

GORDON COUNTY BOARD OF COMMISSIONERS
HVAC Controls Sonoraville Rec. Complex

The Gordon County Board of Commissioners is accepting sealed written Bids from qualified vendors to document features of the system, reprogram current system parameters where necessary, test all controllers and replace non-functioning ones, Test all sensors and replace non-working ones and to perform test and balancing on the installed HVAC system.

- An authorized signature.
- Complete Bid Form with total cost of material and services
- Written oath stating the Vendor has not restricted competitive bidding. (Non-Collusion Affidavit form provided by county).

In addition, the successful vendor shall submit the following items within ten calendar days of written notification from the county of the proposal award:

- Proof the Vendor is an authorized corporation and is authorized to do business in the State of Georgia.
- Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1) – E-Verify Form
- Written certification that the Vendor operates a drug-free workplace in accordance with O.C.G.A. 50-24-1 through 50-24-6 (form provided by county).
- Workman’s Compensation Insurance documentation of at least \$1,000,000
- Liability Insurance documentation of at least \$1,000,000

If you choose to submit a Bid for this service, the County requires the vendor submit two (2) original printed bid/proposal. Your sealed bid/proposal must be marked, “HVAC Controls – Sonoraville Rec.” and delivered to the Gordon County Administration Building at 201 N. Wall Street, Calhoun, Georgia 30701 **no later than 2:00 p.m. on December 11, 2012.** The receiving time at the Gordon County Administration Building 201 N. Wall Street – Calhoun, GA 30701 will be the governing time for acceptability of the bid.

No faxed or e-mail Bids will be accepted; only sealed written Bids will be accepted. Any response received after the deadline date and time will be returned unopened. Incomplete responses may not be considered if the omissions are determined to be significant. All Bids will be publicly opened at that time and place. You are invited to attend the opening. No Bids shall be withdrawn for a period of 60 days after the opening.

The Gordon County Board of Commissioners reserves the right to accept, or reject, any and all Bids received and/or disregard informalities in the Bids received. If additional information is needed, contact Martin Vaughn, Gordon County Purchasing Director mvaughn@gordoncounty.org

GORDON COUNTY BOARD OF COMMISSIONERS
HVAC Controls Sonoraville Rec. Complex

Communications:

All Communications regarding this Bid should be communicated through Gordon County Purchasing. Telephone inquiries will not be accepted. Any questions regarding this Bid should be submitted to Martin Vaughn via e-mail – mvaughn@gordoncounty.org. Your Bid must contain company name, address, telephone number and Bid name.

Alternate Proposals: The County **will** accept alternate proposals to those being solicited in this Bid. Alternate proposals will not be considered if the company does not provide a proposal being sought by Gordon County.

No Electronic Transmissions of Bids: The County will not accept or consider oral, telegraphic, electronic, and facsimile or telephone Bids or modifications.

THE RESPONDERS SHALL:

Review and be familiar with the enclosed proposal specifications. Failure to review the specifications will not relieve the successful vendor of an obligation to furnish all products, services and labor necessary to carry out the provisions of the contract.

The County shall not be liable for any costs incurred by a respondent prior to entering into contract. Therefore, all respondents are encouraged to provide a simple, straightforward, and concise description of their ability to meet the project requirements. The County may solicit information from any available source concerning any aspect of this Bid and seek and review any other information deemed pertinent to the evaluation process,

Award:

While the County is entertaining a Bid, it will not be bound to award the Bid.

The County may contact and evaluate the vendor's and any subcontractor's references; contact any vendor to clarify response; contact any current or past users of a vendors or subcontractors services.

The County will not be obligated to accept the lowest offer but will make an award in the best interest of the County after all factors have been evaluated.

The County will be the sole judge of the successful offer. The County reserves the right to award a contract to other than the vendor submitting the lowest total price and to negotiate with any and all vendors. Vendors are advised that it is possible that an award may be made without discussion or any contact concerning the Bid received. Accordingly, Bids should contain the most favorable terms from a price and technical standpoint, which the vendor can submit to the

GORDON COUNTY BOARD OF COMMISSIONERS
HVAC Controls Sonoraville Rec. Complex

County. **DO NOT ASSUME** that you will be contacted or afforded an opportunity to clarify, discuss or revise your proposal.

Tentative Calendar of Events:

Bid Posted:	Nov. 16, 2012
Mandatory Pre Bid Meeting at Sonoraville Rec. Complex 7994 Fairmount Hwy, Calhoun, GA	Nov 29, 2012 at 1PM
Bid Opening:	Dec. 11, 2012 at 2PM
Evaluation	Dec. 12 thru Dec. 18, 2012
Vendor notification of award	Dec. 19, 2012

Other:

The successful proposing Vendor shall not assign or transfer any interest in the contract or subcontract any part of the contract without prior written approval from the County.

THE COUNTY SHALL: Pay the contractor in payments with terms of NET 60 unless cash discounts are offered for early payment. The county will pay contractor within 15 days if contractor accepts American Express as payment.

GORDON COUNTY BOARD OF COMMISSIONERS
HVAC Controls Sonoraville Rec. Complex

Scope of Work

The current HVAC system is a three unit Trane system and controlled by Alerton controls.

