



Cherokee County Board of Commissioners
Purchasing Department
1130 Bluffs Parkway, Canton, GA 30114
Phone: (678) 493-6000
Fax: (678) 493-6035

REQUEST FOR PROPOSALS

RFP# 2023-017

REPLACEMENT OF 5 HVAC DOAS SYSTEMS AND THREE KITCHEN HOODS

THE PROJECT: The Cherokee County Board of Commissioners Purchasing Department (County) is requesting competitive sealed **proposals** in support of licensed HVAC contractors to replace the HVAC DOAS equipment in Cherokee County Fire Stations 4, 12, 21, 22 and 23 and to replace the kitchen hood system in Cherokee County Fire Stations 21, 22 and 23, meeting the specifications and as described herein.

There **will** be a mandatory meeting to review the requirements. The meeting will be held at **one** of the proposed work sites and will include walking the area. Since the stations are substantially similar and the scope of work is the same for each station, as part of the mandatory meeting, the County will only require a site visit at Station 21. Contractors may view the other stations by contacting the procurement department for an appointment.

All times in the solicitation are local times to Cherokee County, Georgia in the Eastern Time Zone.

This Request for Opportunity Description is one of two documents making up this solicitation. The second document is Cherokee County Standard Solicitation Terms and Conditions, which contains all the standard forms potentially required to accompany a submission. Both of these documents together constitute the entire solicitation at the time of issuance.

The County reserves the right to reject any or all bids/proposals, to waive technicalities and to select and final award as deemed to be in the best interest of the County, including using any form of contract it deems most advantageous to the County.

SCHEDULE:

Issued	March 17, 2023
Mandatory Site Visit*	March 24, 2023 at 10:00 AM
Questions Due	March 28, 2023 by 4:00 PM
Answers Due	March 31, 2023
Bids/Proposals Due	April 7, 2023 at 10:00 AM
Anticipated Award Date	May 2, 2023

THE EXPECTED PERIOD OF PERFORMANCE:

The base period of performance is broken down into two areas; Physical Delivery of Product(s) and Service Delivery. This is a function of the Statement of Work (SOW) and/or specification and reflects if there is physical item or items to be delivered and / or delivery of services. An X in the box corresponding to item 1 below, Physical Delivery indicates a physical item or items are to be delivered and an X in the 2. Delivery of Services indicates that Services are to be performed. Either or both may apply to the work contemplated by this solicitation.

Additionally, should there be an X in the box corresponding item 3. Option Grant, then the County requests the right to extend the period of performance beyond the Base Rate as specified.

1. ☐ NO PHYSICAL ITEMS/GOODS ☒ PHYSICAL DELIVERY OF ITEMS/GOODS REQUIRED:

For Physical Delivery solicitations, the period of performance for an award shall begin with either the placement of Purchase Order or the date indicated on the Agreement. All items to be delivered are to be FOB Cherokee County at the address indicated in the solicitation. Performance shall be complete upon final acceptance by the County. Time is of the essence for the delivery of each item specified. Warranty requested as below:

☒ Warranty Term Requested: (10) Ten Years Parts & Labor

2. ☐ No SERVICES REQUIRED ☒ PERFORMANCE OF SERVICES:

For Performance of Services solicitations, the period of performance shall begin with the placement of either a Purchase Order or the date of the Agreement unless the Agreement, the SOW or the Solicitation Terms indicate that performance shall begin upon the issuance of a Notice to Proceed (NTP), in which case the NTP would represent the beginning of performance. Term of services requested are as below:

Services Term:

- ☐ One Year
☐ Two Years
☐ Three Years
☒ Other: 120 days from Notice to Proceed (NTP)

3. ☐ OPTION GRANT:

This solicitation contains requested options; please see Statement of Work for details.

SUBMITTAL INSTRUCTIONS:

Interested Bidders/Proposers should carefully review the requirements defined herein and provide complete and accurate submissions that should include the following items (**only items indicated with an “X” in the corresponding boxes are required for this solicitation**):

- ☒ Information and Addenda Acknowledgement Form (Appendix A)
- ☒ Non-Influence and Non-Collusion Affidavit (Appendix B)
- ☒ E-Verify Affidavit (Appendix C)
- ☒ References* (Appendix D)
- ☒ Acceptance of County' Standard Agreement**, as below: (Appendix E)
 - ☒ Professional Services Agreement (Sample provided)
 - ☐ Construction Services Agreement (Sample Provided)
 - ☐ Other:
- ☒ Suspension, Debarment and Litigation Affidavit (Appendix F)
- ☐ SAM registration is required (Appendix F)
- ☐ Contractor's License Certification (Appendix G)
- ☐ Bonds Requirements **if the price bid > \$100K**
 - ☐ Ability to Provide Performance, Labor & Matl. Payment Bond (Appendix H)
 - ☐ Bid Bond (See Appendix I)
- ☒ Evidence of/ability to provide Insurance at the limits identified herein,***
- ☒ Certifications, Licenses or Registrations as required by law and/or as requested
- ☐ Pricing on Proposer's Company Letterhead
- ☒ Pricing on included pricing sheet / bid form
- ☐ Contractor's Qualifications Statement (Appendix J)
- ☐ Added Terms to Construction Service Agreement (Attachment)
- ☐ Substitutions Proposed: See Instructions Standard Solicitation Terms****, Item 9
- ☒ Any other requirements as requested under the scope of work

Notes:

*The County reserves the right to contact not only those references provided, but may also use previous performance for the County, other contacts it identifies and other sources of information believed to be viable to evaluate capability, viability and performance.

**If Acceptance of County's Standard Agreement is checked, all work/items defined herein are to be quoted according to these requirements. Copies of these agreements can be located at the County's Procurement web page.

***Insurance levels requested are those identified in the County's Standard Agreement, section "I."

****Standard Solicitation Terms Refer to Cherokee County Standard Solicitation Terms and Conditions

EVALUATION CRITERIA:

Bids/Proposals that contain options or additive work above and beyond the base bid will be evaluated financially according to the criteria described in the solicitation. However, should the use of options or additive work proposed exceed the County budget, the County retains its rights to address such situations as described in its Standard Terms For Bid and Proposal Solicitation as well as the right to award based on the base bid only or the base bid plus quoted additive work that is within its budget.

☐ Bids determined to be Responsive and Responsible will be ranked based Bid Form Criteria.

OR

☒ Proposals determined to be Responsive and Responsible will be evaluated on the following criteria:

70%	Price
30%	Technical (See below)

100%	TOTAL
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Technical Evaluation Criteria

1. Similar Experience: Please provide 3 – 5 similar projects in size and nature completed by the General Contractor within the last 3 years. Pictures and additional, relevant information may be provided. Must include name of project, locations and general description of each.
2. Project Manager Information, to include: Name, years with company, years in industry, relevant similar projects that he/she has worked on, and any other information that may be relevant to this project.
3. Site Manager Information, to include: Name, years with company, years in industry, relevant similar projects that he/she has worked on, and any other information that may be relevant to this project.
4. Schedule: Proposals shall include schedule detailing timeline of major milestones that demonstrates ability to complete project within the specified timeframe. This shall include the assumption of weather days where construction may not be possible as well as any other potential delays in material availability. The County does not have a preference of which station is completed first or in the order of completion.
5. Please include information on your project approach to successfully completing the County's project on time and within budget.
6. Contractor may provide any other relevant information that may serve to differentiate them from other contractors in suitability, experience and qualifications to perform this type of work.
7. Information shall be provided on all subcontractors. References may be contacted should the evaluation team deem them necessary.

Proposals will be scored on the above evaluation criteria. Failure to provide information necessary to evaluate proposal, may result in a lower scoring proposal.

The County reserves the right to reject the bid of any vendor who has previously failed to perform properly or complete on time contracts of a similar nature, or who upon investigation shows is not in a position to perform the contract.

HOW AND WHERE TO SUBMIT BIDS AND PROPOSALS:

The County has two methods for receiving bids and proposals that are mutually exclusive; either electronically or by physical receipt. The box with the “X” below indicates how and where bids or proposals are to be submitted. The County will NOT accept proposals by fax, or e-mail unless authorized, in writing, by the Procurement Director. The solicitation submission deadline will be strictly enforced; no late bids/proposals will be accepted for any reason, please plan accordingly.

A. Electronic Submissions Only:

☒ Bids and Proposals are to be submitted electronically ONLY to BidNet Direct. Physical copies are not to be submitted unless approved in advance by the Purchasing Director.

Proposals and all requested documentation to be provided electronically should in the Adobe Portable Document Format (PDF) as ONE file unless otherwise indicated in these solicitation instructions. Documents provided in response to this solicitation are to be named according to the following naming convention:

- a. [Solicitation Number]_[Vendor Name]_[Document Type]
Example: “2017-111_ABC Company_Proposal”

QUESTIONS/ADDENDA:

Only written inquiries will be permitted during the solicitation period. **Questions are to be submitted via BidNet Direct** for this solicitation no later than the date and time indicated in the Schedule, as may be amended. Answers will be posted via formal Addendum and only released as part of the solicitation documents on BidNet Direct. All interested parties are instructed to monitor BidNet Direct on a regular basis throughout the solicitation period. The final date for posting of Addenda is per the Schedule, as may be amended.

MANDATORY SITE VISIT:

Date/Time: March 24, 2023 at 10:00 AM

Location: Cherokee County Fire Station 21
1190 Evenflo Dr.
Ball Ground, GA 30107

STATEMENT OF WORK AND / OR SPECIFICATION LOCATED ON THE NEXT PAGE

STATEMENT OF WORK AND / OR SPECIFICATION:

Cherokee County is seeking proposals from licensed HVAC contractors to replace the HVAC DOAS equipment in Cherokee County Fire Stations 4, 12, 21, 22 and 23 and to replace the kitchen hood system in Cherokee County Fire Stations 21, 22 and 23.

