

BOARD OF COMMISSIONERS OF CANDLER COUNTY

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Candler County is seeking proposals for the services of HVAC maintenance and repair for all county owned buildings. Sealed proposals shall be received until 3:00 p.m. on Friday, August 13, 2021:

Proposals can be delivered or mailed to:

Candler County Commissioners
1075 East Hiawatha Street, Suite A
Metter, GA 30439

Proposals shall be labeled "Candler County HVAC maintenance". Proposals received after the deadline will not be considered.

Services shall include HVAC maintenance:

Provide for quarterly inspection and service on all HVAC units located at county owned buildings to include:

1075 E Hiawatha St, Candler County Administration Building
1065 E Hiawatha St, Candler County EMS,
1015 E Hiawatha St, Candler County Sheriff's office and Detention Center
35 SW Broad St, Candler County Courthouse,
621 W Pine St, Strickland Building, Metter-Candler Recreation Department
150 Register St, Gymnasium, Metter-Candler Recreation Department
428 N Rountree St, Candler County Health Department
25 Daniel St, Tax Assessor and Tax Commissioner Office

Inspection and service shall include inspecting and cleaning system drains, inspecting coolant levels and replacing as needed, inspecting and replacing filters and parts as needed. Vendor is responsible for the cost of filters to be included in the bid amount.

1075 EAST HIAWATHA STREET, SUITE A, METTER, GEORGIA 30439
(912) 685-2835 FAX (912) 685-4823

Vendor agrees to provide owner a monthly report indicating unit serviced, services performed, and any recommendations for maintenance or replacement outside the scope of regular cleaning and filter replacement.

In addition to regular maintenance and inspections the bidder will agree to provide a standard rate for service calls, both emergency and non-emergency for service outside of the proposed regular maintenance schedule.

Proposals must contain a unit price, Insurance Certificates, the names of all owners of the company.

Contractor must agree to indemnify and hold harmless Candler County and all employees, offices and agents from any and all losses resulting from the completion of this work scope. The Contractor will work as a separate agent from Candler County and shall provide to the County Certificates of Insurance for both General Liability in the amount of \$1,000,000 per occurrence and Worker's Compensation Coverage to the limits required by Georgia law. Insurance Certificates must be submitted with the bid documents.

For questions about this service contract or to schedule site inspection prior to bid submission, contact:

Bryan Aasheim
Candler County Board of Commissioners
1075 East Hiawatha Street, Suite A
Metter, GA 30439
(912) 685-2835

Contractor must be a professional, licensed HVAC business and have prior experience in designing and installing commercial HVAC systems.

Proposal prices shall be fixed for 90 days from the submission date and no proposal shall be rescinded for the same period.

It is the intent of the owner to accept the lowest responsible proposal, provided it has been submitted in accordance with the proposal documents. If a proposal is selected it will be the most advantageous regarding price, quality of service, the vendor's qualifications and capabilities to provide the specified service, and other factors which the County may consider.

The owner reserves the right to reject any or all proposals, rebid the proposal or award in whole or in part any contract for services in the best interest of the citizens of Candler County.

Candler County is an Equal Opportunity Employer. Local, minority, female-owned and small businesses are encouraged to submit proposals. Candler County reserves the right to reject any or all proposals.