



# PURCHASING DEPARTMENT

TWELVE EAST 4<sup>TH</sup> AVENUE, SUITE 106 • ROME, GEORGIA 30161

PHONE: 706.291.5118 • FAX: 706.290.6099 • [www.romefloyd.com](http://www.romefloyd.com)

Date: 17 July 2014

To: To Whom It May Concern

## **Request for Quote: RFQ 14-0808 WINDOW INSTALLATION**

Floyd County is requesting quotes for removal and installation of new windows

All quotes will be submitted on the attached quote sheet. Providers may submit additional information with quote.

Quotes are to include all costs including shipping and delivery. Quotes submitted will be FOB Destination (Rome Ga. 30161).

Quotes are due no later than **2pm 8 Aug 2014**. Quotes may be submitted by Email, Fax, US Mail or hand delivered to this office. Fax 706-290-6099 – Email [Graye@floydcountyga.org](mailto:Graye@floydcountyga.org)

Quotes are to remain valid for a period of 30 days from the date of quote.

Any questions regarding this RFQ will be sent to Everett Gray, Purchasing Agent, 706 291-5118 or [graye@floydcountyga.org](mailto:graye@floydcountyga.org), or Fax 706 290-6099

Typically award notification will be by email. Tabulations will be posted to the Floyd County Website and the Georgia Procurement Registry within 24hrs after the due date.

### **Payment & Invoicing Terms and Conditions**

If payment is made by check, Floyd County will pay invoice(s) within 30 days of receipt of a valid invoice. A Purchase Order will be issued and provided to initiate the order when payment is by check. If payment is made by credit card the information will be provided at the time of order, however, the successful provider must agree that no charge will be run until such time as the products have shipped. A paid receipt or paid invoice will be provided to the card bearer. Floyd County is exempt for all taxes

#### BOARD OF COMMISSIONERS

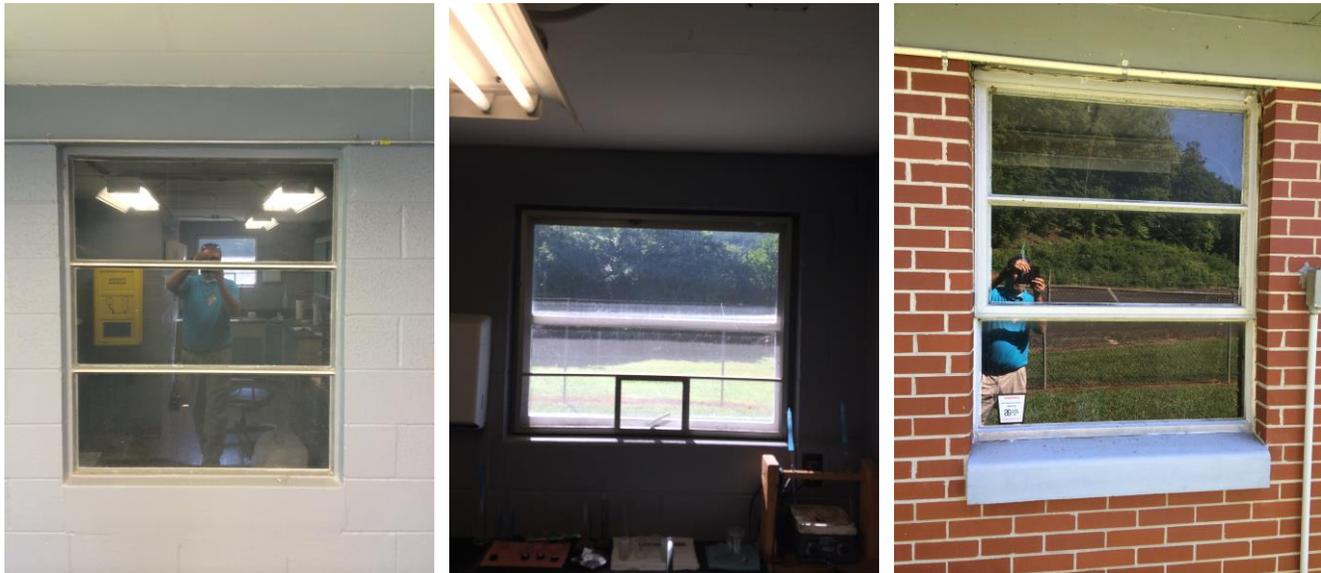
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EVERETT GRAY, CPPB, PURCHASING AGENT

**Floyd County Ga**  
**RFQ 14-0808 WINDOW INSTALLATION**  
**Quote Due not later than 2pm 8 Aug 2014**

**General:** Floyd County has 10 Windows that need replacement at the Old Mill Spring Site near Cave Spring GA. The pictures below are a sample of some of the windows needing replaced. We do not want this style of window



**Site Visitation:** Contractor may conduct a site visit by contacting Greg Claytor at 706 331-0785. Site visits will be conducted during normal working hours 8am–5pm M-F. The site does not have an address so contractors will have to be escorted to the site. General location details will be provided by Greg Claytor.

**Questions** regarding this project will be taken until 5pm, 1 Aug 2014. Questions must be in writing to Everett Gray, Purchasing Agent, [Graye@floydcountyga.org](mailto:Graye@floydcountyga.org) Fax 7606 290-6099

**Floyd County Ga**  
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**CONTINUED**

**Scope of work**

Contractor will provide all labor, equipment and materials.

Contractor will remove existing windows and frames for 10 Windows.

Window opening sizes are as follows:

- 9 Windows including frames approximately measure 40” wide and 48” tall
- 1 Window including frame approximately measures 40” wide and 33” tall

Contractor will dispose of the old windows and all associated debris.

Contractor will install new windows and frames of approximately the same size per manufactures standards and requirements. Windows will include screens.

Contractor will ensure all frames are sealed against brick (base, sides and top) to ensure protection from weather degradation and bug infestation.

Contractor will provide and apply a protective coating if necessary to the frame (inside the building). The Old Mill Spring Site building is a water treatment site and contains water treatment chemicals. The windows & frames will be subjected to deterioration due to the exposure to chlorine in the air and extreme heat up to 110 degrees and above.

Contractor upon completion of work will ensure the job site is left clean and in an orderly condition and free of all debris associated with this project.

Contractor must provide a current W-9 and complete the Contract Affidavit (E-Verify) and provide with quote submission.

**Floyd County Ga**  
**RFQ 14-0808 WINDOW INSTALLATION**  
**Quote Due not later than 2pm 8 Aug 2014**

**Specification and Quote Page**

**General.** Windows must be Vinyl frame type with the window sliding up and down. Windows must have securing mechanisms. Windows are to include screens. Along with the information below contractors **are to submit a brochure or literature** with pictures for the windows quoting.

Qty \_\_\_\_\_ Item Description \_\_\_\_\_ (Manufacturer / Type /Size) \_\_\_\_\_

9 - 48" Tall Windows \_\_\_\_\_

1 - 33" Tall Window \_\_\_\_\_

**We, the undersigned, agree to furnish the windows and hardware, provide labor, equipment and materials to remove and install new windows in accordance with the specifications issued for same, and subject to all terms, conditions, and requirements provided therein, and in the various request for bid documents, at the following price:**

**Total Installed Price** \_\_\_\_\_.

Estimated Job Completion Time (Calendar days) \_\_\_\_\_

Contact Person: \_\_\_\_\_ (Print or Type Name)

Telephone Number(s): \_\_P\_\_\_\_\_ F\_\_\_\_\_ C\_\_\_\_\_

Email Address \_\_\_\_\_

Company Name \_\_\_\_\_

Billing Address \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Specify Preferred Payment Method**

**Check** (Paid within 30 days of invoice)

**Credit Card** (provided at completion of job)

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

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 engaged in the physical performance of services on behalf of Floyd County Georgia has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical 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(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

\_\_\_\_\_  
Federal Work Authorization User Identification Number

\_\_\_\_\_  
Date of Authorization

\_\_\_\_\_  
Name of Contractor

\_\_\_\_\_  
Address of Contractor

\_\_\_\_\_  
Name of Project

\_\_\_\_\_  
FLOYD COUNTY GEORGIA

\_\_\_\_\_  
Name of Public Employer

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

Executed on \_\_\_\_\_, \_\_\_\_ in 201\_\_ 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 \_\_\_\_\_, 201\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires:

\_\_\_\_\_ (Notary Seal or Stamp Required)