- Verify programming of current software control system to insure proper setup
- Verify accuracy and reasonableness of parameter settings.
- Test all sensors and controllers
- Verify accuracy and functionality of sensors
- Insure alarms are properly set and modify alarms where not set properly
- Test all current Alerton VAV controllers and mechanical components.
- Provide cost estimates for replacing controllers and sensors
- Test and Balance System
- Provide documentation of system settings, controller and sensors after all changes
- Provide general user documentations for common setting changes
- As part of this project mechanical issues may be encountered and a detail report of such issues shall be provided, along with cost estimates to correct.

GORDON COUNTY BOARD OF COMMISSIONERS

HVAC Controls Sonoraville Rec. Complex

PROPOSAL RESPONSE REQUIREMENTS

The signer of the Bid must declare that the Bid is in all respects fair and in good faith without collusion or fraud and that the signer of the Bid has the authority to bind the principal proponent.

Include all documents required by Gordon County.

Estimated Project Cost _____ not to include the items below.

Unit Cost of Sensors if replacement required _____

Maximum Cost of replacing all sensors _____

Unit Cost of controllers replacement if required _____

Maximum Cost of replacing all sensors _____

List on separate page - 3 references of similar projects – include full contact information – Company, Name, Address, Phone Number

Company Name: _____

Authorized Bidder: _____ Date _____

GORDON COUNTY BOARD OF COMMISSIONERS
HVAC Controls Sonoraville Rec. Complex

List Deviation to this bid:

GORDON COUNTY BOARD OF COMMISSIONERS
HVAC Controls Sonoraville Rec. Complex

Acceptance of Terms of this Agreement

Name of Proposer: _____

Contact Person: _____

Address: _____

City/State/Zip: _____

Telephone: _____ Fax: _____

E-mail: _____

Authorized Signature _____ Title: _____

Name Printed: _____ Date: _____

It is agreed by the above signed proposer that the signature and submission of this proposal represents the proposer's acceptance of all terms, conditions, and requirements of the proposal specifications and, if awarded, the proposal will represent the agreement between the parties.

The proposer agrees that the cost of any work performed, materials furnished, services provided, or expenses incurred, which are not specifically delineated in the proposal documents, but which are incidental to the scope, intent, and completion of this contract, shall be deemed to have been included in the prices for the various items scheduled.

GORDON COUNTY BOARD OF COMMISSIONERS
HVAC Controls Sonoraville Rec. Complex

GORDON COUNTY BOARD OF COMMISSIONERS

NON-COLLUSION AFFIDAVIT OF PRIME PROPOSER

STATE OF _____ COUNTY OF _____

I _____, being first duly sworn, depose and say that;

He is _____ of _____, the proposer that has submitted the attached proposal;

He or she is fully informed respecting the preparation and contents of the attached proposal and of all pertinent circumstances respecting such proposal; Such proposal is genuine and is not a collusive or sham proposal; Neither the said proposer nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, conspired, connived, or agreed, directly or indirectly with any other proposer, firm or person to submit a collusive or sham proposal in connection with the contract for which the attached proposal has been submitted or to refrain from proposing in connection with such contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other proposer, firm or person to fix the price or prices in the attached proposal or of any other proposer, or to fix any overhead, profit, or cost element of the proposal price or the proposal price of any other proposer, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against the Gordon County Board of Commissioners or any person interested in the proposed contract; and

The price or prices quoted in the attached proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the proposer or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

Proposer: _____

By: _____

Name Printed: _____

Title: _____

Date: _____

Subscribed and sworn to me this _____ day of _____, 20__.

NOTARY PUBLIC: _____

Commission Expires: _____

GORDON COUNTY BOARD OF COMMISSIONERS
HVAC Controls Sonoraville Rec. Complex

GORDON COUNTY BOARD OF COMMISSIONERS

DRUG-FREE WORKPLACE CERTIFICATE

By signature on this certificate, the contractor certifies that the provisions of O.C.G.A. Section 50-24-1 through 50-24-6 related to the "Drug-Free Workplace Act" have been complied with in full. The contractor further certifies that:

1. A drug-free workplace will be provided for the contractor's employees during the performance of the contract; and
2. Each contractor who hires a subcontractor to work in a drug-free workplace shall secure from that subcontractor the following written certification: "As part of the subcontracting agreement with (contractor's name), (subcontractor's name) 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 O.C.G.A. Section 50-24-3(b)(7)."

By signature on this certificate, the contractor further certifies that it will not engage in the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana during the performance of this contract.

Contractor: _____

By: _____

Name Printed: _____

Title: _____

Date: _____

GORDON COUNTY BOARD OF COMMISSIONERS
HVAC Controls Sonoraville Rec. Complex

**CONTRACTOR'S
AFFIDAVIT AND AGREEMENT**

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm or corporation, which is contracting with **Gordon 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 U.S. Department of Homeland Security or any equivalent federal work authorization program operated by the U.S. 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 **Gordon County**, contractor will secure from each 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 each compliance and provide a copy of each such verification to **Gordon County** at the time the subcontractor(s) is/are 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 _____ DAY _____, 20__

Notary Public
My Commission Expires

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

GORDON COUNTY BOARD OF COMMISSIONERS
HVAC Controls Sonoraville Rec. Complex
