



Purchasing Department
140 Stonewall Avenue West, Ste 204
Fayetteville, GA 30214
Phone: 770-305-5420
www.fayettecountyga.gov

May 16, 2022

Subject: Request for Quotes 2121-A: Fire Station 5 Kitchen Cabinets

Gentlemen/Ladies:

Fayette County, Georgia invites you to submit a quote for the above listed solicitation in accordance with the information and specifications contained herein.

A mandatory pre-quote conference will be held on **10:00 a.m., Friday, May 20, 2022, at Fire Station 5, 1830 Highway 85 South, Fayetteville, GA 30215** to provide an opportunity for you to become familiar with the site and work conditions, and to ask questions. Companies that attend will be invited to submit quotes for this project.

Address any questions you may have about this request for quotes to Natasha Duggan via email to nduggan@fayettecountyga.gov or fax to (770) 719-5534. **Questions will be accepted until 3:00 p.m., Tuesday, May 24, 2022.**

Quotes will be accepted until 3:00 p.m., Thursday, June 2, 2022. Please provide your quote and other information via email to Natasha Duggan, Contract Administrator at nduggan@fayettecountyga.gov or fax to (770) 719-5534.

Purchasing Department office hours are Monday through Friday 8:00 a.m. to 5:00 p.m. The office telephone number is (770) 305-5420.

Sincerely,



Ted L. Burgess
Director of Purchasing

GENERAL TERMS AND CONDITIONS
RFQ #2121-A: Fire Station 5 Kitchen Cabinets

1. **Definitions:** The term "contractor" as used in these Terms and Conditions shall be used synonymously with the term "successful responder." The term "County" shall mean Fayette County, Georgia.
2. **Quote is Offer to Contract:** Each quote constitutes an offer to become legally bound to a contract with the County, incorporating the request for quote and the responder's quote. The binding offer includes compliance with all terms, conditions, special conditions, specifications, and requirements stated in the request for quote, except to the extent that a responder takes written exception to such provisions. All such terms, conditions, special conditions, specifications, and requirements will form the basis of the contract. The responder should take care to answer all questions and provide all requested information, and to note any exceptions in the quote submission. Failure to observe any of the instructions or conditions in this request for quote may result in rejection of the quote.
3. **Binding Offer:** To allow sufficient time for a contract to be awarded, each quote shall constitute a firm offer that is binding for ninety (90) days from the received by date to the date of award, unless the responder takes exception to this provision in writing.
4. **References:** Include with your quote a list of three (3) jobs that your company has done that are of the same or similar nature to the work described in this request for quote, on the form provided. Include all information as requested on the form.
5. **Preparation Costs:** The responder shall bear all costs associated with preparing the quote.
6. **More Than One Quote:** Do not submit alternate quotes or options, unless requested or authorized by the County in the request for quote. If a responder submits more than one quote without being requested or authorized to do so, the County may disqualify the quotes from that responder, at the County's option.
7. **Defects or Irregularities:** The County reserves the right to waive any defect or irregularity in any quote received. In case of a discrepancy between unit prices and extended prices, the unit price will govern unless the facts or other considerations indicate another basis for correction of the discrepancy.
8. **Brand Name:** If items in this request for quote have been identified, described, or referenced by a brand name or trade name description, such identification is intended to be descriptive, but not restrictive and is to indicate the quality and characteristics of products that may be offered. Alternative products may be considered for award if clearly identified in the quote. Items offered must meet required specifications and must be of a quality which will adequately serve the use and purpose for which intended.
9. **Prices Held Firm:** Prices quoted shall be firm for the period of the contract, unless otherwise specified in the quote. All prices for commodities, supplies, equipment, or other products shall be quoted FOB Destination, Fayette County or job site.

10. **Responder Substitutions:** Responders offering substitutions or deviations from specifications stated in the request for quote, shall list such substitutions or deviations on the "Exceptions to Specifications" sheet provided, or on a separate sheet to be submitted with the quote. The absence of such list shall indicate that the responder has taken no exception to the specifications. The evaluation of quotes and the determination as to equality and acceptability of products or services offered shall be the responsibility of the County.
11. **Non-Collusion:** By responding to this request for quote, the responder represents that the quote is not made in connection with any competing responder, supplier, or service provider submitting a separate response to this request for quote and is in all respects fair and without collusion or fraud.
12. **Ethics – Disclosure of Relationships:** Before a proposed contract in excess of \$10,000.00 is recommended for award to the Board of Commissioners or the County Administrator, or before the County renews, extends, or otherwise modifies a contract after it has been awarded, the contractor must disclose certain relationships with any County Commissioner or County Official, or their spouse, mother, father, grandparent, brother, sister, son or daughter related by blood, adoption, or marriage (including in-laws). A relationship that must be reported exists if any of these individuals is a director, officer, partner, or employee, or has a substantial financial interest in the business, as described in Fayette County Ordinance Chapter 2, Article IV, Division 3 (Code of Ethics).

