



PINE MOUNTAIN REGIONAL LIBRARY SYSTEM

Request for Quote

**Replacement of Three HVAC Units for the
Administrative Offices of the Pine Mountain Regional Library**

Submission Date/Time:
March 22, 2019, 5:00 pm

Place:
Manchester Public Library

The Pine Mountain Regional Library is pleased to invite you to submit a sealed quote for:

Replacement of three HVAC units for the Administrative Offices of the Pine Mountain Regional Library System located in the Manchester Public Library building at 218 W. Perry Street in Manchester, GA.

A required site visit will be held on Tuesday, March 12, 2019 at 10:00 am at the Manchester Public Library. Interested proposers should notify the library of their intention to attend the site visit by calling the Library Administrative Office at 706-846-2186 x.100 no later than March 6, 2019. Interested proposers will meet at the Circulation Desk at the library.

Send RFQ via mail, courier or hand delivery to:

Pine Mountain Regional Library System
Attn: Cynthia S. Kilby
218 W. Perry St. – P. O. Box 709
Manchester, GA 31816

RFQ submission deadline: March 22, 2019 at 5:00 p.m. EST

In order to fully respond to this RFQ, each bidder must include:

- Proposal Form, including acknowledged receipt of any or no Addendums
- Fee Proposal Worksheet
- Certificate of Insurance
- References (three minimum, preferably from libraries)

Failure to include any of the deliverables may result in the response being disqualified or receiving a lower rating. It is the responsibility of the bidder to look for addendums.

Timeline:

RFP issuance date	March 1, 2019
Required walkthrough	March 12, 2019
RFP submission due date	March 22, 2019
Contract approval	March 29, 2019
Anticipated start of project	April 5, 2019

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**Pine Mountain Regional Library System
General Terms and Conditions
Request for Quote (RFQ) Instructions to Proposers**

The general terms and conditions which follow apply to all purchases, solicitations for goods and/or services and become a definite part of each formal request for quote, purchase order or contract issued by the Pine Mountain Regional Library System, unless otherwise specified. By submitting a response, the proposer agrees to be bound by these terms and conditions. Vendors or their authorized representatives are expected to fully inform themselves of the conditions, requirements and specifications before submitting quotes, failure to do so will be at the vendor's own risk and he/she cannot secure relief on plea of error.

RFQ Bidding Procedures

The first item must be performed by the vendor in order for the quote to qualify for consideration by the Library.

Submission of Quotes

All proposals submitted must be received by the Library before the time specified for receipt of quotes. All quotes should be in a sealed envelope. The envelope must be clearly marked SEALED QUOTE with the RFQ title, date due and time of receipt, written on the front of the envelope.

Send RFQ via mail, courier or hand delivery to:

Pine Mountain Regional Library System
Attn: Cynthia S. Kilby
P. O. Box 709
Manchester, GA 31816

RFQ submission deadline is Friday, March 22, 2019 at 5:00 p.m. EST. Quotes received after the time specified will not be considered.

Questions

All questions concerning the RFQ shall be submitted to the Library. Questions requiring a clarification or interpretation of the specifications shall be submitted to the Library via email to ckilby@pinemtnlibrary.org by 5:00 pm on Wednesday, March 13, 2019. The Library will post a written response on our website <https://www.pinemtnlibrary.org/wordpress/> in the form of an addendum no later than 5:00 pm on Friday, March 15, 2019.

Whenever the answer to a question is contained in the documents, the vendor shall be directed to the RFQ document. The Library will not be responsible for any other explanation of the specifications made prior to the receipt of quotes.

Addendum

Proposer shall acknowledge the receipt of any addendum interpreting the specifications of the RFQ.

Proposals Binding for 90 Days

Unless otherwise specified in the specifications, all formal RFQ submitted shall be binding for ninety (90) calendar days following the date of opening.

Withdrawal of Quotes

A written request for the withdrawal of a quote will be granted if the request is received by the Library prior to the time of bid opening.

Awarding the Contract**Criteria for Awarding/Reservation of Rights**

The contract will be awarded to the responsible, responsive vendor and any other vendor determined by the Pine Mountain Regional Library System administration to be in the best interest of the Library, who meets or exceeds the criteria. The Library reserves the right to reject any or all quotes or to waive any details in quotes received whenever such rejection or waiver is in the best interests of the Library. The Library also reserves the right to reject the RFQ of a proposer who has previously failed to satisfactorily perform, has not completed contracts on time or whom upon investigation shows they are not in a position to perform the contract.

In determining responsibility, the following qualifications will be considered by the Library:

1. The ability, capacity and skill of the vendor to perform the contract or provide the service required.
2. Whether the vendor can perform the contract or provide service promptly, or within the time specified, without delay or interference.
3. The character, integrity, reputation, judgment, experience and efficiency of the vendor.
4. The quality of performance of previous contracts and services.
5. The previous and existing compliance by the vendor with law and ordinances relating to the contract or service.
6. The quality, availability and adaptability of the supplies or contractual services to the particular use required.
7. The ability of the vendor to provide future maintenance and service for the use of the subject of the contract.
8. Proposer's record of experience in this field of endeavor; and, the size and scope required in the proposals specifications.

Notice of Award

The Library expects to accept in writing one of the quotes within ten (10) days from the date of opening, or the time specified within the specifications, unless the awardee extends the time of acceptance to the Library. Notice of award will be mailed to all vendors of record within the time for acceptance specified in the Request for Quote.

Registration Required

Companies awarded should be registered to do business in the State of Georgia.

Price**Tax Exemption**

Sales to the Pine Mountain Regional Library System are exempt from state and local sales tax pursuant to O. C. G. A. § 48-8-3(1). Our Sales Tax Number is 58-6002833.

Late Fees or Cancellation Charges

State agencies are prohibited from agreeing to pay late payment fees or cancellation charges. This stems from an opinion of the Attorney General that late payment charges are in the nature of a penalty/gratuity which the State is constitutionally prohibited from paying (Atty. Gen. Position Paper dated August 8, 1978; Bentley v. State Board of Examiners, 152 Ga. 836 (1922)).

Financial Responsibility Provisions**General Guaranty**

Contractor agrees to:

1. Save the Library and the employees harmless from liability of any nature or kind for the use of any copyrighted or un-copyrighted composition, secret process, patented or unpatented invention, article or appliance furnished or used in the performance of the contract with the Contractor is not the patentee, assignee, licensee or owner; and
2. Protect the Library against latent defects in materials or workmanship and to repair or replace any article damaged or marred in transit or during delivery; and
3. Pay for all permits, licenses and fees and give all notices and to comply with all laws, ordinances and rules of the City of Manchester and the State of Georgia.

Warranties

Unless otherwise specified, the Contractor shall unconditionally guarantee the materials and workmanship on all equipment furnished by the Contractor for a period of one year from date of delivery and installation, if required, unless otherwise specified in the specifications. If, within the warranty period, any defects or signs of deterioration are noted which, in the opinion of the Library, are due to faulty design and installation, workmanship or materials, the Library shall notify the Contractor. At the Contractor's expense, the Contractor shall repair, adjust the equipment or parts to correct the condition or replace the part or entire unit to complete the satisfaction of the Library.

Insurance

At the Contractor's expense, the Contractor shall secure and maintain in effect throughout the duration of this contract, insurance of the following kinds and limits to cover all locations of the Contractor's operations. The Contractor shall furnish Certificates of Insurance to the Library before starting the project or within ten (10) days after the execution of the contract. They shall include a provision preventing cancellation of the insurance policy unless thirty (30) days prior written notice is given to the Library.

The limits for the insurance required shall provide coverage for not less than the following amounts or greater where required by law.

Commercial General Liability

1. Coverage to include Premise/Operations, Products/Completed Operations, Independent Contractors, Broad Form Property Damage, Contractual and Personal Injury.

2. Limits:

General Aggregate	\$2,000,000
Products/Completed Aggregate	\$1,000,000
Each Occurrence	\$1,000,000
Personal Injury	\$1,000,000

3. Coverage is to be written on an “occurrence” basis.

4. Products/Completed Operations coverage is remain in force for a period of two (2) years after the completion of the project.

5. Cover all claims arising out of the Contractor’s operations or premises, Subcontractor’s operations or premises, anyone directly or indirectly employed by the Contractor or Subcontractor and the Contractor’s obligations under indemnifications under this contract.

Professional Liability

1. Per project Aggregate \$1,000,000

2. Cover all claims arising out of the Contractor’s operations or premises, Subcontractor’s operations or premises and/or anyone directly or indirectly employed by the Contractor or Subcontractor.

Worker’s Compensation

Shall be in accordance with the provisions of the laws of the State of Georgia.

Comprehensive Automobile Liability

1. Coverage to all owned, hired non-owned vehicles and/or trailers and other equipment required to be licensed.

2. Limits:

Combined Single Limit	\$1,000,000
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Umbrella

1. Limits:

Each occurrence/aggregate	\$2,000,000
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2. Cover all claims arising out of the Contractor’s operations or premises, Subcontractor’s operations or premises and/or anyone directly or indirectly employed by the Contractor or Subcontractor.

The Pine Mountain Regional Library System shall be named as additional insured on all insurance policies, except for professional liability and worker's compensation.

Indemnification

The Contractor understands and agrees that any performance bond or insurance protection required by this contract or otherwise provided by the Contractor, shall in no way limit the responsibility to indemnify, keep and save harmless and defend the Library as herein provided.

The Contractor shall indemnify, hold harmless and defend the Library, its Trustees, officers, employees and its agents from any and all claims, suits, actions, costs and fees; including reasonable attorney's fees, of every nature or description arising from, growing out of, or connected with the performance of this Contract or because of any act or omission, negligence or misconduct of the Contractor, its employees and agents or its subcontractors. Such indemnification shall not be limited by reason or the enumeration of any insurance coverage herein provided.

Assignment, Termination and Default

Assignment

Assignment of this contract or any part thereof or any funds to be received there under the Contractor shall be subject to the approval of the Pine Mountain Regional Library System.

Termination of Contracts

Contracts will remain in force for full periods and until all articles ordered before date of termination shall have been satisfactorily delivered and accepted and thereafter until all requirements and conditions shall have been met, unless:

1. Terminated prior to expiration date by satisfactory deliveries of entire contract requirements.
2. Extended upon written authorization of the Library Director and accepted by the Contractor to permit ordering of unordered balances or additional quantities at contract prices and in accordance with contract terms.

Default

The contract may be cancelled or annulled by the Pine Mountain Regional Library System, in whole or in part, by written notice of default to the Contractor upon non-performance or violation of contract terms. Upon receipt of such notice, the Contractor shall have seven (7) days within which to correct any default or violation. If the default or violation is not corrected within the specified time an award may be made to another bidder or articles specified may be purchased on the open market. In either event, the defaulting Contractor shall be liable to the Library for costs incurred by the Library in excess of the defaulted contract prices. However, the Contractor shall continue the performance of this contract to the extent not terminated under the provisions of this clause.

Miscellaneous

Material Safety Data Sheets

It is a federal law that chemical manufacturers and importers must develop an MSDS for each hazardous chemical they produce or import and must provide the MSDS automatically at the time of initial shipment of a hazardous chemical to a downstream distributor or user or anytime the chemical makeup of the product is changed. Distributors must also ensure that downstream employers are similarly provided an MSDS.

Minority Participation

The Pine Mountain Regional Library System encourages minority business firms to submit quotes and encourages the successful contract bidder to utilize minority businesses as subcontractors for supplies, equipment, services and construction.

Prosecution of Work

The Contractor shall begin the work to be performed under the contract no later than ten (10) days after the execution and acceptance of the contract, unless otherwise provided. The work shall be conducted in such a manner and with sufficient materials, equipment and labor as is considered necessary to insure its completion with the time specified in the contract.

**Pine Mountain Regional Library System
Request for Quote**

**Replacement of Three HVAC Units for the Administrative Offices of the
Pine Mountain Regional Library System**

Background

The Administrative Offices of the Pine Mountain Regional Library System are located inside the Manchester Public Library, which is located at 218 W. Perry Street in Manchester, GA. The Administrative Offices were added onto the building in 1995. The three existing HVAC units were installed on the roof at that time.

Scope of Work

The Pine Mountain Regional Library System is seeking proposals from a qualified contractor for the replacement of three 4.0 ton gas/electric HVAC units located on the roof of the Administrative Offices. The Library is seeking a contractor that will provide a single source responsibility for all entailed work.

Location

Manchester Public Library
218 W. Perry St.
Manchester, GA 31816

A required site visit will be held on Tuesday, March 12, 2019 at 10:00 am at the Manchester Public Library. Interested vendors should notify the library of their intention to attend the site visit by calling the Library Administrative Office at 706-846-2186 x.100 no later than March 6, 2019. Interested vendors will meet at the Circulation Desk at the library.

