



Oconee County Board of Commissioners

Request for Qualifications and Proposal (RFQP)

Annual Emergency Generator Inspection and Maintenance Services

ACCEPTANCE DATE: Prior to 2:00 p.m., Thursday, January 18, 2018 "Local Time"

RFQP NUMBER: 1801-04

ACCEPTANCE PLACE: Oconee County Board of Commissioners
Finance Department - Division of Procurement
23 N. Main Street, Suite 203
Watkinsville, Georgia 30677

A PRE-CONFERENCE MEETING: No meeting is scheduled for this solicitation.

QUESTIONS: regarding this RFQP shall be received no later than 2:00 p. m. on Thursday, January 11, 2018.

PROPOSAL OPENING: shall be held in the Commission Chambers, Room 205, at 2:00 p.m. on January 18, 2018 at the above reference address in Suite 205.

REQUESTS FOR INFORMATION related to this Solicitation should be directed to:

Karen T. Barnett, CPPB
Purchasing Officer
(706) 769-2944
(706) 310-3574 (Fax)
E-mail address: kbarnett@oconee.ga.us

This document can be downloaded from our web site: www.oconeecounty.com

**December 28, 2017
Oconee County Board of Commissioners
23 N Main Street
Watkinsville, Ga 30677**

Request for Qualifications and Proposal (RFQP) #1801-04

Annual Emergency Generator Inspection and Maintenance Services

Sealed Qualification Packages will be accepted by The Oconee County Board of Commissioners (OCBOC) on behalf of the office of the Purchasing Officer at 23 N. Main Street, Suite 203, Watkinsville, GA 30677 until **2:00 P.M. ET, THURSDAY, JANUARY 18, 2018** for **RFQP#1801-04 ANNUAL EMERGENCY GENERATOR INSPECTION and MAINTENANCE SERVICES** in accordance with the above listed service agreement. All submittals will be opened in public and the names read aloud immediately following the specified closing time.

The purpose of this RFQP is to seek Statements of Qualifications from firms interested in providing annual emergency generator inspection and maintenance services for various locations throughout Oconee, Georgia. This RFQP seeks to identify the most qualified potential providers of the above-mentioned services. All respondents to this RFQP are subject to instructions and additional terms and conditions listed in the Owner's RFQP. The OCBOC reserves the right to reject any or all statements of qualifications or proposals, and to waive technicalities and informalities at the discretion of the Owner.

A pre-conference meeting is not scheduled for this solicitation. No bonds are required. Questions regarding this RFQP should be directed to Ms. Karen Barnett, CPPB, Purchasing Officer via Email at kbarnett@oconee.ga.us and shall be received no later than **2:00 P.M. ET ON THURSDAY, JANUARY 11, 2018**. Solicitation documents can be obtained from the Office of the Purchasing Officer or the Oconee County Website at www.oconeecounty.com

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

By Oconee County Board of Commissioners

The Honorable John Daniell, Chairman



RFQP #1801-04

Annual Emergency Generator Inspection and Maintenance Services

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Exhibit A

1. Oconee County Insurance Requirements

Attachment A

1. Offeror's Checklist & Required Forms

Oconee County Board of Commissioners
Request for Qualifications and Proposal#FY1801-04
Annual Emergency Generator Inspection and Maintenance Services

SECTION I – INSTRUCTIONS TO OFFERORS

A. PURPOSE

The purpose of this RFQP is to obtain a qualified contractor to provide for the inspection and maintenance of the County’s various emergency generators. The contractor shall provide a routine inspection upon award and a full service inspection in approximately six months thereafter.

B. SUBMITTAL INSTRUCTIONS

1. RFP TIMETABLE

The anticipated schedule for the RFQP is as follows:

RFP Issue	12/28/17		
Pre-Conference Meeting	None	N/A	N/A
Questions Deadline	1/11/18	2:00 P.M., EST	Email the purchasing officer for questions: kbarnett@oconee.ga.us
Addenda Posting Deadline	1/16/18	2:00 P.M., EST	Check the County’s Website for addenda: www.oconeecounty.com
Submittal Deadline/RFQP Opening	1/18/18	2:00 P.M., EST	Finance Dept., Rm 203/Commission Chambers, Rm 205
Anticipated Award	TBD		

2. DRIVING DIRECTIONS

To Oconee County Courthouse from I-85: Take I-85 North to Georgia Highway 316 (Lawrenceville/Athens exit). Drive 39 miles. Turn right onto Oconee Connector. Drive 5 miles. (Oconee Connector becomes Mars Hill Road, then Experiment Station Road). Turn right on North Main Street. Drive 0.1 miles North Main becomes Georgia Highway 15). The Oconee County Courthouse is on the right side of the street. Public parking is in back of the Courthouse.

Address: 23 N. Main Street, Watkinsville, GA 30677

3. PRE-CONFERENCE MEETING

There is no pre-conference meeting scheduled for this solicitation.

4. **PROPOSAL SUBMISSION**

- a) OCBOC will be accepting one (1) unbound original, two (2) copies and one (1) electronic submittal of the complete signed proposal until 2:00 p.m. on Thursday, January 18, 2018, EASTERN STANDARD TIME (ETA). Each proposal shall be submitted in a sealed envelope addressed to the purchasing officer at the address referenced below. Proposals received after this time will not be considered. Each sealed envelope containing a proposal must be plainly marked on the outside as **“Proposal for Emergency Generator Services”** and should include the Offeror’s Name, Address, License Number, if applicable and E-Verify Affidavit. Pursuant to Georgia law, no proposal will be considered without an executed E-Verify affidavit. Please send proposals to the following address:

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

Hand delivered copies may be delivered to the above address ONLY between the hours of 8:00AM and 5:00PM EST, Monday through Friday, excluding holidays observed by the Oconee County Government. For a complete listing of holidays please visit www.oconeecounty.com.

- b) On Thursday, January 18, 2018 at 2:00 p. m. Local Time, the proposals will be publicly opened and only the names of the Respondents read aloud in the Commission Chambers, room 205 of the Oconee County Courthouse, 23 N. Main St., Watkinsville, GA 30677. RFQP Documents are available upon request from the Oconee County Purchasing Office or by accessing the County’s Website at www.oconeecounty.com . Items or services offered must meet required specifications and must be of a quality that will adequately serve the use and purpose for which intended.
- c) Each Offeror must furnish all information required by the RFQP form or document. Each Offeror must sign the cost proposal document and print or type his or her name on the cost schedule. The person signing the proposal must initial erasures or other changes. An authorized agent of the company must sign proposal documents. A VALID PROPOSAL MUST BE SIGNED.
- d) Before submitting a proposal, each Applicant must:
- Examine the RFQP Document Package thoroughly.
 - Become familiar with local conditions affecting cost or Work progress or performance.

- Become familiar with federal, state, and local laws, ordinances, rules and regulations affecting cost or Work progress or performance
 - Study and carefully correlate Applicant's observations with the RFQP Document Package.
 - Notify the County concerning conflicts, errors, or discrepancies in RFQP Document Package.
 - On request, the County may provide each Applicant access to the site to conduct investigations that Applicant deems necessary in order to submit proposal.
- e) Should an Offeror find discrepancies in the RFQP documents and/or specifications or be in doubt as to the meaning or intent of any part thereof, the Offeror shall request clarification from the County in writing, not later than five (5) working days prior to the date for RFQP to close. Any changes to the RFQP that result from such a clarification will be communicated through a written addendum and posted on the Finance Department "Bid Opportunities" page at www.oconeecounty.com. Failure to request such a clarification is a waiver of any claim by the Offeror for additional expenses because its interpretation was different than the County's.
- f) Oconee County may make any investigations deemed necessary to determine Offeror's ability to perform the Work, and Offeror shall furnish all information and data requested by the County. The County reserves the right to reject any proposal from any Offeror that the County considers not properly qualified to carry out Agreement obligations or able to satisfactorily complete the Work on schedule. **Each proposal must contain the following documents in completed form (County forms must be used without substitution, unless otherwise specified):**

Respondent's Check List, to include:

- Addenda Acknowledgement Form, if Applicable
- Cost Schedule
- Contractor's Information Form
- Local Business Initiative Affidavit
- Contractor's Reference Form
- W-9

- Execution of Proposal
- Non-Collusion Affidavit –By submitting a response to this RFP, the Offeror represents and warrants that such proposal is genuine and not a sham or collusive or made in the interest or in behalf of any person not therein named and that the Offeror has not directly or indirectly induced or solicited any other contractors to put in a sham proposal, or any other person, firm or corporation to refrain from submitting and that the contractor has not in any manner sought by collusion to secure to that contractor any advantage over any other contractor.

By submitting a proposal, the contractor represents and warrants that no official or employee of Oconee County, GA Government has, in any manner, an interest, directly or indirectly in the proposal or in the contract that may be made under it, or in any expected profits to arise there from.

- Drug-Free Workplace Affidavit
- Contractor (E-Verify) Affidavit - **All Offerors Must Submit a Contractor E-Verify Affidavit** - Contractors doing business with the government must provide a contractor affidavit with their bid or proposal or it shall be deemed non-responsive.
- Subcontractor List, if available
- Copy of Current Certificate of Insurance – Offeror shall include a copy of their current Certificate of Insurance that illustrates the level of coverage the Offeror carries. The Certificate can be a current file copy and does not need to include any “additional insured” language for the County.

