



RFP 2027-07

Habersham County
Office of County Commissioners

130 Jacobs Way, Suite 302, Clarkesville, GA 30523

706-839-0200

www.habershamga.com

PROPOSAL PACKET
RFP 2027-07 REC GYM HVAC REPLACEMENT

Habersham County Board of Commissioners is soliciting proposals for: RFP 2027-07 REC GYM HVAC REPLACEMENT	
RFP Release Date:	October 15, 2026
Mandatory Pre-Bid Meeting*:	October 22, 2026, AT 10:00 AM
Question Due Date:	October 29, 2026, AT 10:00 AM
Proposal Due Date/Time:	November 4, 2026, AT 10:00 AM
Tentative Award date:	November 18, 2026

*The mandatory pre-bid meeting will be held at the Ruby Fulbright Aquatic Center, located at 120 Paul Franklin Rd, Clarkesville, GA 30523.

SUBMIT PROPOSALS TO:

Habersham County, Finance Department

"RFP 2027-07 REC GYM HVAC REPLACEMENT"

130 Jacobs Way, Suite 302

Clarkesville, GA 30523

purchasing@habershamga.com

706-839-0200

Habersham County
Office of County Commissioners
RFP 2027-07 REC GYM HVAC REPLACEMENT
Proposals Due November 4, 2026
No later than 10:00 AM EST

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Submittal Requirements

Each bidder must submit their bid/proposal packet and completed vendor packet, enclosed in a sealed envelope or box, and marked with the bidders' name, address and labeled: **"RFP 2027-07 REC GYM HVAC REPLACEMENT"** and addressed to:

Habersham County Finance Dept.

130 Jacobs Way, Suite 302

Clarkesville, GA 30523

Proposals shall be received no later than 10:00 AM, November 4, 2026 at Habersham County's Administration Building at 130 Jacobs Way, Clarkesville, GA 30523, at which time and place all proposals will be publicly opened and acknowledged.

All proposals shall constitute, for a period of 90 calendar days, an irrevocable offer to provide the goods/services set forth in the specification and proposal.

Hand delivered copies may be delivered to the above address ONLY between the hours of 8:00 AM and 5:00 PM, Monday through Friday, to the Board of Commissioners Office, Suite 302 located on the top floor, excluding holidays observed by the Habersham County Board of Commissioners. For a complete listing of holidays, please visit www.habershamga.com.

Qualifications and Experience

Proposals must provide the following information to establish the qualifications and experience of the Bidder:

1. Certification that the Bidder or its officers or any predecessor companies are not under any part of the Bankruptcy Act nor ever filed under the Bankruptcy Act within the previous seven years.
2. References must be submitted.

Open Records Requests

All information submitted for bids/proposals and associated documentation is subject to open records request. For more information, please visit www.habershamga.com/open-records-request.

Terms & Conditions

1. The initial term of a contract awarded as a result of this RFP shall be from date of award through completion of contract.
2. Submittals received after the due date and time will not be considered. Modifications received after the due date will not be considered. The Habersham County Government assumes no responsibility for the premature opening of a proposal not properly addressed and identified, and/or delivered to the improper designation.
3. Habersham County reserves the right to reject any and all proposals. The County will not discriminate against any vendor submitting a proposal because of race, creed, color, national origin, or handicap. The County is an equal opportunity employer.
4. Habersham County encourages all proposers to promote opportunities for diverse business, including Minority Business Enterprises ("MBE"), Female Business Enterprises ("FBE"), and Small Business Enterprises ("SBE") to be included as sub-consultants and/or bidders. However, nothing herein should be construed to indicate that a MBE, FBE, or SBE may not apply and be selected independently. MBEs, FBEs, and SBEs that meet qualifications of this RFP are encouraged to submit their proposals for consideration.
5. Habersham County reserves the right to exercise discretion and apply its judgement with respect to all proposals submitted. The County also reserves the right to reject all proposals, either in part or in its entirety, or to request and obtain, from one or more of consulting firms submitting proposals, supplementary information as may be necessary for County staff to analyze the proposals.
6. Habersham County may elect to award a contract in multiple phases, as is deemed to be in the County's best interest. Should the County award projects in phases, the County reserves the right to award the phases to the same firm. All proposals submitted in response to the RFP become property of Habersham County and public records and will be subject to public view.
7. All proposals shall constitute, for a period of 90 calendar days, an irrevocable offer to provide the goods/services set forth in the specifications and proposal.
8. At no time shall the successful vendor reproduce Habersham County's logo, return address or any other identifying or proprietary information for any other purpose. Also, the vendor shall not use Habersham County in any advertisements without the written consent of the County. Refer to https://www.habershamga.com/document_center.cfm?fid=277&ysnDC=1; County Commissioners Documents and Information; to download a copy of the Application for Permission to Use County Logo.
9. Habersham County Government is tax exempt. The selected vendor will be provided with Habersham County's Sales and Use Tax Certificate of Exemption number upon request.
10. All bidders will be required to provide a Certificate of Insurance as proof of insurance and Workman's Compensation Insurance while under contract with Habersham County. Workman's Compensation Insurance should be as required by the State of Georgia.