Bidder's Qualifications

Any bidding contractor is agreeing that they meet the following minimum requirements:

1. Company is licensed to do business in the State of Georgia
2. Company shall be in compliance with applicable state and federal laws.
3. Company should be of sound financial status.
4. Company shall have a minimum of five (5) years of documented experience.
5. Company shall be free of encumbering legal actions or firm history of judgments, claims and arbitration proceedings.
6. Company shall provide necessary insurance requirements.

Project Specifications

Manchester Public Library

Unit 1, Technical Services Department

Replace the HVAC unit that heats, cools and conditions this department with a 4.0 ton gas/electric unit. Price shall include:

1. The removal and disposal of the existing HVAC unit.
2. Furnishing and installation of the new HVAC unit, including all labor, materials and incidentals to finish the work complete and accepted by the library.

Unit 2, Reception Area

Replace the HVAC unit that heats, cools and conditions the reception area, hallway, Magnolia Room and break room with a 4.0 ton gas/electric unit. Price shall include:

1. The removal and disposal of the existing HVAC unit
2. Furnishing and installation of the new HVAC unit, including all labor, materials and incidentals to finish the work complete and accepted by the library.

Unit 3, Director's Office

Replace the HVAC unit that heats, cools and conditions the Director's Office, hallway, Business Office, Assistant Director's Office and Children's Services Office with a 4.0 ton gas/electric unit. Price shall include:

1. The removal and disposal of the existing HVAC unit
2. Furnishing and installation of the new HVAC unit, including all labor, materials and incidentals to finish the work complete and accepted by the library.

Work Schedule

Delivery and installation will occur in April 2019. All work is to be performed during standard business hours Monday – Friday, although arrangements will be made to start early or stay late on any work day. The exact scheduling will be resolved with the successful contractor in collaboration with the Library. Completing the work in a minimum amount of days is critical. Work must be completed on or before May 3.

Safety and Security

The contractor is to coordinate work with Library staff and be prepared to protect the public and the staff when work is happening during open hours.

Deliverables

In order to fully respond to this RFP, each bidder must include:

- Quote Form, including acknowledged receipt of any or no Addendums
- Fee Proposal Worksheet
- Certificate of Insurance
- References (three minimum, preferably from libraries)

Failure to include any of the deliverables may result in the response being disqualified or receiving a lower rating. It is the responsibility of the bidder to look for addendums.

Rating Criteria

All responses shall be rated on the following scale:

- Cost 40%
- Company qualifications and experience (including reference checks) 20%
- Availability and capacity of the company to perform the work 40%

The award will be made to the most qualified company whose proposal is deemed most advantageous. Any contract resulting from this RFP will be subject to the approval of the Pine Mountain Regional Library System Board of Trustees.

Pine Mountain Regional Library System

Quote Form

RFQ Title: Replacement of Three HVAC Units for the Pine Mountain Regional Library

Date Due: Friday, March 22, 2019

Time Due: 5:00 pm

Where: Pine Mountain Regional Library System
P. O. Box 709
218 W. Perry St.
Manchester, GA 31816

The undersigned vendor, having examined the specifications and other documents, hereby agrees to supply services as per the attached specification. The proposer agrees to perform other work stipulated in, required by and in accordance with, the proposal documents attached. The vendor agrees to meet the proposed prices and certifies that the company meets the minimum bidder qualifications.

The undersigned acknowledges receipt of addendum Nos. _____.

To be considered, all quotes must be signed, include worksheets and be received by the due date and time.

Company Name _____

Address _____

City, state, zip _____

Telephone number _____ Fax number _____

Authorized representative (typed) _____

Signature _____

Date _____ Title _____

**Pine Mountain Regional Library System
218 W. Perry St – P. O. Box 709
Manchester, GA 31816**

**HVAC Replacement
Fee Proposal Worksheet**

Unit 1, Technical Services Department

HVAC unit \$ _____

Installation \$ _____

Unit 2, Reception Area

HVAC unit \$ _____

Installation \$ _____

Unit 3, Director's Office

HVAC unit \$ _____

Installation \$ _____

Unit 1, Unit 2 and Unit 3 total \$ _____