LOCATIONS:

Cherokee County Fire & Emergency Services - Station 12
9081 Fincher Rd, Waleska, GA 30183

Cherokee County Fire - Station 21
1190 Evenflo Dr, Ball Ground, GA 30107

Cherokee County Fire & Emergency Services - Station 4
9253 Freehome Hwy, Canton GA., 30115

Cherokee County Fire & Emergency Services - Station 23
7675 Vaughn Rd, Canton, GA 30115

Cherokee County Fire & Emergency Services - Station 22
9950 Bells Ferry Road, Canton, GA., 30115

This project includes demolition of equipment, new installation of equipment, and roof work at the above referenced stations. Contractor shall be responsible for all ancillary electrical, plumbing, drywall and painting as needed. The existing pad mounted split DOAS systems in the stations will be replaced, including minor electrical coordination, and gas piping. New exterior ductwork to be installed and connected to existing interior ductwork. Units to be integrated into existing controls system.

A new Type 1 kitchen hood shall be installed over the existing ranges at Stations 21, 22 and 23. No hood work is needed in the other stations. Contractor shall install new upblast fan on roof directly above, with curb. Specifications include integral fire suppression system and control panel. New electrical work is required for kitchen equipment installation.

The Cherokee County Fire & Emergency Services primary point of contact for this proposal is the Cherokee County Procurement Department. All Communications must be through the procurement department, contact with other County employees may result in disqualification. All vendors shall comply with Supplier Code of Ethics <https://www.cherokeega.com/Procurement/Vendor-Resources/>

The County and Contractor are required to obtain all permits in accordance with state and county regulations. The County will wave all cost related to obtaining such permits.

The contractor is responsible for securing adequate disposal containers and the costs thereof. Contractor will be responsible for leaving the Stations cleaned and free of debris, equipment and materials at the end of each workday. Upon completion of work the contractor must remove all disposal containers, debris, equipment and materials. This Stations will remain open and working 24-hours per day, 7-days per week during the remodels.

Contractor may access the Stations any time between 7:30am and 7:30pm Monday through Friday. Saturday Work may be allowed under special circumstances; awarded contractor shall contact Jud Martin by email at jmartin@cherokeega.com to request and arrange Saturday work times.

Should a subcontractor be used for any portion of the work, the subcontractor's company shall require County approvals prior to any work being performed.

Contractor shall consider all responsible alternatives to prevent delays.

The County intends to award the project to one contractor for the entirety of the work.

GENERAL BUSINESS EXPECTATIONS

APPLIES TO ALL LOCATIONS UNLESS OTHERWISE SPECIFIED

- Contractor is responsible to schedule additional site visits as needed through the County's Purchasing department.
- All equipment shall be new, free of any cosmetic flaws or damage and covered by manufacturer's warranty. The County also requires an installation warranty for a minimum of a one-year.
- All work to be performed per code and shall be subject to inspection by County.
- All work is to be performed by a licensed Mechanical contractor. The license holder shall be onsite and accessible during the entire process.
- Contractor shall provide a licensed electrical contractor to perform all electrical connections to the new units.
- Each system shall be properly installed, in working order and fully tested at each location before starting work at a new location. The County will not allow working on multiple sites at the same time. Each site test shall be witnessed by an authorized Property Management employee.
- An "Inspection Certificate" (see attached) is required to be submitted to the County Project Manager. The County Inspection Certificate must be submitted with the invoice for payment.

END OF STATEMENT OF WORK/SPECIFICATION

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Pricing Form:

Base Proposal

Company Name: _____ proposes to fully and completely construct the Project in conformity with all requirements of the Contract Documents and furnish all necessary labor, material and equipment for such construction, and, furthermore, to fully, completely, and strictly perform all obligations of the Contractor as set forth in the Contract Documents, for the total lump sum contract price of \$ _____. Said lump sum contract price is allocated, in its entirety, to the following elements of the work:

STATION 4 \$ _____

STATION 12 \$ _____

STATION 21 ** \$ _____

STATION 22 ** \$ _____

STATION 23 ** \$ _____

** Price for Stations 21, 22 and 23 shall also include the cost of the hood system.

 Company's Representative

 Signature

 Date

HVAC INSPECTION CERTIFICATE

COMPANY: _____

COMPANY ADDRESS: _____

RFP# _____

Date: _____

We hereby certify that the HVAC system located at the address below has been properly installed, in working order and fully tested as witnessed and approved by the County's authorized Property Management employee.

Site Address: _____

Contractor's Representative: _____

Representative's Signature: _____ Date: _____

County's Witness Name: _____

Witness Signature: _____ Date: _____