

REQUEST FOR PROPOSAL



CATOOSA COUNTY – 2026-20 COLONNADE CHILLER REPLACEMENT

Submittal Deadline:

Thursday, October 22, 2026, at 3:00 PM

Catoosa County Board of Commissioners
Attention: Projects Administration Department
800 LaFayette Street
Ringgold, GA 30736

Table of Contents

2026-20 Colonnade Chiller Replacement

Document Section	Page(s)
Project Introduction	3
Submittal Deadline	3
Pre-Proposal Conference	3
Inquiries	3
Scope of Work	4-7
Bonds	7-8
Permits	8
Conduct of Work	8
Right of Refusal	8
Protection and Damages	8
Terms and Conditions	9-10
Bid Fee Form	11
Indemnification	12
Insurance Requirements	12-13
Georgia Immigration & Compliance Act	14-15
Local Vendor Privilege	16-17
Non-Collusion Affidavit	18
Bid Bond	19-20
Payment Bond	21-23
Performance Bond	24-26
Proposal Evaluation	27
References and Client List	28
Respondent Checklist	29
Contractor Identification Form	30

I. Introduction:

Catoosa County Board of Commissioners are seeking sealed written Proposals, from qualified vendors, to provide turnkey roof-top chiller replacement services which includes providing equipment, labor, materials, and all related work necessary for complete installation and operational functionality for our Catoosa County Colonnade located at 264 Catoosa Circle, Ringgold, GA 30736. Instructions for preparation and submission of a proposal are contained in this packet. Proposals must be typed or printed in ink.

II. Submittal Deadline:

TWO (2) Copies of your Bid must be sealed and delivered in person, by mail or overnight delivery service to the office of the Board of Commissioners, 800 LaFayette Street, Ringgold, GA 30736 no later than **3:00 p.m. EST on Thursday, October 22, 2026.** Bids will be publicly opened and read aloud. Bids received after said time will not be accepted.

Bids shall include a cover letter that includes your plan for accomplishing the Scope of Work.

The envelope shall state “**RFP-2026-20 Colonnade Chiller Replacement**” to prevent accidental opening.

Bids shall be identified on the exterior of the sealed envelope with all the information required by law, including the name of the project and the Respondent's name, address and license number, expiration date and classification (as applicable).

Please address the submittal to:
Projects Administrator
Catoosa County Board of Commissioners
800 LaFayette Street
Ringgold, GA 30736

III. Pre-Proposal Conference:

There will be an **OPTIONAL** Pre-Proposal Conference held at the **Catoosa County Colonnade located at 264 Catoosa Circle, Ringgold, GA 30736 at 10:00 A.M., EST, on Wednesday, October 7, 2026.**

IV. Inquiries:

All questions concerning this RFP and all questions arising prior to award are to be addressed via email to BidQuestions@catoosacountyga.gov

Deadline for questions is: **12:00 P.M. EST on Friday, October 16, 2026.**

Responses and/or Addendum will be published on the Catoosa County Website on: **Monday, October 19, 2026.**

It is the sole responsibility of the bidder to review the Catoosa County website at www.catoosacountyga.gov/bids before submitting their Bid.

V. Scope of Work:

The Contractor shall provide turnkey roof-top chiller replacement services which includes providing equipment, labor, materials, equipment, supervision, permits, and related services (including engineering services), and all related work necessary for complete installation and operational functionality. The replacement chiller must be of similar tonnage, must be air-cooled, must be equipped with low ambient, and must include a sound dampening package to maintain lower noise levels during operation.

The Contractor shall be experienced with commercial HVAC and Chiller installation projects of comparable size, scope, and possess all required licenses and insurance coverage necessary for a complete turnkey replacement in accordance with applicable mechanical, electrical, and building codes, manufacturer specifications, safety standards, and all local, state, and federal requirements.

The Contractor shall have the capability to commit to a 1-hour response time for service calls pertaining to the new chiller and attached systems.

The Contractor shall submit, with their proposal, an equipment order lead time and an installation time schedule. The Contractor agrees that if proposed/guaranteed installation schedule is not met, the Contractor is responsible for supplying and installing a rental chiller at no additional cost to the County. This rental chiller will be considered as payment for liquidated damages in the event the damage(s)/claim(s) is deemed to be the fault of the Contractor and not that of manufacturer defects, weather, or any other circumstance outside of the Contractor's control.

The Contractor shall field validate the current chiller information.

- TRANE
- Model: RTAA2154Y101A3D0BF
- Serial: U00H02872
- Tonnage: 215
- Voltage/Phase: 460v/3ph

The Contractor shall measure current decibels utilizing an ANSI/AHRI Standard device prior to decommissioning existing equipment and shall certify the decibels via written report on Company letterhead. Member of County staff must be present during testing.

The Contractor shall remove and properly dispose of the (1) existing chiller, associated starters, VFD's, actuators, controls, and existing chiller plant control system.

The Contractor shall recover refrigerant per EPA regulations, disconnect and safely remove mechanical and electrical systems, provide rigging, cranes, lifting operations, and dispose of all equipment and refrigerant per EPA regulations.