11. Habersham County follows the purchasing policies and procedures adopted on October 21, 2024, through Habersham County Ordinance to Chapter 1; Article 4, Division 2. Refer to http://www.habershamga.com/document_center.cfm?fid=339&synDC=1; Finance Department Policies; for complete document.

Insurance Coverage Requirements

ALL BIDDERS MUST FURNISH PROOF OF LIABILITY INSURANCE, WORKER'S COMPENSATION LIABILITY INSURANCE, AND ANY OTHER INSURANCE REQUIRED BY APPLICABLE STATE, FEDERAL, AND ADMINISTRATIVE LAW.

Such proof shall be submitted with the bid/proposal and show evidence of insurability satisfactory to Habersham County as to form and content. If the proposal is selected by the County, the Bidder must maintain, at a minimum, the insurance policies and minimums indicated in the selected proposal. If the Bidder maintains broader coverage and/or higher limits than shown in the proposal, Habersham County shall be entitled to coverage for the higher limits maintained by the Bidder.

Any and all Insurance Coverage(s) and Bonds required under the terms and conditions of the contract shall be maintained during the entire length of the contract, including any extensions or renewals thereto, and until all work has been completed to the satisfaction of Habersham County. Evidence of said insurance coverages shall be provided on or before the inception date of the Contract.

Bidder shall provide written notice to Habersham County immediately if it becomes aware of or receives notice from any insurance company that coverage afforded under such policy or policies shall expire, be cancelled or altered.

Certificates of Insurance are to list Habersham County Government, its' Officers, Officials and Employees as an Additional Insured (except for Workers' Compensation and Professional Liability). This insurance shall apply as Primary Insurance before any other insurance or self-insurance, including any deductible, non-contributory, and Waiver of Subrogation provided in favor of Habersham County. If Habersham County shall so request, the Bidder will furnish the County for its inspection and approval such policies of insurance with all endorsements, or confirmed specimens thereof certified by the insurance company to be true and correct copies.

The obligations for the Bidder to procure and maintain insurance shall not be constructed to waive or restrict other obligations. It is understood that neither failure to comply nor full compliance with the foregoing insurance requirements shall limit or relieve the Bidder from any liability incurred as a result of their activities/operations in conjunction with the Contract and/or Scope of Work.

Scope of Work and Instructions to Bidders

Habersham County is seeking proposals from qualified contractors for the replacement of three (3) heat pumps at the Ruby Fulbright Aquatic Center and installation of one (1) new system at the Habersham County Fleet shop. Quality installation of modern, high efficiency units while utilizing existing ductwork and electrical layout is desired. Existing units are to be removed and disposed of in accordance with all federal, state, and local laws.

This project will be split into two (2) parts. Each portion will be priced independently.

Part 1: Replacement of three (3) units at the Habersham County Recreation Facility. Replacement units shall meet or exceed capacity of existing units. No specific brand is required, so long as proposed units are high quality and come from a reputable manufacturer.

Existing units:

Qty	Size	Make	Indoor Unit Model #	Outdoor Unit Model #
1	15 Ton	Carrier	40RUQA16A2A2A60A0A0A0	38AUQA16A0A5A0A0A0
2	20 Ton	Carrier	40RUQA25A5A5A0A0A0	38AUQA25A0A5A0A0A0

Part 2: Installation of a new system at the Habersham County Fleet Shop. Building measures approximately 130' x 60' with 40' ceiling at the ridge line. Utilization of fabric air ducts is desired. Exact specifications will be determined during the mandatory pre-bid conference.

