

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-A06A2A6A0A0A00	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.
- 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**.

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