If such relationship exists between your company and any individual mentioned above, relevant information must be presented in the form of a written letter to the Director of Purchasing. You must include the letter with any bid, proposal, or price quote you submit to the Purchasing Department.

In the event that a contractor fails to comply with this requirement, the County will take action as appropriate to the situation, which may include actions up to and including rejection of the bid or offer, cancellation of the contract in question, or debarment or suspension from award of a County contract for a period of up to three years.

13. **Evaluation:** Award will be made to the lowest responsive, responsible responder, taking into consideration payment terms, vendor qualifications and experience, quality, references, any exceptions listed, and/or other factors deemed relevant in making the award. The County may make such investigation as it deems necessary to determine the ability of the responder to perform, and the contractor shall furnish to the County all information and data for this purpose as the County may request. The County reserves the right to reject any item, any quote, or all quotes, and to re-solicit for pricing.
14. **Payment Terms and Discounts:** The County's standard payment terms are Net 30. Any deviation from standard payment terms must be specified in the resulting contract, and both parties must agree on such deviation. Cash discounts offered will be a consideration in awarding the quote, but only if they give the County at least 15 days from receipt of invoice to pay. For taking discounts, time will be computed from the date of invoice acceptance by the County, or the date a correct invoice is received, whichever is the later date. Payment is deemed made, for the purpose of earning the discount, on the date of the check.

15. **Trade Secrets – Confidentiality:** If any person or entity submits a bid or proposal that contains trade secrets, an affidavit shall be included with the bid or proposal. The affidavit shall declare the specific included information which constitutes trade secrets. Any trade secrets must be either (1) placed in a separate envelope, clearly identified and marked as such, or (2) at a minimum, marked in the affidavit or an attached document explaining exactly where such information is, and otherwise marked, highlighted, or made plainly visible. See O.C.G.A. § 50-18-72 (A)(34).
16. **Trade Secrets – Internal Use:** In submitting a quote, the responder agrees that the County may reveal any trade secret materials contained in the quote to all County staff and officials involved in the selection process, and to any outside consultant or other third parties who may assist in the selection process. The responder agrees to hold harmless the County and each of its officers, employees, and agents from all costs, damages, and expenses incurred in connection with refusing to disclose any material which the responder has designated as a trade secret.
17. **Contract Execution & Notice to Proceed:** After an award is made, and all required documents are received by the County, and the contract is fully executed with signature of both parties, the County will issue a written Notice to Proceed. The County shall not be liable for payment of any work done or any costs incurred by any responder prior to the County issuing the Notice to Proceed.
18. **Unavailability of Funds:** This contract will terminate immediately and absolutely at such time as appropriated and otherwise unobligated funds are no longer available to satisfy the obligations of the County under the contract.
19. **Insurance:** The contractor shall procure and maintain the following insurance, to be in effect throughout the term of the contract, in at least the amounts and limits as follows:
 - a. **General Liability Insurance:** \$1,000,000 combined single limit per occurrence, including bodily and personal injury, destruction of property, and contractual liability.
 - b. **Automobile Liability Insurance:** \$1,000,000 combined single limit each occurrence, including bodily injury and property damage liability.
 - c. **Worker's Compensation & Employer's Liability Insurance:** Workers Compensation as required by Georgia statute.

Before a contract is executed, the Certificates of Insurance for all required coverage shall be submitted. The certificate shall list an additional insured as follows:

Fayette County, Georgia
140 Stonewall Avenue West
Fayetteville, GA 30214

20. **Building Permits:** Work performed for the County requiring building permits by licensed contractors will not have permit fees assessed, although any re-inspection fees for disapproved inspections will be the responsibility of the contractor prior to final inspections and the Certificate of Occupancy or Certificate of Completion being issued.
21. **Unauthorized Performance:** The County will not compensate the contractor for work performed unless the work is authorized under the contract, as initially executed, or as amended.
22. **Assignment of Contract:** Assignment of any contract resulting from this request for quotes will not be authorized, except with express written authorization from the County.
23. **Indemnification:** The contractor shall indemnify and save the County and all its officers, agents, and employees harmless from all suits, actions, or other claims of any character, name and description brought for or on account of any damages, losses, or expenses to the extent caused by or resulting from the negligence, recklessness, or intentionally wrongful conduct of the contractor or other persons employed or utilized by the contractor in the performance of the contract. The contractor shall pay any judgment with cost which may be obtained against the County growing out of such damages, losses, or expenses.
24. **Severability:** The invalidity of one or more of the phrases, sentences, clauses, or sections contained in the contract shall not affect the validity of the remaining portion of the contract. If any provision of the contract is held to be unenforceable, then both parties shall be relieved of all obligations arising under such provision to the extent that the provision is unenforceable. In such case, the contract shall be deemed amended to the extent necessary to make it enforceable while preserving its intent.
25. **Delivery Failures:** If the contractor fails to deliver contracted goods or services within the time specified in the contract or fails to replace rejected items in a timely manner, the County shall have authority to make open-market purchases of comparable goods or services. The County shall have the right to invoice the contractor for any excess expenses incurred or deduct such amount from monies owed the contractor. Such purchases shall be deducted from contracted quantities.
26. **Substitution of Contracted Items:** The contractor shall be obligated to deliver products awarded in this contract in accordance with terms and conditions specified herein. If a contractor is unable to deliver the products under the contract, it shall be the contractor's responsibility to obtain prior approval of the ordering agency to deliver an acceptable substitute at the same price quoted in the contractor's original bid. In the event any contractor consistently needs to substitute or refuses to substitute products, the County reserves the right to terminate the contract or invoke the "Delivery Failures" clause stated herein.

27. **Inspection and Acceptance of Deliveries:** The County reserves the right to inspect all goods and products delivered. The County will decide whether to accept or reject items delivered. The inspection shall be conclusive except with respect to latent defects, fraud, or such gross mistakes as shall amount to fraud. Final inspection resulting in acceptance or rejection of the products will be made as soon as practicable, but failure to inspect shall not be construed as a waiver by the County to claim reimbursement or damages for such products which are later found to be in non-conformance with specifications. Should public necessity demand it, the County reserves the right to use or consume articles delivered which are substandard in quality, subject to an adjustment in price to be determined by the Purchasing Director.
28. **Termination for Cause:** The County may terminate the contract for cause by sending written notice to the contractor of the contractor's default in the performance of any term of this agreement. Termination shall be without prejudice to any of the County's rights or remedies by law.
29. **Termination for Convenience:** The County may terminate the contract for its convenience at any time with 10 days' written notice to the contractor. In the event of termination for convenience, the County will pay the contractor for services performed. The County will compensate partially completed performance based upon a signed statement of completion.
30. **Force Majeure:** Neither party shall be deemed to be in breach of the contract to the extent that performance of its obligations is delayed, restricted, or prevented by reason of any act of God, natural disaster, act of government, or any other act or condition beyond the reasonable control of the party in question.
31. **Governing Law:** This agreement shall be governed in accordance with the laws of the State of Georgia. The parties agree to submit to the jurisdiction in Georgia, and further agree that any cause of action arising under this agreement shall be required to be brought in proper venue in Fayette County, Georgia.

Checklist of Required Documents

*(Be Sure to Return This Checklist and
the Required Documents in the order listed below)*

RFQ #2121-A: Fire Station 5 Kitchen Cabinets

Company information – on the form provided _____

Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1) _____

Pricing sheet _____

List of exceptions, if any – on the form provided _____

References – on form provided _____

Addenda, signed, if any are issued _____

Copy of State of GA Plumber's License _____

Copy of State of GA Contractor's License _____

COMPANY NAME: _____

COMPANY INFORMATION
RFQ #2121-A: Fire Station 5 Kitchen Cabinets

A. COMPANY

Company Name: _____

Physical Address: _____

Mailing Address (if different): _____

Website (if applicable): _____

B. AUTHORIZED REPRESENTATIVE

Signature: _____

Printed or Typed Name: _____

Title: _____

E-mail Address: _____

Phone Number: _____ Fax Number: _____

C. PROJECT CONTACT PERSON

Name: _____

Title: _____

Office Number: _____ Cell Number: _____

E-mail Address: _____

REFERENCES

RFQ #2121-A: Fire Station 5 Kitchen Cabinets

Please list three (3) references for current or recent customers who can verify the quality of service your company provides. Projects of similar size and scope are preferable.

