



Where Georgia comes together.

**PURCHASE AND INSTALLATION OF TWO (2) HVAC
UNITS**

Bid No. 2019-17

Due Date: January, 16, 2019 2:00 PM

JANUARY 2, 2019

Invitation to Bid
Purchase and Installation of Two (2) HVAC Units
BID #2019-17
Due Date January 16, 2019

INVITATION TO BID

1.1 Competitive Cost Sealed Bids

The City of Perry is requesting sealed bids for the Purchase and Installation of Two (2) HVAC Units and associated support structures (e.g. duct work, thermostats, etc.) at Fire and Emergency Services headquarters located at 1207 Washington Street Perry, GA.

Sealed Bids for Purchase and Installation of two (2) HVAC Units will be received until 2:00 pm on January 16, 2019 at 1211 Washington Street, Perry, GA 31069. Bids will then be publicly opened and read aloud at said office. Any bid received after 2:00 pm on January 16, 2019 will not be considered by the Owner. Following the closing time for the receipt of bids no bid may be withdrawn for a period of sixty (60) days.

1.2 Scope of Work

The City is soliciting bids for the Purchase and Installation of Two (2) HVAC Systems and support structures (e.g. duct work, thermostats, etc.) at 1207 Washington Street in Perry, GA, commonly referred to as "Fire Headquarters" or "Station 1". One HVAC unit will serve an approximately 1,440 square foot upstairs area and one HVAC unit will serve a similarly sized downstairs area.

The HVAC units to be installed will meet the following specifications:

- Natural gas fired high efficiency variable speed condensing furnace with associated direct expansion cooling coil with matching three (3) ton two speed outdoor condensing unit. This will include new thermostats and PVC pipe flues with PVC combustion air intake.

Existing duct work will be replaced with new duct work of similar size with new grilles. Existing exhaust fans to be tested to ensure proper performance and maintained/replaced as necessary for proper operation.

For further technical specifications, please reference the Engineering Report attached (Attachment "A") to this document.

1.3 Licenses and Permits

The vendor shall obtain and pay for any permits and licenses required for the performance of the work, post all notices required by law, and comply with all laws, ordinances, and regulations bearing on the conduct of the work, as specified herein. For any work that requires an inspection certificate issued by local authorities or any other governing body, such inspection certificate(s) shall be obtained by and paid for by the vendor. The chosen vendor shall procure all required certificates of acceptance or completion issued by state, municipal, or

Invitation to Bid
Purchase and Installation of Two (2) HVAC Units
BID #2019-17
Due Date January 16, 2019

other authorities, and must deliver these to the City. **All bidders must have a Georgia contractor's license for residential/light commercial or commercial contractor's license to bid this project. All work will be in compliance with the State of Georgia Minimum Standard Codes and Amendments.**

1.4 Insurance

The vendor shall, at vendor expense, procure and maintain satisfactory public liability and casualty insurance to adequately protect the vendor's personnel and the City against damages for bodily injury, including death that may arise from operations under this contract, whether such operations are by the vendor or by the vendor's subcontractor, or anyone directly or indirectly employed by the vendor.

The City will require the vendor with which a contract is established to provide evidence of appropriate professional liability insurance, errors and omission insurance, and workers' compensation insurance coverage prior to commencement of work.

Such coverage must be provided by an insurance company or companies authorized to do business in the State of Georgia. Certificates must name the City as an Additional Insured, shall provide that contractor's policy is primary over any insurance carried by the City, and shall provide that the policy will not be cancelled or materially changed without 30 days prior notice in writing to the City. The successful vendor must agree, if awarded a contract as a result of its proposal, to indemnify and hold harmless the City, its officers, agents, and employees from any and all claims and losses accruing or resulting to persons engaged in the work contemplated by its proposal or to persons who may be injured or damaged by the firm or its agents in the performance of the work. Provider minimum insurance coverages are General Liability \$1,000,000, Vehicle Liability \$1,000,000, Worker's Compensation & Employees' Liability \$1,000,000. Prior to commencement of any work, these and other provisions will be established contractually.

1.5 Bidder Responsibility

Unless otherwise stipulated, vendor shall provide, and pay for, all materials, labor, tools, equipment, transportation, and other facilities necessary for the performance and completion of the work.

1.6 E-Verify Requirement

All bidders shall provide a signed E-Verify affidavit with bid. Bids will not be considered without the Contractor's affidavit. The successful bidder is responsible for obtaining a signed E-verify affidavit from their Subcontractors and Sub-subcontractors.

Invitation to Bid
Purchase and Installation of Two (2) HVAC Units
BID #2019-17
Due Date January 16, 2019

1.7 Rejection of Proposal:

The City reserves the right to reject any or all proposals, to waive any informality in such proposals, to request new proposals, to revise the Bid prior to the time for final submission of written proposals, to proceed to do the work otherwise, to withdraw this Bid, to not award the contract, to not award a portion or portions of the contract, and/or to negotiate separately with any source whatsoever in any manner necessary to serve the best interest of the City. The City may not award a contract based solely on this request for proposals and will not pay for the information obtained and solicited. The information obtained will be used in determining the proposal that best meets the City's needs. Unauthorized conditions, limitations or provisions attached to a Proposal may render it as not complying with the City's original request and may be subsequently rejected. No oral proposal or modifications to submitted proposals will be accepted.

1.8 Amendments

The City reserves the right to amend this bid prior to the proposal due date. All amendments and additional information will be posted to the City of Perry website at <http://www.perry-ga.gov/bids.php>. The City will not be responsible for any oral or other unofficial interpretation of any element of this BID or its related documentation.

1.9 Bid Due Date

All bids must be received in the Department of Administration – Purchasing no later than 2:00 PM, January 16, 2019.

1.10 Questions

Any questions regarding this bid should be directed to Robert Smith.

It is highly recommended, but not required, that all desiring to submit a bid for the project conduct a pre-bid site visit. The site visit can be scheduled by contacting Robert Smith:

Robert D. Smith, Assistant City Manager
City of Perry
O - (478) 988-2757
M- (478) 508-1571
robert.smith@perry-ga.gov
500 Ball Street; P.O. Box 2030
Perry, GA 31069

Invitation to Bid
Purchase and Installation of Two (2) HVAC Units
BID #2019-17
Due Date January 16, 2019

1.11 Submission of Bid

Bid documents must be clearly marked on outside "Bid #2019-17 Purchase and Installation of Two (2) HVAC Units". No fax transmissions or emails will be accepted. Bids are to be submitted to:

Bid #2019-17 Purchase and Installation of Two (2) HVAC Units
Department of Administration – Purchasing
1211 Washington Street
P.O. Box 2030
Perry, GA 31069

**Invitation to Bid
Purchase and Installation of Two (2) HVAC Units
BID #2019-17
Due Date January 16, 2019**

Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1)

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 engaged in the physical performance of services on behalf of City of Perry has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Contractor

Name of Project

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, _____, 201__ in _____ (city), _____ (state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS _____ DAY OF _____, 201__.

NOTARY PUBLIC

My Commission Expires:_____

Invitation to Bid
Purchase and Installation of Two (2) HVAC Units
BID #2019-17
Due Date January 16, 2019

Sub-subcontractor Affidavit under O.C.G.A. § 13-10-91(b)(4)

By executing this affidavit, the undersigned sub-subcontractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract for _____ (name of subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract) and _____ (name of contractor) on behalf of City of Perry, Georgia has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned sub-subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned sub-subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the sub-subcontractor with the information required by O.C.G.A. § 13-10-91(b). The undersigned sub-subcontractor shall submit, at the time of such contract, this affidavit to _____ (name of subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract). Additionally, the undersigned sub-subcontractor will forward notice of the receipt of any affidavit from a sub-subcontractor to _____ (name of subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract). Sub-subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Sub-subcontractor

Name of Project

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, _____, 201____ in _____ (city), _____ (state)

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS _____ DAY OF _____, 201_____.

NOTARY PUBLIC

My Commission Expires: _____

Invitation to Bid
Purchase and Installation of Two (2) HVAC Units
BID #2019-17
Due Date January 16, 2019

Secure and Verifiable Documents under O.C.G.A. § 50-36-2

- A United States passport or passport card [O.C.G.A. § 50-36-2(b) (3); 8 CFR § 274a.2]
- A United States military identification card [O.C.G.A. § 50-36-2(b) (3); 8 CFR § 274a.2]
- A driver's license issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Marianas Islands, the United States Virgin Island, American Samoa, or the Swain Islands, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer. [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- An identification card issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Marianas Islands, the United States Virgin Island, American Samoa, or the Swain Islands, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer. [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A tribal identification card of a federally recognized Native American tribe, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer. A listing of federally recognized Native American tribes may be found at:
<http://www.bia.gov/WhoWeAre/BIA/OIS/TribalGovernmentServices/TribalDirectory/index.htm>. [O.C.G.A. § 50-36-2(b) (3); 8 CFR § 274a.2]
- A United States Permanent Resident Card or Alien Registration Receipt Card. [O.C.G.A. § 50-36-2(b) (3); 8 CFR § 274a.2]
- An Employment Authorization Document that contains a photograph of the bearer. [O.C.G.A. § 50-36-2(b) (3); 8 CFR § 274a.2]
- A passport issued by a foreign government. [O.C.G.A. § 50-36-2(b) (3); 8 CFR § 274a.2] • A Merchant Mariner Document or Merchant Mariner Credential issued by the United States Coast Guard. [O.C.G.A. § 50-36-2(b) (3); 8 CFR § 274a.2]
- A Free and Secure Trade (FAST) card. [O.C.G.A. § 50-36-2(b) (3); 22 CFR § 41.2]
- A NEXUS card. [O.C.G.A. § 50-36-2(b) (3); 22 CFR § 41.2]
- A Secure Electronic Network for Travelers Rapid Inspection (SENTRI) card. [O.C.G.A. § 50-36-2(b) (3); 22 CFR § 41.2] • A driver's license issued by a Canadian government authority. [O.C.G.A. § 50-36-2(b) (3); 8 CFR § 274a.2]
- A Certificate of Citizenship issued by the United States Department of Citizenship and Immigration Services. (USCIS) (Form N- 560 or Form N-561) [O.C.G.A. § 50-36-2(b) (3); 6 CFR § 37.11]
- A Certificate of Naturalization issued by the United States Department of Citizenship and Immigration Services. (USCIS) (Form N-550 or Form N-570) [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]
- In addition to the documents listed herein, if, in administering a public benefit or program, an agency is required by federal law to accept a document for proof of or documentation of identity, that document will be deemed a secure and verifiable document solely for that particular program or administration of that particular public benefit. [O.C.G.A. § 50-36-2(c)]

