

RFP 17-002: Request for Proposals on HVAC Service to Include Repair & Maintenance

Competitive Bidding for HVAC Service to Include Repair & Maintenance will be received by City of Powder Springs at the City's Clerk Office, 4484 Marietta Street, Powder Springs, GA 30127, no later than 1 p.m. EDT, July 12, 2017. RFP 17-002: details of this proposal are posted to the City's website (www.cityofpowdersprings.org). As a perquisite, all prospective bidders must provide current copies of their local, county or state Business License and information about individual licensee(s).

This work (Heating, Ventilation, and Air Conditioning service include repairs and maintenance) is an annual contract and the time frame is defined by the City. Submissions for HVAC services must comply with all City ordinances and applicable State construction codes. In addition all work must be in compliance with the International Mechanical Code. Powder Springs reserves the right to accept or reject any or all Quotations and award in the best interest of the City. Bidders must provide current State of Georgia HVAC contractors license and current local business license.

QUESTIONS: All questions or request for additional information must reference to RFP 17-002 HVAC Service to Include Repair & Maintenance must be submitted by email or in writing by 1 p.m., July 10, 2017 to: Kelly Axt, City Clerk kaxt@cityofpowdersprings.org. All questions and answers will be sent to all Bidders. After the RFP is issued, no direct contact will be permitted between any Bidder and any City staff members or elected officials, except through the City Clerk. The phone is 770-943-1666.

GENERAL INSTRUCTIONS

- All Proposals must be delivered to the City of Powder Springs, City's Clerk Office, 4484 Marietta Street, Powder Springs, GA 30127, no later than the time and date indicated in the Request for Proposals. Any Proposals received after that time will not be considered for award.
- 2. The City of Powder Springs is a tax exempt Municipal Corporation. No sales tax will be charged on any products or services.
- 3. The City of Powder Springs reserves the right to waive any and all technicalities, formalities or irregularities. The City may also accept or reject any or all Proposals, and award the Proposal to the lowest responsive and responsible Proposer in the best interest of the City. The City may reject the Proposals of any vendor that has previously failed to perform properly or complete on time, contracts of a similar

nature. Proposals by a vendor that in the sole opinion and discretion of the City of Powder Springs is not in the position to fulfill the contract may also be rejected.

- 4. All Proposals must be submitted using the Pricing Form provided. All information regarding Proposer name, address, telephone number and contact person must be provided. Proposers must fill in proposal prices and other information as indicated, or provide this information in an electronic file (PDF or DOC format) with the template provided in the RFP.
- 5. All Proposers shall provide appropriate proof of a current and valid occupational license issued by an agency from within the State of Georgia or one of the contiguous United States.
- 6. Proposals may be withdrawn by written request, provided such withdrawals are received prior to the time and date for submittal of a Proposal.
- 7. All Proposals must be submitted with one original and two (2) copies.
 - a. Please Note: the City of Powder Springs encourage you to save paper. It is not necessary to return this entire document with your response. Please return only the relevant pages on which your company has included in the response, along with other required documentation
- 8. If a Proposer chooses to not submit a Proposal, it is requested that a "NO PROPOSAL" be submitted stating the reason for the "no Proposal". For the City of Powder Springs purposes, it is important to know why Proposers chose to not submit. Any Proposer submitting a "no Proposal" will be recorded as such.
- 9. Proposers not responding will be recorded as "No Response".

SPECIAL INSTRUCTIONS

1. Scope Reduction Clause

The City of Powder Springs (the "City") reserves the right to reduce or increase the scope of the project if the lowest responsible and responsive contractor's (or multiple contractors') Proposal is higher or lower than our budgeted amount for the project. The City of Powder Springs, at its sole discretion reserves the right to increase or decrease the scope of work to facilitate an award. This scope reduction clause will be enacted only if it is in the best interest of the City and constitutes no guarantee of scope.

2. Additional Work

The City of Powder Springs reserves the right to add to the contract of any future work, with the agreement of the contractor, at prices offered in this Proposal. This option will be enacted during the contract or within twelve months of the end of the contract, if in the best interest of the City, and with agreement of the contractor ("Contractor").