Copy of Any Licenses/Certifications Requested within RFQP

SEE ATTACHMENT “A” FOR REQUIRED FORMS.

5. QUESTIONS

Any explanation desired by an Offeror regarding the meaning or interpretation of the RFP, drawings, specifications, etc. must be requested five (5) working days prior to RFP opening, unless otherwise specified, in order for a reply to reach all Offerors before the acceptance date and time. Any information given to a prospective respondent concerning an RFQP will be furnished to all prospective respondents as an addendum to the RFQP if such information is necessary or if the lack of such information would be prejudicial to uninformed Offerors. The written RFQP documents supersede any verbal or written communications between parties. Receipt of addendum should be acknowledged in the proposal. Although the Purchasing Office will take effort to send any addendum to known offerors, it is the offeror’s ultimate responsibility to ensure that they have all applicable addenda prior to proposal submittal. This may be accomplished via

contact with the Procurement Officer or checking the county website at www.oconeecounty.com prior to proposal submittal.

6. CONTACT PERSON

Contractors are encouraged to contact **Karen T. Barnett, CPPB, Purchasing Officer by email kbarnett@oconee.ga.us** to clarify any part of the RFQP requirements. All questions that arise prior to the DEADLINE FOR QUESTIONS due date shall be directed to the contact person in writing via email. Any unauthorized contact shall not be used as a basis for responding to this RFQP and also may result in the disqualification of the contractor's submittal.

Contractors may not contact any elected official or other county employee to discuss the RFQP process or bid opportunities except: 1.) through the Purchasing Officer named herein, or 2.) as provided by existing work agreement(s). This policy shall be strictly enforced and the County reserves the right to reject the submittal of any vendor violating this provision.

C. GENERAL INSTRUCTIONS

1. DEFINITIONS:

- a) Addendum: A change, addition, alteration, correction, or revision to a bid/RFP or contract document.
- b) Bid/Cost Schedule/Form: The form in which the response is submitted by a bidder for an invitation for bid or request for proposal.
- c) Contractor: The party in a contract responsible for performing the service defined in the contract.
- d) Request for Proposal: The document used to solicit proposals from contractors. The RFP usually provides for negotiations of all terms of a proposal, including price, prior to award.
- e) Responsive Bidder or Offeror: A person who has submitted a bid that conforms to all material respects to the invitation for bids or request for proposals.
- f) Responsible Bidder or Offeror: A person who has the capacity, in all respects, to perform the contract requirements fully and the moral and business integrity and reliability to assure good faith performance.
- g) Qualified Vendor: One who meets, or by the date of bid acceptance can meet, all requirements for licensing, insurance, and service contained within these specifications.
- h) Offeror: A person making an offer.

- i) Proposal: An executed offer submitted by an offeror in response to a request for proposals and intended to be used as a basis for negotiations for a contract.

2. VENDOR REGISTRATION AND BID NOTIFICATION

Offerors are encouraged to sign up for Oconee County's new registration system, which is powered by Vendor Registry. The system allows a vendor to register quickly and update details such as the types of products and services provided as well as vendor contact information. This will enable the County and Vendor Registry to notify an applicant of important bid opportunities in the future. Proposals are not rejected for a failure to register. Offerors may register, or check if they are registered, as follows:

- Please visit our website at www.oconeecounty.com
- Hover over “Departments”
- Select Finance Office
- On left side of the webpage click on Vendor Registration
- Complete your registration by following the instructions provided

For assistance, please call (865) 777-4337

3. ADDENDA and INTERPRETATIONS

- a. Oconee County will issue responses to inquiries and any other corrections or amendments it deems necessary in written addenda issued prior to the due date posted on the county’s website under the bid information. Contractor should not rely on any representations, statements or explanations other than those made in this RFQP or in any addendum to this RFQP. Where there appears to be a conflict between the RFQP and any addenda issued, the last addendum issued will prevail. Contractors are advised to check the website for addenda before submitting their proposals.
- b. *Contractors shall acknowledge any issued addenda by including the Addenda Acknowledgement Form with the proposal submittal. Proposal submittals that fail to acknowledge the contractor’s receipt of any addendum may result in the rejection of the proposal if the addendum contains information that substantively changes the Owner’s requirements.*
- c. Replies will be issued by Addenda mailed or delivered to parties recorded by Oconee County as having received RFQP Document Package. Only questions answered by formal written Addenda will be binding. Oral and other interpretations or clarifications will be without legal effect.
- d. Addenda may be issued to modify the RFQP Document Package as deemed necessary by Oconee County.

4. LATE SUBMITTAL AND LATE MODIFICATIONS

Submittals received after the due date and time will not be considered.
Modifications to proposals received after the due date will not be considered.
Oconee County Government assumes no responsibility for the premature opening of proposals not properly addressed and identified, and/or delivered to the proper designation.

5. REJECTION OF PROPOSALS/CANCELLATION

Oconee County Government reserves the right to reject any and all submittals and reserves the right to waive any irregularities or informalities in any submittal or in the submittal procedure, when to do so would be to the advantage of Oconee County. Oconee County reserves the right to cancel this RFQP at any time.

Oconee County has to right to reject all bids or proposals or any bid or proposal that is non-responsive or not responsible, and

Oconee County may issue change orders altering the original scope of work to address changes or unforeseen conditions necessary for the project completion.

6. MINIMUM RFQP ACCEPTANCE PERIOD

Submittals shall be valid and may not be withdrawn for a period of 90 days from the date specified for receipt of submittals.

7. NON-COLLUSION AFFIDAVIT

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

By submitting a proposal, the vendor represents and warrants that no official or employee of Oconee County Government has, in any manner, an interest, directly or indirectly in the proposal or in the contract, which may be made under it, or in any expected profits to arise there from.

8. COST INCURRED BY VENDORS

All expenses involved with the preparation and submission of the RFQP to the Oconee County Board of Commissioners, or any work performed in connection therewith is the responsibility of the Contractor(s).

9. REQUIRED DOCUMENTS AFTER AWARD

- Occupational Tax License - Applicant shall provide evidence of a valid Oconee County occupation tax license if the applicant maintains an office within the unincorporated area of Oconee County. Incorporated, out of County, and out of State applicants are required to provide evidence of a license to do business in any town, ordinance, or resolution.

- Certificate of Insurance - Contractor shall have insurance provider email a Certificate of Insurance that illustrates the level of coverage the applicant carries. The Certificate needs to include an “additional insured” language for the County.
- Subcontractor affidavits - The contractor must obtain affidavits from their subcontractors swearing that the subcontractor is registered for and participates in the E-Verify program. The affidavits must be provided to Oconee County within five business days of the subcontractor being hired to work on the Oconee County project.

10. EVALUATION AND AWARD CRITERIA:

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

Criteria Description	Value
Qualifications & Experience	25
Project Understanding & Approach	25
Project Schedule & Site Locations	25
Cost Proposal	25

- b) Those responses that have been clearly identified as nonresponsive, nonresponsible, incomplete, or otherwise unacceptable are eliminated from further consideration. All other proposals are submitted to a panel for review, concentrating on the task description, qualifications required of the respondent and the evaluation criteria. Panel members shall independently review and score the proposals, entering their scores on an evaluation form. The panel shall then meet to acquire insight into the qualifications of each respondent through a group discussion and may adjust individual scores as deemed necessary. Respondents are ranked by their total scores and the top ranked respondent may be asked to meet with the panel for an interview. If the respondent has successfully completed the interview process or the top ranked respondent has been chosen, a negotiation meeting is scheduled. It is at the negotiation stage that the details of the service delivery, the terms of the contract, and the contract price is worked out and a recommendation is presented to the Board of Commissioners.
- c) The award shall be made to the most qualified respondent, provided that the cost is reasonable and acceptable to Oconee County. The County reserves the right to make an award as deemed in its best interest.

11. AWARD OF PRICE AGREEMENT/CONTRACT

- a) To extent permitted by applicable state and federal laws and regulations, the County reserves right to reject any and all proposals, to waive any and all informalities, and to disregard nonconforming, non-responsive, or conditional

proposals. Proposals may be considered irregular and subject to rejection if they show serious omission, unauthorized form alterations, use of unauthorized forms, unauthorized alternate proposals, incomplete or unbalanced unit prices, or other irregularities. In case of error in the extension of prices in the proposal, the unit price will govern. No proposal shall be altered, amended, or withdrawn, unless the acceptance date has expired, after the opening date of proposals. Negligence on the part of the contractor in preparing the proposal confers no right for the withdrawal of the proposal after it has been opened. Any mistake, which is obviously a clerical one, such as an error in price extension, or in placement of decimal points, reversal of prices, FOB destination, FOB point of origin, etc., may be corrected by Oconee County after verification is made by the respondent. However, under no circumstances can unit prices be changed.

