



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

March 3, 2025

**Subject: Request for Quotes #2536-A: Refurbish Lighting Fixtures & Replace Wiring**

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 Thursday, March 13, 2025, at Kiwanis Recreation Center located at 936 Redwine Road, 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. Companies that do not attend the conference will not be permitted to submit quotes on this solicitation.

Address any questions you may have about this request for quotes to Michelle Sampson via email to [msampson@fayettecountyga.gov](mailto:msampson@fayettecountyga.gov). **Questions will be accepted until 2:00 p.m., Thursday, March 20, 2025.**

**Quotes will be accepted until 3:00p.m., Thursday, March 27, 2025.** Please provide your quote and other information via email, US Postal Mail, courier, or walk-in to Michelle Sampson, Buyer/Contract Coordinator at [msampson@fayettecountyga.gov](mailto:msampson@fayettecountyga.gov) or fax to (770) 719-5544.

Purchasing Department office hours are Monday through Friday 8:00 a.m. to 5:00 p.m. The office telephone number for Michelle Sampson is (770) 305-5150.

Sincerely,

Ted L. Burgess  
Chief Procurement Officer

TLB/mas

Attachment

## GENERAL TERMS AND CONDITIONS

### RFQ #2536-A: Refurbish Lighting Fixtures & Replace Wiring

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. **Brand Name:** If items in this Request for Quotes 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. **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.

- a. **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:
- b. **General Liability Insurance:** \$1,000,000 combined single limit per occurrence, including bodily and personal injury, destruction of property, and contractual liability.
- c. **Automobile Liability Insurance:** \$1,000,000 combined single limit each occurrence, including bodily injury and property damage liability.
- d. **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

16. **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.
17. **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.
18. **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.
19. **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.
20. **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.
21. **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.

22. **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.
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 #2536-A: Refurbish Lighting Fixtures & Replace Wiring**

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 \_\_\_\_\_

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

**COMPANY INFORMATION**  
**RFQ 2536-A: REFURBISH LIGHTING FIXTURES & REPLACE WIRING**

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

**REFERENCES**  
**RFQ #2536-A: Refurbish Lighting Fixtures & Replace Wiring**

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'S 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 to 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

2536-A: Refurbish Lighting Fixtures & Replace Wiring  
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: \_\_\_\_\_

**SCOPE AND SPECIFICATION**  
**RFQ #2536-A: Refurbish Lighting Fixtures & Replace Wiring**

**Introduction**

Fayette County is soliciting quotes from qualified contractors to refurbish the lighting fixtures and wiring replacement within the grid of the new drop ceiling installation at the Kiwanis Recreation Center located at 936 Redwine Road, Fayetteville, Ga. 30214.

**Specifications:**

This project includes full demolition of existing lighting and ceiling tiles currently located in the rooms. It will require lay-in 2x2 acoustical ceiling tiles, lighting, diffusers and a grid system to be installed.

- A.** Successful contractor shall obtain the necessary permits from the Fayette County Building Safety Department as soon as the Notice to Proceed has been issued by the Fayette County Purchasing Department. The following documentation shall be included in the permitting process:
- Manufacturer's installation instructions for the grid and tile system, demonstrating compliance with ASTM or UL standards.
  - A simple building construction plan showing the location of fixtures and panels.
  - A licensed electrician is required in the permitting process with an affidavit or by pulling the permit separately.
- B.** Work shall be coordinated with and inspected by Fayette County. A preconstruction meeting shall be required prior to work being held. Fayette County's working hours are between 8:00 a.m. and 5:00 p.m. Monday thru Friday. Any modifications to those hours must be in writing by the successful contractor and accepted by Fayette County.
- C.** Contractor shall take all necessary steps to protect the existing space and to limit the amount of dust and debris to surrounding areas. This typically includes the contractor's use of plastic protection surrounding workspace, along with entry and exit points. The contractor shall ensure that all debris is removed and will ensure that debris is not deposited within park dumpsters.
- D.** Remove existing spline ceiling and remove from the site.
- E.** Contractor shall repair, patch and prepare existing walls, and ceilings to the extent necessary to receive new work.
- F.** Ceiling Suspension Materials shall comply with ASTM C635.

**G.** Install 2x2 acoustical ceiling tile. Armstrong, Cortega – Typical White Square (773) or Fayette County approved equivalent. Provide an additional 3% of acoustical tile, for maintenance use, at no additional cost to the County (One box minimum).

