

To: Steve Rapson
Through: Ted L. Burgess *TB*
From: Sherry White *SW*
Date: January 25, 2023
Subject: Contract #2203-A: Mini-Split for IT

The Purchasing Department issued Request for Quotes (RFQ) #2203-A to secure a contractor to replace the cooler for the IT Department server room. Notice of the opportunity was emailed to 73 companies. Another 968 vendors were contacted through the web-based Georgia Procurement Registry, who had registered under commodity code #22014 (Energy Computerized Control Systems: HVAC, Lighting, Utilities, etc. Combination), #91017 (Energy Computerized Control System, HVAC, Lighting, Utilities, etc., Installation, Maintenance and Repair Services) and #91450 (Heating, Ventilating and Air Conditioning (HVAC)). The offer was also advertised through Fayette News, Georgia Local Government Access Marketplace, and the county website.

Five companies attended the mandatory pre-quote meeting. Three companies submitted quotes (Attachment 1).

The Building and Grounds Department recommends QT Contracting, Inc. While this company has previously contracted with the county to install the IT Department current cooler, no current employee can attest to their work. Therefore, a Contractor Performance Evaluation is not available. A positive response from one of their references were received.

Specifics of the proposed contract are as follows:

Contract Name	#2203-A: Mini-Split for IT
Contractor	QT Contracting, Inc
Contract Amount	\$22,778.23
Budget:	
Org Code	37510565
Object	541210
Project	221AB
Available	\$30,000.00

Approved by: *[Signature]* Date: 1/25/23

Placed on Administrator's Report? Yes No

Placed on Agenda Dated: _____

**RFQ #2203-A Mini-Split for IT
Tally Sheet**

Quote Due Date: December 28, 2022

COMPANY NAME	TOTAL PRICE
Comfort By Design, Inc	\$32,958.17
Wright Brothers, Inc	\$28,052.00
Q.T Contracting Inc	\$22,778.23

