



**Purchasing Department**  
140 Stonewall Avenue West, Ste 204  
Fayetteville, GA 30214  
Phone: 770-305-5420  
[www.fayettecountyga.gov](http://www.fayettecountyga.gov)

September 26, 2024

**Subject: Request for Quotes 2485-A: Fire Station 1 Kitchen Remodel**

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 at 10 a.m., Thursday, October 10, 2024, at Fire Station 1, 450 Highway 279, Fayetteville, GA 30214 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 Colette Cobb via email to [ccobb@fayettecountyga.gov](mailto:ccobb@fayettecountyga.gov). Questions will be accepted until 3:00 p.m., Thursday, October 16, 2024.

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.

Please return your response to the following address:

Fayette County Purchasing Department  
140 Stonewall Avenue West, Suite 204  
Fayetteville, Georgia 30214

RFQ Number: **2485-A**  
RFQ Name: **Fire Station 1 Kitchen Remodel**

Your envelope must be sealed and should show your company's name and address.

Quotes will be accepted until 3:00 p.m., Friday October 25, 2024, in the Purchasing Department, Suite 204. Quotes will be opened at that time.

Sincerely,

Ted L. Burgess  
Chief Procurement Officer

**GENERAL TERMS AND CONDITIONS**  
**RFQ 2485-A: Fire Station 1 Kitchen Remodel**

1. **Definitions:**
  - a. **Responder:** A company or individual who submits a quote in response to this RFQ.
  - b. **Successful Responder:** The Responder that is awarded a contract.
  - c. **Contractor:** The Successful Responder, upon execution of the contract.
  - d. **County:** 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 Quotes and the Responder's quote. The binding offer includes compliance with all terms, conditions, special conditions, specifications, and requirements stated in the Request for Quotes, except to the extent that a Responder takes written exception to such provisions, and the County agrees to the exceptions. 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 Quotes 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.
  
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 Quotes, 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 Quotes. 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. **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.
  
9. **Responder Substitutions:** Responders offering substitutions or deviations from

specifications stated in the Request for Quotes, 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.

10. **Non-Collusion:** By responding to this Request for Quotes, 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 Quotes, and is in all respects fair and without collusion or fraud.
11. **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.

12. **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.
13. **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.

14. **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.
15. **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.
16. **Insurance:** The Successful Responder 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 to the County. The certificate shall list an additional insured as follows:

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

17. **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.
18. **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.
19. **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.

20. **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.
21. **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.
22. **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.
23. **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.
24. **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.
25. **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.
26. **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 2485-A: Fire Station 1 Kitchen Remodel**

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, if Any \_\_\_\_\_

**COMPANY NAME:** \_\_\_\_\_

**COMPANY INFORMATION**  
**RFQ 2485-A: Fire Station 1 Kitchen Remodel**

**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: \_\_\_\_\_

**C. PROJECT CONTACT PERSON**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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

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

#2485-A: Fire Station 1 Kitchen Remodel  
\_\_\_\_\_  
Name of Project

Fayette County, Georgia  
\_\_\_\_\_  
Name of Public Employer

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

Executed on \_\_\_\_\_, \_\_\_\_\_, 20\_\_\_\_ 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 \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC  
My Commission Expires: \_\_\_\_\_



**PRICING SHEET**

**RFQ #2485-A: Fire Station 1 Kitchen Remodel**

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

Kitchen Cabinet, Counter, & Sink Complete Installation \$ \_\_\_\_\_

**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 quoted \_\_\_\_\_

State type of cabinet handles quoted: (recessed or knobs and pull handles) \_\_\_\_\_

State faucet brand & model quoted: \_\_\_\_\_

State depth of 2 bowl deep sink quoted: (minimum 10") \_\_\_\_\_

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: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

State name of licensed plumber who will be installing sink and faucet: \_\_\_\_\_

\_\_\_\_\_

**COMPANY'S NAME:** \_\_\_\_\_

**EXCEPTIONS TO SPECIFICATIONS**  
**RFQ #2485-A: Fire Station 1 Kitchen Remodel**

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

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COMPANY NAME: \_\_\_\_\_

**REFERENCES**  
**RFQ #2485-A: Fire Station 1 Kitchen Remodel**

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: \_\_\_\_\_

**SCOPE AND SPECIFICATION**  
**RFQ #2485-A: Fire Station 1 Kitchen Remodel**

**INTRODUCTION**

Fayette County is seeking bids from qualified contractors for the removal of existing and installation of new kitchen cabinets, countertops, food lockers, and tile floor at Fire Station #1, 450 Highway 279, Fayetteville, GA 30214.

