

REQUEST FOR BID

PREVENTATIVE MAINTENANCE OF CITY OF NORTH AUGUSTA HVAC SYSTEMS

The City of North Augusta will receive bids from qualified mechanical contractors for preventative maintenance of the following City Building HVAC units.

1.	North Augusta Community Center 495 Brookside Avenue	5.	Public Safety Court/Records/Investigations 454 E Buena Vista Avenue
2.	Water Treatment Plant 130 Hammond's Ferry Road	6.	Public Safety Station I/Annex 448 E Buena Vista Avenue
3.	Old Building Standards Office 403 E Buena Vista Avenue	7.	Public Safety Station II 501 W Five Notch Road
4.	Public Safety Headquarters Admin/Dispatch 444 E Buena Vista Avenue	8.	Public Safety Station III 692 Belvedere Clearwater Road

A. SCOPE

Contractor shall provide all labor, tools, test equipment, and related materials required.

B. QUALIFICATIONS

1. Licensing Requirements:

Contractor shall provide documentation that all state and local licensing requirements have been met.

2. Insurance Requirements:

a. Compensation Insurance: The contractor shall procure and shall maintain during the life of this contract, including the entire period of the contractor's warranty, workmen's compensation insurance for all of the employees to be engaged in work on the project under this contract, and in any case any such work is subject, the contractor shall require the subcontractor similarly to provide workmen's compensation insurance for all of the employees to be engaged in such work unless such employees are covered by the protection afforded by the contractor's workmen's compensation insurance. In case any class of employees engaged in hazardous work on the project under this contract is not protected under the

workmen's compensation policy for the protection of such of his employees not otherwise protected.

b. Public Liability, Property Damage, and Automobile Liability Insurance: The contractor shall purchase, and maintain during the life of this contract, including the entire period of the contractor's warranty, such comprehensive general liability insurance including products and completed operations. XC and U, and the ISO broad form general liability endorsement for its equivalent thereof and automobile liability insurance as shall protect him and any subcontractor performing work covered by this contract from claims for property damage, which may arise from operations under this contract, whether directly or indirectly employed by either of them. The owner shall be listed as an additional insured. The amount of such insurance shall be as follows:

- 1) **Bodily Injury Insurance** in an amount not less the \$500,000 for bodily injury, including accidental death, to any one person, and subject to the same limit for each person, in an amount not less than \$1,000,000 on account of one accident.
- 2) **Property Damage Insurance** in an amount not less the \$500,000 for any one damage claim, and in an aggregate amount up to \$1,000,000 during a period of twenty-four (24) months.

C. INSTRUCTIONS TO BIDDERS

1. Intent

It is the intent of this Request for Bid to establish the specifications for HVAC Systems Maintenance service for certain municipal buildings. The specifications contained herein are intended to provide vendors with sufficient information to enable them to prepare an acceptable response to the request.

2. Inquiries

Any inquiries relating to this Request for Proposal should be addressed to:

Mark Strosnider, Supt.
Department of Building Standards
100 Georgia Avenue
North Augusta, SC 29841
mstrosnider@northaugusta.net

3. Important Dates

Request for Bid released to vendors	October 1, 2019
Deadline for bid submission	October 22, 2019 – 5:00 pm
Vendor Selected	October 25, 2019
HVAC Systems Maintenance to begin	November 1, 2019

4. Submission Date and Location

All proposals (page 6 of this document) must be submitted to the Building Standards Dept, by 5:00 p.m. on Tuesday, October 22, 2019, in an envelope clearly marked “**Proposal for HVAC Systems Maintenance**”.

Submit proposals by mail to:

Submit hand-delivered proposals to:

City of North Augusta
Building Standards Dept.
P. O. Box 6400
North Augusta, SC
29861-6400

City of North Augusta
Building Standards Dept.
100 Georgia Avenue
North Augusta, SC 29841

The City of North Augusta will not be responsible for late mail deliveries, and no proposals will be accepted after 5:00 p.m. on October 22, 2019.