- b) Contract will be awarded by the County pursuant to applicable law. Nothing contained herein shall place duty upon the County to reject proposals or award proposals based upon anything other than the County's sole discretion as described herein.
- c) The County shall consider qualifications and experience for subcontractors, suppliers, persons, and organizations proposed for Work.
- d) The County shall conduct investigations deemed necessary to assist in evaluating proposals and to establish responsibility, qualifications, and financial ability for respondents, proposed Subcontractors, persons, and organizations to do Work. The County reserves the right to reject proposals from any respondent not passing evaluation.
- e) The County will award the contract at the County's Discretion

12. COMPLIANCE WITH LAWS AND ELIGIBILITY

The Offeror shall obtain and maintain all licenses, permits, liability insurance, workman's compensation insurance and comply with any and all other standards or regulations required by federal, state, or county statute, ordinances and rules during the performance of any contract between the offeror and the County. Any such requirement specifically set forth in any contract document between the offeror and the County shall be supplementary to this section and not in substitution thereof. The County may choose not to accept the proposal of a offeror who is in default on the payment of taxes, licenses or other monies due to the County. Failure to respond to three (3) consecutive times for any given commodity/service may result in removal from the supplier list under that commodity/service. General Contractors shall be required, by State Law, to submit his or her general contractor license number and the identity of any business organization for which such applicant is serving as qualifying agent that is undertaking or contracting as a general contractor to construct or manage the construction.

13. ALTERATIONS OF SOLICITATION AND ASSOCIATED DOCUMENTS

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

14. LOCAL BUSINESS INITIATIVE

Any purchase or contract of under \$100,000 bid or otherwise placed by Oconee County, herein "County", may be awarded to a Local Business, as defined according to Oconee County Policy, in case of equivalent bids. In cases in which a bid by a Local Business is within 7% of the lowest overall bid supplied by a non-local business, the County is authorized to negotiate with Local Business with the lowest bid among the Local Business to allow such Local business to match the lowest bid supplied by a non-local business. In the event a Local Business matches the lowest bid, including all other terms, quality and conditions of the bid, then the Local Business may be awarded the contract. In the event the bids of more than one Local Business are within 7% of the lowest overall bid of a non-local business, the Local Business with the lowest bid price will be given the first opportunity to match the lowest overall bid. If this Local Business declines to do so, then the Local Business with the next lowest bid within 7% will be given the opportunity to match the lowest bid and this process will continue until a contract is reached with a Local business or there is no other Local Business within 7% of the lowest overall bid.

END OF INSTRUCTIONS TO BIDDERS

**Oconee County Board of Commissioners
Request for Qualifications and Proposal (RFQP) #FY1801-04
Annual Emergency Generator Inspection Services**

SECTION II –GENERAL TERMS & CONDITIONS

A. CONTRACT AND CONTRACT DOCUMENTS

The Request for Qualifications and Proposal and Offeror’s response shall form part of the Purchase Order, and the provisions thereof shall be as binding upon the parties.

B. DEFINITIONS

- (a) “Owner”: Oconee County Board of Commissioners.
- (b) “County”: Oconee County, Ga.
- (c) “Contractor”: The person, firm or corporation with whom the Owner has executed the Agreement.
- (d) “Subcontractor”: A person, firm or corporation supplying labor and materials or only labor for work at the site of the project for, and under separate contract or agreement with, the Contractor.
- (e) “Work on (at) the project”: Any and all obligations, duties and responsibilities necessary to the successful completion of the Project assigned to or undertaken by the Contractor under the Contract Documents, including the furnishing of all labor, materials, equipment and other incidentals.

C. MATERIALS, SERVICES AND FACILITIES

It is understood that, except as otherwise specifically stated in the Contract Documents, the Contractor shall provide and pay for all materials, labor, tools, equipment, water, light, power, transportation, superintendence, temporary construction of every nature, and all other services and facilities of every nature whatsoever necessary to execute, complete, and deliver the work within the specified time.

Any work necessary to be performed after regular hours, on Sundays or Legal Holidays shall be performed according to the supplemental terms and conditions.

D. CONTRACTOR’S TITLE TO MATERIALS

No materials or supplies for the work shall be purchased by the Contractor or by any subcontractor subject to any chattel mortgage or under a conditional sale contract or other agreement by which an interest is retained by the seller. The contractor

warrants that he has good title to all materials and supplies used by him in the work, free from liens, claims or encumbrances.

E. PATENT INDEMNITY

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

F. QUALITY

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

G. GENERAL CONTRACTORS LICENSE

Effective July 1, 2008: All General Contractors must have a current valid license from the State Licensing Board for Residential and General Contractors, unless specifically exempted from holding such license pursuant to Georgia law (O.C.G.A. Section 43-41-17).

H. GUARANTEE

Unless otherwise specified by the County, the Offeror shall unconditionally guarantee the materials and workmanship on all material and/or services. If, within the guarantee period any defects occur which are due to faulty material and or services, the contractor, at his expense, shall repair or adjust the condition, or replace the material and/or services to the complete satisfaction of the County. These repairs, replacement or adjustments shall be made only at such time as will be least detrimental to the operations of County business.

I. RENEWAL CLAUSE

This contract may be renewed up to four (4) successive one year periods contingent upon the appropriation of funds by the Oconee County Board of Commissioners in the annual budget for such Fiscal Year. The execution of all documents is subject to the Finance Director's approval. Written notice shall be given approximately 180 days prior to the expiration date of each contract period.

Contractor shall provide Oconee County with written documentation, during the 180 days prior to contract expiration, of any cost or additional adjustments to be negotiated and justification for each adjustment. Adjustment in costs are normally not considered until year three (3) of five (5) of the renewal period. Any adjustments to original contract negotiated or otherwise shall be at the sole discretion of Oconee

County.

J. INSPECTION AND SUPERVISION

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

K. SEVERABILITY

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

L. APPLICABLE LAWS/FORUM

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

M. NOTICES

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

TO CONTRACTOR:

TBD

TO COUNTY:

Oconee County Finance Department
23 N. Main Street, Suite 203
Post Office Box 1527
Watkinsville, Georgia 30677

N. PROCEDURES

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

O. DELAYS

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

full increase in cost and handling to defaulting Contractor.

P. IMMIGRATION REFORM AND CONTROL ACT OF 1986

By entering this Agreement, the Contractor certifies that it does not and will not during the performance of this Agreement violate the provisions of the Federal Immigration Reform and Control Act of 1986, which prohibits employment of illegal aliens.

Q. SUBSTITUTIONS

NO substitutions or cancellations are permitted after Agreement award without written approval by the Finance Department. Requests for substitutions shall be reviewed and may be approved by the County at its sole discretion.

R. WORKMANSHIP

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

S. EXEMPTION FROM TAXES

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

T. INVOICING AND PAYMENT

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

Invoices shall be submitted to:
Oconee County Finance Department
P. O. Box 1527
Watkinsville, GA 30677

Once the Owner's authorized contract representative determines the work to be reasonably satisfactory, the owner, within 30 days after invoice and other appropriate documentation as may be required by the contract documents are provided, shall pay the invoice.

U. ASSIGNMENT OF CONTRACT

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

V. SURVEY, PERMITS AND REGULATIONS

The Contractor shall comply with all laws, ordinances, rules, orders, and regulations relating to the performance of the work, the protection of adjacent property, and the maintenance of passageways, guard fences or other protective facilities.

W. CHANGES IN WORK

No changes in the work covered by the approved contract documents shall be made without having prior written approval of the Owner. Charges or credits for the work covered by the approved change shall be determined by one or more, or a combination of the following methods:

- (a) Unit bid prices previously approved
- (b) An agreed lump sum
- (c) The actual cost of:
 - (1) Labor, including foremen;
 - (2) Materials entering permanently into the work;
 - (3) The Ownership or rental cost of construction, plant and equipment during the time of use on the extra work;
- (d) Power and consumable supplies for the operation of power equipment;
- (e) Insurance;
- (f) Social Security and old age and unemployment contributions.

To the cost under (c) there shall be added a fixed fee to be agreed upon but not to exceed fifteen percent (15%) of the estimated cost of the work. The fee shall be compensation to cover the cost of supervision, overhead, bond, profit and any other general expenses.

X. TIME FOR COMPLETION

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

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

Y. CORRECTION OF WORK

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

Z. TERMINATION

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

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

AA. OPEN RECORDS

- a) All materials submitted in connection with this RFP (ITB) will be public documents and subject to the Open Records Act and all other laws of the State of Georgia, the United States of America and the open records policies of the Oconee County Board of Commissioners. All such materials shall remain the property of Oconee County and will not be returned to the respondent.

- b) If the Contractor's submittal contains trade secrets, then an affidavit shall be provided along with the documents to ensure they are redacted from open record requests. Be sure that each page is marked "trade secret".

BB. EMPLOYMENT DISCRIMINATION

During the performance of this contract, the contractor agrees as follows:

1. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, or national origin, except where religion, sex, or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
2. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
3. Notices, advertisements, and solicitations placed in accordance with federal law, rule, or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
4. The contractor will include the provisions of the foregoing paragraphs 1, 2 and 3 above in every subcontract or purchase order of over \$10,000 so that the provisions will be binding upon each subcontractor or vendor.

CC. GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT

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

- A. A statement that indicates the contractor will conduct itself in compliance with O.C.G.A. §13-10-91 and Rule 300-10-.02 in the execution of the contract.
- B. By completing the affidavit that is provided with this solicitation, the vendor is attesting to the following:
 - a. The affiant has registered with and is authorized to use the federal work authorization program;
 - b. The user identification number and date of authorization for the affiant;
 - c. The affiant is using and will continue to use the federal work authorization program throughout the contract period;
 - d. Any employee, contractor, or subcontractor of such contractor or subcontractor shall also be required to satisfy the requirements set forth in this paragraph; and
 - e. Upon contracting with a new subcontractor, a contractor or subcontractor shall notify Oconee County and shall deliver a completed Subcontractor Affidavit to Oconee County within five (5) working days of entering into a contract or agreement of hire with the subcontractor before the new subcontractor begins any work.

