

**REQUEST FOR QUOTE**

**GENERAL INFORMATION**

QUOTES will be received until **11:00 AM** (Eastern Time) on **Tuesday April 11, 2017**, via email : [purchasing@effinghamcounty.org](mailto:purchasing@effinghamcounty.org); Fax: 912-754-8413 or Mail / Hand Delivery: 601 N Laurel Street, Springfield, GA 31329. If mailed or hand delivered, please ensure the envelope is marked for the attention of the Purchasing Agent and states : “Quote for 17-15-001 – Furnish and Install Replacement HVAC Unit – Administration Building”.

**Please call Fred Ryan on 912-429-0056 ext 4572 with any questions or to arrange a site visit.**

The work to be quoted consists of furnishing all materials, labor and equipment to: **Remove Existing and Furnish and Install a New Replacement AC Unit for Effingham County Administration Building**

**Time is of the essence – this work needs to be completed as expeditiously as possible.**

**Effingham County Board of Commissioners** reserves the right to reject any and all quotes or any and all quotes that are non-responsive or not responsible. Additionally, Effingham County Board of Commissioners has the right to waive any technicalities or informalities. Effingham County may issue change orders altering the original scope of work to address changes or unforeseen conditions necessary for the project completion. No quotes shall be withdrawn within 60 days after the quote due date.

**Payments:** Advance payments for work contracted as a result of this RFQ shall not be granted unless specified in writing in the contract/purchase order.

Progress payments or draw for work contracted as a result of this RFQ shall not be granted unless specified in writing in the contract/purchase order.

Payment of invoices resulting from work contracted as a result of this RFQ will be made within the time frame specified in the contract/purchase order resulting from this RFQ.

Final payment for any work contracted as a result of this RFQ shall be made within the time frame specified in the contract/purchase order resulting from this RFQ.

Notwithstanding any other payment provisions of a contract/purchase order resulting from this RFQ, failure of the Contractor to submit required reports when due or failure to perform or deliver required work, supplies, or services, may result in the withholding of full payment under a contract/purchase order resulting from this RFQ unless such failure arises out of causes beyond the control, and without the fault or negligence of the Contractor. The County will immediately notify the Contractor of its intention to withhold payment of any invoice or voucher submitted for work performed under a contract/purchase order resulting from this RFQ.

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## **SCOPE OF WORK**

Effingham County is seeking quotes from qualified firms or individuals to remove existing and install the following at the Effingham County Administration Building located at 601 N Laurel Street, Springfield, GA 31329.

One – 2.5 ton straight cool split system 14 seer rating with no more than a 10 Kw heat strip (equal to or better than a 2.5 ton Carrier split system)

One – Thermostat (equal or better than Honeywell RTH2300B)

The new thermostat wire must be pulled to all new pieces of equipment.

The existing line set can be re-used and flushed to remove incompatible oil residue.

All electrical and controls to be reconnected and made operational.

Vendor to provide details on manufacturer warranty on parts and equipment along with all documentation for registration.

Vendor to provide details on vendor warranty on labor and parts.

The bidder shall be responsible for obtaining all permits as required to perform the work. Additionally, all equipment and personnel required to perform the work shall be provided by the bidder. The bidder will not utilize any of Effingham County's equipment or personnel to perform the work. The bidder shall at all times guard against damage or loss of Effingham County property or the general public and shall be held responsible for replacing or repairing any loss or damage to the satisfaction of The Effingham County Board of Commissioners.

The contractor shall at all times guard against damage or loss of Effingham County property or the general public and shall be held responsible for replacing or repairing any loss or damage to the satisfaction of The Effingham County Board of Commissioners.

Contractor is responsible for disposal of debris from the work site.

**ALL UNITS REMOVED WILL REMAIN THE PROPERTY OF EFFINGHAM COUNTY**

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**BID SHEET**

BIDDER WILL COMPLETE THE WORK FOR THE FOLLOWING PRICE:

DESCRIPTION	COST – COMPLETE :
<b><u>REMOVE EXISITNG, FURNISH AND INSTALL NEW:</u></b> One – 2.5 ton straight cool split system 14 seer rating with no more than a 10 Kw heat strip (equal to or better than a 2.5 ton Carrier split system)  One – Thermostat (equal to or better than Honeywell RTH221B1021/A))	
<b>Total – LUMP SUM COMPLETE</b>	

**No work outside the scope of work contained in this RFQ will be performed without the advanced written consent of the County Administrator or Finance Director.**

**Any change orders MUST to be pre-approved by the County before any additional work can begin.**

TIME TO COMPLETE WORK: \_\_\_\_\_

AGENCY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE / TITLE

**EXCEPTION SHEET**

If Commodity(s) and/or Service proposed in quote is in ANYWAY different from that contained in this proposal, the Bidder is responsible for clearly identifying all such differences in the space below. Otherwise, it will be assumed that the Bidder's offer is in total compliance with all aspects of the proposal.