Proposal assessment: Proposals will be assessed with a combination of quality of units, efficiency of units, warranty, and cost.

Questions and Interpretations

No inquiries or interpretation of meaning concerning this Request for Proposal will be made to any interested party orally. Every inquiry or request for interpretation should be made in writing via e-mail. All inquiries and requests for interpretation should be sent via e-mail to purchasing@habershamga.com. All questions and all answers will be posted on the website <https://www.habershamga.com/bids>. It will be the responsibility of interested parties to periodically check the website for any new information.

Pricing Sheet

RFP 2027-07 REC GYM HVAC REPLACEMENT

General info:

Quoting Company Name:	
Company Representative:	
Company Address:	
Company Phone Number:	
Representative Phone:	
Representative Email:	

Please provide Price breakdown as indicated below:

Part 1:

Desc:	Tonnage:	Make/Model:	Price:
Unit 1			
Unit 2			
Unit 3			
Labor			
Other			
Total			

Part 2:

Desc:	Tonnage:	Make/Model:	Price:
Unit 1			
Ducting			
Labor			
Total			

I agree to all terms and expectations of the above quote specification and hereby submit this as our official proposal.

Signature of Authorized Company Representative

Date

BIDDERS DECLARATION

The bidder understands, agrees and warrants:

That the bidder has carefully read and fully understands the full scope of the requirements.

That the bidder has the capability to successfully undertake and complete the responsibilities and obligations in said specifications.

That the bidder has liability insurance and a declaration of insurance form will be provided before the commencement of any work.

That this bid may be withdrawn by requesting such withdrawal in writing at any time prior to bid opening.

That Habersham County reserves the right to reject any or all bids and to accept that bid which will, in its opinion, best serve the public interest. Habersham County reserves the right to waive any technicalities and formalities in the bidding.

That by submission of this bid the bidder acknowledges that Habersham County has the right to make any inquiry or investigation it deems appropriate to substantiate or supplement information supplied by the bidder.

If a partnership, a general partner must sign.

If a corporation, the authorized corporate officer(s) must sign and the corporate seal must be affixed to this bid.

BIDDER:

Name: _____

Title: _____

Name: _____

Title: _____

AFFIX CORPORATE SEAL (If Applicable)

NON-COLLUSION AFFIDAVIT

Being of lawful age, being first duly sworn, on oath says that he/she is the agent authorized by the bidder to submit the attached bid. Affidavit further states as bidder, that they have not been a party to any collusion among bidders in restraint of competition by agreement to bid at a fixed price or to refrain from bidding; or with any office of Habersham County or any of their employees as to quantity, quality or price in the prospective contract; or any discussion between bidders and any official of Habersham County or any of their employees concerning exchange of money or other things of value for special consideration in submitting a sealed bid for:

FIRM NAME _____

SIGNATURE _____

TITLE _____

Subscribed and sworn to before me this _____ day of 20____

NOTARY PUBLIC _____

CERTIFICATE OF NON-DISCRIMINATION

In connection with the performance of work under this contract, the bidder agrees as follows:

The bidder agrees not to discriminate against any employee or applicant for employment because of race, creed, color, sex, national origin, ancestry or disability. The vendor shall take affirmative action to insure that employees are treated without regard to their race, creed, color, sex, national origin, ancestry or disability. Such action shall include, but not be limited to the following: employment, upgrading, demotion, transfer, recruiting or recruitment, advertising, lay-off or termination, rates of pay or other compensation and selection for training, including apprenticeship.

In the event of the bidder's non-compliance with this non-discrimination clause, the contract may be canceled or terminated by Habersham County. The bidders may be declared, by Habersham County, ineligible for further contracts with Habersham County until satisfactory proof of intent to comply shall be made by the vendor. The bidder agrees to include this non-discrimination clause in any sub-contracts connected with the performance of this agreement.

BIDDER _____

SIGNATURE _____

TITLE _____

References

1. Name:

Phone Number:

Email:

Description:

2. Name:

Phone Number:

Email:

Description:

3. Name:

Phone Number:

Email:

Description:
