

HART COUNTY BOARD OF COMMISSIONERS
800 Chandler Street
HARTWELL, GA 30643

DATE: 11/01/17

BID NOTICE

Sealed bids for **HVAC 5 TON GAS PACKAGE SYSTEM At the new Sardis Fire Station #10 at 1252 Smith McGee Hwy. Hartwell Ga. 30643.** subject to the conditions and provisions set forth in the attached bid package will be received at the Hart County Board of Commissioners office until Wednesday November 22 2017, at 3:30 pm. The commodities and/or services must be furnished as described and specified in this package.

Bids must be received either via mail or hand delivered in a **sealed envelope**. Faxed or emailed bids cannot be accepted.

Please address mailed bids, Fed-Ex, UPS, or hand delivered bids to:

HART COUNTY BOARD OF COMMISSIONERS
800 CHANDLER STREET
HARTWELL, GA 30643
Attn: Betty Floyd

Also, please show the following on the OUTSIDE of the envelope:

BID FOR: HVAC System at Sardis Station 10 “Company Name”

NOTE: Some “Next Day” deliveries may not get delivered to this office prior to the bid opening. Please be aware of this and make arrangements to have your bid here on time, as late bids will be rejected.

NOTICE: If you are downloading this information from a web page, you must register with Hart County at the contact information listed in **Section V, Interpretations or Addenda** or via email at bettyf@hartcom.net. This is the only way Hart County can be sure that you receive all addendum and relevant information for this bid.



**HART COUNTY PUBLIC WORKS DEPARTMENT
BIDS FOR HVAC System**

DATE BIDS DUE: Wednesday November 22 2017, at 3:30 pm

**BID FORM
HART COUNTY BOARD OF COMMISSIONERS
800 CHANDLER ST., HARTWELL, GA 30643**

The (Company) _____

submits herewith Bid in response to bid request in this package, and in compliance with the description(s) and/or specification(s) attached hereto:

NOTE: You must sign and complete the Bid Supplemental Form and Contractor Affidavit.

PRICE:

The following Addenda to the Bidding and Contract Documents are acknowledged:

Addendum No: _____ Dated: _____

OFFICIAL COMPANY ADDRESS _____

REGISTRATION NUMBER _____

EMAIL ADDRESS _____

SIGNATURE _____

PRINT NAME _____

TITLE _____ PHONE _____

DATE _____ FAX _____

Corporate Seal (if applicable)

**BID SUPPLEMENTAL FORM
HART COUNTY BOARD OF COMMISSIONERS**

DATE: _____

NOTICE: Hart County Purchasing Policy prohibits awards to a (1) county employee, (2) employee of a constitutional officer, (3) a Board of Commissioner Member, (4) Constitutional Officer or to a company/business where a county employee/Constitutional Officer holds any interest. These prohibitions also apply to immediate family members of those listed above. By signing below you are confirming that these prohibitions do not apply to your company/bid.

References: Name, Title, Organization Phone Number, and email address

- 1.
- 2.
- 3.

The _____ (Bidder) takes the following exceptions to the specification and bid documents:

(Important: See section IIb)

SIGNATURE: _____

CONTRACTOR AFFIDAVIT AND AGREEMENT OF COMPLIANCE WITH GEORGIA LAW 13-10-91 (1/1/10)

By executing this affidavit, the undersigned contractor verified its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm or corporation which is contracting with the Hart County Board of Commissioners 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 State Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

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

EEV/Basic Pilot Program* User Identification Number

BY: Authorized Officer or Agent

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 _____, 200_

Notary Public
My Commission Expires:

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

SCOPE OF WORK:

The contractor must be licensed in the state of Georgia as a Conditioned Air Contractor. A copy of the license should be attached to the bid package.

The contractor shall install a 5 ton gas package type unit for use with propane gas fuel. The department should provide the propane service tank from an approved local vendor that the county should contract with. The HVAC contractor should install service lines to this service tank and make all necessary connections to tank and HVAC equipment. The package unit is to be of one of the following brands that we specify here. Trane, York, American Standard, or Carrier.

The package unit should be located to the center of the rear of the building. The system's return duct should installed into the rear wall and the supply duct should enter the building and extend up to a height of 10' and vent out through a grill installed in the ductwork. All grills will have grill cover. No flex duct shall be used within the building or system.

Bidder will abide by all other Hart County and State of Georgia policies, procedures, and guidelines for providing the Sewage Management System.

Contact Chief Byrum for any questions concerning bid.

Chief Jerry Byrum
800 Chandler Street
Hartwell Ga. 30643
706-856-5325 or 706-371-4376
E-mail hcfchief@hartcom.net

I. GENERAL INFORMATION FOR BIDDERS

Hart County reserves the right to reject any or all bids, further negotiate with one or more bidders, and, waive any technicalities or informalities if it is deemed in the best interest of the County. Hart County assumes no responsibility in the costs incurred by the bidder in preparing a response.

The Hart County Board of Commissioners reserves the right to waive technicalities, to accept or reject any and all bids or proposals and to waive any irregularity in any bid or proposal received, to award the entire bid or proposal to one vendor or multiple vendors or to make awards by group or location, whichever is in the best interests of Hart County.

