

Request for Quote (RFQ)

**Habersham County School District is requesting quotes for
(2) HVAC system replacements at
Fairview Elementary School
2925 Cannon Bridge Road
Demorest, GA 30535**

**Interested parties may obtain RFQ documents from the
Habersham County School District website
and the Georgia Procurement website.**

**OWNER:
Habersham County School District
P. O. Box 70
132 Stanford Mill Road
Clarksville, Ga 30523**

**The Habersham County Board of Education reserves the right to reject any and
all proposals and to waive technicalities.**

**Solicitation Issue Date: 06.16.2026
Proposal Packages Due: 07.16.2026**

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REQUEST FOR QUOTES

(2) HVAC system replacements at Fairview Elementary School 2925 Cannon Bridge Road Demorest, GA 30535

1. GENERAL PROJECT INFORMATION

The Habersham County Board of Education (HCBEO), (Owner) is requesting quotes from qualified contractors for the replacements of (2) HVAC systems at Fairview Elementary School. All respondents to this RFQ are subject to the instructions communicated in this document and are cautioned to review the entire RFQ and follow instructions carefully and completely. The Owner reserves the right to reject any proposals and to waive technicalities and informalities at their discretion. A preliminary site visit may be requested by emailing facilityproposals@habershamschools.com.

Project Schedule

The selection is anticipated to be finalized on July 28, 2026.

2. SCHEDULE OF EVENTS

The following Schedule of Events represents the Owner's best estimate of the schedule that will be followed. All times indicated will be current standard time in Demorest, Georgia. The Owner reserves the right to adjust the schedule as the Owner deems necessary.

RFP Estimated Timeline:

a. Owner issues public/website advertisement of RFQ	June 16, 2026
b. Deadline for written questions/requests for clarification (Section 4)	July 2, 2026 2:00 p.m.
c. Deadline for submission of Proposal	July 16, 2026 1:00 p.m.
d. Owner awards bid	July 28, 2026
e. Project completion date:	To be determined

3. SUBMITTAL OF QUESTIONS AND REQUESTS FOR CLARIFICATION

It is the responsibility of each respondent to examine the entire RFQ, seek clarification in writing, and review their submission for accuracy before submitting the document. Questions about any aspect of the RFQ or the project shall be submitted in writing (**e-mail only**) to: facilityproposals@habershamschools.com

The deadlines for submission of questions relating to the RFQ are the times and dates shown in the (Schedule of Events - Section 2). **All relevant questions and requests for clarification received by the Owner and the corresponding responses will be posted on the Owner's and State Procurement website, and will be distributed by the Owner to those who requested clarification as an addendum to the original solicitation for services.**

4. PREPARING AND SUBMITTING QUOTE

All responses must be sealed in an opaque envelope or box, and reference to the **Habersham County School District, Demorest, Georgia**, on envelopes or boxes and addressed to the addresses below. Proposals must be physically received by the Owner prior to the deadline indicated in the Schedule of Events (Section 2 of RFQ) at the exact address below:

Proposers should deliver **three (3) hard copies** to:

**RFQ
(2) HVAC system replacements at
Fairview Elementary School 2925 Cannon Bridge Road Demorest, GA 30535**

**Attn: Ms. Denise Gunn
Habersham County School District
Facilities and Maintenance Dept.
3200 Demorest Mount Airy Hwy
Demorest, GA 30535**

It is the sole responsibility of the Proposers to assure delivery to the noted location by the specified deadlines; the Owner cannot accept responsibility for incorrect delivery, regardless of reason. No Proposal submittals will be accepted after the time stipulated above. Proposal submittals will not be accepted via facsimile or email.

It is the responsibility of the Proposers to examine the entire Request, seek clarification in writing, and review their proposal for accuracy before submitting a response. Once the deadline has passed, all submittals will be final.

All expenses for preparing and submitting responses are the sole cost of the party submitting the response. The Owner is not obligated to any party to reimburse such expenses. All submittals upon receipt become the property of the Owner. Labeling information provided in submittals "proprietary," "confidential," or any other designation of restricted use will not protect the information from public view. Subject to the provisions of the Open Records Act, the details of the proposal documents will remain confidential until final award.

5. ADDITIONAL TERMS AND CONDITIONS

The proposer must have been in business for a minimum of 2 years and must not be an employee of the Habersham County School District.

Vendors are required to perform background checks on any employee who will be working on school property.

A comprehensive criminal history background check to include both GCIC and NCIC is required. Minimum findings that warrant exclusion includes any felony conviction, drug conviction, any crime against children, and any sex-related conviction. Background checks will be completed by the Habersham County School District. The price for this service aligns with prevailing industry rates and is subject to change. The current price for this service is \$50.00 per person. All expenses are the sole cost of the Proposer. All background checks shall be completed within 10 days of final award.

Certificate of Insurance

The proposer shall provide their current certificate of insurance. Insurance policy must be insurable in at least the following amounts: Bodily injury, including death- limits of \$1,000,000 for each accident. Property damage- limits of \$2,000,000 for each accident and \$10,000,000 for the aggregate of operations.

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

The successful Proposer will be required to submit an Affidavit verifying its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the firm or corporation that is engaged in the performance of services on behalf of the Habersham County Board of Education has registered with, is authorized to use, and uses the federal work authorization program commonly known as E-Verify, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the Contractor will continue to use the federal work authorization program throughout the contract period and will contract for the physical performance of services in satisfactory 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). The affidavit shall include the Contractor's Federal Work Authorization User Identification Number (Company ID) and date of authorization.

License

Proposer shall provide valid and current licenses to do business in the State of Georgia.

References

Proposer shall provide 3 references, (2) business and (1) personal.

W-9

Proposer shall provide a current W-9.

6. GENERAL SCOPE OF WORK

Replace (2) existing HVAC systems, Floor Plan Area "A" - HVAC (Cafeteria Area)

- a. 20 ton air conditioning to include air handler, coil and condensing unit
- b. natural gas heating unit
- c. lined ductwork replaced to meet new required equipment specifications
- d. refrigerant lines replaced to meet new required equipment specifications
- e. include all materials and labor to tie into the existing natural gas line
- f. include all materials and labor and replacement of disconnects
- g. include all materials, labor and required components to tie into existing control system
- h. refrigerant shall be R454B
- i. include crane and lift

Quote to include furnishing all materials, labor, equipment, and other services necessary in the performance of this contract.

Please reference under separate attachment Plan M1.2, M2.1 and M2.2 - Floor Plan Area "A" - HVAC (Cafeteria Area)

Proposed replacement timeline: Work may begin as early as 4 p.m. on Friday, October 9th and the heat must be operational by Saturday, October 17th at 4:00 pm. Students return to school Monday, Oct. 19th.

7. BID FORM

REQUEST FOR QUOTES

(2) HVAC system replacements at
Fairview Elementary School
2925 Cannon Bridge Road
Demorest, GA 30535

(2) HVAC system replacements	
Total Cost:	
Projected equipment delivery date	
Projected installation timeline, if different from the proposed timeline	
Signature accepts the proposed timeline for replacement to begin as early as 4.p.m. Friday, October 7th to 4 p.m. Saturday, October 17th	

I, the undersigned, acknowledge that I have read the Request for Quote in its entirety and do hereby offer and agree to all the terms, conditions and requirements imposed herein. I further acknowledge that failure to prepare, submit or execute this proposal in the exact manner requested will be just cause to reject my proposal. Bid Packet shall include; Bid Form, 2 year business verification, Certificate of Insurance, E-Verify: Contractor Affidavit, License, References, and W-9 (Section 6).

Date: _____

Company Name: _____

Address: _____

Phone: _____

Email address: _____