The Contractor shall furnish and install (1) new similar chiller. The installation shall include setting, alignment, and securing equipment on existing rooftop support system. If an updated support system or alterations to current support system are necessary, Contractor shall provide the new support system with necessary engineering services along with verification of service clearances, equipment pad modifications as required, and minimum flow bypass provisions.

The Contractor shall provide complete chilled water modifications including:

- New and modified piping for chiller to existing chilled water piping.
- Necessary piping to include butterfly valves, y-strainers, and PT ports
- Pressure testing of all new and modified piping systems
- All Supplied piping to be schedule 40 carbon steel.
- System flushing and preparation for startup
- Insulation replacement where removed, modified, or absent but needed.

The Contractor shall provide complete electrical integration including:

- Disconnect/Reconnect existing electrical service per NEC guidelines.
- New disconnect.
- New fuses.
- New or reused breakers as applicable
- Installation of control wiring between chiller and existing equipment as well as all conduit, wire, fusing, sensors, relays, and terminations required for new chiller to fully integrate with existing AHU/TU system.

The Contractor shall provide a fully functional control system including integration of all chiller plant components. The control system should include a central system controller with web interface which fully integrates with all BAS components including:

- Chiller
- Pumps
- AHU's
- TU's/VAV's

The System should also include:

- Control valves and end devices as required.
- Monitoring of temperatures, pressures, and equipment status.
- Alarms and safeties for system protection.
- Outside air temperature/humidity monitoring.
- Minimum flow bypass control logic.

The Contractor shall provide a refrigerant monitoring system including:

- Integration with BAS or standalone alarm system.
- Testing and commissioning of all alarm functions.
- Sensors at chiller.

The Contractor shall provide complete system startup including:

- Factory-authorized startup assistance.
- Functional performance testing.
- Pressure testing of piping systems.
- Verification of controls and interlocks.
- Load testing under normal operating conditions.
- Decibel level reading utilizing an ANSI/AHRI Standard device that does not exceed original measured reading during peak operation and shall certify the decibels via written report on Company letterhead. Member of County staff must be present during testing.
- Final system balancing and verification.

The Contractor shall provide with its bid:

- Equipment submittal(s)
- O&M Manuals
- Equipment Warranty Documentation
 - If extended equipment warranties are an option, these shall be provided as well.
- Clearly define any terms of planned maintenance.
- Provide at least a 1-year installation warranty for any equipment installed or altered during this project.
 - If extended maintenance warranties are an option, these shall be provided as well.

The Contractor shall, upon completion or during installation, provide:

- Startup reports.
- As-built documentation.
- Owner training session(s).
- Final site cleanup.

The Contractor shall conform to:

- EPA-compliant refrigerant handling and disposal procedures.
- Proper disposal of removed mechanical/electrical equipment.
- Compliance with all applicable Federal, State, and local laws.
- PPE requirements (hard hats, gloves, safety glasses, etc.)
- Lockout/Tagout procedures.
- Rigging and lifting safety protocols.

The Contractor is authorized to perform work Monday through Friday, 8:00am-5pm. Weekend work must be approved by the Owner.

The Contractor is responsible for project management and coordination with the Catoosa County Building and Maintenance team.

The Contractor shall have the same site supervisor for the duration of the project.

The Contractor's bid shall be for all equipment/vehicles, labor, and material necessary. No equipment/vehicles, labor, or materials shall be provided by Catoosa County.

The Contractor shall be responsible for all damage or injuries to property of any character, resulting from any act, omission, negligence, or misconduct in the prosecution of the Work or resulting from the materials used.

The Contractor shall not assign or transfer the Contract or subcontract any service to a subcontractor without written consent of the County.

The Contractor shall provide all prices inclusive of all foreseen costs. No additional surcharges, charges, fees, extras, etc. will be permitted.

The Contractor will submit invoices based on their standard billing practices. The County will pay all invoices on a net 30-day basis.

The Contractor understands and accepts the scope of work as described.

Initial Here: _____

VI. Bonds:

Catoosa County shall require the following for Public Works Construction bid/proposals **in excess of One-Hundred Thousand Dollars (\$100,000).**

Bid Bond: Each bid shall include a bid bond in favor of the Catoosa County Board of Commissioners in the amount of five percent (5%) of the total bid amount as guarantee that the bidder shall not withdraw the bid for 60 days after the scheduled bid opening.

Payment Bond: Upon execution and delivery of the Notice of Award, the Contractor whose bid is accepted shall furnish a payment bond at its own expense with a company acceptable to the County in the full amount (100%) of the award. The bond shall be made payable to Catoosa County Board of Commissioners. The payment bond shall serve as security for the faithful performance of this contract including any maintenance or warranty provisions and for the payment of all persons performing labor or furnishing materials in connection with this contract. Premiums for the payment bond shall be paid by the Contractor.

