



HVAC MAINTENANCE FOR WATER TREATMENT FACILITIES

EVENT NO. 4902

SPECIFICATIONS AND SPECIAL CONDITIONS

- 4.0 The purpose of these specifications is to describe requirements for servicing HVAC equipment at various Water Treatment facilities. The successful bidder will be responsible for providing preventive maintenance and emergency repairs.

To submit pricing electronically for this event, enter pricing for each line item shown under the lines tab on the event summary. If submitting electronically, submit the total amount for line item #13 as the materials cost (\$30,000) plus the percentage markup cost (ex. If your markup is 10% you would enter \$33,000 as your total markup cost). 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, City Hall, third floor, 2 East Bay Street, 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:

4.1.1 Industrial and Domestic Water Plant, Port Wentworth

1. Trane ten (10) ton split system
2. Liebert 1.5 ton split system (control room)
3. Carrier 7.5 ton split system (office)
4. Carrier three (3) ton split system (electronic shop)
5. Window unit (superintendent office)
6. Liebert wall hung #1 (pump station)
7. Liebert wall hung #2 (pump station)
8. Liebert wall hung #1 (chemical building)
9. Liebert wall hung #2 (chemical building)
10. Window unit (lab)
11. Three (3) Carrier 20 ton split system (VFD room)
12. Two (2) internal package units (sludge building dewatering facility)

4.1.2 Abercorn Creek Raw Water Station

1. Trane fifteen (15) ton package unit #1 (VFDs on roof)
2. Trane fifteen (15) ton package unit #2 (VFDs on roof)
3. Trane fifteen (15) ton package unit #3 (VFDs on roof)
4. Trane fifteen (15) ton package unit #4 (VFDs on roof)
5. Carrier 2.5 ton split system (office)
6. Rudd three (3) ton split system (residence)
7. Goodman 3.5 ton split system (residence)

8. Window unit (office)

4.1.3 Lathrop Avenue Pump Station
Package system

4.1.4 President Street Pump Station
Bard wall hung unit

4.1.5 Agonic Road Pump Station

1. Carrier seven (7) ton unit – 208 Agonic Road
2. Two (2) Carrier five (5) ton units - 208 Agonic Road
3. Mitsubishi three (3) ton unit – old SCADA office

4.1.6 Critical Workforce Shelter, Port Wentworth

1. Chiller No. 1 40 ton unit
2. Chiller No. 2 40 ton unit
3. ERV No. 1 East Mezzanine
4. ERV No. 1 West Mezzanine
5. AHU No. 1
6. AHU No. 2
7. AHU No. 3
8. AHU No. 4
9. AHU No. 5
10. AHU No. 6
11. AHU No. 7
12. AHU No. 8
13. AHU No. 9
14. AHU No. 11
15. AHU No. 12
16. AHU No. 13
17. AHU No. 14
18. AHU No. 15
19. AHU No. 16
20. AHU No. 17
21. AHU No. 18
22. AHU No. 19
23. AHU No. 20
24. AHU No. 21
25. DEH No. 1.1
26. DEH No. 1.2
27. DEH No. 2.1
28. DEH No. 2.2
29. DEH No. 3
30. DEH No. 4
31. DEH No. 5
32. DEH No. 6
33. DEH No. 7
34. DEH No. 8
35. DEH No. 9
36. DEH No. 11
37. DEH No. 12
38. DEH No. 13
39. DEH No. 14
40. DEH No. 15

41. DEH No. 16
42. DEH No. 17
43. DEH No. 18
44. DEH No. 19
45. DEH No. 20
46. DEH No. 21
47. DH-1 Serving AHU No. 3
48. APC InRow Cooler No. 1
49. APC InRow Cooler No. 2
50. APC InRow Cooler No. 3

