor or, at the County's option, may terminate the contract and take possession of all materials, tools and appliances, and finish the Project by such means as the County sees fit; and if the unpaid balance of the Contract Sum exceeds the expense of finishing the Project, such excess shall be paid to the Contractor, but if such expense exceeds such unpaid balance, the Contractor shall pay the difference to the County.

B. Termination for Convenience. The County shall also have the right to terminate this contract at any time for any reason by giving at least thirty (30) days' written notice to the Contractor. In such event, the Contractor will be paid a fair and reasonable payment as determined by the County for the work completed as of the date of termination.

16. Insurance. Contractor shall purchase from and maintain with a company or companies authorized to do business in the state of Georgia the following types of insurance:

A. Statutorily required workers' compensation insurance.

- B. Commercial general liability insurance, with an endorsement naming the County as an additional insured, and with limits of not less than \$1,000,000.00 per occurrence and \$2,000,000.00 aggregate.
- C. Motor vehicle liability insurance with limits of not less than \$1,000,000.00 for bodily injury to or death of one person in any one accident, and not less than \$2,000,000.00 because of bodily injury to or death of two or more persons in any one accident; and not less than \$250,000.00 because of injury to or destruction of property.

17. Builder's Risk Insurance. If required, as indicated below, either the County or the Contractor shall purchase and maintain, with a company authorized to do business in the state of Georgia, property insurance written on a builder's risk "all-risk" or equivalent policy form in the amount of the initial Contract Sum, plus value of subsequent contract modifications and cost of materials supplied or installed by others, comprising total value for the entire Project at the site on a replacement cost basis without optional deductibles. Such property insurance shall be maintained, unless otherwise agreed in writing by all persons and entities who are beneficiaries of such insurance, until final payment has been made or until no person or entity other than the County has an insurable interest in the Project. The insurance shall include interests of the County, the Contractor, Subcontractors and Sub-subcontractors in the Project and shall include, without limitation, insurance against the perils of fire (with extended coverage) and physical loss or damage including, without duplication of coverage, theft, vandalism, malicious mischief, collapse, earthquake, flood, windstorm, falsework, testing and startup, temporary buildings and debris removal including demolition occasioned by enforcement of any applicable legal requirements. The County's purchase of builder's risk through the ACCG-IRMA interlocal risk pool shall satisfy any obligation the County may have under this Section. Builder's Risk Insurance shall be provided as follows:

- Not required
- Furnished by County
- Furnished by Contractor

18. Payment and Performance Bonds. If indicated below, the Contractor shall furnish to the County prior to the start of construction payment and performance bonds in an amount equal to one hundred percent (100%) of the Contract Sum from a surety licensed to do business in the state of Georgia.

- A. Payment Bond:      Required (   )                      Not Required (X)
- B. Performance Bond:    Required (   )                      Not Required (X)

19. Separate Contracts. The County has the right to let other contracts in connection with the Project and the Contractor shall properly cooperate with any such other contractors.

20. Attorney's Fees and Expenses. Should the Contractor default in any of the provisions of this Agreement, and should the County employ an attorney to enforce any provision hereof or to collect damages for breach of this Agreement or to recover on any payment or performance bond furnished by the Contractor, the Contractor and its surety agree to pay the County such reasonable attorney's fees and expenses of litigation as the County may expend herein.

21. Cleaning Up. The Contractor shall keep the premises free from accumulation of waste material and rubbish and at the completion of the Project he shall remove from the premises all rubbish, implements and surplus materials and leave the Project premises broom-clean.

22. Indemnification. The Contractor agrees to indemnify, hold harmless, and defend the County, its officials, and employees (hereinafter collectively "the indemnitees") from and against any and all claims, damages, liabilities, suits, proceedings, costs, and expenses of litigation (including, without limitation, reasonable attorney's fees) related to or arising in any way out of the performance of this Agreement, unless such is attributable to the sole negligence of the indemnitees. The indemnity obligation of the Contractor will survive the expiration or termination of this Agreement.

23. Prevailing Wages. The hourly minimum rate of wage which may be paid to laborers, workers or mechanics in each trade or occupation to be employed in the performance of this Agreement shall not be less than such specified hourly minimum rate of wage in the performance of this Agreement as required by law.

24. Notices. Any notices required or permitted pursuant to this Agreement shall be in writing and may be affected by U.S. mail or by facsimile. Mailed notices shall be deemed to have been received on the date of acknowledgment on any return receipt or three days after deposit in the U.S. mail with proper postage affixed, whichever date is earlier. Notices by facsimile shall be deemed to have been received on the date on the sending party's facsimile confirmation sheet.

Notices to the COUNTY shall be sent to the following address:

Bulloch County Board of Commissioners  
Attn: County Manager  
115 N Main Street  
Statesboro, GA 3045  
Fax #: (912) 764-8634

With a copy to:

Jeff S. Akins, Esq.  
County Attorney  
115 N Main Street  
Statesboro, GA 30458  
Fax #: (912) 764-8634

Notices to the CONTRACTOR shall be sent to the following address:

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

25. No Waiver. No failure on the part of either party to this Agreement at any time to require performance by the other party of any term of this Agreement shall be taken or held to be a waiver of such term or in any way affect such party's right to enforce such term, and no waiver on the part of either party of any term of this Agreement shall be taken or held to be a waiver of any other term hereof or the breach thereof.

26. Assignment. This Agreement may not be assigned by either party without the written consent of the other party, and any purported assignment without such written consent shall be null and void. In the event of a valid assignment, this Agreement shall be binding upon and inure to the benefit of the respective successors and assigns of the parties hereto.

27. Immunity. Nothing contained in this Agreement shall be construed or deemed to be a waiver of any immunity to which the parties, their officials, or employees are legally entitled.

28. Legal Construction; Severability. This Agreement shall be governed by the laws of the state of Georgia. In case any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision of this Agreement and this Agreement shall be construed as if the invalid, illegal, or unenforceable provision had never been contained in it.

29. Entire Agreement; Amendment. This Agreement represents the entire agreement between the parties with respect to the subject matter hereof, and all prior agreements relating to the subject matter hereof, whether written or oral, are nullified and superseded hereby, and neither party shall have any further rights or obligations under such superseded agreements. This Agreement may be amended or supplemented only by the mutual consent of the contracting parties in writing signed by all parties to this Agreement.

WITNESS WHEREOF, the parties have hereunto set their hands and seals the day and year first above written.

CONTRACTOR

BULLOCH COUNTY

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

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

County Manager

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

Attest: \_\_\_\_\_

Attest: \_\_\_\_\_

County Clerk

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