**H.** Ceiling tiles must meet specific flame spread and smoke-developed index requirements, typically measured using ASTM E84 Steiner Tunnel Test or UL 723. The classifications are as follows:

- CLASS A (Class 1): FSI 0-25 and SDI 0-50 (most stringent)
- CLASS B (Class 2): FSI 26-75 and SDI 51-450
- CLASS C (Class 3): FSI 76-200 and SDI 0-450

**I.** Install LED 2'x2' fluorescent lights - Columbia Lighting or Fayette County approved equivalent.

**J.** Grid system shall support the new ceiling tiles and lights.

**K.** Suspension wires shall be a minimum of 12-gauge galvanized wire attached to the main runner at 4 ft. maximum spacing in both directions. Each wire shall be anchored to the structure above with a device capable of supporting a minimum of 75 pounds. Wires supporting fixtures shall be capable of supporting four times the fixture weight. Suspension wires shall not hang more than 1 in 6 out of plumb unless counter sloping wires are provided. Secure wire hangers by looping and wire tying either directly to structures or to inserts, eye-screws or other devices which are secure and appropriate for the substrate, and which will not deteriorate or fail with age or elevated temperatures. Trapeze or equivalent devices shall be used where obstructions interfere with direct suspension.

**L.** Provisions shall be made for possible differential movement between ceilings and sidewalls. Terminal ends of each main and each cross runner shall be wire supported; wall trim angles shall not provide primary support for runners. Lateral support of ceilings shall not be provided by the angle trim and runner shall not be riveted to wall trim.

**M.** Light Fixture Support: All recessed or drop-in light fixtures shall be supported directly from the fixture housing to the structure above with a minimum of two 12-gauge wires; leveling and positioning of fixture may be provided by the ceiling grid. Fixture support wires may be slightly loose to allow fixture to seat in heavy-duty grid system only.

**N.** Install units in place snugly. Provide spacers or hold-down clips where required.

**O.** Clean exposed surfaces of acoustical ceilings, including trim, edge moldings and suspension members; comply with manufacturer's instructions for cleaning and touch-up of minor finish damage. Remove and replace work that cannot be successfully cleaned and repaired to permanently eliminate evidence of damage.

**P.** At the completion of the project, the Contractor shall contact Fayette County to schedule a walk-through of the completed space. The Contractor and Fayette County Representative will walk the space to identify any punch list items still outstanding or certify that the area is deemed to be in a "Ready State." If the project, (or some aspect of) is rejected, the contractor will have 10 working days to correct the deficiency. Payment will be withheld until the project has been deemed accepted.

**General:**

**A.** All deliverables, (equipment and supplies) named in the project specifications and those deemed necessary by the Contractor, shall be the responsibility of the Contractor to supply and protect throughout the duration of the project. The Contractor shall coordinate the delivery of all materials and supplies with Fayette County staff. Fayette County assumes no responsibility for damaged product, any corrections to defective or damaged product shall be accomplished at no additional cost to the judiciary. Delivered materials shall be in original containers bearing manufacturer's name and brand. Use only one brand for each type of product throughout the job. Store materials in a location designed by Fayette County.

**B.** Enforce any precautionary measures required to ensure your work is safe and protected.

**C.** Provide the proper amount of qualified personnel to manage the Scope of Work.

**D.** Include for all scaffolding, motorized lifts and equipment to perform the Scope of Work.

**E.** Provide warranties upon completion of the Contract – one (1) year warranty required.

**F.** The Contractor is responsible for daily removal of debris caused by performing the Scope of Work.

**G.** Contractor should enclose a list of references and recent projects.

**H.** Contractor responsible for keeping job site clean and orderly. The work area will need to be cautioned off with but not limited to signage, cones, barricades, and caution tape to show closed as a construction area during the duration of the project. Area must be safe for the recreation programs which continue to take place after 5:00 p.m. Monday through Friday, all day on Saturdays, and all day on Sundays.

**I.** All excess material shall be removed after completion of the project. The grounds around the work site shall be repaired and left as it was found when the job was started.

**J.** The successful contractor shall repair all damage to existing structures, pavement, sidewalks, driveways, curb and gutter, landscaping, phone lines, power lines, lights, fences, or

any other obstructions not specifically mentioned during the resurfacing process. All existing asphalt torn up by the successful contractor should be repaired with asphalt or concrete. All cuts should be direct and smooth cuts. All grass disturbed areas on the outside of the tennis and basketball courts should be smoothed to existing ground surface and must be seeded with Winter Blend and then straw placed over seed. Seed and straw must meet county requirements.

**K.** It is highly suggested the contractor take photos of all preexisting conditions around or within the vicinity of their work and staging areas. All photos should be submitted to the County prior to mobilizing to the project site. All damages shall be supported by photographs and reported to Fayette County Maintenance Department, immediately. Any damage repair shall be approved by Fayette County.

**L.** The Contractor shall be responsible for all labor, equipment, and materials needed to complete this work.

**M.** The Contractor shall be responsible for the conduct of their personnel on County property. All of Fayette County property is a smoke-free, tobacco free, and vape free.

**N.** Payment will be rendered after all work is completed to the satisfaction of the County including clean up.

**PRICING SHEET**

**RFQ #2536-A: Refurbish Lighting Fixtures & Replace Wiring**

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

<b>Location</b>	<b>Lump Sum Total</b>
Kiwanis Recreation Center	

**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 Brand Quoted \_\_\_\_\_

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 #2536-A: Refurbish Lighting Fixtures & Replace Wiring**

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

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