If at any time the County shall be dissatisfied with any surety or surety bond or payment bond, or if for any other reason such bond shall cease to be adequate security for the County, the Contractor shall within ten (10) days after notice from the county to do so, substitute an acceptable bond in performance and sum and signed by other sureties which are acceptable to the county. The premiums on such substitute bond shall be paid by the Contractor. The payment bond shall remain in full force and effect during the life of the contract and during the term of any warranty or maintenance required by the specifications

Performance Bond: Upon execution and delivery of the Notice of Award, the Contractor whose bid is accepted shall furnish a performance bond at its own expense with a company acceptable to the County in the full amount (100%) of the award. The bond shall be made payable to Catoosa County Board of Commissioners.

The performance bond shall serve as security for the faithful performance of this contract including any maintenance or warranty provisions and for the payment of all persons performing labor or furnishing materials in connection with this contract. Premiums for the performance bond shall be paid by the Contractor. If at any time the County shall be dissatisfied with any surety or surety bond or performance bond, or if for any other reasons such bond shall cease to be adequate security for the County, the Contractor shall within ten (10) days after notice from the county to do so, substitute an acceptable bond in performance and sum and signed by other sureties which are acceptable to the county. The premiums on such substitute bond shall be paid by the Contractor. The performance bond shall remain in full force and effect during the life of the contract and during the term of any warranty or maintenance required by the specifications.

The Contractor may not commence work until the payment and performance bonds have been received and approved by the County.

VII. Permits:

The awarded Contractor will be responsible for acquiring any permits that are required for this project. Catoosa County will waive fees on all permits issued by Catoosa County.

VIII. Conduct of Work:

Any work that is unsatisfactory to the County's representative will be called to the attention of the Contractor, and the Contractor will be required to properly service the area in question and take steps to improve the overall results. Failure by the Contractor to comply with such requests will result either in the correct work being done by others, with the cost charged to the Contractor, or in deductions being imposed. If the Contractor fails to rectify the unsatisfactory conditions, the County has the right to hire professionals at Contractor's expense.

To avoid interruption in, or interference with the proper execution of County business, the Contractor will provide a Construction Schedule for the entirety of the work, with a minimum of two days' notice to the Project Administrator of specific activities with potential of affecting county business.

Failure to provide services in accordance with the specifications may result in nonpayment of services by adjustment of fee.

IX. Right of Refusal:

Catoosa County reserves the right to accept or reject any and all proposals, to waive formalities, technicalities or irregularities and to re-advertise if necessary.

X. Protection and Damages:

The successful Contractor shall without additional expense to the County, be responsible for all damages to persons or property that occurs as a result of the contractor's fault or negligence in connection with the execution of the work and shall be responsible for the proper care and protection of the work performed. Breakage or loss of equipment or other property, including that of a County employee, shall be repaired or replaced at the Contractor's expense.

The successful Contractor shall take all precautions necessary for the protection against injury of all persons engaged at the site in the performance of the work. The Contractor shall observe all pertinent safety practices and comply with applicable safety regulations. i.e. (O.S.H.A.).

XI. Terms and Conditions:

- A. All Bids and supporting materials as well as correspondence relating to this ITB and/or RFP become property of Catoosa County Board of Commissioners (CCBOC) when received. Any proprietary information contained in the submittal should be so indicated. However, a general indication that the entire contents, or a major portion, of the Bid is proprietary will not be honored.
- B. All applicable State of Georgia and Federal Laws, County and County ordinances, licenses and regulations of all agencies having jurisdiction shall apply to the Respondent, the Contractor and Project throughout and are herein incorporated. The Agreement with the Contractor, and all questions concerning the execution, validity or invalidity, capability of the parties, and the performance of the Agreement, shall be interpreted in all respects in accordance with the laws of the State of Georgia.
- C. Professionals requiring special licenses must be licensed in the State of Georgia and shall be responsible for those portions of the work as may be required by law.
- D. From the date CCBOC receives a Respondents Bid through the date a contract is awarded to a contractor, no Respondent may make substitutions, deletions, additions or other changes in the configuration of Respondent's Bid.
- E. All materials submitted in connection with this ITB and/or RFP will be public documents and subject to the Open Records Act and all other laws of the State of Georgia, the United States of America and the open records policies of Catoosa County. All such materials shall remain the property of Catoosa County and will not be returned to the respondent.
- F. Failure to submit all the mandatory forms for this ITB and/or RFP package shall be just cause for the rejection of the qualification package. However, Catoosa County reserves the right to decide, on a case-by-case basis, in its sole discretion, whether or not to reject such a Bid as non-responsive.
- G. In case of failure to deliver goods in accordance with the contract terms and conditions, Catoosa County, after due oral or written notice, may procure substitute goods or services from other sources and hold the contractor responsible for any resulting additional purchasing and administrative costs. This remedy shall be in addition to any other remedies which Catoosa County may have.
- H. By submitting a Bid package, the Contractor is certifying that they are not currently debarred from bidding on contracts by any agency of the State of Georgia, nor are they an agent of any person or entity that is currently debarred from submitting Bids on contracts by any agency of the State of Georgia.
- I. Any contract resulting from this ITB and/or RFP shall be governed in all respects by the laws of the State of Georgia and any litigation with respect thereto shall be brought in the courts of Catoosa County in the State of Georgia. The Contractor shall comply with applicable federal, state, and local laws and regulations.

