

**Event No. 7277**  
**HVAC MAINTENANCE FOR PRESIDENT STREET**  
**Bidder’s Checklist – Envelope 1 Requirements**

This checklist shall be attached to the outside of the envelope of a bid. Failure to complete, sign, and attach this checklist may result in a bid being deemed nonresponsive.

Nonresponsive bids will be returned to the vendor unopened.

*\*Electronically submitted bids, if allowed, do not require this checklist. Please see event summary online to determine if electronic responses will be accepted.\**

**Envelope must contain the following documents:**

<b>Initials</b>	<b>Document</b>
	Bid Proposal Form, Including Acknowledgement of Any Addenda
	Exception Sheet
	Contractor Affidavit and Agreement (Employee Eligibility Verification)
	Affidavit Verifying Status for City of Savannah Benefit Application
	Attachments
	Certifications/Licenses
	Insurance
	Any Other Requirements as Stated in the Specs

By signing below, bidder is attesting that all items listed in the checklist above have been included in the envelope.

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

**HVAC MAINTENANCE FOR PRESIDENT STREET**

**EVENT NO. 7277**

**SPECIFICATIONS AND SPECIAL CONDITIONS**

4.0 The purpose of these specifications is to describe requirements for preventative maintenance and servicing of HVAC equipment at various wastewater treatment facilities. The successful bidder will be responsible for providing preventive maintenance as well as repairs.

To submit pricing electronically for this event, enter pricing for each line item shown under the lines tab on the event summary. To enter pricing manually, complete the attached bid proposal form. Manually submitted bids must be submitted on the bid proposal forms contained in these specifications in order to be considered.

A pre-bid conference has been scheduled to be conducted at the Purchasing Office, 301 West Oglethorpe Avenue, Savannah, Georgia, 31401. This meeting will allow contractors to discuss the specifications and resolve any questions and/or misunderstandings that may arise with City staff. You are invited to attend.

4.1 The following equipment (by location) shall be included in this contract:

**PRESIDENT STREET PLANT**

Brand	Model No.	Serial No.	Location
Carrier	24AHA448A300	1418X68043	Dryer Complex #1
Carrier	24AHA448A300	1418X68116	Dryer Complex #2
Carrier	25HCE436A310	3516E08481	Maintenance Office
Carrier	25HCE430A300	3617E04361	Break room
Mitsubishi	MSZA24NA	6005311	TV Office
Carrier	FB4CNR060	3011A85180	4th floor Wight Room
Carrier	50TC-A06A2A6A0A0A00	812C75606	MCC 1A,1B Room
Carrier	50TM007-601	2109G30302	Upper Deck at SC 1
Carrier	50TC-A06A2A6A0A0A0	4016C78193	Admin. Bld. Roof OPS
York	DM120C00N4AAA3	NOD5983507	Admin. Bld. Roof
York	DM120C00N4AAA3	NOD5974861	Admin. Bld. Roof
Mitsubishi	MUZ-GE24NA	2001006 T	Building #2. Roof

York	ERHS0301BAB	WOM7451593	Building #2. Roof
Carrier	25HBC336A300	3112E03760	Building #2. Roof
Carrier	25HCE436A310	0417E19304	Building #2. Roof
Carrier	50TC-D08A2A6A0A0A0	1115P41033	MCC #3
York	D1EB048A46B	NOG7999629	Roof PLC 4
Goodman	GPHI330M41CA	1401213865	Chlorine Bld.
Bard	W36A2-B09	310C183533317-02	Sand Filter Bld.
Rheem	13PJL24A01	W401314433	Womens Restroom
Carrier	25HBC318A300	2810E07941	Generator Control Room

#### GEORGETOWN PLANT

Brand	Model No.	Serial No.	Location
Fujitsu	ASU18RLQ	GWA010950	E & I Shop
Amana	PTH123D35ARDA	0903636670	Supervisor Office
LG	unknown	unknown	Control/Break Room
Mitsubishi	MSY-GE24NA	2000835	New MCC Room
LG	HMH024KD1	5IHKAD00204	Old MCC Room
Bard	W30A2-C09	300N163386698-02	Reused H2O Building