Invitation to Bid
Purchase and Installation of Two (2) HVAC Units
BID #2019-17
Due Date January 16, 2019

SAVE AFFIDAVIT

STATE OF GEORGIA
HOUSTON COUNTY

By executing this affidavit under oath, as an applicant for a public benefit, as referenced in O.C.G.A. §50-36-1, administered by the Georgia Department of Community Affairs, the undersigned applicant verifies on of the following with respect to my ability to enter into a contract with the City of Perry.

1. _____ I am a United States Citizen

Or

2. _____ I am a legal permanent resident of the United States.

Or

3. _____ I am an otherwise qualified alien or non-immigrant under the Federal Immigration and Nationality Act and lawfully present in the United States with an alien number issued by the Department of Homeland Security or other federal immigration agency. My alien number issued by the Department of Homeland Security or other federal immigration agency is:
_____.

The undersigned applicant also hereby verifies that he or she is 18 years of age or older and has provided at least on secure and verifiable document, as required by O.C.G.A. §50-36-1(f)(1), with this affidavit.

The secure and verifiable document provided with the affidavit can best be classified as:

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. §16-10-20, and face criminal penalties as allowed by such criminal statute.

Executed this ____ day of _____, 2017 in _____(city) _____ (state).

Signature of Applicant

Printed Name of Applicant

SUBSCRIBED AND SWORN BEFORE ME ON THIS _____ DAY OF _____, 201__.

NOTARY PUBLIC

My Commission Expires:_____

**Invitation to Bid
Purchase and Installation of Two (2) HVAC Units
BID #2019-17
Due Date January 16, 2019**

BID FORM

BID RECIPIENT

This Bid is submitted to:

CITY OF PERRY
Department of Administration – Purchasing
1211 Washington Street
P O Box 2030
Perry, Georgia 31069

Project:

Purchase and Installation of Two (2)
HVAC Units
1207 Washington Street, Perry GA

The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into an Agreement with Owner to perform all work as specified or indicated in the Bidding Documents for the prices and within the times indicated in this Bid and in accordance with the other terms and conditions of the Bidding Documents.

BIDDER ACKNOWLEDGEMENTS

Bidder accepts all of the terms and conditions of the Instructions to Bidders, including without limitation those dealing with the disposition of Bid security. This Bid will remain subject to acceptance for 60 days after the Bid opening, or for such longer period of time that Bidder may agree to in writing upon request of Owner. After the Notice to Proceed is received, the awarded bidder will begin work within five (5) calendar days and complete the project within thirty (30) calendar days.

BIDDER REPRESENTATIONS

In submitting this Bid, Bidder represents that:

- Bidder has examined and carefully studied the Bidding Documents, the other related data identified in the Bidding Documents, and the following Addenda, receipt of which is hereby acknowledged.

Addenda No.

Addenda Date

- Bidder is familiar with the site and is satisfied as to the general, local and site conditions that may affect cost, progress, and performance of the work.

**Invitation to Bid
Purchase and Installation of Two (2) HVAC Units
BID #2019-17
Due Date January 16, 2019**

BASIS OF BID

Bidder agrees to furnish material, labor and equipment for the **Purchase and Installation of Two (2) HVAC Units** for the total amount of _____, Dollars (\$_____). Which shall be considered our base bid.

ATTACHMENTS TO THIS BID

The following documents are attached to and made a condition of this Bid:

- Contractor's Affidavit
- Save Affidavit
- Copy of Business License

BID SUBMITTAL

The undersigned declares that he/she is an officer of the firm listed above and is authorized to sign this proposal and fully bind said firm to all the conditions and provisions thereof.

Company Name

Company Address

Authorized Agent Signature

Authorized Agent (printed):

Contact Number

Fax Number

Email Address

**Invitation to Bid
Purchase and Installation of Two (2) HVAC Units
BID #2019-17
Due Date January 16, 2019**

Attachment "A"
Engineering Report