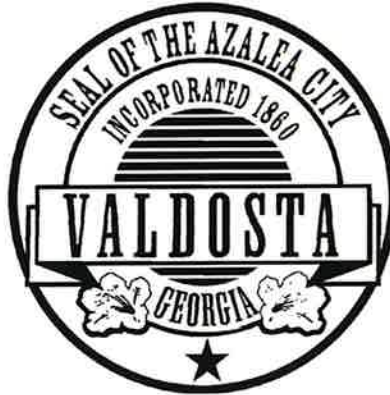


INVITATION TO BID



PURCHASING DEPARTMENT

P. O. BOX 1125

216 E. CENTRAL AVENUE

SECOND FLOOR

VALDOSTA, GEORGIA 31601

BID # 33-26

FOR: City of Valdosta HVAC Services Contract

BID OPENING DATE: 05/06/2026

TIME: 10:00A.M. EST

PURCHASING DEPARTMENT
Teresa Davis GCPM, GCPCA
(229) 259-3521

NOTICE TO DEALERS/VENDORS

1. Any prices bid by dealer/vendor on any items offered to the City of Valdosta shall be the price effective at the date of delivery.
2. No delivery date of "ASAP" (As Soon As Possible) shall be considered acceptable on items that have a maximum delivery date listed in the specifications.
3. The City of Valdosta reserves the right to accept alternate bids on any or all items where maximum delivery date, as listed in the specifications, is not met by dealer/vendor.
4. Signature below of authorized agent for dealer/vendor shall constitute recognition and acceptance of all conditions of the sale as listed above.
5. All shipping is to be FOB Valdosta, GA 31601 and included in total price unless otherwise stated in the bid document.
6. Please be aware that private and public mail carriers are not always reliable on next-day delivery in our area. Please assure your response is sent in plenty of time to reach us. As you know, late responses are not acceptable. If you utilize the US Postal Service and mail your response to the physical address, the chances are high it will be diverted to our post office box so allow extra time for delivery. Private carries will deliver to the physical address but include "Purchasing, 2nd Floor" in your delivery address and be aware that although you pay overnight fees, overnight delivery is not always successful although you are told the delivery time will be met.

Dealer/Vendor

Authorized Agent

GENERAL SPECIFICATIONS

It is the intent of these specifications to furnish the City of Valdosta with the following requisitioned equipment, according to the attached. It is clearly understood that the following are minimum specifications and are made in order to show the exact quality through specifications of the equipment proposed.

The City of Valdosta reserves the right to accept any or all bids or to choose the bid considered to be in their best interest.

The final decision of purchase will be made upon the award of the City of Valdosta Mayor and Council if the item or items total are greater than \$25,000.

Cooperative Procurement

By signing this bid package, Vendor agrees it will permit piggyback purchases to this bid/contract for other government entities where governmental discounts apply such as city, county, local authorities, agencies, non-profits, boards of education, or other governmental agencies not listed offering the same prices, terms, and conditions offered to the City of Valdosta. Piggybacking shall only be available where competition was used to secure the contract and only for a period of 12-months following award date, or during renewals or extension periods of the contract. Also, the piggybacking will only be for the item(s) in the original bid/quote as they are specified with the exception of very minor changes. Changes such as engine size, pump size, different body style, etc. will not be allowed. This provision shall not apply to any contract where otherwise prohibited or mandated by state law.

NO BID WILL BE CONSIDERED IF RECEIVED AFTER THE DATE AND TIME SPECIFIED.

Be sure to put the Bid Number on the outside of your return envelope.