- J. It is understood and agreed between the parties herein that Catoosa County shall only be bound to accept a bid and enter into a contract with the successful bidder for the Project advertised hereunder to the extent of the amount of funds allocated and available, or which may hereafter be allocated or become available, for the Project by the Catoosa County Board of Commissioners.
- K. Following review of all qualified Bids, selection of a suitable Contractor, a recommendation will be made to the Catoosa County Board of Commissioners by the project representative.
- L. Contractor must have minimum Worker's Comp and General Liability Insurance in full force and effect. No Bid will be considered unless it is accompanied by satisfactory evidence that the Contractor holds any and all necessary or required Federal, State or local licenses and/or permits. Pursuant to O.C.G.A. § 13-10-91, all contractors and sub-contractors performing work within the State of Georgia on a contract with a public employer must register and participate in a federal work authorization. Each Respondent shall submit with its bid a copy of current Business License &/or Occupational Tax Certificate issued in Georgia. If Contractor cannot provide this License, it will be required to obtain one from Catoosa County if it is the Awarded Respondent.
- M. Catoosa County reserves the right to accept the lowest responsive & responsible Bid that is determined to be in the best interest of the County. Catoosa County reserves the right to accept or reject any and all bids, to waive formalities, technicalities or irregularities and to re-advertise if necessary

CATOOSA COUNTY BOARD OF COMMISSIONERS

BID FEE FORM

DESCRIPITON OF BID: 2026-20 Colonnade Chiller Replacement

<u>ITEM</u>	<u>Price</u>	<u>Time To Complete</u>
Total Material Cost	\$	
Total Labor Cost	\$	
Total Project Cost	\$	

THIS BID FEE SHALL REMAIN EFFECTIVE FOR 60 DAYS.

COMPANY NAME: _____

ADDRESS: _____

CONTACT: _____ CELL: _____

EMAIL: _____

ACKNOWLEDGEMENT OF ADDENDA: #1, #2, #3, #4

_____ Authorized Representative/Name & Title (Print or Type)	_____ Authorized Representative (Signature)	_____ Date
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_____ Catoosa County Chairman (Print)	_____ Catoosa County Chairman (Signature)	_____ Date
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XII. Indemnification:

The County shall be held harmless against any and all claims for bodily injury, sickness, disease, death or personal injury, or damage to property or loss of use of any property or assets resulting therefrom, arising out of resulting from the performance of the products or from the services, of which, the County is contracting hereunder, provided such is caused in whole or in part by any negligent act or omission of the Contractor, or any subcontractor or any of their agents or employees, or arises from any job-related injury. The Contractor agrees to indemnify the County and pay the cost of the County's legal defenses, including the fees of attorneys as may be selected by the County, for all claims described in the hold harmless clause herein. Such payment on behalf of the County shall be in addition to any and all other legal remedies available to the County and shall not be considered to be the County's exclusive remedy.

It is agreed by the parties hereto that specific consideration has been received by the Contractor under this agreement for this hold harmless/indemnification provision.

XIII. Insurance Requirements

- Include at least \$1,000,000 per occurrence limits for Commercial General Liability with at least a \$2,000,000 general aggregate.
- Include at least \$1,000,000 per occurrence limits for Personal & Advertising Injury with at least a \$2,000,000 general aggregate.
- Include at least limits of \$500,000/\$500,000/\$500,000 for Employer's Liability.
- Include at least \$1,000,000 Combined Single Limit for Auto Liability.
- Include at least a \$1,000,000 Umbrella Limit if any of the underlying limits of insurance are below \$2,000,000 per occurrence.
- An insurance carrier that maintains an A.M. Best rating of "A-10" or better and is admitted to do business in the state of Georgia should issue all policies.
- Include coverage for liability arising from premises-operations, products and completed operations, personal and advertising injury.
- Include no endorsements or modifications arising from work performed by subcontractors.
- Include waiver of subrogation in regards to General Liability and Auto Liability.
- Hold "Catoosa County Board of Commissioners" harmless.
- Provide 30 Days Notice of Cancellation by written notice
- Name us as an additional insured on a primary and noncontributory basis in regards to General Liability and Auto Liability.
- Certificates should be made out to:
 - o "Catoosa County Board of Commissioners"

The Contractor shall provide certificates of insurance to the County demonstrating that the aforementioned insurance requirements have been met prior to the commencement of work under this contract. The General Liability and Auto Liability certificates of insurance shall indicate that the policies have been indorsed to cover the County as an Additional insured and that these policies may not be canceled or modified without thirty (30) days prior written notice to the County.

The insurance coverage enumerated above constitute the minimum requirements and shall in no way lessen or limit the liability of the Contractor under the terms of the contract. Sub-Contractor's insurance shall be the responsibility of the Contractor. Surety and insurance companies must have an AM Best rating of A-10 or greater, be listed in the Federal Registry of Companies holding Certificates of Authority and Acceptable Sureties on Federal Bonds, be licensed by the Georgia Insurance Department and the Georgia Secretary of State to do business in the State of Georgia.

SAMPLE**CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
INSURED	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A:	Insurer must have a rating of A- or higher
	INSURER B:	Insurer must have a rating of A- or higher
	INSURER C:	Insurer must have a rating of A- or higher
	INSURER D:	Insurer must have a rating of A- or higher
INSURER E:		
INSURER F:		

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
☒	COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC ☐ OTHER:	☒	☒				EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
☒	AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY	☒	☒	See Notes Below			COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
☒	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$			See Notes Below			EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	☐ Y ☒ N	N/A				PER STATUTE ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Please include Additional Insured, Waiver of Subrogation, and Notice of Cancellation policy form numbers and names in this box.

****Automobile Liability Notes:** May be "Hired Autos" AND "Non-Owned Autos" instead of "Any Auto" ONLY for companies who do not own vehicles.**

****Umbrella Liab/Excess Liab Notes:** Excess not required if Each Occurrence, General Aggregate and Products-Comp/OP Agg limits on GL coverage above are each \$2,000,000 or more.**

CERTIFICATE HOLDER**CANCELLATION**

Catoosa County Board of Commissioners 800 Lafayette Street Ringgold, GA 30736	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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XIV. Georgia Immigration & Compliance Act

Pursuant to O.C.G.A. § 13-10-91, all contractors or subcontractors who enter into a contract with Catoosa County Government or a contractor of Catoosa County Government in connection with the physical performance of services within this state, shall register and participate in the federal work authorization program to verify information of all newly hired employees. Any employee, contractor, or subcontractor of such contractor or subcontractor shall also be required to satisfy these requirements.

Access to the authorization program to obtain an E-Verify number can be found at <https://e-verify.uscis.gov/enroll>, the website operated by the U.S. Department of Homeland Security (USDHS).

FOR A BID TO BE CONSIDERED, SUCH CERTIFICATION SHALL BE INCLUDED IN THE CONTRACTOR RESPONSE TO ALL SOLICITATIONS ISSUED BY CATOOSA COUNTY BOARD OF COMMISSIONERS.

GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT NEXT PAGE

GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT RESPONDENT AFFIDAVIT

Contract No. and Name: 2026-20 Colonnade Chiller Replacement

Contractor's Name: _____

**STATE OF 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 Catoosa County Government 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 and shall agree to use this program for any newly hired employees throughout the duration of this contract.

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 Catoosa County Government, Contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. § 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-.08 or substantially similar form. The Contractor further agrees to provide notice to the County of the identity of each subcontractor hired under the contract within five (5) business days of entering into a contract for hire. Such notice shall include a copy of the Subcontractor Affidavit for each subsequent subcontractor attesting to the subcontractor's name, address, user identification number, and date of authorization to use the federal work authorization program. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to Catoosa County Government within five (5) days of the time the subcontractor(s) is retained to perform such service.

EEV / E-Verify™ User Id (Account) 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 _____, 20____

[NOTARY SEAL HERE]

Notary Public

My Commission Expires: _____

*any 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 Control Act of 1986 (IRCA), P.L. 99-603

LOCAL VENDOR PRIVILEGE

QUALIFICATIONS

Pursuant to the Catoosa County Purchasing Policy, a local vendor privilege gives qualifying vendors, who are within 4% of the lowest cost, the opportunity to agree to match the lowest cost within 24 hours. (If more than one local vendor meets the qualifications, the lowest local vendor will be given the first opportunity to agree to match the lowest cost. If they refuse, the next lowest vendor will get the opportunity and so on until all local vendors within the 4% range have been given an opportunity.)

A. IN THE CASE OF A PROPOSAL, AWARD IS MADE BASED ON MANY CRITERIA OTHER THAN JUST THE LOWEST COST, SO THIS PRIVILEGE MAY OR MAY NOT COME INTO CONSIDERATION DEPENDING ON THE PROPOSAL SCORE BEFORE COST IS FACTORED IN.

In order to qualify for this privilege, a vendor must meet all of the following criteria:

- 1. The contractor must have an established place of business within Catoosa County.**
- 2. The contractor must have at least two (2) employees who have been working for six (6) months or longer before requesting a local vendor privilege.**

Bidders claiming local vendor privilege for any Bid, Price Quote, or RFP must submit an Affidavit of Eligibility with their bid or quote response.

For questions or assistance relating to the County's local vendor preference policy, call us at 706-965-2500.

Preference for Georgia Products

In accordance with the provisions of O.C.G.A. §36-84-1, et. seq., when contracting for or purchasing supplies, materials, equipment or agricultural products, excluding beverages for immediate consumption, Catoosa County shall give preference, as far as may be reasonable and practicable under the circumstances and without otherwise sacrificing quality, to such supplies, materials, equipment and agricultural products which are manufactured and/or produced in the State of Georgia.

LOCAL VENDOR PRIVILEGE AFFIDAVIT NEXT PAGE



CATOOSA COUNTY GOVERNMENT
Finance Department
800 LaFayette Street
Ringgold, Georgia 30736

LOCAL VENDOR PRIVILEGE

AFFIDAVIT OF ELIGIBILITY

Complete all areas below. Submit with your Bid, Quote or Proposal Documents.