It is the bidder's responsibility to verify all quantities and specifications are met to perform the work as specified herein, before submitting their bid. Price submitted shall include all labor and materials for completion of the work. In the event of a conflict between these specifications and any referenced specifications the higher quality specification shall supersede. Quantities listed are approximate and may be varied at the discretion of the Owner.

All measurements given on the list of work to be done are approximate. It is the contractor's responsibility to verify all quantities and measurements necessary to perform the work as specified herein, before submitting their bid.

Bids submitted and prices submitted shall be valid for 90 days after submittal of bids. After this 90 day period, the bidder has the right to withdraw his pricing or be awarded the work at the bid price should the County choose to award this work. If only one bid is received the County may choose to not open the bid and solicit additional bids prior to opening all bids in a public meeting.

I. PREPARATION OF BID

A. Bidders must submit bids on the proposal forms provided. Additional materials can also be included with the bids. Complete the bid form, bid supplemental form, and contractor affidavit. Place the bid in both numbers and words on the bid form in the space provided. In the event of a conflict between the number and words bid the price in words shall be used. Place bid within an envelope addressed:

Hart County Board of Commissioners
800 Chandler Street
Hartwell, GA 30643
Attn :Betty Floyd

Place on outside of envelope:

“HVAC systems at the Sardis station #10” along with “Name of Company”

- B.** Any deviations (exceptions) from the bid specifications must be included on the Bid **Supplemental form**. Such deviations may be evaluated by the Owner in making a final determination as to the selection of a bidder.
- C.** Submit proposals filled out in ink or typewritten, without erasure, interlineations or changes. No bid changes will be permitted to be placed on the outside of the envelope. If a bidder desires to change the bid prior to the deadline for acceptance, the bidder may remove place the revised bid in a new sealed envelop.
- D.** Make proposals in name of the principal and if a partnership, give names of all parties. Give exact post office address. If an agent submits proposals, provide satisfactory evidence of agency authority with proposal.

III. BIDDER'S RESPONSIBILITY

A. Before submitting their bid, the Bidder shall carefully perform all necessary investigations to inform themselves thoroughly as to the specifications needed for this work.

IV. INSURANCE, LAWS, PERMITS, LICENSES, REGULATIONS, ETC.

A. Licensure for work will be as required by any applicable regulatory agency.

- B.** The Contractor, in execution of the work, shall conform to all applicable Federal and State laws, Municipal Ordinances and rules and regulations of all authorities having jurisdiction over the work, including in part, all construction codes and safety codes which may apply to (1) performance of work; (2) protection of adjoining and adjacent property; (3) maintenance of passageways, guard fences or other protective facilities; and shall obtain and pay for all permits, licenses and approvals necessary for construction of the work and give all required notices.
- C.** The Contractor shall arrange for all inspections required by Federal, State, and Municipal or other authorities having lawful jurisdiction and pay all fees and cost incurred.
- D.** The successful bidder shall be required to submit proof of workman's compensation coverage for all employees of the bidder, as well as public liability insurance of at least \$500,000/\$1,000,000 limits. In addition, the successful bidder will be solely responsible for any damages done by their company (or their subcontractors and suppliers) to public utilities and/or personal property as a result of the execution of this Contract.
- E.** Bidders must comply with the State of Georgia Public Works Laws for bidding this work. In general if the bid is greater than \$100,000 a 5% bid bond must be included with the bid.
- F.** Under Georgia Law, bidders must provide an affidavit of compliance with the Georgia Security and Immigration Compliance for their company and any all subcontractors proposed under this work if this work with their bid.

V. INTERPRETATIONS OR ADDENDA

Any questions concerning this invitation should be directed via fax or mailed to:
Terrell Partain,
Hart County Administrator,
800 Chandler Street
Hartwell, GA 30643,
Fax: 706-376-9477

Hart County reserves the right to reject any or all bids, to further negotiate with one or more bidders, and, to waive any technicalities and informalities, and to accept the bid deemed to be in the best interest of the County.

No oral changes or interpretations shall be made to any bidder regarding the bid Documents or any part thereof. Every request for an interpretation shall be made in writing via fax or mail to: Jon Caime, Hart County Administrator, at the contact information above.

Any inquiry received five or more days prior to the date fixed for acceptance of bids will be given consideration and addressed to all known bidders in the form of an Addendum. Any changes or interpretations to the specifications shall also be in the form of an Addendum to the Bid Documents. All Addenda will be faxed and mailed to each person holding Bid Documents, but it shall be the bidder's responsibility to make inquiries as to the Addenda issued. All such Addenda shall become part of the Bid Documents and all bidders shall be bound by such Addenda, whether or not received by the bidders. It shall be the bidder's responsibility to ensure delivery of any and all requests for interpretations.

VI. OTHER REQUIREMENTS

Should the contractor, in the opinion of Hart County representatives, fail to comply with any requirements of these specifications; the County may delay work until such requirements are satisfactorily met.

Any quantity listed is approximate and/or estimated. Contractor shall verify all quantities. Hart County reserves the right to reject any or all bids, to further negotiate with one or more bidders, and, to waive any technicalities and informalities, and to accept the bid deemed to be in the best interest of the County.

This bid package and any subsequent bid addendum are the specifications and contract documents for this project. The County must approve any variance from the required specifications in writing. If there is a conflict between these specifications and any referenced specifications, the higher quality specification shall be applied.

End of Bid Package