



# MACON-BIBB COUNTY, GEORGIA

Request for Proposals (RFP)

FOR

## HVAC MAINTENANCE SERVICES

24-030-LH

91036

MACON-BIBB COUNTY

ISSUE DATE: 5/2/24

DUE DATE: 6/6/24

MBE/WBE/DBE Participation: Minority, Women Owned, and other Disadvantaged Business Enterprises are encouraged to participate in the solicitation process. Additionally, respondents are encouraged to use M/W/DBE sub-consultants where possible. Small and other disadvantaged businesses requiring assistance with the competitive process can contact Cherise Stephens, Small Business Affairs at (478) 300-2297 or [cstephens@maconbibb.us](mailto:cstephens@maconbibb.us)

## 1. GENERAL

### A. Invitation

Notice is hereby given that Macon-Bibb County will receive responses to the Request for Professional Services (original **plus 3 copies and Flash Drive**) in the Procurement Department, 700 Poplar Street, Suite 308, Macon, Georgia 31201, until **12:00 o'clock NOON** at the time legally prevailing in Macon, Georgia on Thursday, June 6, 2024, **HVAC Maintenance Services** for Macon- Bibb County.

### **NO LATE RESPONSES WILL BE CONSIDERED**

The names of responding firms will be publicly read on Thursday, June 6, 2024, at 2:00 P.M. in the Macon-Bibb County Procurement Department Conference Room, located at 700 Poplar Street, Suite 308, Macon, Ga 31201.

**The deadline to submit questions is Friday, May 17, 2023, by 3:00 p.m. Questions must be emailed to [lhardwick@maconbibb.us](mailto:lhardwick@maconbibb.us)**

### B. Definitions

Wherever the term "Owner", "County", or "Macon-Bibb County" occur in this document, it shall mean Macon-Bibb County, a political subdivision of the State of Georgia acting through the Macon-Bibb County Board of Commissioners.

### C. Solicitation Documents

Announcement of this Request for Professional Services may also be posted on the Macon-Bibb County website at [www.maconbibb.us/purchasing](http://www.maconbibb.us/purchasing) and on the Georgia Procurement Registry website [https://ssl.doas.state.ga.us/PRSapp/PR\\_index.jsp](https://ssl.doas.state.ga.us/PRSapp/PR_index.jsp)

### D. Insurance Requirements

Insurance coverage shall be carried with an insurance company licensed to do business in the State of Georgia. All coverage should be written with insurance company with a Best Rating of A or better. Insurance shall be obtained prior to commencement of work and shall remain in force throughout the period of the contract. Macon-Bibb County shall be named as additional insured on the policy.

Workers' Compensation: Statutory  
Errors and Omission: \$1,000,000  
General Liability: \$1,000,000

### E. Submittals

Responses must be sealed and identified on the outside of the package as and delivered to

**24-030-LH,**

HVAC Maintenance Services

Macon-Bibb County Procurement Department  
700 Poplar Street  
Suite 308  
Macon, Georgia 31201  
Telephone: (478) 803-0550

Submissions may not be withdrawn for a period of one hundred and twenty (120) days after the deadline on date of closing. Macon- Bibb reserves the right to reject any and all submissions and to waive technicalities and

formalities. Respondents shall carefully read the information contained herein and submit a complete response to all requirements and questions as directed. Submittals and any other information submitted by in response to the RFP shall become the property of Macon-Bibb County.

#### F. Responsiveness

In order to be considered “*responsive*” the submission must include completed copies of the following documents:

- Price Proposal Form
- Proposer Qualification Form
- List of Sub-Consultants
- Minority Participation Goal
- Financial & Legal Stability Statement
- Georgia Security and Immigration Compliance Act (E-Verify) Affidavit

#### G. Responsibility

In order to be considered “*responsible*” the submitting firm must meet the following minimum qualifications:

- Three (3) years of experience providing the services included herein
- Licensed to do business in the State of Georgia
- Financially and legally responsible to perform the services included herein

#### H. Reservations

Macon-Bibb County will not provide compensation to Respondents for any expenses incurred by the Respondent(s) for submittal preparation or for any demonstrations that may be made, unless otherwise expressly stated or required by law.

Each submission should be prepared simply and economically, providing a straightforward, concise description of your firm’s ability to meet the requirements of this RFP. Emphasis should be on completeness, clarity of content, responsiveness to the requirements, and an understanding of the Owner’s needs.

Macon-Bibb County makes no guarantee that an award will be made as a result of this RFP and reserves the right to accept or reject any or all submittals, with or without cause, waive any formalities or minor technical inconsistencies, or delete any item/requirement from this RFP or contract when deemed to be in the Owner’s best interest.

Macon-Bibb County will consider only representations made within the submission in response to this RFP. Owner will not be bound to act by any previous knowledge, communication, or submission by the firms other than this RFP.

Failure to comply with the requirements contained herein may result in the submission being deemed “non-responsive” or “non-responsible”. Nonresponsive submissions will not be reviewed for potential award.

## II. BACKGROUND

Macon Bibb County government has a legislative branch which composes of ten Commissioners and employs approximately 1,708 individuals. The County provides a variety of services, that include facility maintenance, public works, engineering services, building and fire safety, and a host of other essential services to maintain the development of the community and the County’s infrastructure.