1. Government/Company Name _____

City & State _____

Work or Service Provided _____

Approximate Completion Date _____

Contact Person and Title _____

Phone _____ Email _____

2. Government/Company Name _____

City & State _____

Work or Service Provided _____

Approximate Completion Date _____

Contact Person and Title _____

Phone _____ Email _____

3. Government/Company Name _____

City & State _____

Work or Service Provided _____

Approximate Completion Date _____

Contact Person and Title _____

Phone _____ Email _____

COMPANY NAME: _____

Contractor Affidavit under O.C.G.A. § 13-10-91(b)(l)

The undersigned contractor ("Contractor") executes this Affidavit to comply with O.C.G.A § 13-10-91 related any contract to which Contractor is a party that is subject to O.C.G.A. § 13-10-91 and hereby verifies its compliance with O.C.G.A. § 13-10-91, attesting as follows:

- a) The Contractor has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program;
- b) The Contractor will continue to use the federal work authorization program throughout the contract period, including any renewal or extension thereof;
- c) The Contractor will notify the public employer in the event the Contractor ceases to utilize the federal work authorization program during the contract period, including renewals or extensions thereof;
- d) The Contractor understands that ceasing to utilize the federal work authorization program constitutes a material breach of Contract;
- e) The Contractor will contract for the 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. § 13-10-91(a), (b), and (c);
- f) The Contractor acknowledges and agrees that this Affidavit shall be incorporated into any contract(s) subject to the provisions of O.C.G.A. § 13-10- 91 for the project listed below to which Contractor is a party after the date hereof without further action or consent by Contractor; and
- g) Contractor acknowledges its responsibility to submit copies of any affidavits, drivers' licenses, and identification cards required pursuant to O.C.G.A. § 13-10-91 to the public employer within five business days of receipt.

Federal Work Authorization User Identification Number

Date of Authorization

Name of Contractor

2121-A: Fire Station 5 Kitchen Cabinets
Name of Project

Name of Public Employer

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

Executed on _____, _____, 2022 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 _____, 2022.

NOTARY PUBLIC
My Commission Expires: _____

SCOPE AND SPECIFICATION
RFQ #2121-A: Fire Station 5 Kitchen Cabinets

INTRODUCTION

Fayette County is seeking bids from qualified contractors for the installation of kitchen cabinets and counter tops at Fire Station 5, 1830 Highway 85 South Fayetteville, GA 30215

BACKGROUND

Fire Station # 5 was built in 2002. The stations operate on a 24-hours, 7-days a week schedule. The existing cabinets are being replaced with new cabinets.

SCOPE OF WORK

This project is for the cabinets and countertops for an on-going kitchen remodel at Fire Station 5 located at 1830 Highway 85 South. The scope of the project shall include the installation of all base and wall cabinets, countertops, sink and faucet. Replace any cove base and or base board.

The installation will be coordinated with the county to reduce the amount of downtime. Woodwork shall be factory pre-finished and shipped fully assembled.

Contractor shall be licensed as a General Contractor to perform work on commercial facilities within the State of Georgia. Plumbing permit is needed because sink will need to be capped off during the demo before the installation of new sink.

Contractor shall receive a permit from the Fayette County Building Safety Department. No work shall begin until the permit has been posted by the contractor. Permit needed: Renovation Remodel from the Fayette County Building Safety Dept.

Cabinets

- The Contractor shall install solid wood cabinets, shaker style Birch wood.
- No veneer on the doors, drawers, and face frames. The casework or box part of the cabinet can be made with veneer core plywood but no fake wood veneer over particle board.
- Cabinets shall be all solid wood construction. The wood shall be stained.
- Install woodwork plumb, level, true, and straight with no distortions. Shim as required with concealed shims. Install to a tolerance of 1/8 inch in 8'-0" for plumb and level (including tops) and with no variations in flushness of adjoining surfaces.
- The cabinets should closely match the existing layout including the 3-Lazy Susans.
- Cabinets shall be securely anchored to the wall.
- The handles can be recessed or knobs and pull handles.
- The awarded contractor shall provide a color chart/sample before ordering the cabinets to confirm the color.