- 4.2 The contractor shall regularly inspect equipment and perform preventive maintenance six (6) times a year per checklist (Section 4.6).
- 4.2.1 All HVAC systems for VFD equipment shall have preventative maintenance completed on a monthly basis.
- 4.2.2 Preventative maintenance at the Critical Workforce Shelter shall be performed as follows:
1. All preventive service shall be completed Monday through Friday between 7:30am and 2:00pm.
 2. All filters shall have hand written date of installation with tech initials.
 3. Complete maintenance log located at each unit to record items checked with values and any maintenance completed to include filter replacement, amps, voltage, and volume of water flushed.
 4. Monthly – change filters on ERV1, ERV2.
 5. Monthly – clean filters on APC InRow coolers.
 6. Monthly – check condensate pumps and drainage on APC InRow coolers.
 7. Bi-monthly – check for water leaks.
 8. Bi-monthly – chemically clear and treat all condensate drain lines.
 9. Quarterly – chemically check and treat closed circulating chilled water loop against scale, corrosion, and microbiological fouling.
 10. Quarterly – check and test dehumidifiers.
 11. Semi-annually – check and test all temperature sensors to include supply air temp, return air temp, and zone temp and air quality monitors.
 12. Semi-annually – change filters on dehumidifiers.
 13. Semi-annually – check and test electric heating systems.
 14. Annually – clean and flush all strainers at each AHU and chillers.
 15. Annually – test each AHU for proper water flow.
- 4.3 The contractor shall furnish a completed copy of service technician’s report indicating what repairs, if any, are necessary from each inspection.
- 4.4 The successful bidder shall provide preferential service and emergency response in less than one and one-half (1-1/2) hour. 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/her designee.
- 4.6 Service Inspection Checklist
The following items shall be performed at each inspection:
1. Furnish and replace filters-pleated.
 2. Check for refrigerant leaks.
 3. Check operating pressures.

4. Check and clear condensate drain pan and lines.
 5. Oil blower motor.
 6. Check compressors.
 7. Check fan limits and controls.
 8. Check thermostats, calibrate as necessary.
 9. Chemically clean condenser and evaporator coils as needed.
 10. Check motor voltage and amperage, check contactors.
 11. Check for proper heating on applicable systems and defrost cycle on heat pumps.
 12. Check belts and tension, adjust and/or replace if needed.
- 4.7 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 percentage markup from vendor acquisition costs submitted as part of this bid.
- 4.8 The successful bidder must be certified and licensed to make repairs to the specified equipment. Upon request, the vendor shall supply a minimum of three references (including company name, contact person, and phone number) for which it has completed similar projects.
- 4.9 This is an annual contract and prices are to be held firm for a period of one (1) year (12 months). This contract may be extended for three (3) additional one (1) year periods at the same terms and conditions upon mutual agreement of the contracting parties.

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 must include the following documents in this order:

- Bid Proposal Form (as a cover sheet)
- Exception Sheet
- Non-Discrimination Statement
- Proposed Schedule of M/WBE Participation
- Other submittals as stated

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 To be awarded bids, vendors must be registered as suppliers on the City of Savannah's website at www.savannahga.gov.
- 5.5 This contract will be awarded to the vendor offering the lowest net price to the City, and meeting or exceeding all specifications herein.

EXCEPTION SHEET

Event #4902

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 Department
3rd Floor, City Hall
P. O. Box 1027
Savannah, Georgia 31402
ATTN: Purchasing Director

EVENT NUMBER: 4902

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: _____)

INDICATE OWNERSHIP STATUS OF BIDDER (CHECK ONE): _____ NON-MINORITY OWNED _____ ASIAN AMERICAN _____ AFRICAN AMERICAN _____ AMERICAN INDIAN _____ HISPANIC _____ OTHER MINORITY (describe) _____ _____ WOMAN (non-minority)

Do you plan to subcontract any portion of this project? Yes _____ No _____ If yes, please complete the attached schedule of M/WBE participation. Also complete the schedule if you will be using any M/WBE suppliers.