1. LEGAL NAME OF FIRM:

Mailing Address:

Physical Address (if different):

2. Month and Year your business was established in Catoosa County: _____

3. Does your business have more than two (2) or more employees who have worked at the above location for six (6) months or longer? ☐ YES ☐ NO

4. All employees working at the firm are legally authorized to work in the United States? ☐ YES ☐ NO

5. Bid or RFP # for which that firm is requesting the local vendor privilege:

Under penalty of perjury, the undersigned states that the foregoing statements are true and correct. The undersigned also acknowledges that any person, firm, corporation or entity intentionally submitting false information to the County in an attempt to qualify for local privilege shall be prohibited from bidding on Catoosa County products and services for a period of one (1) year.

Authorized Signature: _____

Date: _____

Printed Name & Title: _____

Phone: _____

Email: _____

CATOOSA COUNTY BOARD OF COMMISSIONERS

NON-COLLUSION AFFIDAVIT OF RESPONDENT

DESCRIPTION OF BID: 2026-20 Colonnade Chiller Replacement **LOCATION:** Catoosa County, Georgia

STATE OF: _____

COUNTY OF: _____

_____, being first duly sworn, deposes and says that:

(1) He/She is _____ (Owner, Partner, Officer, Representative, or Agent) of _____, the Respondent that has submitted the attached Proposal;

(2) He/She is fully informed respecting the preparation and contents of the attached RFP and of all pertinent circumstances respecting such Proposal;

(3) Such Respondent's Proposal is genuine and is not a collusive or sham Proposal;

(4) Neither the Respondent nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has not colluded, conspired, connived, or agreed, directly or indirectly, with another Respondent or person, to put in a sham Bid, or that such other person shall refrain from responding to the Request for Bids, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication, or conference, with any person to fix the Contract Price of affiant or any other Respondent, or to fix any overhead, profit, or cost element of said Contract Price, or of that of any other Respondent, or to secure an advantage against the Catoosa County Board of Commissioners or any other person interested in the proposed contract; and that all statements contained in said Bid are true, and further, that such Respondent has not directly or indirectly submitted this Bid, or contents thereof, or divulged information or data relative thereto to any association or to any member or agent thereof.

(5) The price or prices quoted in the attached Proposal are fair and proper and are not tainted by a collusion, conspiracy, connivance or unlawful agreement on the part of the respondent or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

(Affiant)

Subscribed and sworn to before me this _____ day of _____, 20____

(Notary Public in and for)

(County)

[NOTARY SEAL HERE]

My commission expires _____, 20__

BID BOND

KNOW ALL MEN BY THESE PRESENTS THAT WE

_____ [Insert contractor's name],
as Principal, hereinafter called the Principal, and (Surety) _____ a corporation,
partnership, or individual, duly organized under the laws of the State of _____ as Surety,
hereinafter called the Surety, and held and firmly bound unto Catoosa County Board of Commissioners, 800
LaFayette Street, Ringgold, Georgia 30736 as Obligee, hereinafter call Obligee, in the sum of
_____ Dollars (\$ _____), or
five percent (5%) of the amount of bid, whichever is less, for the payment of which sum well and truly to be
made, the said Principal and the said Surety, bind themselves, our heirs, executors, administrators, successors
and

WHEREAS, The Principal has submitted a bid for: **[2026-20 Colonnade Chiller Replacement]**

NOW, THEREFORE, if the Obligee shall accept the bid of the Principal and the Principal shall enter into a
contract with the Obligee in accordance with the terms of such bid and give such bonds or bond as may be
specified in the bidding or Contract Documents with good and sufficient surety for the faithful performance of
such Contract and for the prompt payment of labor and material furnished in the prosecution thereof, or in the
event of the failure of the Principal to enter such Contract and give such bond or bonds, if the Principal shall
pay the Obligee the difference not to exceed the penalty hereof between the amount specified in said bid and
such larger amount for which the Obligee may in good faith contract with another party to perform the Work
covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect.

[SIGNATURES ON NEXT PAGE]

IN WITNESS WHEREOF, the said Principal has hereunder affixed its signature and seal and said Surety has hereunto caused to be fixed its corporate signature and seal, by its duly authorized officers, on this _____ day of _____, 20____.

ATTEST:

(Principal Secretary)

[SEAL]

(Witness to Principal)

(Address)

ATTEST:

(Resident Agent)

[SEAL]

(Witness to Surety)

(Address)

(Principal)

By: _____

(Address)

(Surety)

By: _____
(Attorney-in-Fact)

(Address)

PAYMENT BOND

STATE OF _____

COUNTY OF _____

KNOW ALL MEN BY THESE PRESENTS, that

(Name of Contractor)

(Address of Contractor)

A _____
(corporation, partnership, or individual)

Hereinafter called Principal, and

(Name of Surety)

(Address of Surety)

A Corporation of the State of _____ and a surety authorized by law to do business in the State of Georgia, hereinafter called Surety, are held and firmly bound unto

Catoosa County Board of Commissioners
800 LaFayette Street Ringgold, Georgia
30736

hereinafter referred to as Obligee for the use and protection of all subcontractors and persons doing work or furnishing skill, tools, machinery, supplies, or material under or for the purpose of the agreement hereinafter referred to, in the full and just sum of _____ Dollars (\$ _____) in lawful money of the United States, for the payment of which sum will and truly be made, the Principal and Surety bind themselves, their heirs, executors, administrators and successors, jointly and severally, firmly by these presents.

The condition of this obligation is such, as whereas the Principal entered into a certain agreement, hereinto attached, with the Obligee (the "Agreement").

NOW THEREFORE THE CONDITION OF THIS OBLIGATION IS SUCH, that if the Principal shall well, truly, fully and faithfully perform said contract according to its terms, covenants, conditions, and shall promptly pay all persons furnishing labor, materials, services, skill, tools, machinery and/or equipment for use in the performance of said Agreement, then this obligation shall be void, otherwise to remain in full force and effect.

ALL persons who have furnished labor, materials, services, skill, tools, machinery and/or equipment for use in the performance of said Contract shall have a direct right of action on this Bond, provided payment has not been made in full within ninety (90) days after the last day on which the labor was performed, materials, services, skill, tools, machinery, and equipment furnished or the subcontract completed.

PROVIDED FURTHER, that said Surety to this Bond, for value received, hereby stipulates and agrees that no change, extension of time, alterations, or additions to the terms of the Agreement or to the Work to be performed thereunder shall in any way affect its obligation on this bond, and it does hereby waive notice of any such change, extension of time, alterations, or additions to the terms of the Agreement or to the work to be performed thereunder.

PROVIDED HOWEVER, that no suit or action shall be commenced hereunder by any person furnishing labor, materials, services, skill, tools, machinery and/or equipment having a direct contractual relationship with a subcontractor, but no contractual relationship express or implied with the Principal:

Unless such person shall have given notice to the Principal within ninety (90) days after such person did, or performed the last of the work or labor, or furnished the last of the materials, services, skill, tools, machinery and/or equipment for which claim is made, stating with substantial accuracy the amount claimed and the name of the party to whom the materials, services, skill, tools, machinery and/or equipment were furnished, or for whom the work or labor was done or performed. Such a notice shall be served by mailing the same by registered mail, postage prepaid, in an envelope addressed to the Principal, at any place where an office is regularly maintained for the transaction of business, or served in any manner in which legal process may be served in the State in which the aforesaid project is located, save that such service need not be made by a public officer, and a copy of such notice shall be delivered to the Obligee, to the person and at the address provided for in the Agreement, within five (5) days of the mailing of the notice to the Principal.

PROVIDED FURTHER, that any suit under this Bond must be instituted before the expiration of one (1) year after the acceptance of the public works covered by the Agreement by the proper authorities.

PROVIDED FURTHER, that the Principal and Surety agree and represent that this bond is given pursuant to and in accordance with the provision of O.C.G.A. § 13-10-1 and O.C.G.A. § 36-91-1 *et. seq.* and all of the provisions of the law referring to this character of bond as set forth in said Sections or as may be hereinafter enacted and these are hereby made a part hereof to the same extent as if set out herein in full.

SIGNATURES ON NEXT PAGE

IN WITNESS WHEREOF, the said Principal has hereunder affixed its signature and seal, and said Surety has hereunto caused to be fixed its corporate signature and seal, by its duly authorized officers, on this _____ day of _____, 20____.

ATTEST:

_____	_____
(Principal Secretary)	(Principal)
[SEAL]	By:
_____	_____
(Witness to Principal)	(Address)

(Address)	

ATTEST:

_____	_____
(Resident Agent)	(Surety)
	By:

	(Attorney-in-Fact)
[SEAL]	_____
	(Address)

(Witness to Surety)	
_____	(Address)

PERFORMANCE BOND

STATE OF _____

COUNTY OF _____

KNOW ALL MEN BY THESE PRESENTS, that

(Name of Contractor)

(Address of Contractor)

A _____
(corporation, partnership, or individual)

Hereinafter called Principal, and

(Name of Surety)

(Address of Surety)

A Corporation of the State of _____ and a surety authorized by law to do business in the State of Georgia, hereinafter called Surety, are held and firmly bound unto

Catoosa County Board of Commissioners
800 LaFayette Street Ringgold, Georgia
30736

hereinafter referred to as Obligee are held and firmly bound unto said Obligee and all persons doing work or furnishing skill, tools, machinery, supplies, or material under or for the purpose of the agreement hereinafter referred to, in the penal sum of _____ Dollars
(\$ _____) in lawful money of the United States, for the payment of which sum will and truly be made, we bind ourselves, our heirs, executors, administrators and successors, jointly and severally, firmly by these presents.

The condition of this obligation is such, as whereas the Principal entered into a certain agreement, hereinto attached, with the Obligee (the "Agreement").

NOW THEREFORE THE CONDITION OF THIS OBLIGATION IS SUCH, that if the Principal shall well, truly, fully and faithfully perform said contract according to its terms, covenants, conditions, and agreements of said Agreement during the original term of said contract and any extensions thereof that may be granted by the Oblige, with or without notice to the Surety, and during the life of any guaranty required under the Agreement and shall also well and truly perform and fulfill all the undertakings, covenants, terms, conditions and agreement of any and all duly authorized modifications of said Agreement that may hereafter be made, then this obligation shall be void, otherwise to remain in full force and effect.