### III. SCOPE OF SERVICES.

Macon-Bibb County Facility Maintenance Department is soliciting requests for proposals from highly skilled contractors to perform a broad spectrum of facility maintenance and operational services. The Contractors must be certified in his/her trade and licensed in the State of Georgia. The services required include both preventive maintenance, routine maintenance, and on-call emergency repairs. The Scope of Work for this Request for Proposal will include the following services to provide all equipment, materials, (Macon Bibb reserves the option to purchase and provide equipment and materials on a situational case by case basis) and labor required to perform the listed services:

#### HVAC:

1. Preventive Maintenance
2. Installation and removal of HVAC systems
3. Emergency repairs, replacement and troubleshooting on HVAC systems.

#### **General Contractors Requirements**

1. The Contractor shall provide routine scheduled preventative maintenance/operation services to all locations in Macon-Bibb County government facilities during the hours of operations. Preventative maintenance tasks shall include, but not limited to, furnishing all equipment, materials, and labor necessary to perform assigned activities described in this Scope of Work.
2. The Contractor shall provide an assigned manager/supervisor for Macon-Bibb County to ensure services are delivered consistent with the scope of services described herein. Management services shall include supervising, evaluating service delivery methods, and submitting improvements/enhancement opportunities to improve quality.
3. Contractor shall provide monthly, quarterly, and year to-date operational reporting services that highlight operational issues/conditions and summarize the preventive maintenance, remedial work requests and facility management. In addition, Contractor shall prepare an invoice listing the expenses to be paid and submit each invoice to Macon-Bibb County Government for payment in a lump sum.
4. For on-call Services, the Contractor shall perform emergency services on an "as-needed basis" for maintenance services. If an emergency arises, Macon-Bibb County designated personnel may contact the contractors on the County's on-call emergency services list to obtain contractor's availability. Upon notification by the County of the scope of a given project, Contractor shall later follow-up with an invoice for on-call emergency service that shall consist of a narrative description of the task assigned, detailed scope of work to complete the task and cost for completion and any supporting information for work performed. The County reserves the right to request supporting documentation for the contractor's original cost on parts and materials. All invoices for on-call emergency and non-emergency services must include a breakdown of the number of hours for all fixed rates charged and the original cost and mark up price for all parts and materials charged.
5. The Contractor shall provide on-call emergency and non-emergency repairs on a time and material basis.
6. The Contractor shall comply with all applicable local, state, and federal laws, and all code regulation, and safety regulations recommendations in relation to all work accomplished.
7. As an agent of Macon Bibb Facilities Management permits will not be required for routine maintenance. For larger projects and new construction applicable permits are required with no permitting fee.

Key Dates:

- RFP Release Date: 5/3/2024
- Questions Due: 5/17/2024
- Proposal Due Date: 6/6/2024

#### IV. SUBMITTAL FORMAT AND REQUIREMENTS

Along with the included required submittal documents, bidders shall provide the following:

- A Statement of Qualifications on the company's history with similar project
- A cost proposal (to be submitted in a separate envelope from the technical proposal)
- A timeline for completion.

Proposals shall be submitted by mail or hand delivery by 12:00 noon on Thursday, June 6<sup>th</sup>, 2024. The address for submittals is:

Macon-Bibb County Procurement Department  
700 Poplar Street  
Suite 308  
Macon, Georgia 31201

#### Questions:

Any questions regarding this RFP shall be submitted to Laura Hardwick, Procurement Director in via email at [Lhardwick@maconbibb.us](mailto:Lhardwick@maconbibb.us). All questions will be aggregated, and answers shared with all interested bidders via addendum

#### V. SCORING (total possible number of points = 100)

Expérience/Qualifications – Maximum 40 points

Capacity /Resources - 40 Points

Price – Maximum 15 Points

Local Approach – Maximum 5 Points

#### VI. AWARD BASIS

Award will be recommended to the respondent with the highest number of points.

## HVAC COST PROSPOSAL

**DO YOU PROVIDE 24 HOURS, 7 DAYS PER WEEK SERVICE \_\_\_\_\_ YES \_\_\_\_\_ NO**

**Labor Rates - Per Hour**

Enter Hourly Rates for labor services used in performing all work which may be required. Labor rates shall be paid on the basis of **Time on the Job Site**. Labor rates shall include all direct and indirect costs such as transportation, G&A, contractor supervision, and profit, etc.

<b>Labor Rate - Regular time - 8:00 a.m. to 5:30 p.m., Monday - Friday</b>					
1.	Annual Preventative	HR	\$		
2.	On-Call Hourly Labor Rate (24-hour response)	HR	\$		
<b>Labor Rate - Overtime 5:30 p.m. to 8:00 a.m., Mon. - Fri., Weekends &amp; Holidays</b>					
1	On- Call Hourly Labor Rate, Overtime (24-hour response)	HR	\$		
<b>Emergency Service</b>					
Rate charge for work performed during regular or overtime hours.					
			2 Hour Response Time	4 Hour Response Time	
1	Emergency Service - Regular Time	HR	\$	\$	
2	Emergency Service - Overtime, weekends, holidays	HR	\$	\$	

**Parts and Materials**

1	Mark Up Over Cost (markup not to exceed 25%)	EA	%		
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