Below are the only differences between my offer and the County's proposal:

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DATE

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SIGNATURE/TITLE

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COMPANY

**REQUIRED DOCUMENTS:**

The following forms are required and must be provided with the quote:

- **COPY OF THE BUSINESSES W-9**
- **COPY OF THE BUSINESS LICENSE**
- **COPY OF ANY PROFESSIONAL LICENSURE ASSOCIATED WITH THE WORK TO BE PERFORMED.**
- **CERTIFICATE OF INSURANCE**
- **COPY OF LLC CERTIFICATE OF ORGANIZATION AND OPERATING AGREEMENT**
- **COPY OF INC. CERTIFICATE OF INCORPORATION AND CORPORATE RESOLUTION DESIGNATING OFFICERS WITH AUTHORITY TO SUBMIT BID AND SIGN CONTRACT**
- **DRUG FREE WORKPLACE CERTIFICATION (ATTACHMENT A)**
- **PROMISE OF NON-DISCRIMINATION STATEMENT (ATTACHMENT B)**
- **DISCLOSURE OF RESPONSIBILITY STATEMENT (ATTACHMENT C)**
- **NON COLLUSION AFFIDAVIT (ATTACHMENT D )**
- **CONTRACTOR AFFIDAVIT AND AGREEMENT (ATTACHMENT E)**

*Note: Quotes not fully completed will be considered incomplete and may be rejected*

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**ATTACHMENT A**  
**DRUG FREE WORKPLACE CERTIFICATION**

The undersigned certifies that the provisions of Code Sections 50-24-1 through 50-24-6 of the Official Code to Georgia Annotated, related to the Drug Free Workplace have been complied with.

1. A drug-free workplace will be provided for the employees during the performance of the work;

and;

2. Each Sub-Contractor under the direction of the bidder shall secure the following written certification:

3.

\_\_\_\_\_ (Bidder) certifies to Effingham County that a drug-free workplace will be provided for the employees during the performance of the work pursuant to paragraph (7) of subsection (B) of Code Section 50-24-3. Also, the undersigned further certifies that he/she will not engage in the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana during the performance of the work.

\_\_\_\_\_  
**BIDDER**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**NOTARY**

\_\_\_\_\_  
**DATE**

**ATTACHMENT B**

**PROMISE OF NON-DISCRIMINATION STATEMENT**

Know all men by this presence, that I (We) \_\_\_\_\_

Name \_\_\_\_\_, (herein after “Company”), Title \_\_\_\_\_

In consideration of the privilege to Bid on the following Effingham County Procurement titled **RFQ No. 17-15-001 - Furnish and Install Replacement HVAC Unit – Administration Building** hereby consent, covenant, and agree as follows:

A. No person shall be excluded from participation in, denied the benefit of, or otherwise discriminated against on the basis of race, color, national origin or gender in connection with the Bid submitted to Effingham County or the performance of the contract resulting there from;

B. That it is and shall be the policy of this Company to provide equal opportunity to all business persons seeking to contract or otherwise interested with the Company, including those companies owned and controlled by racial minorities and women; and

C. That the promises of non-discrimination as made and set forth herein shall be continuing throughout the duration of this contract with Effingham County.

D. That the promises of non-discrimination as made and set forth herein shall be and are hereby deemed to be made part of an incorporated by reference in the contract which this Company may be awarded;

E. That the failure of this Company to satisfactorily discharge any of the promises of non-discrimination as made and set forth above may constitute a material breach of contract entitling the County to declare the contract in default and to exercise appropriate remedies including but not limited to termination of the contract.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE:

**ATTACHMENT C**

**BIDDER’S CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION**

I hereby certify that I am the \_\_\_\_\_ and duly authorized representative of \_\_\_\_\_ (Bidder) whose address is \_\_\_\_\_ and I certify that I have read and understand the attached instructions and that to the best of my knowledge and belief the firm and its representatives:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by the Georgia Department of Transportation, any Federal Department or Agency, Board of Education or local municipality.

(b) I acknowledge that this certification is provided pursuant to Executive Order 12549 and 49 CFR Part 29 and that this firm agrees to abide by the rules and conditions set forth therein for any misrepresentation that would render this certification erroneous, including termination of this Agreement and other remedies available to the Georgia Department of Transportation, Federal Government, Board of Education or local municipality.