- The existing appliances will be removed and stored in the apparatus bay and reinstalled by the contractor.
- The garbage disposal shall be removed and NOT reinstalled. The soap dispenser and paper towel holders shall be reinstalled.
- The vent hood is operational with a fire suppression system. The County will have the fire suppression system removed and reinstalled.

Countertop/Sink

- The countertop shall be a Corian® Solid Surface Group 2 Sahara color, the countertop should be no less than 12mm thick. The contractor may provide an equal product and color.
- The contractor shall provide and install solid surface countertop with a under counter stainless steel 2 bowl deep sink, 33 inches wide and the depth shall be 10 inches.
- The countertop shall include a 6" back splash.
- The legs from the bar counter may be reused on the new bar top.
- The awarded contractor shall provide a color chart/sample before ordering the countertop to confirm the color.

Faucet

- The faucet shall be a Moen stainless 1-handle deck mount with a pull-down kitchen faucet or equal.

Lockers - Alternate

On the pricing sheet, quote the food lockers using the following specification:

- Lockers shall be built out of same material and color as kitchen cabinets.
- Three cabinets built shall have the dimensions:
 - a. Height 84 ½ inches that includes a 4-inch kicker at the bottom.
 - b. Front to back 24-inches
 - c. Width 29-inches
- Each unit shall have 2-sets of doors per unit with recess pull handles to open.
- Each unit doors shall have equal measurements.
- Each unit shall have adjustable shelving.

General Specifications

- The existing cabinets and countertops, including the bar, shall be removed, and disposed of by the contractor. The county will provide an area for a dumpster.
- If damaged during demo, drywall shall be repaired and painted with like material. The County will provide the paint. Contractor shall be liable for any damage caused by the contractor during the duration of the project.
- Contractor shall take the necessary precautions to protect the floors, sidewalks, furniture, cabinets, and other items.
- Contractor shall be responsible for, personnel, equipment, vehicles, tools, and material, needed to do the job completely.

- The contractor shall be responsible for the conduct of their personnel while on County property. All personnel shall conduct themselves in a professional and courteous manner at all times.
- The contractor shall provide a timeline for the project. Once the project starts, the contractor shall continue to perform all needed work through completion of the project without extended delays.
- The Prime Contractor from whom the quote is accepted shall be the party completing the work. No sub-contractor work unless approved by the County.
- The work hours shall be from 8:00 a.m. to 5:00 p.m.
- The County will inspect the work. Should the inspection determine that the work is substandard and/or not per code, the contractor will be notified immediately of the failed inspection, be required to resolve the issue, and call in for a re-inspection until the work passes inspection.
- Contractor shall provide at least a 1-year warranty on all materials and workmanship.
- Contractor shall provide proper signage and/or barriers to keep the staff/public out of work area.
- County personnel will perform periodic inspections of the work being performed under this contract.
- There is a no smoking policy in effect for all county property and buildings. The contractor and all personnel shall abide by this policy.
- A drawing of the kitchen area is attached (Attachment 1). It is strongly recommended that the contractor complete on site measurements.
- A blueprint for the Fire Station is attached (Attachment 2).

PRICING SHEET
RFQ #2121-A: Fire Station 5 Kitchen Cabinets

Responder agrees to perform all the work described in the Contract documents for the following prices:

Total Base Quote, per specification \$ _____

Alternate:

Additional cost to add food lockers, per specification \$ _____

NOTES:

1. All applicable charges shall be included in your total quoted amount, including but not limited to materials, equipment, installation, labor, and any other amounts. No additional charges will be allowed after the quote received by date.
2. All warranties shall be included in your total quoted amount.

State cabinet brand and style quoted _____

State solid surface brand and thickness of countertop _____

State sink brand, model and depth (minimum 10") _____

State faucet brand and model _____

State brand and style of pull handles _____

State time needed to commence work after notice to proceed is issued _____ Days.

State length of time needed to complete project _____ Days.