PROVIDED FURTHER, that said Surety to this Bond, for value received, hereby stipulates and agrees that no change, extension of time, alterations, or additions to the terms of the Agreement or to the Work to be performed thereunder shall in any way affect its obligation on this bond, and it does hereby waive notice of any such change, extension of time, alterations, or additions to the terms of the Agreement or to the work to be performed thereunder.

PROVIDED FURTHER, that the Principal and Surety agree and represent that this bond is given pursuant to and in accordance with the provision of O.C.G.A. § 13-10-1 and O.C.G.A. § 36-91-1 *et. seq.* and all of the provisions of the law referring to this character of bond as set forth in said Sections or as may be hereinafter enacted and these are hereby made a part hereof to the same extent as if set out herein in full.

SIGNATURES ON NEXT PAGE

IN WITNESS WHEREOF, the said Principal has hereunder affixed its signature and seal, and said Surety has hereunto caused to be fixed its corporate signature and seal, by its duly authorized officers, on this _____ day of _____, 20____.

ATTEST:

(Principal Secretary)
[SEAL]

(Principal)

By: _____

(Address)

(Witness to Principal)

(Address)

ATTEST:

(Resident Agent)

[SEAL]

(Surety)

By: _____
(Attorney-in-Fact)

(Address)

(Witness to Surety)

(Address)

XV. Proposal Evaluation

All proposals will be evaluated according to, but not necessarily limited to, the following:

- Your company's indicated ability to provide a level of service sufficient to meet the needs of Catoosa County.
- Extent and success of previous work your company has provided to organizations similar in nature and size to Catoosa County Government.
- Experience of key personnel to be assigned to the project.
- The proposal itself as an example of your company's work product.
- Adherence to RFP requirements, including completion of all required forms; provision of all requested information; adequacy of responses, and return of the RFP by the stated deadline.

Evaluation Criteria

In making its selection, the County will not only consider cost but also the proposal with the best combination of attributes that provides the desired solution, in the opinion of the County. Consideration will be given to the following criteria:

Weight	Evaluation Criteria
25%	Contractor's Qualifications & Experience
10%	Client References
20%	Proposed Material's Brand, Quality, Reputation & Warranty
40%	Cost Fee Proposal
5%	Adherence to & Quality of RFP Response
100%	Total

Written information will be reviewed by Catoosa County Selection Committee. The outcome of the review process may, at the County's sole discretion, result in steps to gather more information for further evaluation. The proposal selected shall provide the most cost-effective approach that meets the stated requirements. The lowest price proposal will not necessarily be selected. **This may mean notice of placement on an interview list with the time and date of the interview specified;** all costs incurred by the contractor in preparing the proposal, or costs incurred in any other manner by the contractor in responding to this proposal will be wholly the responsibility of the contractor.

All Proposals must remain valid for a period of **60** days following the receipt of proposals.

REFERENCE AND CLIENT LIST

Contractor must submit references and attach a current client list with Proposal.

Client Name: _____
Address: _____
Contact Person: _____
Phone Number: _____
Services provided & Date: _____

Client Name: _____
Address: _____
Contact Person: _____
Phone Number: _____
Services provided & Date: _____

Client Name: _____
Address: _____
Contact Person: _____
Phone Number: _____
Services provided & Date: _____

Client Name: _____
Address: _____
Contact Person: _____
Phone Number: _____
Services provided & Date: _____

RESPONDENT'S CHECKLIST

_____ Bid Bond in the Amount of 5% of the Total Proposal Amount (See Pages 19-20)

Note: Payment Bond and Performance Bond are required (within ten (10) days) after Notice of Award has been issued.

_____ Two (2) Copies (one (1) original and one (1) photocopy) contain the following documents: all documents shall be fully completed, signed, and dated:

_____ Bid Fee Form (See Page 11)

_____ All Applicable Affidavit Forms (See Pages 15 and 18)

_____ Proof of Insurance (See Pages 12-13)

_____ Local Vendor Privilege (If Applicable: See Pages 16-17)

_____ Copy of W9

_____ Proof of Business License and/or Occupational Tax Certificate

_____ References and Client List (See Page 28)

_____ Detailed plan on accomplishing the Scope of Work.

_____ All applicable warranties, equipment lead times, and all other required documentation specified in the scope of work.

CONTRACTOR'S IDENTIFICATION

THIS FORM SHALL BE ATTACHED TO THE SEALED ENVELOPE CONTAINING YOUR BID.

Failure to provide the following information on the sealed envelope could be considered a non-responsive bid.

BIDDER INFORMATION:

Company Name: _____

Address: _____

Phone No.: _____

SEALED BID FOR CATOOSA COUNTY GOVERNMENT

PROJECT INFORMATION:

Project Name: 2026-20 Colonnade Chiller Replacement

Bid Opening Date: Thursday, October 22, 2026

Bid Opening Time: 3:00 PM EST