INSTRUCTIONS TO BIDDERS

1. Proposals must be made upon the form of the proposal attached hereto. They must be enclosed in a sealed plain envelope, **with the bid number written on the outside of envelope or sealed box** and endorsed with the title of the proposal including bid number and must be filed with the Purchasing Agent of the City of Valdosta, located at 216 E. Central Ave 2nd floor. In the event you choose to mail your proposal, it should be mailed to Teresa Davis, P.A., P.O. Box 1125, Valdosta, Ga. 31603. Failure to follow these instructions will result in an automatic disqualification.
2. No bidder will be allowed to withdraw his proposal for any reason whatsoever after the bids have been opened.
3. The specifications represent the minimum general size, weight, capacity, and performance characteristics desired in the equipment to be purchased. These requirements are not intended to prevent obtaining fair prices or to eliminate competition, but to insure, if possible, that all bids submitted shall not be subject to correction or alteration after the bid has been filed, opened, and publicly read. In view of an unusual wide disparity in details of design and manufacture, complete descriptive literature and manufacturer's specifications must be submitted on each type of equipment offered. The City of Valdosta reserves the right to evaluate any or all bids, particularly where there is a range in specifications. Special consideration will be given to the ready availability of repair parts and service.
4. Federal or State taxes are not applicable to Georgia Municipalities under the United States Code Title 26 and Georgia Exemption Certificate Number 3-465-686-300-1.
5. It is expressly understood by the bidder that written notice of the award or purchase order by the City of Valdosta will constitute an agreement and consummate the transaction and will serve together with the proposal, the advertisement, these instructions, and the detailed specifications, as the entire form of contract between the parties.
6. The bidder agrees that the City of Valdosta reserves the right to reject any or all proposals, or to accept the part of the bid considered to be in the best interest of the City.
7. Specifications referred to minimum, therefore unless otherwise indicated by the bidder, the city will assume proposals meet or exceed all specifications.
8. The names of a certain brand, make or definite specifications are to demote quality standard of the article desired, but do not restrict bidders to be specific brand, make or manufacturer named; it is to set forth and convey to prospective bidders the general style, type, character and quality of the article desired.
9. The award of the contract will be made to the lowest responsible bidder taking into consideration quality performance and the time specified in the proposals for the performance of the contract. The City of Valdosta reserves the right to reject all bids as appears in its own best interest and to waive technicalities. In cases of a tie, the bid in the best interest of the city will be awarded.

NON-COLLUSION AFFIDAVIT

The following affidavit is to accompany the bid:

STATE OF _____

COUNTY OF _____

Owner, Partner or Officer of Firm

Company Name, Address, City and State

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. Affiant 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. Affiant also states as bidder, that they have not been a party to any collusion with any officer of the City of Valdosta or any of their employees as to quantity, quality or price in the prospective contract; and that discussions have not taken place between bidders and any office of the City of Valdosta 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



GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT

Contract No. and Name: _____
Contractor's Name: _____

**City of Valdosta Georgia
Contractor Affidavit**

By executing this affidavit, the undersigned Contractor verifies its compliance with O.C.G.A. §13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with the City of Valdosta, Georgia has registered with and is participating in a federal work authorization program*, in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with the City of Valdosta, Georgia, the Contractor will secure from subcontractor(s) similar verification of compliance with O.C.G.A. § 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-.08 or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the City of Valdosta Georgia at the time the subcontractor(s) is retained to perform such service.

EEV / E-Verify TM User Identification Number

Date of Authorization

BY: Authorized Officer or Agent
(Contractor Name)

Date

Title of Authorized Officer or Agent of Contractor

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
____ DAY OF _____, 2025

[NOTARY SEAL]

Notary Public
My Commission Expires: _____

* of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Contract Act of 1986 (IRCA), P. L. 99-603

HVAC Services Contract Agreement

It is the intent of these specifications to furnish the City of Valdosta with Air Conditioning and Heating Repair Service (HVAC) for all City Owned Properties. These are minimum specifications, and the successful contractor should be able to meet the minimum requirements below. Any deviations should be submitted with this bid package on your company letterhead referring to the section and subsection where the deviation exists.

1.0 General Conditions

The total spend for the past 12 month period is approximately \$60,000 with half being for replacement equipment. The majority of the City units are Trane and we would like to standardize unless permission is granted to vary. This contract does not include the tower units located at the City Hall Annex, Crime Lab, or any other similar sized units. However we will be awarding to multiple vendors so if you are interested in being part of the bid for chillers please submit a separate proposal for that.

1.1 Term of Contract

The contract will begin on July 1, 2026 and expire June 30, 2027.

1.2 Option to Renew

The City reserves the right to extend the contract for an additional (4) , (l) one year periods if both parties are in agreement and if price changes are agreed upon.

1.3 Termination

The City reserves the right to cancel this agreement with (30) Thirty-day written notice for any reason deemed necessary by the City.

1.4 Method of Ordering

Individuals specifically authorized by the City of Valdosta will place verbal orders directly to the contractor. A verbal purchase order, staff name, or city credit card number will be given for each project. This must appear on the invoice as well as where the work was performed and a brief description of what was actually done. The City prefers to pay with a City procurement card.