**BACKGROUND**

Fire Station # 1 was built in 2001. The stations operate on a 24-hour 7 day a week schedule. The existing food lockers, kitchen cabinets, countertops and sink will be replaced for durability. Remodel tile flooring throughout the fire station due to cracking and instability. Replace countertop in station office and interior paint throughout.

**SCOPE OF WORK**

This project is for the food lockers, cabinets, countertops and flooring for a kitchen remodel at Fire Station 1 located at 450 Highway 279. The scope of the project shall include the installation of all food lockers, kitchen base and wall cabinets, sink and faucet, kitchen and station office countertops, flooring and interior paint throughout.

The installation of the cabinets and flooring will be coordinated with other work taking place on the site. Installation will be coordinated to reduce the amount of downtime.

Woodwork shall be factory pre-finished and shipped fully assembled.

**Specifications:**

1. All existing cabinets and countertops shall be removed and disposed of by the Contractor.
2. Contractor shall install Diamond Prelude Series cabinets or equal. Door style and color TBD.
3. Cabinets shall be all plywood construction.
4. 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.
5. The cabinets should closely match the existing layout including the 3 Lazy Susans.
6. Cabinets shall be securely anchored to the wall.
7. The Contractor shall provide and install solid surface countertop with an under counter stainless steel 2 bowl deep sink. Depth shall be 10 inches.

8. The faucets shall be a Moen, or equal, stainless one handle deck mount with a pull-down kitchen faucet.
9. The countertop will be a LG Solid Surface or granite, the color Kala Chana. The contractor may provide an equal product and color.
10. The awarded contractor shall provide a color chart/sample before ordering the cabinets and countertop to confirm the color.
11. It is strongly recommended that the contractor complete on-site measurements.
12. The Contractor shall take necessary precautions to keep dust to a minimum. Cover all cabinets that are affixed to the wall and remove all loose furniture to the apparatus bay.
13. The contractor shall take the necessary precautions to protect wall, doors and frames from any damage for sanding or in the paint/ sealing process.
14. The contractor shall remove all tile flooring including the base molding in the kitchen, dining area, office, dayroom, foyer, bunkroom entry and all restrooms. The cove base will be replaced by the paint contractor. The apparatus bay isn't part of the scope of work.
15. After tile flooring is removed, the floor shall be prepped to receive burnished concrete finish. Contractor will grind, clean, seal, and polish concrete floors throughout the Fire Station. This should include sanding of floor surface for complete removal of any glue or rough spots in the concrete.
16. Floor drains and clean outs should be adjusted to be level with the concrete and any patch work should be smooth.
17. The work hours shall be from 08:00 a.m. to 5:00 p.m.
18. Contractor is responsible for, personnel, equipment, vehicles, tools, and material, needed to do the job completely. A small dumpster provided by the contractor can be stored onsite, placement will be decided after contract is awarded.
19. The contractor is 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.
20. There is a no smoking policy in effect for all county property and buildings. The contractor and all personnel shall abide by this policy.
21. 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.
22. Contractor will be liable for any damage caused by the contractor during the duration of the project.

23. County personnel will perform periodic inspections of the work being performed under this contract.
24. Should the inspection determine that the work is substandard and/ or not per code, the contractor will be notified immediately of the problem and a "stop work notice" will be issued until the problem is resolved.
25. The Prime Contractor from whom the bid is accepted shall be the party completing the work. No sub-contractor work unless approved by the County.
26. A start date will be set as soon as the contractor is selected and required paperwork is completed.
27. A mandatory pre-quote meeting will be held for this project. Questions shall be submitted by the required deadline as noted in the RFQ documents