C. Failure to provide the completed and notarized affidavit with the contractor's proposal will result in immediate disqualification as required by the Georgia Security and Immigration Compliance Act.

END OF GENERALTERMS & CONDITIONS

**Oconee County Board of Commissioners
Request for Qualifications and Proposal #1801-04
Annual Emergency Generator Inspection Services**

SECTION III - SUPPLEMENTAL TERMS and CONDITIONS

1.0 GENERAL INTENT

The purpose of this solicitation is to establish an annual agreement for a term agreement with a licensed Contractor to provide preventive maintenance, load bank testing, and maintenance and repair services, on a time and materials basis, on approximately thirteen (13) Emergency Generators. The resulting agreement will be primarily used and administered by the Maintenance Division of the Oconee County Sheriff's Office, herein after referred to as the "PROJECT MANAGER".

2.0 DESCRIPTION

The successful Respondent, herein after referred to as the "CONTRACTOR", will be required to provide the services requested in this document. This agreement may be renewed up to four (4) successive one year periods contingent upon the appropriation of funds by the Oconee County Board of Commissioners, herein after referred to as the "OCBOC", in the annual budget for such Fiscal Year. The successful Contractor will be required to provide the services outlined in this document and will adhere to all provisions, which include insurance and licensing requirements.

3.0 PERFORMANCE PERIOD

This RFP will establish an agreement to be in effect for a period of one (1) year, to become effective the date of contract award. The "OCBOC" reserves the right to renew the contract for four (4) additional one-year terms provided that both parties agree to each agreement renewal. Prices submitted in bid shall remain firm for each agreement period.

4.0 PROPOSAL ACCEPTANCE PERIOD

A ninety (90) day period from the Proposal closing date is generally allowed to review and evaluate responses. There is an expectation that all processes will be completed within this time. If the OCBOC envisions that the process will not be completed by the end of the ninety (90) day period, the OCBOC will request a time extension. In the event that no extension is requested, the solicitation shall be deemed cancelled.

5.0 MINIMUM QUALIFICATIONS

All Respondents must meet, at a minimum, the following qualification requirements. Failure to meet minimum qualification requirements will result in proposal being deemed as non-responsive.

- A. Respondents must identify their intent to sub-contract any portion of the services requested under a resulting contract at time of proposal submittal. Any and/all subcontractors are required to comply with all minimum qualification requirements.

- B. Respondents must be an organization existing for the primary purpose of providing generator inspection, repair, and maintenance services.
- C. Respondents must have a minimum of five (5) continuous years in providing generator inspection, preventive maintenance and repair services to educational, governmental and/or municipal agencies (preferably located within the State of Georgia).
- D. All work on generators with transfer switches will be performed under the direction of a licensed electrical contractor.
- E. Respondents must have an office that is staffed with a minimum of one (1) full-time certified service technician during the hours of 8:00 A.M. and 5:00 P.M. Monday through Friday, and demonstrate its' ability to meet a minimum response time of the next business day or as mutually agreed upon on a "case to case" basis, to all non-emergency service calls.

Respondents must have the ability to respond to emergency calls and shall be "on site" to do repairs within two (2) hours after call is received from the PROJECT MANAGER. Emergency contact information shall be provided with proposal submittal.

- F. Respondents must provide with their proposal submittal, documentation of all licensing and certifications.
- G. Applicant shall include a copy of their current Certificate of Insurance that illustrates the level of coverage the applicant carries. The Certificate can be a current file copy and does not need to include any "additional insured" language for the County.
- H. Georgia Security And Immigration Compliance Act
Respondents submitting a proposal in response to this RFQP must provide the following information in the package to indicate compliance with the Georgia Security and Immigration Compliance Act. The form is provided for completion.
 - a) A statement that indicates the contractor will conduct itself in compliance with O.C.G.A. §13-10-91 and Rule 300-10-.02 in the execution of the contract.
 - b) By completing the affidavit that is provided with this solicitation, the vendor is attesting to the following:
 - (1) The affiant has registered with and is authorized to use the federal work authorization program;
 - (2) The user identification number and date of authorization for the affiant;
 - (3) The affiant is using and will continue to use the federal work authorization program throughout the contract period;

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

6.0 SITE SECURITY

All Contractor personnel must coordinate with the PROJECT MANAGER prior to entering the property. The successful Contractor's employees must present an I.D. and must sign in and out when working and/or making deliveries to job site during operational hours. All personnel must remain in assigned work area. It shall be the sole responsibility of the successful Contractor to safeguard his materials, tools, supplies and equipment while on County property. The County will not assume any responsibility for vandalism and/or theft of materials, tools, supplies and/or equipment.

7.0 PERSONNEL REQUIREMENTS

The Contractor will use only properly trained personnel and certified technicians on any County requirement. Contractor is required to supervise all personnel working on any County site.

8.0 CONTRACTOR PERSONNEL

All Contractor personnel and/or staff are to present a professional appearance. Personnel shall be neat, clean, well groomed, properly uniformed in industry standard uniforms and are expected to conduct themselves in a respectable and courteous manner while performing any work under a resulting contract and/or whenever they are on Oconee County property. The following code of conduct will be adhered to by the Contractor, his agents, and/or his employees.

9.0 PERSONNEL CODE OF CONDUCT

- A. Respondent will submit with proposal response a list of all employees, including back-up personnel that will be providing services under a resulting contract.
- B. All employees of the Contractor shall wear a recognizable uniform. No hats will be worn inside the building. All service technicians performing work must carry a picture ID that is issued by the State of Georgia. Service technician(s) will present ID to Oconee County Staff upon request.
- C. The use of tobacco or tobacco products on County property is prohibited.

- D. The Contractor will not be permitted to utilize Day Labor or Temporary Workers to provide any services at any County facility. This includes any service technicians that are hired prior to and/or after contract award. Failure to comply with this requirement could result in immediate termination of contract with the Contractor.
- E. The Contractor or employees of the contractor are not permitted to play loud music, to make unnecessary noises, or to use vulgar or inappropriate language that causes offense to others.
- F. The employment of unauthorized or illegal aliens by the Contractor is considered a violation of Section 247A (e) of the Immigration and Naturalization Act. If the Contractor knowingly employs unauthorized aliens, such a violation shall also be cause for termination of contract.
- G. Possession of firearms will not be tolerated on County property; nor will violations of Federal and State laws and any applicable County policy regarding Drug Free Workplace be accepted. Violations will be subject to immediate termination of any contract resulting from this solicitation. No person who has a firearm in their vehicle will be permitted to park on County property.

10.0 DEBRIS/TRASH REMOVAL AND DISPOSAL

The successful Contractor shall be responsible for the removal of all debris from the site and all areas of work shall be left in a clean and safe condition. The successful Contractor shall keep the premises free of debris and unusable materials resulting from their work.

Any damage done by contractor personnel to any part of the building, equipment, furniture, fixtures, landscaping or any other items owned by the County shall be repaired or replaced in an acceptable manner and at no cost to the County.

All project related debris, trash and dunnage will removed at the expense of the Contractor. All chemical containers must be disposed of in accordance with Federal and State Laws.

11.0 QUANTITIES

The County currently has approximately thirteen (13) auxiliary power and generator sets installed at various County locations. Currently, the County cannot provide estimates for any repairs and/or units that will be added during the term of the contract. All services requested will be determined by actual needs and the availability of appropriated funds.

12.0 SITE INVENTORY/LOCATION

Contractor will furnish all labor, materials and equipment necessary to perform scope of service work as required and as requested by the County. The County will authorize such work by the issuance of a purchase order. See Section IV, "Specifications" for current County inventory and location each emergency generator.

13.0 SITE VISITATIONS

Respondents are encouraged to familiarize themselves with all equipment and scope of services requirements prior to submitting a proposal. Site visitations can be arranged (by appointment only) by contacting Mr. David Knowles at (706) 286-0618.

14.0 SCHEDULING

The Contractor will be responsible for scheduling "in writing" all preventive maintenance checks required by applicable regulatory agencies with the County's PROJECT MANAGER, Mr. David Knowles or his designee. The Contractor will not precede with any inspection, preventive maintenance services, load bank tests, general maintenance and/or repairs unless prior approval is obtained from the County. The County will not reimburse or compensate the Contractor for any services that have not been pre-approved, authorized, and scheduled accordingly. All preventive maintenance checks, load bank tests, general maintenance, and repair services will be billed at the contracted rates.

15.0 SERVICE SCHEDULE- ROUTINE MAINTENANCE AND INSPECTION

The Contractor shall establish a service schedule "in writing" that is agreeable to the County. Upon approval, a written copy will be maintained by both parties. Service schedule will identify the day of week as well as time of day to cause minimum interference with the County's daily work schedule. Work will be allowed during normal business hours EXCEPT for load bank tests, which must be performed before or after normal business hours. Revisions to service schedule may be made by mutual consent through the form of a written amendment.

16.0 SCOPE OF SERVICE- GENERAL

- A. Contractor to provide all necessary labor, replacement parts, materials, service inspections, major maintenance repairs, and emergency calls for the equipment described herein and their respective components. The contractor is responsible for complete repairs, major and minor, for any deficiencies in the equipment during the contract period. Overtime work as required is included in the basic contract scope of service requirements.
- B. All equipment serviced under this contract shall be maintained as originally specified, designed, manufactured and installed. All replacement parts, materials, supplies and equipment shall be the manufacturers' parts for the particular machine. All material furnished by the contractor shall be new and of such quality and size to assure that complete repairs fulfill the intended requirements of the existing equipment design and performance. The contractor must furnish all labor, material, equipment and management necessary for the maintenance and inspection of all repairs, major and minor, to keep equipment in the condition that it may be utilized at its original capacity for its intended use for the County.
- C. The Contractor shall establish and maintain a routine preventive maintenance program, which incorporates the recommendation of the equipment manufacturers and the standard practices of the industry.

17.0 REPORTING REQUIREMENTS

The Contractor will, after each scheduled inspection, service call or major repair overhaul, furnish a complete written report describing the work performed. At a minimum, this written report will include:

- Log readings
- Clearances
- Fits
- All recorded data

In addition, Contractor will provide a written and/or computerized report of all inspection problems or potential problems discovered at time of any inspection or service visit. On an annual basis, Contractor will provide to the County, a written or computerized maintenance history report for each piece of equipment serviced under the resulting contract.

18.0 WARRANTY PERIOD

The Contractor shall guarantee products and services provided to be free of defects of material and/or workmanship for a minimum period of ninety (90) days from the date of installation and/or servicing. If, during the warranty period, such faults develop, the Contractor will agree to replace the part affected and will provide all labor at no additional charge to the County. Warranty shall apply to all repairs and items such as hoses, belts, clamps, etc. performed as part of the preventative maintenance check except where the COUNTY elects not to replace such parts upon written notification by Contractor.

END OF SUPPLEMENTAL TERMS AND CONDITIONS

**Oconee County Board of Commissioners
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SECTION IV –WORK SCOPE

All of the generator locations covered by this specification are located in various locations and their importance to the County is invaluable in protecting lives and property. The contractor awarded this service contract must have communications available for contact by the County on a 24-hour basis. Contractor shall **notify building occupants, if any, prior to any work performed.**

The results of the inspections shall be sent to the PROJECT MANAGER within one (1) week of the date of inspection and shall delineate all equipment deficiencies. Any repairs needed as a result of the inspections shall require approval of the PROJECT MANAGER.

The successful Contractor and Project Manager shall negotiate any additions or deletions to the inspections and maintenance lists after the first year of inspections have been completed.

A. ANNUAL ROUTINE MAINTENANCE/INSPECTION (Level I) - Inspect and provide a yearly written report on the following conditions, include any problems and recommendations along with projected cost to repair. Please provide an inspection checklist and annual cost with your proposal.

A. Level I (Inspection and Routine Maintenance) shall cover all items indicated herein:

- **General Operations** -
 - Starting unit
 - Running unit for a minimum of thirty (30) minutes
 - Thorough check of ignition system, oil level, coolant level, fuel supply
 - General cleaning of power unit and immediate area surrounding it
 - Perform Lock Out Tag Out procedure (LOTO)
- **Electrical System AC & DC** - All cables will be checked, cleaned and tightened as required. Check batteries for electrolyte level and fill as required. Check starter, solenoid, and pilot relay for loose connections and tighten as needed. Check trickle charger for proper operation and adjust as required. Check alternator for proper operations and record volts.
- **Fuel System** - Check fuel lines, filters, pumps for leaks. Check main storage tank for level and condensation. Check day tank for proper pump operations, condensation and/or leaks.

- **Lube Oil System** - Check oil level, governor reservoir level, record engine oil pressure, inspect system for leaks. If unit has a lube oil heater or engine coolant heater, it will be checked to ensure that it is operating properly.
- **Cooling System** - Inspect entire system for leaks and test coolant for proper antifreeze mixture and level. Record level and correct as required. All hoses, hose clamps, belts and jacket water heater connections will be inspected. Record coolant temperature under load.

For Water Cooled and heat Exchangers, the system will be inspected for leaks and checked for proper operation. This will include expansion tank level check plus addition of rust inhibitor with annual coolant replacement. Fans, shrouds, etc. will be inspected, cleaned and checked for proper operation.

- **Air System** - Inspect complete air intake and exhaust systems, including louver/shutters for correct operation whenever generator is running, either in manual or automatic mode.
- **Exhaust System** - Open and drain condensation traps. Check for any exhaust restrictions. Inspect system for leaks, and check all mounting hardware, and tighten as necessary. Check rain cap condition and proper operation when engine is running.
- **Unit Operation** - Manually operate generator. Verify that generator is producing rated AC voltage and frequency and that all control panel instruments and gauges are functioning. Calibrate voltmeter and amp meter with digital meter. Check output voltage, current frequency under load and record findings. Check voltage regulator for droop, regulation.

In addition, unit will be checked for any unusual engine or generator noise and any water, oil and exhaust leaks. Whenever possible, building load will be made available. Check generator under load for a period of thirty (30) minutes and record unit panel instrument readings.

- **Transfer Switch** - Inspect and test transfer switch to ensure that it automatically starts the generator and is transferring properly, plus all options, such as:
 - Time Delay Emergency To Normal
 - Time Delay Cool Down
 - Plant Exerciser, etc.
 - Ensure these functions are performing in accordance with COUNTY'S and manufacturer's requirements. Check wiring terminations for correct integrity and/or discoloration.
 - Safety Circuits - Alarms/shutdowns
 - Test pre-high engine temperature alarm, if equipped. Test pre-low oil pressure alarm, if equipped. Test high engine temperature shutdown. Test low oil pressure

shutdown. Test over speed. Test over crank. Test low coolant level, if equipped. Test low fuel level, if equipped.

- B. ANNUAL FULL SERVICES/INSPECTION (Level II)** -The County would like the Contractor to perform Full Service maintenance on all the emergency generators at six (6) months after the Level I maintenance/inspection services. Please provide a full service checklist and annual cost with your proposal.

Level II (Inspection and Full Service) shall cover all items indicated herein and all Level I items, if applicable:

- Check primary lubrication and bypass filters; change engine lubrication oil
- Change lube oil filters and lube oil once a year. Adjust valves and injectors when necessary on lube oil system.
- Change fuel and coolant air filter once a year.
- Post lube service operation of genset at rated temperature
- Tune-ups as needed
- Change primary and secondary filters annually on fuel system
- If the generator set is equipped with an engine that has a water filter, the filter will be changed, with the coolant, once a year and a 50% Ethyl Glycol antifreeze mixture will be added.
- Change engine and coolant air filter once a year.
- Grease all necessary fittings, visually inspect vibration isolators, duct work, weather-proof, worn and/or rubbing parts and components on transfer switches.
- Inspect Engine & cooling fan and fan drives for extra wear & tear.
- Inspect all pulleys, belt tensioners, slack adjusters & idler pulleys for overall wear & tear.
- Lubricate and Inspect drive bearings, belt drives or gears.

- C. ANNUAL LOAD BANK TESTING** – Load Bank Testing shall be conducted annually for a minimum of 1 hour.

D. EMERGENCY GENERATOR INVENTORY - The Respondent shall provide a yearly cost to perform the inspection and written report at each of the following thirteen (13) locations:

location	manufacturer	model	serial #
E-911, 1140 Experiment Station Rd, Watkinsville, GA 30677	Generac	96A01879-S	2027288
Animal Services,1171 Branch Rd, Bishop, GA 30621	Onan	GHAB	A020320948
Colham Ferry Tower ,5430 Colhalm Ferry Rd,Watkinsville, GA 30677	Generac	12379520100	2107866
Concord Water Tower, 103 Concord Dr, Watkinsville, GA 30677	Generac	1272980100	2108954
Fire Station # 7,1931 McNutt Creek, Bogart, GA 30622	Generac	52470	4386564
Gun Range, Goble Rd Watkinsville, GA 30677	Generac	44563	4350718
Jail, 1140 Experiment Station Rd, Watkinsville, GA 30677	Caterpillar	LC5	G5A09126
Jones Wood, 1080 Jones Wood Lane Bishop GA 30621	Generac	14078730100	2114844
MARS HILL TOWER, 3670 Mars Hill Rd Watkinsville GA 30677	Generac	12396180100	2107881
Fire station # 2, 2950 Old Farmington Rd Watkinsville GA 30677	Onan	DSGAB	D130482175
COURT HOUSE GENERATOR, 23 North Main St Watkinsville GA 30677	Other	LYNX POWER SYSTEMS	LO3SG2052
PORTABLE, 1140 Experiment Station Rd Watkinsville GA 30677	Other	TS25T	P0707230004
ROAD DEPT, 1150 Industrial Dr. Watkinsville, GA 30677	Generac	643735	3752806

E. PRICING AND DELIVERY - Contract prices for inspections and preventive maintenance services shall be based on the type of service call and will be provided at a “turn-key” service call rate: (i.e. Preventive Maintenance (PM) Level I, PM Level II, and One (1) Hour Load Bank Test) and will include all labor, travel time, per diem, service truck, fuel surcharges, and any tools or equipment necessary to perform the particular service requirement. The only exception is the following equipment: boom truck, bucket

truck, backhoe, trencher and thermographic equipment. All other miscellaneous equipment and/or tools must be included in the “turn-key” service call rate.