1.5 Invoicing

Invoices shall be mailed to City of Valdosta, Accounting Dept., P.O. Box 1125, Valdosta, GA 31603 or email to cgallagher@valdostacity.com The following must appear on each invoice:

- City purchase order number, credit card number, or staff name
- Items listed individually with part numbers
- Unit, extended and total price
- Location where work is performed.
- Invoice number and date
- Copy of work order with authorized signature of City personnel

1.6 Delivery

All parts and labor will be quoted FOB various City locations, unloaded and installed. Travel time for contractor's personnel will not be included as part of this contract. No fuel surcharges will be accepted.

1.7 Repair and Replacement Parts

Repair or replacement parts for existing equipment may be accomplished by the contractor using other than original equipment manufacturers (OEM) parts. However, all parts or equipment furnished must be equal or exceed that of the original equipment manufacturer. Complete unit replacement cost are to be consistent through the contract term with no seasonal price adjustments. Pricing shall be provided before a change out occurs.

1.8 Contractors Performance

Contractors shall furnish necessary labor, tools, equipment and supplies to perform the required services at the City facilities. The City's authorized representative will decide on all questions which may arise as to the quality and acceptability of any work performed under this contract. If, in the opinion of the City's authorized representative, performance becomes unacceptable, the City shall notify the contractor.

The contractor will have (1) one day from that time to correct any specific instances of unsatisfactory performance. In the event the unsatisfactory performance is not corrected within the specified period, the City shall have the immediate right to complete the work to its satisfaction and shall deduct the cost to cover from any balances due or to become due the contractor. Repeated incidents of unsatisfactory performance may result in cancellation of the agreement for default.

1.9 Insurance

Contractor, performing as an independent contractor, shall be fully responsible for providing Workers Compensation, Commercial General Liability and Automotive Liability coverage as follows:

- A) Workers' Compensation Statutory
- B) Employer's Liability \$100,000 (each accident)
- C) Commercial General Liability in the amount of \$500,000
Contractors will hold the City harmless in the event of any accident unless the City has been proven to be at fault.

1.10 Access to Work Area

City personnel will identify project areas, storage areas and parking to be utilized by the contractor.

1.11 Suspension of Work

The City reserves the right to suspend work wholly or in part if deemed necessary for the best interest of the City. This suspension will be without compensation to the contractor other than to adjust the contract completion or delivery requirements.

1.12 Equipment Safety

The contractor shall be responsible for providing and for the placement of barricades, tarps, plastic, flag tape and other safety/traffic control equipment required to protect its employees, the public, surrounding areas, equipment, vehicles and City personnel. The safety of everyone is a primary concern of the City. Any company that has a history or a high incidence of accidents may be disqualified if deemed necessary by the City.

1.13 Workmanship

Where not more specifically described in any or the various sections of these specifications, workmanship shall conform to all of the methods of operations of best standards and accepted practices of the trade and shall include all fabrication, construction or completion. All work shall be performed by personnel skilled in their respective lines of work and be certified or licensed as required by National, State or Local law.

1.14 Cleaning

The contractor shall keep the premises clean of all rubbish and debris generated by the work involved and shall leave the premises neat and clean. All surplus materials, rubbish and debris shall be disposed of by the contractor and at the contractor's expense.

The work area shall be cleaned at the end of each workday unless prior approval has been granted by the City. The City shall not be responsible for theft or damage to the contractor's property. In the event that a project cannot be finished by the end of the workday, the contractor shall secure the area in a way that is safe to the public and City personnel.

1.15 Hours of Work

All work under this contract will be coordinated with City personnel.

1.16 Security

The City does not assume responsibility, at any time, for the protection of or loss of materials from the time the contractor operations have commenced until the final acceptance of the work is acknowledged by the City.

1.17 Final Inspection and Acceptance

The contractor will request a City designee to conduct a site inspection after the project is complete. The designee will prepare a punch list if needed during the inspection and will forward a copy to the contractor.

After the punch list items are corrected, the contractor will request a final inspection. Final project approval is contingent on the final inspection and written approval by the City. This shall include a City of Valdosta employee's signature on a valid work order.

1.18 Property Damage

Contractor agrees to repair at contractor's expense any damage that was caused to City owned property by contractor.

1.19 Scope

Contractor shall be open to possible maintenance agreements on certain buildings which will be discussed.

The list of properties is as follows but is not limited to just these properties:

1. City Hall-216 E. Central Ave.
2. City Hall Annex-300 N. Lee St.
3. Customer Service Building-102 N. Lee St.
4. Central Warehouse-1022 Myrtle St.
5. Craigs Center -1104 West Gordon St.
6. Department of Labor -221 S. Ashley St.
7. Valdosta Police Department and Crime Lab-500 N. Toombs St./1708 N. Ashley St.
8. Classroom- Police Firing Range-3365 Val Tech Rd.
9. Engineering Sign Shop-300 N. Lee St.
10. Guest Road Water Plant-3863 Guest Rd.
11. JC Shack-2306 JC Shack Rd.
12. Mud Creek WWTP-1638 New Statenville Hwy.
13. Municipal Court Building -100 S. Oak St.
14. Premise Health-407 Alden Ave.
15. Withlacoochee WWTP-3352 Wetherington Ln.
16. Women's Building-1409 N. Patterson St.
17. Vehicle Maintenance Center-1015 Myrtle St.
18. Public Works and Water and Sewer Offices-1017 Myrtle St.
19. Utilities -1016 Myrtle St.
20. Sunset Hill Cemetery-1100 N. Oak St.
21. Fire Stations
 - #1- 106 S. Oak St.
 - #2- East Park Ave.
 - #3- Ulmer Ave.
 - #4- Gornito Rd.
 - #5- N. Oak St.
 - #6- Enterprise Dr.
 - #7- Valdosta Regional Airport
 - #8- 4434 Forrest Street Ext.

*And any additional Buildings the City may inquire during the contract term.

1.20 Repair Warranties

Contractor shall list on the invoice or work order the brand name and part number of all replacement or used parts. All repairs shall be warranted for a minimum of (90) ninety days from date of repair. If the same item must be repaired again for any failure during the warranty period, the follow-up service will be performed at no charge to the City including labor. Parts which carry a standard warranty that exceeds (90) ninety days shall be honored by the contractor.

1.21 Labor Rates

Labor rates will start upon arrival at the job site and end upon completion that day at job site. The City will not accept any travel charges or fuel surcharges. All jobs are expected to require (1) one service person unless prior approval is granted by the City.

1.22 Work Hours/Labor Rates

Regular work hours shall be 8:00 a.m. to 5:00 p.m., Monday through Friday, City holidays excluded, regular hour rate shall apply.

Overtime hours shall be all other times not covered in the previous paragraph and may be charged accordingly.

1.23 Response Time

All call for service must be acknowledged within (1) one hour of initial phone call. Contractors must state a realistic and true time when the work can be scheduled and to the acceptance of the City.

1.24 Major Repairs

Before major non-emergency repairs (greater than \$ 1000.00) are approved, contractor will provide the City with a written quotation detailing parts and estimated labor charges within (3) three business days. The City reserves the right to secure proposals from other companies at any time during this contract. The City reserves the right on any project greater than \$25,000.00 to be mailed to other qualified contractors in sealed bid form and awarded by the City of Valdosta Mayor and Council. Likewise, the same right is reserved for pricing out complete units and any other work thought to be advantageous to the City.

1.25 Sub-Contractors

No sub-contractors shall be used without City of Valdosta authorization.

1.26 Responses

All responses shall be on this invitation to bid. You must complete all requested information in the format that is being provided to you. Return the entire bid package. Failure to do so may be grounds for disqualification.

PROPOSAL

We have examined the specifications and agree to furnish the City of Valdosta with the services as specified accordingly. Any deviations from the specifications will be submitted on your company letterhead.

Material Cost + _____ % Mark Up

Regular Hourly Rate \$ _____ OR Service Call Rate \$ _____

Filter Replacement Rate \$ _____

Overtime Hourly Rate \$ _____ OR After-Hours Service Call Rate \$ _____

Response Time to Job Site _____ Hrs. _____

Date _____

Company Name _____

Address _____

Phone Number _____

Emergency Phone Number (24 hours) _____

Signature _____ Title _____

Printed Name _____ Cel _____

Email _____

Bidder must be licensed to do work in the State of Georgia.
GA Contractor Commercial License Number:

Will you accept a City Credit Card for payment? Yes _____ No _____

Have you or are you currently debarred from performing any work for any governmental entity? _____

*Include W-9 and a certificate of insurance included in with your bid packet along with full bid packet.