#### CROSSROADS PLANT

Brand	Model No.	Serial No.	Location
Bard	WA423-A05XPAXXJ	253M062257107-02	UV Shed
Carrier	38YCC042590	3905E48521	Lab Building
Carrier	38YCC042590	0705E38405	Lab Building
Hoffman – McLean	CR430826038H	06037487-3	EQ Panel
Hoffman – McLean	CR430826038H	06038146-3	EQ Panel
Carrier	50TM016-611YA	3507U27143	MCC Roof
Carrier	50TM016-611YA	3507U27141	MCC Roof

## WILSHIRE PLANT

Brand	Model No.	Serial No.	Location
Trane	AHP24B3XH21A	A0A8549007	Office / Lab
Grand Air 1.5	JS3BA-018KA	JSF050104256	MCC Room
ARI	TCGD24521151A	WOG7060933	MCC Room
Trane	PTHE1501UAA	F07CO126E	Office

- 4.2 Regularly inspect equipment and perform preventive maintenance six (6) times a year per checklist and chemically clean condenser and evaporator coils bi annually (Section 4.6).
- 4.3 Furnish a completed copy of service technician's report indicating what repairs, if any, are necessary from each inspection.
- 4.4 Due to the type of equipment housed in these facilities the successful bidder shall provide preferential service and emergency response in less than 1 and ½ hours. Failure to respond to an emergency call/condition will be basis for termination of agreement.
- 4.5 No improvement or repairs beyond routine PM/inspection will be made without proper authorization from maintenance superintendent or his designee.
- 4.6 Service Inspection Checklist: The following items at a minimum shall be performed at each inspection:
  - 4.6.1 Clean supply and return registers
  - 4.6.2 Furnish and replace filters (write the date on the filter when replaced)
  - 4.6.3 Check for refrigerant leaks
  - 4.6.4 Check operating pressures
  - 4.6.5 Check and clear condensate drain pan and lines
  - 4.6.6 Check oil blower motor
  - 4.6.7 Check compressors
  - 4.6.8 Check fan limits and controls
  - 4.6.9 Check thermostats, calibrate as necessary
  - 4.6.10 Chemically clean condenser and evaporator coils bi annually
  - 4.6.11 Check motor voltage and amperage, check contactors
  - 4.6.12 Check for proper heating on applicable systems and defrost cycle on heat pumps
  - 4.6.13 Check belts and tension adjust and/or replace if needed

4.6.14 The contractor is required to check in and out at each location before work and after work is performed.

4.6.15 All work shall be performed in accordance with the manufacturer's specifications.

4.7 Repair Labor Rates and Materials: In the event the contractor is authorized to make any repairs and/or replacements, the costs for these repairs will be invoiced to the City at the labor rate submitted as part of this bid. This labor rate shall include all job grades, any tools and equipment required, and any overtime premium. Parts shall be billed to the City at the stated Percentage (%) markup from vendor acquisition costs submitted as part of this bid. The City reserves the right to request documentation of vendor acquisition cost on all equipment/materials.

4.8 Replacement Equipment: Due to the corrosive environment at the plants the coils and all copper parts on all replacement equipment will be factory coated with Bronze Glo prior to delivery at the job site.

4.9 Qualifications/Licenses: The successful bidder must be certified and licensed to make repairs to the specified equipment and must have staff with control expertise due to the critical requirements of various equipment. Copies of appropriate certifications/licenses shall be submitted with the bid. Bidders shall submit a minimum of three references, including contact information, for which they have performed similar services.

4.10 Insurance Requirements

4.10.1 Comprehensive General Liability

Contractor shall carry comprehensive general liability on an occurrence form with no "x, c or u" exclusions with the following minimum limits:

- Each occurrence - \$1,000,000
- Damage to Rented Premises - \$50,000
- Medical Expense - \$5,000
- Personal & Adv Injury - \$1,000,000
- General Aggregate - \$2,000,000
- Products – Completed Ops. Aggregate - \$2,000,000

General aggregate shall apply on a per project basis

Contractor will provide a Certificate of Insurance reflecting required coverage.