Hourly Labor rates shall be established for all repairs, which are not considered as part of or included in the scope of service requirements for inspection and preventive maintenance services. Contracted man-hours will be paid only for productive hours spent at the job site. Time spent for the transportation to and from each job site, material acquisition, handling, and delivery, or for the movement of Contractor owned or rented equipment is not chargeable directly and is considered to be the Contractor’s “overhead”. These costs shall be included in all contract hourly labor rates. All hourly labor rates will also include all direct labor, general and administrative overhead, insurance, profit margin and cost for all equipment that is normal and necessary (i.e. trucks, tools, etc.). A Summary Report of all chargeable hours must be submitted to the County prior to payment being processed. Summary Report must include the employee name, hours worked on site, and the date of service.

For material cost, “No Mark-up” from the Contractor’s procurement cost will be honored. Material costs must be identified on all invoices. Copies of support documentation required and accepted by the County to support any materials purchase includes a dated sales slip, inventory price sheet, and/or a supplier invoice or sales receipt. Invoices will not be processed for payment unless all required documentation is submitted.

End of Work Scope

**Oconee County Board of Commissioners
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Section V – COST SCHEDULE

NOTE: This Proposal shall be filled in by the **CONTRACT SERVICES FIRM** with the prices written in both words and numerals and the extensions made by him/her. In case of discrepancy between words and numerals, the **amount shown in words shall govern.**

CONTRACT SERVICES FIRM agrees to perform all the necessary labor and do all work described in the Scope of Services, for the following lump sum prices and/or unit prices:

Project involving Contract Services to the Oconee County Board of Commissioners in accordance with specifications, the following:

Item No.	YR	Mo of 1 st Service	Service Type	Extended Price
1. (1140 Experiment Station Rd Watkinsville, GA 30677)				
Unit Name: 911 GENERATOR				
Make: Generac	1	Unknown	Inspection	\$ _____
Model: 96A01879-S				
S/N: 2027288	1	August	Full Service	\$ _____
Size: 150kW				
ATS Qty: 1			Year 1 Total: \$	
2. (1171 Branch Rd Bishop GA 30621)				
Unit Name: ANIMAL SERVICES				
Make: Onan	1	Unknown	Inspection	\$ _____
Model: GHAB	1	August	Full Service	\$ _____
S/N: A020320948				
Size: 12kW				
ATS Qty: 1			Year 1 Total: \$	
3. (5430 Colhalm Ferry Rd Watkinsville GA 30677)				
Unit Name: COLHALM RADIO TOWER				
Make: Generac	1	Unknown	Inspection	\$ _____
Model: 12379520100	1	August	Full Service	\$ _____
S/N: 2107866				
Size: 80kW				
ATS Qty: 1			Year 1 Total: \$	
4. (103 Concord Dr Watkinsville GA 30677)				
Unit Name: CONCORD WATER TOWER				
Make: Generac	1	Unknown	Inspection	\$ _____
Model: 1272980100	1	August	Full Service	\$ _____
S/N: 2108954				
Size: 25kW				
ATS Qty: 1			Year 1 Total: \$	
5. (1931 McNutt Creek Bogart GA 30622)				
Unit Name: FIRESTATION # 7				
Make: Generac	1	Unknown	Inspection	\$ _____
Model: 0052470	1	August	Full Service	\$ _____
S/N: 4386564				
Size: 7kW				

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ATS Qty: 1					Year 1 Total: \$
6. (Goble Rd Watkinsville, GA 30677)					
Unit Name: Gun range	1	Unknown	Inspection		\$ _____
Make: Generac					
Model: 0044563	1	August	Full Service		\$ _____
S/N: 4350718					
Size: 7kW					
ATS Qty: 1					Year 1 Total: \$
7. (1140 Experiment Station Rd Watkinsville GA 30677)					
Unit Name: JAIL - BIG CAT UNIT	1	Unknown	Inspection		\$ _____
Make: Caterpillar					
Model: LC5	1	August	Full Service		\$ _____
S/N: G5A09126					
Size: 242kW					
ATS Qty: 1					Year 1 Total: \$
8. (1080 Jones Wood Lane Bishop GA 30621)					
Unit Name: JONES WOOD	1	Unknown	Inspection		\$ _____
Make: Generac					
Model: 14078730100	1	August	Full Service		\$ _____
S/N: 2114844					
Size: 25kW					
ATS Qty: 1					Year 1 Total: \$
9. (3670 Mars Hill Rd Watkinsville GA 30677)					
Unit Name: MARS HILL TOWER	1	Unknown	Inspection		\$ _____
Make: Generac					
Model: 12396180100	1	August	Full Service		\$ _____
S/N: 2107881					
Size: 50kW					
ATS Qty: 1					Year 1 Total: \$
10. (2950 Old Farmington Rd Watkinsville GA 30677)					
Unit Name: Fire Station # 2	1	Unknown	Inspection		\$ _____
Make: Onan					
Model: DSGAB	1	August	Full Service		\$ _____
S/N: D130482175					
Size: 125kW					
ATS Qty: 1					
Notes: Qty 1 FF 5421 Qty 1 FS 19732 Qty LF 3970					Year 1 Total: \$
11. (23 North Main St Watkinsville GA 30677)					
Unit Name: COURT HOUSE GENERATO	1	Unknown	Inspection		\$ _____
Make: Other					
Model: LYNX POWER SYSTEMS	1	August	Full Service		\$ _____
60SG S/N: LO3SG2052					
Size: 60kW					
ATS Qty: 1					Year 1 Total: \$
12. (1140 Experiment Station Rd Watkinsville GA 30677)					
Unit Name: PORTABLE	1	Unknown	Inspection		\$ _____
Make: Other					
Model: TS25T	1	August	Full Service		\$ _____
S/N: P0707230004					
Size: 20kW					

**Oconee County Board of Commissioners
Request for Qualifications and Proposal #1801-04
Annual Emergency Generator Inspection Services**

ITEM III: RESPONSE CALL:

Contractor shall provide emergency services within 2 hours:

Compliant Yes _____ **No** _____

NO, the Contractor cannot meet the 2 hour emergency response call, therefore Contractor agrees to respond to a work request within _____ (hours) of a call.

ITEM IV: MATERIALS:

Contractor agrees there will be no "Mark Up" percentage for materials purchased:

Compliant Yes _____ **No** _____

NO, the Contractor's "Mark Up" percentage for materials purchased is: _____%

ITEM V: PROPOSAL CONDITIONS:

The Contract Services Firm understands that the Owner reserves the right to reject any or all Proposals and to waive any informalities in the Proposal.

The Contract Services Firm agrees that the Proposal shall be valid and may not be withdrawn for a period of sixty (60) calendar days after the scheduled closing time for receiving proposals.

The full name of all persons and parties interested in the foregoing Proposal as principals are as follows:

.....
.....
.....
.....
.....

Date: **Signature:**

Company:..... **Name:**.....

Address: **City, State, Zip:**

Phone: **Email:**



Oconee County Board of Commissioners

Request for Qualifications and Proposal

EXHIBIT A

- Oconee County Insurance Requirements

Exhibit A

Oconee County Insurance Requirements

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

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

Important:

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

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

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

-
- Certificate Holder should read:
Oconee County Board of Commissioners
23 North Main Street
Watkinsville, Georgia 30677
 - Certificates of Insurance, and any subsequent renewals, must reference specific bid/contract by projected name and project/bid number.
 - Contractor shall incorporate a copy of the insurance requirements as herein provided in each and every subcontract with each and every Subcontractor in any tier, and shall require each and every Subcontractor of any tier to comply with all such requirements. Contractor agrees that if for any reason Subcontractor fails to procure and maintain insurance as required, all such required Insurance shall be procured and maintained by Contractor at Contractor's expense.
 - No Contractor or Subcontractor shall commence any work of any kind under this Contract until all insurance requirements contained in this Contract have been complied with and until evidence of such compliance satisfactory to Oconee County as to form and content has been filed with Oconee County.

Exhibit A

- Compliance by the Contractor and all subcontractors with the foregoing requirements as to carrying insurance shall not relieve the Contractor and all Subcontractors of their liability provisions of the Contract.
- The Contractor and all Subcontractors are to comply with the Occupational Safety and Health Act of 1970, Public Law 91-956, and any other laws that may apply to this Contract.
- The Contractor shall at a minimum apply risk management practices accepted by the contractors' industry.

A. STANDARD INSURANCE LIMITS FOR GOODS AND ANCILLARY SERVICES

Workers Compensation (WC):	Statutory Limits – required in all contracts
Bodily injury by Accident – each employee	\$ 100,000
Bodily injury by Disease – each employee	\$ 100,000
Bodily Injury by Disease – policy limit	\$ 500,000
Commercial General Liability (CGL):	
Each Occurrence Limit	\$ 1,000,000
Personal & Advertising Injury Limit	\$ 1,000,000
General Aggregate Limit	\$ 2,000,000
Products/Completed Ops. Aggregate Limit	\$ 2,000,000
Automobile Liability	
Combined Single Limit	\$ 1,000,000

B. HIGH RISK INSURANCE LIMITS

1. Ambulance Service:

Workers Compensation (WC):	Required for all Contracts
	NO EXEMPTIONS

Commercial General Liability (CGL):

Exhibit A

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

Automobile Liability

Combined Single Limit	\$ 3,000,000
Professional liability	\$ 3,000,000

Additional Insured: The vendor shall add the "Oconee County Board of Commissioners, its officers, employees and agents" as an additional insured under the commercial general, automobile, and professional liability policies.