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	Inspections for Industrial and Domestic Water Plant	6 Each		
2	Inspections for Industrial and Domestic Water VFD	12 Each		
3	Inspections for Abercorn Creek	6 Each		
4	Inspections for Abercorn Creek VFD	12 Each		
5	Inspections for Lathrop Avenue Facility	6 Each		
6	Inspections for President Street Facility	6 Each		
7	Inspections for Agonic Road Facility	6 Each		
8	Coastal Workforce Shelter Inspection and Filter Replacement (DEH 1.1 through 21)	4 Each		
9	Coastal Workforce Shelter Inspection and Filter Replacement (AHU 1 through 21)	6 Each		
10	Coastal Workforce Shelter Inspection and Filter Replacement (ERV1, ERV2, APC InRow Coolers 1, 2, and 3, Chiller 1, and Chiller 2)	12 Each		
11	Coastal Workforce Shelter Inspection (AHU Heat)	2 Each		
12	Repair Labor	120 Hours		
13	Materials Cost = \$30,000 + (\$30,000 x ____% markup)	1 Lot	N/A	

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 \$ _____

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TIME REQUIRED FOR DELIVERY AFTER RECEIPT OF ORDER: _____ DAYS

DO YOU HAVE THE REQUIRED INSURANCE? _____

WHAT IS YOUR PERCENT MARKUP? ____%

CONFIRM RECEIPT OF ANY ADDENDA ISSUED FOR THIS BID:

ADDENDUM _____ #
DATE _____

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

NON-DISCRIMINATION STATEMENT

The 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, and women;
- (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.

Signature

Title

PROPOSED SCHEDULE OF M/WBE PARTICIPATION

All M/WBEs listed **must be certified as a minority-owned or women-owned business** by the City of Savannah or a federally-recognized or state-level certifying agency (such as USDOT, State DOT, SBA 8(a) or GMSDC) that utilizes certification standards comparable to the City of Savannah **prior** to the due date of this bid. **Other business certifications that do not specify majority woman or minority ownership may not be substituted. Proof of M/WBE certification from the certifying agency is required to accompany the bid.** A firm that has submitted an application for M/WBE certification but has not been certified is not qualified as a certified M/WBE and will not be recognized as such during the City’s evaluation process. To expedite verification, please provide accurate phone numbers for all M/WBEs listed and ensure firms understand contact will be made following bid submittal.

Name of Proposer: _____ Event No. _____

Project Title: _____

NOTE: Unless certified through the City of Savannah M/WBE Program, proof of M/WBE certification must be attached for all firms listed.

Name of M/WBE Participant	Name of Majority Owner	Telephone	Address (City, State)	Type of Work Sub-Contracted	Estimated Sub-contract Value	MBE or WBE	Certified ? (Y or N)	Certifying Agency? (City of Sav. or Other)
					%			
					%			
					%			
					%			
					%			
					%			

MBE Participation Value: _____ % WBE Participation Value: _____ % M/WBE Participation Value: _____ %

The undersigned will enter into a formal agreement with the M/WBE Subcontractors/Proposers identified herein for work listed in this schedule, conditioned upon executing a contract with the Mayor and Aldermen of the City of Savannah. The Prime’s subcontractor that subcontracts work must enter into a formal agreement with the tier subcontractor identified herein for work listed in this schedule. The Prime may count toward the goal any tier of M/WBE subcontractors and/or suppliers that will be utilized in the contract work. However, when an M/WBE subcontracts part of the work, the value of the subcontracted work may **only** be counted toward the goal **if the tier subcontractor is an M/WBE**. Any work an M/WBE firm subcontracts to a non-M/WBE firm **will not count toward the M/WBE goal**. It is the responsibility of the Prime contractor to advise all M/WBEs of this requirement and to ensure compliance by subcontractors.

Joint Venture Disclosure

If the prime bidder is a joint venture, please describe the nature of the joint venture, the level of work and the financial participation to be provided by the Minority/Female joint venture firm in the space provided below.

Joint Venture Firms	Level of Work	Financial Participation

Printed name (company officer or representative): _____

Signature: _____ Date: _____

Title: _____ Email: _____

Telephone: _____ Fax: _____

The Minority/Women Owned Business Office is available to assist with identifying certified M/WBEs. Please contact the M/WBE Office at (912) 652-3582. The City of Savannah’s certified M/WBE registry is posted on its website @ www.savannahga.gov.