(c) I further acknowledge that this firm will include this clause without modification in all lower tier transactions, solicitations, proposals, contracts and subcontracts. Where the Bidder or any lower tier participant is unable to certify to this statement, that participant shall attach an explanation to this document.

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

\_\_\_\_\_  
(Signature)



**ATTACHMENT D**

**NON-COLLUSION AFFIDAVIT**

I, \_\_\_\_\_ certify that pursuant to O.C.G.A. Section 36-91-21 (d) and (e), \_\_\_\_\_ has not, by itself or with others, directly or indirectly, prevented or attempted to prevent competition in such bidding or proposals by any means whatsoever. Affiant further states that (s)he has not prevented or endeavored to prevent anyone from making a bid or offer on the project by any means whatever, nor has Affiant caused or induced another to withdraw a bid or offer for the work.

Affiant further states that the said offer of \_\_\_\_\_ is bona fide, and that no one has gone to any supplier and attempted to get such person or company to furnish the materials to the bidder only, or if furnished to any other bidder, that the material shall be at a higher price.

\_\_\_\_\_  
(COMPANY NAME)

\_\_\_\_\_  
(PRESIDENT/VICE PRESIDENT)

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

\_\_\_\_\_  
(SECRETARY/ASSISTANT SECRETARY)  
(Affix corporate seal here, if a corporation)

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

County: \_\_\_\_\_

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

**NOTE:**

**IF THE OFFEROR IS A PARTNERSHIP, ALL OF THE PARTNERS AND ANY OFFICER, AGENT, OR OTHER PERSON WHO MAY HAVE REPRESENTED OR ACTED FOR THEM IN BIDDING FOR OR PROCURING THE CONTRACT SHALL ALSO MAKE THIS OATH.**

**IF THE OFFEROR IS A CORPORATION, ALL OFFICERS, AGENTS, OR OTHER PERSONS WHO MAY HAVE ACTED FOR OR REPRESENTED THE CORPORATION IN BIDDING FOR OR PROCURING THE CONTRACT SHALL MAKE THE OATH.**

**ATTACHMENT E**

**CONTRACTOR AFFIDAVIT AND AGREEMENT**

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

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 Effingham County, contractor will secure from such subcontractors) similar verification of compliance with O.C.G.A. § 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-.08 or a substantially similar form. The contractor further agrees to provide notice to the County of the identity of each subcontractor hired under the contract within five (5) business days of entering into a contract for hire. Such notice shall include a copy of the Subcontractor Affidavit for each subsequent subcontractor attesting to the subcontractor's name, address, user identification number, and date of authorization to use the federal work authorization program. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the Effingham County within five (5) days of the time the subcontractor(s) is retained to perform such service.

\_\_\_\_\_  
EEV/ Basic Pilot Program\* User 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 Public

My Commission Expires: - \_\_\_\_\_, 20 \_\_\_\_

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

**GEORGIA PROFESSIONAL LICENSE CERTIFICATION**

**NOTE: Please complete this form for the work your firm will perform on this project.**

Contractor's Name: \_\_\_\_\_

Performing work as: Prime Contractor \_\_\_\_ Sub-Contractor \_\_\_\_

Professional License Type: \_\_\_\_\_

Professional License Number: \_\_\_\_\_

Expiration Date of License: \_\_\_\_\_

I certify that the above information is true and correct and that the classification noted is applicable to this Bid.

Signed: \_\_\_\_\_

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

**ATTACH COPY OF LICENCE(S)**

**ATTACHMENT F**

**Legal Notice**

**RFQ No. 17-15-001 – Furnish and Install Replacement HVAC Unit – Administration Building**

Effingham County is seeking quotes from qualified firms or individuals to remove existing and install a replacement HVAC unit at the Effingham County Administration Building located at 601 N Laurel Street, Springfield, GA 31329

Quotes are due by **11.00am (local time) on April 11, 2017.** and must be mailed or hand delivered to the Effingham County Purchasing Office, 601 N. Laurel Street, Springfield, GA 31329.

A copy of this Request for Quote is available at the address listed above or online at [www.effinghamcounty.org](http://www.effinghamcounty.org) - Purchasing tab. For additional information please contact, Fiona Charleton at (912) 754-2159 ext 4572 or via email: [fcharleton@effinghamcounty.org](mailto:fcharleton@effinghamcounty.org)

EFFINGHAM COUNTY RESERVES THE RIGHT TO REJECT ANY/AND ALL PROPOSALS AND TO WAIVE ALL FORMALITIES. "EFFINGHAM COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER, M/F/H, ALL VENDORS ARE TO BE EQUAL OPPORTUNITY EMPLOYERS".