2. Asbestos Abatement:

Workers Compensation (WC): **Required for all Contracts**
NO EXEMPTIONS

Commercial General Liability (CGL):

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

Automobile Liability

Combined Single Limit	\$ 1,000,000
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Contractor's Pollution Liability (with 1 year extended reporting period)

Each Occurrence	\$ 3,000,000
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Additional Insured: The vendor shall add the "Oconee County Board of Commissioners, its officers, employees and agents" as an additional insured under the commercial general, automobile, and contractor's pollution liability policies.

Exhibit A

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

Workers Compensation (WC):	Required for all Contracts
	NO EXEMPTIONS
Commercial General Liability (CGL):	
Each Occurrence Limit	\$ 1,000,000
Personal & Advertising Injury Limit	\$ 1,000,000
General Aggregate Limit	\$ 2,000,000 (per project)
Products/Completed Ops. Aggregate Limit	\$ 2,000,000
Automobile Liability	
Combined Single Limit	\$ 1,000,000
Property Coverage or Builders Risk Policy	Equal to or greater than the existing building limit if performing renovations.

If hazardous substances are involved:

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

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

Other specific coverage requirements / levels may exist depending on project size, scope, and type.

Additional Insured: The vendor shall add the "Oconee County Board of Commissioners, its officers, employees and agents" as an additional insured under the commercial general, automobile, and contractor's pollution liability policies.

4. **Consulting Services:**

Workers Compensation (WC):	Required for all Contracts
	NO EXEMPTIONS

Exhibit A

6. **Elevator Maintenance** (includes all passenger and freight elevators):

Workers Compensation (WC):	Required for all Contracts
	NO EXEMPTIONS
Commercial General Liability (CGL):	
Each Occurrence Limit	\$ 1,000,000
Personal & Advertising Injury Limit	\$ 1,000,000
General Aggregate Limit	\$ 2,000,000
Products/Completed Ops. Aggregate Limit	\$ 2,000,000
Automobile Liability	
Combined Single Limit	\$ 1,000,000

Additional Insured: The vendor shall add the "Oconee County Board of Commissioners, its officers, employees and agents" as an additional insured under the commercial general and automobile liability policies.

7. **Food Service:**

Workers Compensation (WC):	Required for all Contracts
	NO EXEMPTIONS
Commercial General Liability (CGL):	
Each Occurrence Limit	\$ 1,000,000
Personal & Advertising Injury Limit	\$ 1,000,000
General Aggregate Limit	\$ 2,000,000
Products/Completed Ops. Aggregate Limit	\$ 2,000,000
Liquor Liability (When applicable)	\$ 1,000,000
Automobile Liability	
Combined Single Limit	\$ 1,000,000

Exhibit A

Additional Insured: The vendor shall add the "Oconee County Board of Commissioners, its officers, employees and agents" as an additional insured under the commercial general, automobile, and liquor liability policies.

8. Information Technology: See Standard Insurance Limits and Professional Liability insurance which includes Errors and Omissions coverage.

9. Landscaping / Lawn Care:

Workers Compensation (WC): **Required for all Contracts**
NO EXEMPTIONS

Commercial General Liability (CGL):

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

Automobile Liability

Combined Single Limit	\$ 1,000,000
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If herbicide, fungicide, pesticide or other chemical application is involved:

Environmental Impairment Liability (with 1 year extended reporting period)

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

Additional Insured: The vendor shall add the "Oconee County Board of Commissioners, its officers, employees and agents" as an additional insured under the commercial general, automobile, and environmental impairment liability policies.

Exhibit A

10. **Medical/Therapist Services** (including optical and laboratory): This includes all contracted medical services, including but not limited to, assisted physician services, laboratory equipment maintenance, and patient testing.

Workers Compensation (WC): **Required for all Contracts**

NO EXEMPTIONS

Commercial General Liability (CGL):

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

Automobile Liability

Combined Single Limit	\$ 1,000,000
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Professional liability (malpractice) \$ 3,000,000

Additional Insured: The vendor shall add the "Oconee County Board of Commissioners, its officers, employees and agents" as an additional insured under the commercial general, automobile, and professional liability policies.

11. Pest Control:

Workers Compensation (WC): **Required for all Contracts**

NO EXEMPTIONS

Commercial General Liability (CGL):

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

Exhibit A

Automobile Liability

Combined Single Limit	\$ 1,000,000
Environmental Impairment Liability (with 1 year extended reporting period)	
Each Occurrence	\$ 1,000,000
Aggregate	\$ 2,000,000

Additional Insured: The vendor shall add the "Oconee County Board of Commissioners, its officers, employees and agents" as an additional insured under the commercial general, automobile, and professional environmental impairment liability policies.

12. **Recreational Services:** This includes a broad range of contracted services, including, but not limited to, golf course management, amusement services, pyrotechnic display, camps and clinics not sponsored by the agency.

Workers Compensation (WC): **Required for all Contracts**
NO EXEMPTIONS

Commercial General Liability (CGL):

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

Automobile Liability

Combined Single Limit	\$ 1,000,000
Umbrella Liability	\$ 2,000,000

Additional Insured: The vendor shall add the "Oconee County Board of Commissioners, its officers, employees and agents" as an additional insured under the commercial general and automobile liability policies.

13. **Refuse Transportation and Disposal:** See the "Solid Waste Collection and Disposal Services of Oconee County, Georgia" for insurance requirements. Document available upon request.

Exhibit A

Additional Insured: The vendor shall add the "Oconee County Board of Commissioners, its officers, employees and agents" as an additional insured under the commercial general and contractor's pollution liability policies.

14. Security:

Workers Compensation (WC):	Required for all Contracts
	NO EXEMPTIONS
Commercial General Liability (CGL):	
Each Occurrence Limit	\$ 1,000,000
Personal & Advertising Injury Limit	\$ 1,000,000
General Aggregate Limit	\$ 2,000,000
Products/Completed Ops. Aggregate Limit	\$ 2,000,000
Automobile Liability	
Combined Single Limit	\$ 1,000,000
Professional Liability Insurance	\$ 3,000,000

Additional Insured: The vendor shall add the "Oconee County Board of Commissioners, its officers, employees and agents" as an additional insured under the commercial general and professional liability policies.

15. Staffing Services:

Workers Compensation (WC):	Required for all Contracts
	NO EXEMPTIONS
Commercial General Liability (CGL):	
Each Occurrence Limit	\$ 1,000,000
Personal & Advertising Injury Limit	\$ 1,000,000
General Aggregate Limit	\$ 2,000,000
Products/Completed Ops. Aggregate Limit	\$ 2,000,000

Exhibit A

Automobile Liability

Combined Single Limit

\$ 1,000,000

Additional Insured: The vendor shall add the "Oconee County Board of Commissioners, its officers, employees and agents" as an additional insured under the commercial general and automobile liability policies.



Oconee County Board of Commissioners

Request for Qualifications and Proposal

ATTACHMENT A - Mandatory Forms



RFQP #1801-04

**Annual Emergency Generator Inspection and Maintenance Services
Proposer's Checklist**

Company Name: _____

Company Address _____

Email _____ **Phone** _____

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

ITEM DESCRIPTION

- Bidder's Checklist
- Addendum Acknowledgement Form, If applicable.
- Contractor's Information
- Local Business Initiative Affidavit
- Contractor's Reference Form
- Completed W-9
- Execution of Proposal
- Bidder's Certification and Non-Collusion Affidavit
- Drug-Free Workplace Affidavit
- Georgia's Security and Immigration Compliance Act Affidavit
 - Contractor Affidavit
 - Subcontractor Affidavit (if applicable)
- Sub-Contractor's List
- File Copy of a Certificate of Insurance
- Copies of any Licenses/Certifications/Memberships relevant to this bid

Authorized Signature

Title

Print Name

Date

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



RFQP #1801-04

**Annual Emergency Generator Inspection and Maintenance Services
Addenda Acknowledgement**

The Respondent has examined and carefully studied the Request Qualifications and Proposal and the following Addenda, receipt of all of which is hereby acknowledged:

Addendum No./Date _____

Addendum No./Date _____

Addendum No./Date _____

Addendum No./Date _____

Authorized Representative (Signature)

Date

Authorized Representative Name/Title
(Print or Type)

Email

Respondents must acknowledge any issued addenda. Proposals which fail to acknowledge the Contractor's receipt of any addendum may result in the rejection of the proposal if the addendum contains information that substantively changes the Owner's requirements.

THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR PROPOSAL



Vendor Information Form

1. Legal Business Name _____

2. Street Address _____

3. City, State & Zip _____

4. Billing Address _____

5. City, State & Zip _____

4. Type of Business: _____ State of Registration: _____
(Association, Corporation, Partnership, Limited Liability Company, etc.)

5. Name & Title of Authorized Signer: _____

6. Primary Contact _____

7. Phone _____ Fax _____

8. E-mail _____ Company Website _____

9. Has your company ever been debarred from doing business with any federal, state, or local agency?

Yes _____ No _____ If Yes, please state the agency name, dates, and reason for debarment.