A waiver of subrogation endorsement to the policy in favor of the City shall also be provided and attached to the certificate

A (30) day notice of cancellation in favor of the City must be endorsed to policy and attached to the certificate

4.10.2 Commercial Automobile Liability

The automobile policy must include coverage for owned, non-owned and hired automobiles

- Minimum limits are \$1,000,000
- Contractor will provide a Certificate of Insurance reflecting required coverage.
- A waiver of subrogation endorsement to the policy in favor of the City shall also be provided and attached to the certificate
- A 30 day notice of cancellation in favor of the City must be endorsed to policy and attached to the certificate

#### 4.10.3 Workers Compensation

Contractor shall carry a workers compensation policy including all statutory coverage required by Georgia state law

Minimum employer's liability limits:

- \$500,000 each accident
- \$500,000 each employee (disease)
- \$500,000 policy limit (disease)

Contractor will provide a Certificate of Insurance reflecting required coverage.

A waiver of subrogation endorsement to the policy in favor of the City shall also be provided and attached to the certificate

A 30 day notice of cancellation in favor of the City must be endorsed to policy and attached to the certificate

#### 4.10.4 Umbrella/Excess Liability

Contractor shall carry an umbrella/excess liability policy which must follow form over underlying policies: general liability, auto liability and employer's liability.

Minimum limits:

- \$1,000,000 per occurrence
- \$1,000,000 aggregate

Contractor will provide a Certificate of Insurance reflecting required coverage.

Waiver of subrogation endorsement to the policy in favor of the City shall also be provided and attached to the certificate

A 30 day notice of cancellation in favor of the City must be endorsed to policy and attached to the certificate

#### 4.10.5 General

All insurance shall be placed with Georgia admitted carriers with a current Best's rating of A (minus), X, or better

Any modifications to specifications must be approved by the City.

#### 5.0 General Conditions

5.1 The bid response shall include all documents required in the bidder's checklist.

All referenced documents must be completed and returned in their entirety to constitute a complete bid.

5.2 Original invoices should be sent to:

City of Savannah  
Accounts Payable  
P.O. Box 1027  
Savannah, Georgia 31402

- 5.3 The vendor is responsible for determining and acknowledging any addenda issued in connection with this bid solicitation. All addenda issued for this event must be acknowledged in order for a bid to be considered.
- 5.4 This is an annual contract and prices are to be held firm. The first term shall begin on the date of award and end one year after on December 31, 2020. This agreement may be renewed for up to three additional 12 month periods, if all contracting parties so agree and services provided by the vendor have been satisfactory. In the event this contract is not renewed prior to the expiration of any term, this contract shall continue to be honored on a month-to-month basis until this contract has been renewed.
- 5.5 To be awarded bids, vendors must be registered as suppliers on the City of Savannah's website at [www.savannahga.gov](http://www.savannahga.gov).
- 5.6 This contract will be awarded to the vendor offering the lowest net price to the City, and meeting or exceeding all specifications herein.
- 5.7 All bids must be submitted in **DUPLICATE**.

**EXCEPTION SHEET**

Event # 7277

If the commodity(ies) and/or services proposed in the response to this bid is in anyway different from that contained in this proposal or bid, the bidder is responsible to clearly identify by specification section number, all such differences in the space provided below. Otherwise, it will be assumed that bidder's offer is in total compliance with all aspects of the proposal or bid.

Below are the exceptions to the stated specifications:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Company

\_\_\_\_\_  
Title



**BID PROPOSAL FORM**

**(SUBMIT AS THE COVER SHEET)**

City of Savannah Purchasing Division  
301 W. Oglethorpe Ave  
2<sup>nd</sup> floor, Traub Room  
Savannah, Georgia 31405  
ATTN: Purchasing Director

EVENT NUMBER: 7277

Business Location: (Check One)

Chatham County  
 City of Savannah  
 Other

**ALL BIDDERS MUST BE REGISTERED VENDORS ON THE CITY'S WEBSITE TO BE AWARDED AN EVENT. PLEASE REGISTER AT WWW.SAVANNAHGA.GOV.**

**MANUALLY SUBMITTED BIDS MUST BE SUBMITTED ON THIS BID PROPOSAL FORM IN ORDER TO BE CONSIDERED.**

Name of Bidder: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**DO YOU HAVE A BUSINESS TAX CERTIFICATE ISSUED IN THE STATE OF GEORGIA? (CHECK ONE) YES: \_\_\_\_\_ NO: \_\_\_\_\_**

**FROM WHAT CITY/COUNTY \_\_\_\_\_  
TAX CERTIFICATE #: \_\_\_\_\_ FED TAX ID #: \_\_\_\_\_**

**INDICATE LEGAL FORM OF OWNERSHIP OF BIDDER (STATISTICAL PURPOSES ONLY):**

**CHECK ONE: \_\_\_\_\_ CORPORATION \_\_\_\_\_ PARTNERSHIP  
\_\_\_\_\_ INDIVIDUAL \_\_\_\_\_ OTHER (SPECIFY: \_\_\_\_\_)**

**Do you plan to subcontract any portion of this project? Yes \_\_\_\_\_ No \_\_\_\_\_**

**If yes, please complete the attached schedule of DBE participation. Also complete the schedule if you will be using any DBE suppliers.**

**ADDENDA ACKNOWLEDGEMENT**

My signature below confirms my receipt of all addenda issued for this proposal.

\_\_\_\_\_  
Signature

\*This acknowledgement is separate from my signature on the fee proposal form. My signature on the fee proposal form will not be deemed as an acknowledgement of addenda.

THE UNDERSIGNED PROPOSES TO FURNISH THE FOLLOWING ITEMS IN STRICT CONFORMANCE TO THE BID SPECIFICATIONS AND BID INVITATION ISSUED BY THE CITY OF SAVANNAH FOR THIS BID. ANY EXCEPTIONS ARE CLEARLY MARKED IN THE ATTACHED COPY OF BID SPECIFICATIONS.

ITEM NO	DESCRIPTION	ESTIMATED QUANTITY	UNIT PRICE	TOTAL
1	PM SERVICE/INSPECTION – PRESIDENT ST PLANT	20 EACH		
2	PM SERVICE/INSPECTION – GEORGETOWN PLANT	6 EACH		
3	PM SERVICE/INSPECTION – CROSSROADS PLANT	7 EACH		
4	PM SERVICE/INSPECTION – WILSHIRE PLANT	4 EACH		
5	SERVICE/REPAIR LABOR	100 HOURS		

TOTAL BID \$ \_\_\_\_\_

**PAYMENT TERMS: PLEASE CHECK ONE AND FILL IN BLANKS**

(Minimum of 10 working days must be allowed for discount to be considered in bid award)

\_\_\_ Less \_\_\_ % \_\_\_ Days Prompt Payment Discount (if offered) (\_\_\_\_\_)

\_\_\_ Net - 30 Days (no discount offered) - 0 -

TOTAL NET BID \$

WHAT IS YOUR FIRMS PERCENTAGE MARK UP? \_\_\_\_\_

TIME REQUIRED FOR DELIVERY AFTER RECEIPT OF ORDER: \_\_\_\_\_ DAYS

DO YOU HAVE THE REQUIRED INSURANCE? \_\_\_\_\_

I certify this bid complies with the General and Specific Specifications and Conditions issued by the City except as clearly marked in the attached copy.

\_\_\_\_\_  
Please Print Name

\_\_\_\_\_  
Authorization Signature

\_\_\_\_\_  
Date

**CONTRACTOR AFFIDAVIT AND AGREEMENT**  
Employment Eligibility Verification

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 the City of Savannah has registered with and is participating in a federal work authorization program\* [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], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

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 the City of Savannah, 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 300-10-01-.08 or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the City of Savannah at the time the subcontractor(s) is retained to perform such service.

\_\_\_\_\_  
EEV / Basic Pilot Program\* User Identification Number

BY:

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Authorized Officer or Agent

\_\_\_\_\_  
Printed Name of Authorized Officer or Agent

\_\_\_\_\_  
Title of Authorized Officer or Agent of Contractor

\*As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV / Basic Pilot Program" operated by the U. S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).