Developing a Strong M/WBE Participation Plan

Key facts every bidder/proposer needs to know prior to developing their M/WBE Participation Plan:

1. All bidders/proposers must submit a "Proposed Schedule of M/WBE Participation" which identifies the minority and/or woman-owned companies that have agreed to participate in the project if awarded. All companies listed on the form must be certified as either minority-owned and controlled or woman-owned and controlled. The City does not accept a company's "self-identification" as minority or woman-owned.
2. **Proof** of M/WBE certification from the certifying agency is required to accompany the bid; and certification must have been completed by the City of Savannah, a federally-recognized or a state-level certifying agency (USDOT, State DOT, SBA 8(a) or GMSDC) utilizing certification standards comparable to the City of Savannah.
3. The certification must have been approved prior to the due date of this bid. A firm that has submitted an application for certification but has not been certified will not be counted toward the M/WBE goal.
4. The M/WBE Office **will be contacting all M/WBE firms** included in the bidder's M/WBE Plan to confirm each: a) was contacted by the bidder/proposer; b) performs the type of work listed; and c) agreed to participate.
5. To expedite the verification process, bidders/proposers need to: provide accurate phone numbers for all M/WBEs listed; ensure M/WBEs know to expect to be contacted by phone and email; request M/WBEs be accessible during the critical period before bid-opening; and advise M/WBEs that City staff **must** receive the M/WBE's confirmation that the firm agreed to participate in the bid/proposal in order for the prime contractor to receive credit toward their proposed M/WBE participation goals.
6. If a proposed M/WBE cannot be confirmed as certified, performing the type of work described or agreeing to participate, the bidder/proposer will be notified and given a pre-determined period to submit a correction. If an M/WBE still cannot be confirmed or replaced, the proposed percentage of participation associated with the unverified M/WBE firm will **not be counted** and **will be deducted** from the overall proposed M/WBE goal.
7. Any tier of M/WBE subcontractors or suppliers that will be utilized in the contract work may count toward the MBE and WBE goal **as long as the tier subcontractors/suppliers are certified M/WBEs**. Work that an M/WBE subcontracts to a non-M/WBE firm does **not** count toward the M/WBE goal.
8. M/WBEs must perform a "**commercially useful function**" which is the provision of **real and actual work or products**, or performing a distinct element of work for which the business has the skills, qualifications and expertise, and the responsibility for the actual management and supervision of the work contracted.
9. Per the *Proposed Schedule of M/WBE Participation* "the undersigned (bidder/proposer) will enter into a formal agreement with the M/WBE Subcontractors/Proposers identified herein for work listed in this schedule, conditioned upon executing a contract with the Mayor and Aldermen of the City of Savannah." **This signed commitment is taken seriously by the City**, so do not list M/WBEs you do not plan to utilize. Any proposed changes must be pre-approved by the M/WBE Office, be based on legitimate business-related reasons, and still meet the M/WBE participation goals per the City's contract.
10. A bidder who is a certified M/WBE may count toward the goal the portion of work or services on a City contract that is actually performed by the M/WBE, including: the cost of supplies/materials purchased or equipment leased for contract work, fees for bona fide services such as professional or technical services, or for providing bonds or insurance specifically required for the performance of a City contract.
11. If awarded the contract, the MWBE Office **will be reviewing your company's subcontracts, invoices and payment records** to substantiate the completion of work and payment of M/WBEs. If the prime contractor is an M/WBE that is being included in its M/WBE goal, the prime contractor must maintain records **that will be inspected** to prove the portion of work performed, cost of work, and payments to the prime company.
12. Most bids for goods and materials do not have specific MWBE goals established for the contract. If no goals are **in** the scope of work or General Specifications, you are not required to submit MWBE participation but **are** encouraged to **do so** when the opportunity is available. The City maintains this information for statistical purposes only and it is not **reflected** in the award decision.