5. Rejection of Proposals

The City of North Augusta reserves the right to reject any or all bids and to waive any bid formalities.

D. VENDOR SELECTION AND ADMINISTRATION

1. 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.

2. Contract Length

The City of North Augusta expects to enter into a **24-month contract** beginning November 1, 2019 and ending October 31, 2021, 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. The contract can be renewed for **one additional 12-month period** upon agreement of both parties.

Price Quotations

Prices quoted by vendors should be firm prices, not subject to increases during the term of this agreement. The City of North Augusta intends to contract for the mechanical maintenance service for any one or all buildings outlined in the Request for Proposal, and prices quoted by the vendor should be specified for each building.

Notification of Vendor Selection

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

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.

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.

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

Proposals must include the following specifications:

1. Maintenance Schedule

Quarterly	<ul style="list-style-type: none">• Change the air filters* of all roof top units• Check refrigerant charges (in season)• Inspect the fans and lubricate bearings• Inspect electrical contact points for wear• Inspect heat exchanger for gas systems (in season) <p>*Minimum requirement for filters: <u>Merve 8 - 90 day filter</u></p>
Semi-Annually	<ul style="list-style-type: none">• Clean the air conditioning evaporator and condenser coils
Annually	<ul style="list-style-type: none">• Change belts on the roof top unit if needed

1. Issue a written report for each location to be acknowledged by the Supt. of Building Standards when preventive maintenance is performed (HVAC Maintenance checklist form attached)
2. All filters* to be furnished by the selected contractor.
3. All other parts will be sold at a % mark-up.
4. Normal labor rates as well as 24-hour service rates must be quoted.

*Filter sizes vary in all buildings. The City in no way guarantees the numbers listed below to be exact. The successful bidder is responsible for the exact number and sizes of filters for each air handler and units. (An on-site inspection is highly recommended.)

Filter Size	Quantity		Filter Size	Quantity
16 x 20 x 2	34		18 x 25 x 1	6
16 x 25 x 2	20		16 x 20 x 1	17
20 x 25 x 2	72		16 x 25 x 1	10
14 x 20 x 1	4		20 x 25 x 1	6
14 x 25 x 1	2			

The City of North Augusta reserves the right to reject any and all bids.

North Augusta
South Carolina's Riverfront

**CITY OF NORTH AUGUSTA
HVAC MAINTENANCE BID
PROPOSAL**

The following bid proposal is for scheduled maintenance as outlined in “Scope of Services” (**quarterly** filter changes with inspection and **semi-annual** AC evaporator and coil cleaning, **annual** belt changes for rooftop units if necessary) for City buildings:

		Annual fee per building
1.	North Augusta Community Center 495 Brookside Avenue	\$
2.	Water Treatment Plant 130 Hammond’s Ferry Road	\$
3.	Old Building Standards Office 403 E Buena Vista Avenue	\$
4.	Public Safety Headquarters-Admin/Dispatch 444 E Buena Vista Avenue	\$
5.	Public Safety – Court/Records/Investigations 454 E Buena Vista Avenue	\$
6.	Public Safety Station 1/Annex 448 E Buena Vista Avenue	\$
7.	Public Safety Station II 501 W Five Notch Road	\$
8.	Public Safety Station III 692 Belvedere-Clearwater Road	\$

- All other parts will be sold at a _____ % mark-up.

- Hourly Labor Rate: _____

- After Hours Rate: _____

Name and Address of Company:

Authorized Signature:

Printed Name:

Phone #:

Date:

HVAC MAINTENANCE CHECK LIST

S=Satisfactory N/A=not applicable U=Unsatisfactory

Building Address				Date
Make	Model		SN#	
Type of system				
	S	N/A	U	Comments/Recommendations
Air filters				
Drain lines & pan				
Condenser/evaporator coils				
condenser fan				
dampers & linkage				
supply air motor & belt				
Operating within OEM specs				
Other comments				

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