

May 30, 2024

The Houston County Public Library System (HOUPL) is seeking quotes for providing contractual HVAC Preventative Maintenance Services for the library system's 3 branches for a period from July 1, 2024 through June 30, 2025 with opportunity to renew on an annual basis.

The submittal must provide for all costs, services, fees and any other expenses including, but not limited to those services specified and recommended.

Please submit quotes with accompanying required documentation by June 24, 2024 to Cynthia Spratling, Business Manager at cspratling@houpl.org

SCOPE OF SERVICES

Houston County Public Library System seeks a firm to;

- **Provide labor necessary to keep equipment in proper operating condition**
- **Provide** a minimum of **two** inspection calls yearly on HVAC heating and air conditioning units to include the following:
 - 1) Inspect entire system
 - 2) Lubricate all moving parts
 - 3) Check and clear drain tubes
 - 4) Check operation temperatures and pressures
 - 5) Check for any refrigerant leaks
 - 6) Check and adjust:
 - a. Motors and Starters
 - b. Valves
 - c. Gas Fired Units
 - d. Oil Burners
 - e. Safety Controls
 - f. Compressors
 - 7) Inspect and replace if necessary:
 - a. Compressor belts
 - 8) Air Filter Service – Contractor will obtain and change filters on all units at least **twice** per year and more often if necessary. HOUPL will pay for the required filters.

Locations to be covered within this service contract:

Centerville Branch Library
206 Gunn Road, Centerville GA 31028

Perry Branch Library
1201 Washington Street, Perry GA 31069

Nola Brantley Memorial Library
721 Watson Blvd., Warner Robins GA 31093

The library and library grounds are non-smoking and tobacco free.

ONSITE INSPECTION

Contractors shall contact Ms. Rachel Breland, IT & Facilities Manager, via email (rbreland@houpl.org) or phone @ 478-918-6133, for an onsite inspection. No proposals will be accepted without confirmation of an onsite inspection to confirm type of units and configuration.

INSURANCE REQUIREMENTS

Contractor is responsible for obtaining necessary insurances, licenses and permits.

- A. The firm will maintain or carry Commercial General Liability Insurance coverage in an amount not less than \$1,000,000 over the primary insurance.
- B. The firm will maintain **Worker's Compensation Insurance for all of its employees** connected to this agreement. Such insurance shall comply with all applicable state laws and shall be in an amount determined by the Georgia Workers Compensation Statutory Limits.
- C. The firm shall provide HOUPL a Certificate of Insurance showing proof of insurance. Certificates containing wording that releases the insurance company from liability for non-notification of cancellation of the insurance policy are not acceptable.
- D. The firm and/ or its insurers are responsible for payment of any liability arising out **of Workers' Compensation, unemployment, or employee benefits offered to its employees.**

- E. All said insurance shall contain a provision that coverage afforded under the policies will not be cancelled unless and until thirty (30) days prior written notice has been given to HOUPL.

MINIMUM REQUIREMENTS

- Firms must have a minimum of 3 years of experience in providing related services
- Firms must provide at least 2 references
- Firms must have no conflict of interest issues while under contract to HOUPL for these services
- Firms must have a license to do business

PAYMENT AND TAXES

HOUPL is exempt by law from any local, State or Federal Taxes. Net prices as shown in the proposal shall exclude said tax amounts. Bidders shall inform all prospective subcontractors and suppliers from whom they expect to obtain services or supplies of the tax exempt status of HOUPL. Following a contract award, an exemption certificate will be furnished by HOUPL.

Payment terms are thirty days net upon satisfactory completion and receipt of invoice.

REQUIREMENT FOR CRIMINAL BACKGROUND CHECKS

- A. The Contractor shall warrant that they will only assign employees who have passed a criminal background check to perform work under this contract. The background checks shall demonstrate the worker has no convictions or pending criminal charges that would render the worker unsuitable. Disqualifying convictions or charges include, but are not limited to, sexual offenses, violent offenses, and drug offenses.
- B. The Contractor warrants they are supplying employees who have passed a background check(s). Contractor agrees to defend, indemnify and hold harmless HOUPL, its officers, directors and employees for any claims, suits or proceedings alleging a breach of this warranty.

E-VERIFY COMPLIANCE

The Georgia E-Verify law requires contractors and all sub-contractors on Georgia public contracts (contracts with a government agency) for the physical performance of services over \$2,499.99 in value to enroll in E-Verify, regardless of the number of employees.

Contractors must sign the Contractor E-Verify Affidavit and provide the library with their E-Verify number as part of their submittal (see attached). HOUPL is required to ensure that the Contractor E-Verify Affidavit is part of the contract; however, the contractor is responsible for all subcontractor E-Verify affidavits and the subcontractors are responsible for the sub-subcontractors affidavits.

For contractor's not familiar with Georgia's E-Verify laws, more information can be found at <https://www.verifyi9.com/state-laws/georgia-e-verify/>

PROPOSAL FORM - SIGNATURE PAGE

Date _____

TO: Houston County Public Library System

This quote is submitted in accordance with your RFQ inviting quotes to be received for **the project identified as "HVAC Maintenance."** Having carefully examined all instructions, specifications and being familiar with the various conditions affecting the work, the undersigned, hereby agrees to furnish all material, perform all labor, and do all else necessary to complete the work in strict accordance with the specifications for price as contained herein.

In the event this quote is accepted the undersigned is hereby bound to commence and complete all of the work included under this contract in such time and such manner as designated for the various items the bidder has contracted to supply or perform.

In submitting this proposal, it is understood that the unrestricted right is reserved by HOUPL in making the award to reject any and all proposals or parts thereof, or to waive any informalities or technicalities in said proposals.

The undersigned hereby certifies that this proposal is genuine and made in the interest or in behalf of any person, firm or corporation not herein named; that the undersigned has not directly or indirectly induced or solicited any bidder to refrain from submitting proposals, and that the undersigned has not, in any manner, sought by collusion to secure for himself an advantage over any other bidder.

TOTAL AMOUNT of QUOTE:

Proposal must be signed for Consideration:

(Print name)

(Signature)

_____ (Date)

Contractor E-Verify 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 HOUPL

_____ (name of employer) 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. § 13-10-9 I (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

Houston County Public Library System
Name of Public Employer

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

Executed on _____, 20____, 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 THE ____ DAY OF _____, 20____

_____ NOTARY PUBLIC

My Commission Expires: