

REQUEST FOR PROPOSALS

NOTICE TO VENDORS

The City of North Augusta will receive proposals for Annual Mechanical Maintenance and Inspection Service.

Administrative and General Information

Intent

It is the intent of this Request for Proposal to establish the specifications for mechanical maintenance and inspection services for the North Augusta Municipal Center. The specifications contained herein are intended to provide vendors with sufficient information to enable them to prepare an acceptable response to the request.

Inquiries

All formal inquiries relating to this Request for Proposal should be addressed in writing to:

The City of North Augusta
P. O. Box 6400
North Augusta, SC 29861-6400
ATTN: Thomas C. Zeaser
Director of Engineering & Public Works
Phone: (803) 442-5700
Email: tzeaser@northaugusta.net

Addenda

In the event that modifications, clarifications, or additions to the Request for Proposal become necessary, all vendors will be notified in writing.

Submission Date and Location

All proposals must be submitted to Thomas C. Zeaser, Director of Engineering & Public Works, City of North Augusta, P. O. Box 6400, North Augusta, South Carolina, 29861, prior to **5:00 p.m., July 27, 2016**. All proposals must be submitted in an envelope clearly marked "Proposal for Mechanical Maintenance Service for the City of North Augusta." Proposals which are hand delivered should be delivered to the Engineering Department, 2nd Floor of the Municipal Center, 100 Georgia Avenue. The City of North Augusta will not be responsible for late mail deliveries, and no proposals will be accepted after the date and time specified above.

Review and Evaluation Process

The City will select the vendor on the basis of greatest benefits to the City of North Augusta, not necessarily on the basis of lowest price. The vendor selected must have the necessary resources to provide for an effective and timely mechanical maintenance service to the City of North Augusta. The vendor's references, capabilities, vendor commitment, and quality of proposal will be weighted heavily.

Contract Length

The City of North Augusta intends to enter into a 2-year contract, with the selected vendor subject to the City's cancellation at any time with a 30-day written notice if the requirements of the contract are not being met by the vendor.

Price Quotations

Prices quoted by vendors should be firm prices, not subject to increases during the term of any contractual agreement arising between the City of North Augusta and vendor.

Notification of Vendor Selection

All vendors who submit proposals in response to the Request for Proposal will be notified in writing of the result of the selection process.

Vendor Incurred Costs

All costs incurred in the preparation and presentation of this proposal in any way whatsoever shall be wholly absorbed by the vendor. All responses to the Request for Proposal shall become the property of the City of North Augusta unless requested otherwise by the vendor at the time of submission. Any material submitted by the vendor that is considered as confidential in nature must clearly marked as such.

Contract Negotiations

The City of North Augusta reserves the right to negotiate a contract with the vendors acceptable to the City who have submitted proposals most optimal to the City.

Demonstrations

The City of North Augusta reserves the right to require any vendor to demonstrate its ability to meet the specifications outlined in this Request for Proposal.

Proposal Responses

All proposals submitted in response to the Request for Proposal shall include a letter of transmittal which bears the signature of an authorized representative of the vendor and

which also includes the names of individuals authorized to negotiate with the City of North Augusta.

References

A list of local companies serviced by the vendor must be made an integral part of this proposal.

Insurance and Bonds

Vendors shall be fully covered by workers' compensation, public liability, and property damage insurance. All employees of the vendor must be covered by a fidelity bond. The selected vendor will be required to provide the City a copy of this insurance. The City may, at the vendor's cost, require background checks of all on-site employees of the vendor.

News Releases

Vendors shall not make news releases concerning the Request for Proposal without the written permission of the Supt. of Building Standards, and then only in coordination with the Supt. of Building Standards.

City Business License

If not already licensed by the City of North Augusta, the selected vendor will be required to purchase and keep updated a City Business license.

Scope of Services

1. Vendor shall maintain the mechanical systems in good operating order and with optimum energy efficiency.
2. Furnish all labor necessary to inspect and service the subject equipment.
3. Regularly inspect the equipment at least 4 times per year and on each inspection perform all services listed in the quarterly or annual maintenance service schedule attached, or as otherwise required by the manufacturer.
4. Change air filters at least 4 times per year (cost of filters to be included in annual service fee).
5. Perform service calls on an as-needed basis to troubleshoot and/or repair systems.

Municipal Center Equipment List

(6) Trane AHU's
(3) In-Line Pumps

(2) 90-Ton Trane Chillers
(4) Base Mounted Pumps

Personnel

All services must be performed by personnel who are specialists in HVAC, refrigeration and electronic system maintenance and service. Certifications/qualifications of all personnel must be submitted with the proposal.

Rejection of Proposals

The City of North Augusta reserves the right to reject or accept any or all proposals or to take exception to these specifications. Vendors may also be eliminated from consideration for failure to fully comply with the specifications of the Request for Proposal.

Non-Discrimination

The City of North Augusta, in accordance with Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C §§2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award. Additionally, the City of North Augusta does not discriminate on the basis of sex, age, or handicap.

**CITY OF NORTH AUGUSTA
ANNUAL MECHANICAL MAINTENANCE SERVICE
PROPOSAL**

The following bid proposal is for annual mechanical maintenance as outlined in specifications.

Municipal Center

- | | | |
|----|--|---------------|
| 1. | Annual Service | \$ _____/year |
| 2. | Supplemental Service: | |
| | Regular Labor Rate
(Monday – Friday, 8:00 AM – 5:00 PM) | \$ _____/hour |
| | Overtime Labor Rate | \$ _____/hour |
| | % Mark-Up on Parts | Cost + _____% |

Distance from North Augusta _____ miles

Name of Company

Authorized Signature

Date

ANNUAL MECHANICAL MAINTENANCE SERVICE SCHEDULE
CHILLER
Quarterly Maintenance
<ul style="list-style-type: none"> • Inspect the entire system for unusual conditions. • Inspect the condenser coils for dirt and debris. • Check the evaporator refrigerant pressure. • Check the condenser refrigerant pressure. • Check the liquid line sight glasses. • Measure and record the system superheat. • Measure and record the system sub-cooling. • Manually rotate condenser fans to insure proper clearance on the fan openings.
Annual Maintenance
<ul style="list-style-type: none"> • Perform all quarterly maintenance procedures. • Check the oil level and refrigerant charge. • Have a qualified laboratory perform a compressor oil analysis to determine system moisture content and acid level. • Conduct leak test and correct leaks. • Check operating and safety controls. • Inspect electrical components for deficiencies. • Meg and record motor winding resistance. • Check for proper voltage and starter operation. • Inspect all piping components for leakage and damage. Clean out any inline strainers. • Clean the condenser coils. • Clean the condenser fans. Check the fan assemblies for proper clearance in the fan openings and for motor shaft misalignment, abnormal end-play, vibration and noise.
CIRCULATING PUMPS
Quarterly Maintenance
<ul style="list-style-type: none"> • Inspect seals for leaks. • Check for unusual vibration. • Inspect and tighten electrical connections. • Clean strainer. • Inspect valves.
AIR HANDLERS
Quarterly Maintenance
<ul style="list-style-type: none"> • Inspect the entire system for unusual conditions. • Replace air filters. • Lubricate fan bearings. • Check fan bearing grease line connections. • Check bearing and motor bracket bolt torque and bearing setscrew torque. • Check and adjust fan belt tension.

<ul style="list-style-type: none">• Align fan and motor sheaves. Tighten sheave set screws to the proper torque.• Inspect and clean drain pans.• Tighten electrical connections.• Inspect coils for dirt build-up.
Annual Maintenance
<ul style="list-style-type: none">• Perform all quarterly maintenance procedures.• Inspect the unit casing for corrosion.• Clean the fan wheels and fan shaft.• Check damper linkages, set screws, and blade adjustment.• Clean damper operators.• Inspect electrical components and insulation.• Inspect wiring for damage.• Rotate the fan wheel and check for obstructions in the fan housing. Adjust the center if necessary and tighten the wheel set screws to the proper torque.• Lubricate motor bearings in accordance with motor manufacturer's recommendations.• Check condition of gaskets and insulation around unit, door and dampers.• Examine flex connections for cracks or leaks. Repair or replace damaged material.