State, List or Attach the terms of your warranty, if applicable: _____

COMPANY'S NAME _____

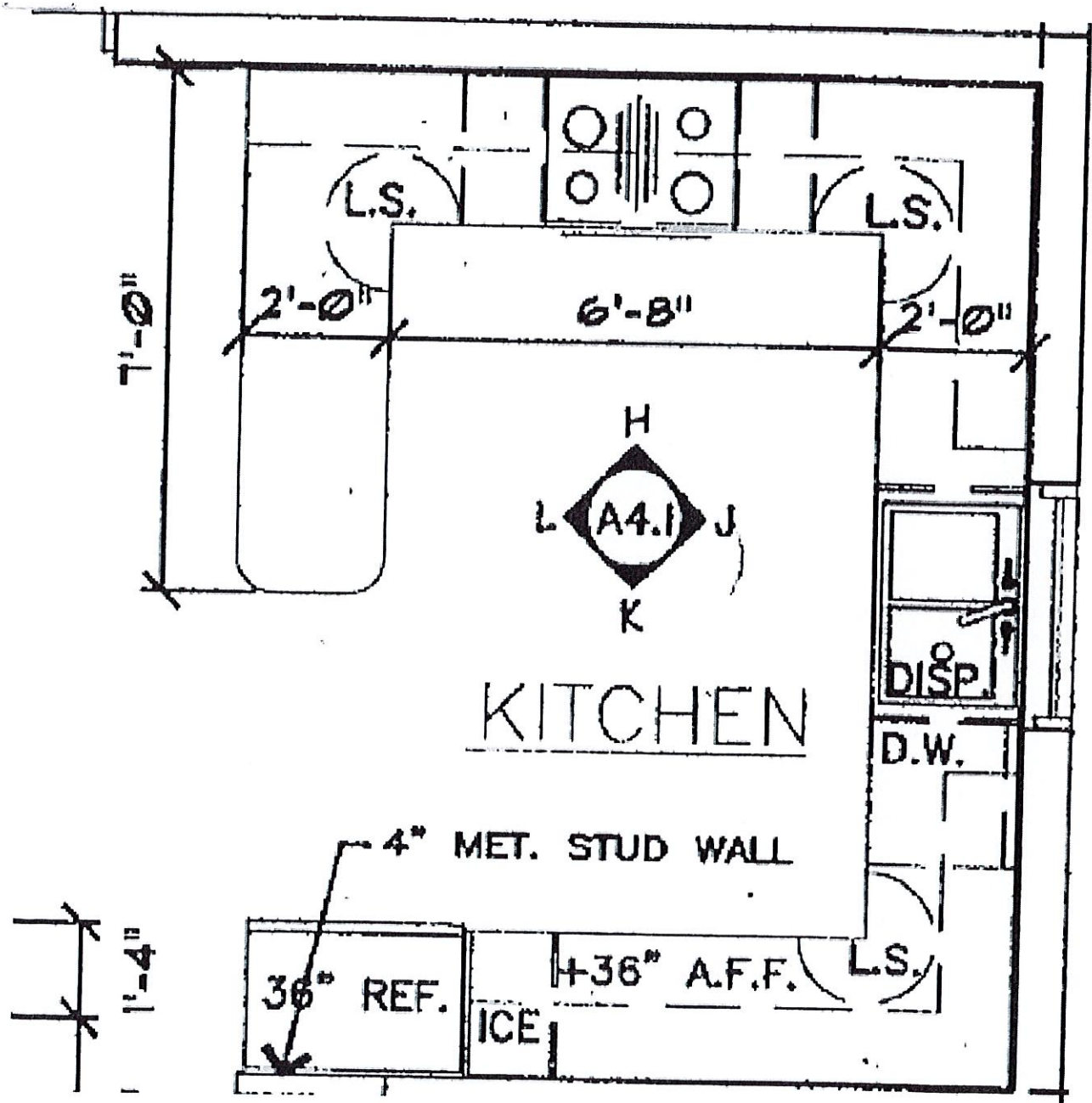
EXCEPTIONS TO SPECIFICATIONS

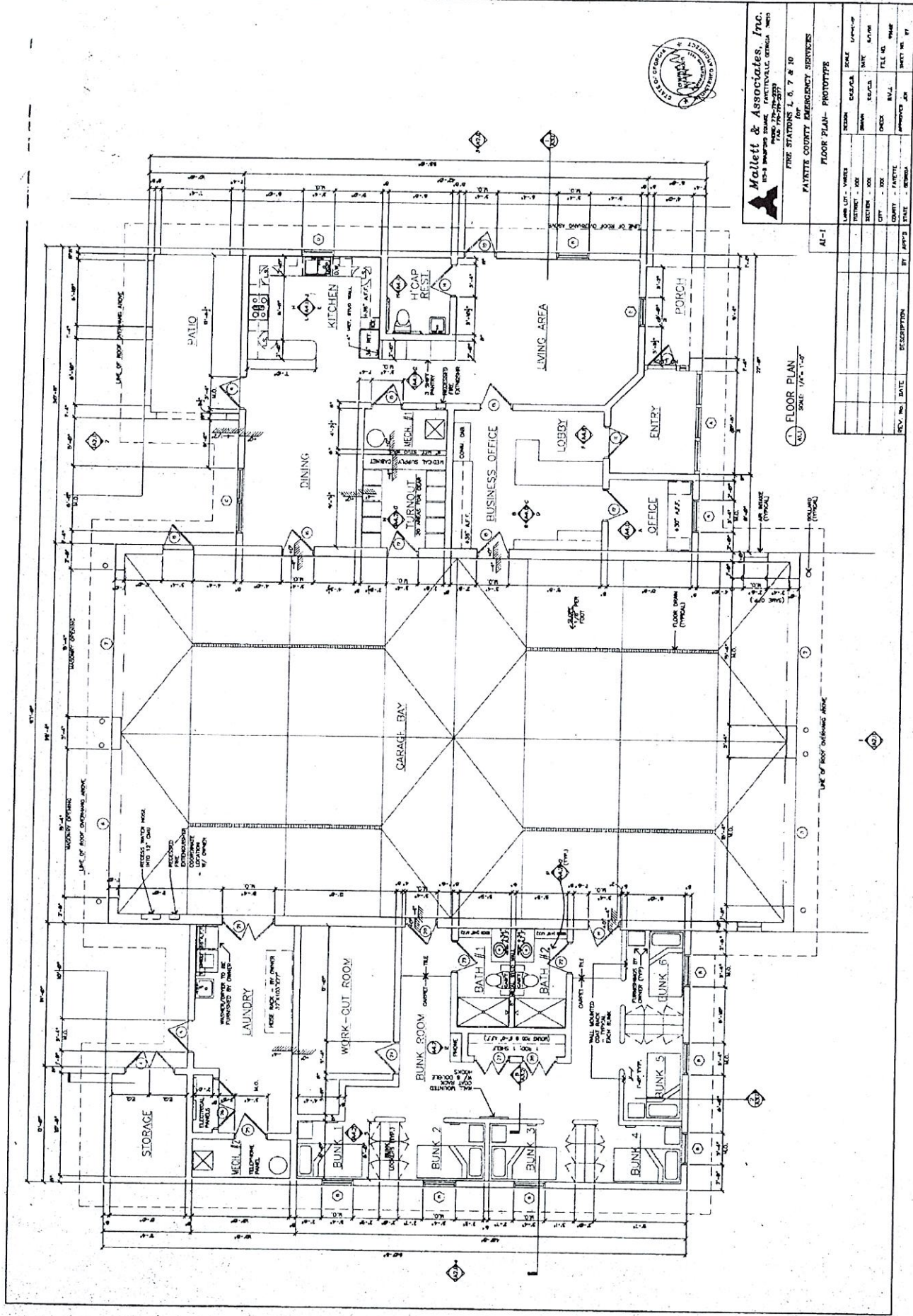
RFQ #2121-A: Fire Station 5 Kitchen Cabinets

Please list below any exceptions or clarifications to the specifications of this bid. Explain any exceptions in full.

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slightly textured appearance and is set against a dark background.

COMPANY NAME: _____





Mallett & Associates, Inc.
12345 Main Street
Portland, OR 97201
Phone: 503-123-4567
Fax: 503-123-4568

FIRE STATIONS 1, 2, 3 & 10
for
PAYETTE COUNTY EMERGENCY SERVICES

FLOOR PLAN - PROTOTYPE

NO.	DATE	DESCRIPTION	BY	APP'D
1	10/1/00	Initial Design	JM	AM
2	10/15/00	Revised Design	JM	AM
3	11/1/00	Final Design	JM	AM
4	11/15/00	Construction Documents	JM	AM
5	12/1/00	As-Built Drawings	JM	AM

1 FLOOR PLAN
SCALE 1/8" = 1'-0"