RFQP #1801-04

Annual Emergency Generator Inspection and Maintenance Services

*Legal Name of Business: _____

1. Mailing Address: _____

Physical Address: (if different) _____

2. Year business was established in Oconee County: _____

3. Occupational Tax License number issued and County/City where issued: _____

4. Business Type (circle one): Corporation Partnership Sole Proprietorship

5. Does your business have more than one office in Oconee County? Yes No

If yes, specify the location(s): _____

6. Is your business' principal base of operations in Oconee County? Yes No

7. Does your business have any locations outside of Oconee County? Yes No

If yes, specify the locations(s): _____

8. Bank (branch in Oconee County): _____

CERTIFICATION: I hereby certify under penalty of perjury that the information, which I have provided, on this form is true, and correct, that I am authorized to sign on behalf of the business set out above, and if requested by the County will provide, within 10 days of notice, the necessary documents to substantiate the information provided on this form.

Attest: _____

*Authorized Signature: _____

Sworn to and subscribed before me this _____

*Print Name: _____

day of _____, 20_____

*Title: _____

Commission Expires: _____

(Seal)

*Non-Local Business _____
(Check Here)

Mandatory Document – Complete all areas above and return with your proposal. If your business is NOT local, please complete only those areas marked with an asterisk (*)



RFQP #1801-04

Annual Emergency Generator Inspection and Maintenance Services

REFERENCES

Please list three (3) references of current customers who can verify the quality of service your company provides. The County prefers customers of similar size and scope of work to this bid. **You may provide your own forms instead of this one for references.**

REFERENCE ONE

Government/Company Name: _____

Address: _____

Contact Person and Title: _____

Phone/Email: _____

Scope of Work: _____

Contract Period: _____

REFERENCE TWO

Government/Company Name: _____

Address: _____

Contact Person and Title: _____

Phone/Email: _____

Scope of Work: _____

Contract Period: _____

REFERENCE THREE

Government/Company Name: _____

Address: _____

Contact Person and Title: _____

Phone/Email: _____

Scope of Work: _____

Contract Period: _____



RFQP #1801-04
Annual Emergency Generator Inspection and
Maintenance Services

EXECUTION OF PROPOSAL

DATE: _____

The potential Contractor certifies the following by placing an "X" in all blank spaces:

___ That this proposal was signed by an authorized representative of the firm.

___ That the potential Contractor has determined the cost and availability of all materials and supplies associated with performing the services outlined herein.

___ That all labor costs associated with this project have been determined, including all direct and indirect costs.

___ That the potential Contractor agrees to the conditions as set forth in this Request for Proposal with no exceptions.

Therefore, in compliance with the foregoing **Request for Qualifications and Proposal** and subject to all terms and conditions thereof, the undersigned offers and agrees, if this proposal is accepted within ninety (90) days from the date of the opening, to furnish the services for the prices quoted within the time frame required.

Business Name

Authorized Signature Date

Typed Name & Title

THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR PROPOSAL



RFQP #1801-04

Annual Emergency Generator Inspection and Maintenance Services

I _____ certify that this Proposal is made without prior understanding, agreement or connection with any corporation, firm or person submitting a proposal for the same services and is in all respects fair and without collusion or fraud. I understand that collusive bidding is a violation of state and Federal law and can result in fines, prison sentences, and civil damages awards.

I certify that this proposal has been prepared independently and the price submitted will not be disclosed to another person.

I certify that there has been no contact or communication by the Contractor or the Contractor's associates with any County staff, or elected officials since the date this **RFQP #1801-04 Annual Emergency Generator Inspection and Maintenance Services** was issued except: 1) through the Purchasing Office 2) at the Pre-Conference Meeting (if applicable) or 3) as provided by existing work agreement(s). **The County reserves the right to reject the SoQP submitted by any Contractor violating this provision.**

I agree to abide by all conditions of this RFQP and certify that I am authorized to sign this RFQP.

COMPANY NAME: _____

Authorized Representative (Signature)

Date

Authorized Representative Name/Title
(Print or Type)

THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR PROPOSAL



RFQP #1801-04

**Annual Emergency Generator Inspection and Maintenance Services
Drug-Free Workplace**

I hereby certify that I am a principle and duly authorized representative of:

Whose address is:

And it is also that:

1. The provisions of Section § 50.24.1 through § 50.24.6 of the Official Code of Georgia Annotated, relating to the "Drug Free Workplace Act" have been complied with in full; and,
2. A drug free workplace will be provided for the CONTRACTOR'S employees during the performance of the contract; and,
3. Each subcontractor hired by the CONTRACTOR shall be required to ensure that the subcontractor's employees are provided a drug free workplace. The CONTRACTOR shall secure from that subcontractor the following written certification: "As part of the subcontracting Agreement with _____,

certifies to the CONTRACTOR that a drug free workplace will be provided for the subcontractor's employees during the performance of this contract pursuant to paragraph (7) of subsection (b) of the Official Code of Georgia Annotated Section § 50.24.3"; and,

4. It is certified that the undersigned will not engage in unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana during the performance of the contract.

Date

Signature

THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR PROPOSAL



RFQP #1801-04

**Annual Emergency Generator Inspection and Maintenance Services
Georgia Security & Immigration Compliance (GSIC) Act Affidavit**

As per the Georgia Senate Bill 529 and Senate Bill 447, the Georgia Department of Labor has promulgated new rules for the implementation of Section 2. O.C.G.A. §13-10-91 and Chapter 300-10-01-.02 state that no Georgia Public Employer shall enter into a contract for *the physical performance of services within the State of Georgia* unless the Contractor registers and participates in a federal work authorization program to verify the work eligibility information of all of its new employees.

The Employment Eligibility Verification “E-Verify” site operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security is the electronic federal work authorization program to be utilized for these purposes.

The website is <https://e-verify.uscis.gov/enroll/>

By executing the attached Contractor Affidavit, Contractor verifies its compliance with O.C.G.A. §13-10-91 stating affirmatively that the individual, firm or corporation which is contracting with the Oconee County Board of Commissioners has registered and is participating in this federal work authorization program in accordance with the applicability provisions and deadlines established in this Statute.

Contractor further agrees that should it employ or contract with any Sub-Contractor(s) for the physical performance of services pursuant to the contract with the Oconee County Board of Commissioners, Contractor will secure from the Sub-Contractor(s) verification of compliance with O.C.G.A. §13-10-91 on a Sub-Contractor Affidavit and shall provide a copy of each such verification to the Oconee County Board of Commissioners at the time the Sub-Contractor(s) is retained to perform such services.

PLEASE COMPLETE THE ATTACHED AFFIDAVIT AND RETURN IT TO:

Karen T. Barnett, CPPB
Oconee County Purchasing Officer
23 N. Main Street, Suite 206
Watkinsville, GA 30677
Fax: (706) 310-3574
Email: kbarnett@oconee.ga.us



RFQP #1801-04

**Annual Emergency Generator Inspection and Maintenance Services
Immigration and Security Form**

Georgia Security & Immigration Compliance (GSIC) Act Affidavit

Contractor's Name:	
County Solicitation Number	RFP#1801-04

CONTRACTOR AFFIDAVIT

By executing this affidavit, the undersigned Contractor verifies its compliance with O.C.G.A. §13-10-91, stating affirmatively that the Contractor identified above has registered with and is participating in a federal work authorization program*, 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 the County, Contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. § 13-10-91 on the attached Subcontractor Affidavit. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the County at the time the subcontractor(s) is retained to perform such service.

EEV / E-Verify TM Company Identification Number

BY: Authorized Officer or Agent
(Contractor Name)

Date

Title of Authorized Officer or Agent of Contractor

Printed Name of Authorized Officer or Agent

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

[NOTARY SEAL]

Notary Public

My Commission Expires:

*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



RFQP #1801-04

**Annual Emergency Generator Inspection and Maintenance Services
Immigration and Security Form
Georgia Security & Immigration Compliance (GSIC) Act Affidavit**

Contractor's Name:	
Subcontractor's (Your) Name:	
County Solicitation Number:	RFP#1801-04

SUBCONTRACTOR AFFIDAVIT

By executing this affidavit, the undersigned Subcontractor verifies its compliance with O.C.G.A. §13-10-91, stating affirmatively that the which is engaged in the physical performance of services under a contract with the Contractor identified above on behalf of the County identified above has registered with and is participating in a federal work authorization program*, in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

EEV / E-Verify TM Company Identification Number

BY: Authorized Officer or Agent
(Subcontractor Name)

Date

Title of Authorized Officer or Agent of Subcontractor

Printed Name of Authorized Officer or Agent

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

[NOTARY SEAL]

Notary Public

My Commission Expires:

*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



RFQP #1801-04

Annual Emergency Generator Inspection and Maintenance Services
Sub-Contractors

Please list any subcontractors that you will be working with during the course of this contract:

SUBCONTRACTOR ONE

Company Name: _____

Address: _____

Contact Person and Title: _____

Phone/Email: _____

Scope of Work: _____

SUBCONTRACTOR TWO

Name: _____

Address: _____

Contact Person and Title: _____

Phone/Email: _____

Scope of Work: _____

SUBCONTRACTOR THREE

Company Name: _____

Address: _____

Contact Person and Title: _____

Phone/Email: _____

Scope of Work: _____

THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR PROPOSAL