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## **Instructions for Completing Contractor Affidavit and Agreement Form**

As required under Senate Bill 529 – “Georgia Security and Immigration Compliance Act” of 2006, O.C.G.A. Section 2, Article 3 13-10-91, public employers, their contractors and subcontractors are required to verify the work eligibility of all newly hired employees through an electronic federal work authorization program. The Georgia Department of Labor has added a new Chapter 300-10-1, entitled "Public Employers, Their Contractors and Subcontractors Required to Verify New Employee Work Eligibility Through a Federal Work Authorization Program," to the Rules and Regulations of the State of Georgia. (See website: [http://www.dol.state.ga.us/pdf/rules/300\\_10\\_1.pdf](http://www.dol.state.ga.us/pdf/rules/300_10_1.pdf).) The new rules designate the “Employment Eligibility Verification (EEV) Basic Pilot Program” operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security as the electronic federal work authorization program to be utilized for these purposes. The EEV/Basic Pilot Program can be accessed at: <https://everify.uscis.gov/enroll/StartPage.aspx?JS=YES>. Bidders shall comply with this new rule and submit with your bid the attached “Contractor Affidavit and Agreement.”

***Affidavit Verifying Status for City of Savannah Benefit Application***

By executing this affidavit under oath, as an applicant for a City of Savannah, Georgia Business License or Occupation Tax Certificate, Alcohol License, Taxi Permit, Contract or other public benefit as reference in O.C.G.A. Section 50-36-1, I am stating the following with respect to my bid for a City of Savannah contract for \_\_\_\_\_. [Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity]

1.) \_\_\_\_\_ I am a citizen of the United States.

**OR**

2.) \_\_\_\_\_ I am a legal permanent resident 18 years of age or older.

**OR**

3.) \_\_\_\_\_ I am an otherwise qualified alien (8 § USC 1641) or nonimmigrant under the Federal Immigration and Nationality Act (8 USC 1101 *et seq.*) 18 years of age or older and lawfully present in the United States.\*

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of Code Section 16-10-20 of the Official Code of Georgia.

Signature of Applicant: \_\_\_\_\_ Date \_\_\_\_\_

Printed Name: \_\_\_\_\_

SUBSCRIBED AND SWORN  
BEFORE ME ON THIS THE  
\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_

\* \_\_\_\_\_  
Alien Registration number for non-citizens.

Notary Public  
My Commission Expires:

***Instruction for Completing Systematic Alien Verification  
for Entitlement (SAVE) Form***

O.C.G.A. § 50-36-1, requires Georgia's cities to comply with the federal **Systematic Alien Verification for Entitlements (SAVE) Program**. SAVE is a federal program used to verify that applicants for certain "public benefits" are legally present in the United States. Contracts with the City are considered "public benefits." Therefore, the successful bidder will be required to provide the Affidavit Verifying Status for City of Savannah Benefit Application prior to receiving any City contract. The affidavit is included as part of this bid package but is only required of the successful bidder.

## **NON-DISCRIMINATION STATEMENT**

The prime contractor / bidder certifies that:

- (1) No person shall be excluded from participation in, denied the benefit of, or otherwise discriminated against on the basis of race, color, national origin, or gender in connection with any bid submitted to the City of Savannah or the performance of any contract resulting therefrom;
- (2) That it is and shall be the policy of this Company to provide equal opportunity to all business persons seeking to contract or otherwise interested in contracting with this Company, including those companies owned and controlled by racial minorities, cultural minorities, women, and individuals belonging to other socially and economically disadvantaged groups;
- (3) In connection herewith, we acknowledge and warrant that this Company has been made aware of, understands and agrees to take affirmative action to provide such companies with the maximum practicable opportunities to do business with this Company;
- (4) That this promise of non-discrimination as made and set forth herein shall be continuing in nature and shall remain in full force and effect without interruption;
- (5) That the promises of non-discrimination as made and set forth herein shall be and are hereby deemed to be made as part of and incorporated by reference into any contract or portion thereof which this Company may hereafter obtain and;
- (6) That the failure of this Company to satisfactorily discharge any of the promises of non-discrimination as made and set forth herein shall constitute a material breach of contract entitling the City of Savannah to declare the contract in default and to exercise any and all applicable rights and remedies including but not limited to cancellation of the contract, termination of the contract, suspension and debarment from future contracting opportunities, and withholding and or forfeiture of compensation due and owing on a contract.

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Signature

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Title