3. Insurance Requirements

All Proposals submitted must be accompanied by a Certificate of Insurance in compliance with the minimum requirements of the State of Georgia to include worker's compensation. Upon Award, Contractor shall present a Certificate naming the City of Powder Springs as Additional Insured. Contractor shall be responsible for all injuries or damages of any kind resulting from his work, to persons or property. The minimum insurance requirements are as follows:

- a. Commercial General Liability Coverage for personal injury and/or property damage with a minimum limit of \$1,000,000 per occurrence.
- b. Commercial Excess Umbrella for liability for bodily injury and/or property: damage and in excess over other coverage in an amount of at least \$2,000,000 combined single limit.
- c. Worker's Compensation and Employers Liability Statutory coverage at a minimum of \$500,000 per accident.
- d. Each policy shall contain an endorsement that, in the event of change or cancellation, a thirty (30) days prior written notice must be sent by mail to

4. Indemnification

Contractor shall assume the obligation to indemnify and hold harmless the City, its officers, employees, engineers, associates, agents, subcontractors and representatives from and against any and all claims, damages, suits, fees, judgments, costs, expenses (including attorneys' fees), liability or payment arising out of, or through, injury to any person or persons including death and loss of services, or damage to property, suffered through any cause whatsoever in the work involved in the contract and to defend on their behalf any suit brought against them arising from such cause. Any and all damages and costs associated with and to pedestrians, vehicles, buildings, etc. are the sole responsibility of Contractor. The City may review any disputes and the City's decision shall be final.

5. Georgia Security and Immigration Compliance

In compliance with the Georgia Security and Immigration Compliance act of 2006 Act 457, Section 2 of Senate Bill 529, Chapter 300-10-1 (O.C.G.A. 13-10-91), all contractors must comply with the above mentioned State of Georgia regulations by completing the provided affidavits relative to contractor and subcontractor stating affirmatively that the contractor and any subcontractors are registered and participating in a federal work authorization program. All applicable affidavits have been included with this RFP and must be signed and provided with the Proposals submission.

6. Personnel

Contractor shall only hire and employ individuals performing services hereunder with suitable training, experience and skills to perform the services and the position to which such individual is assigned. Contractor shall, at its expense, conduct (or cause to be conducted), in compliance with all applicable laws, the following checks on each individual performing services hereunder:

Page 3

- a. Background check, including the: (i) name and all names used in the previous seven years, (ii) date of birth, (iii) city, state, and country of birth, and (iv) passport number (if one is held) and issuing country, issue date and expiration date;
- b. Criminal checks; and
- c. Drug testing.

At the City's request, and to the extent permitted by law, Contractor shall provide copies of such checks with respect to any individual performing services hereunder, and the City shall comply with the law with respect to the use, retention, disposal and confidentiality of such information. With respect to any individual performing services hereunder that the City believes is (a) not conducting him or herself in accordance with the applicable code of conduct as provided to Contractor by the City from time to time, (b) improperly providing the services, (c) engaged in conduct that is criminal, fraudulent or likely to cause harm to the City's employees or property or (d) not adequately complying with the terms of the service contract, Contractor shall, upon the City's request, as soon as reasonably practicable: (i) if applicable, terminate such individual's access to City property, and (ii) remove such individual of his or her responsibility of providing services to the City.

7. Ordinances and Regulations

Selected contractor(s) must comply with all pertinent federal, state and local ordinances and regulations. Contractor shall adhere to all City of Powder Springs ordinances pertaining to the work performed as found at http://library.municode.com/index.aspx?clientID=12469&stateID=10&statename=Georgia and http://www.cityofpowdersprings.org/index.aspx?NID=266 where services per this contract are provided.

8. Default and Termination

- a. <u>Default</u> The City may on thirty (30) days notice to the Contractor terminate the service contract, and without prejudice to any other remedy it may have, when the Contractor materially default in the performance of any provision of this specification, or materially fails to carry out the work in accordance with the provisions of the service contract. Default by the Contractor will include, but is not limited to, the following:
 - i. Failure by the selected firm to provide service in accordance with the specifications.
 - ii. Contractor fails to continually perform the service for three (3) consecutive business days during the term hereof for reasons other than a force majeure event.
 - iii. Insolvency or filing of a voluntary or involuntary petition in bankruptcy court by the Contractor.
 - iv. Commencement of a foreclosure proceeding of a lien against the facility or its conveyance in lieu of foreclosure.

- v. Contractor fails to cure any other breach of default in the performance of its duties or obligations set forth in the contract within five (5) days of receipt by Contractor of written notice of such breach or default.
- b. Termination The City may terminate the contract, for convenience purposes, upon sixty (60) days written notice. Upon any termination of the contract, the Contractor shall, unless notified in writing otherwise, take all reasonable precautions to complete the work in progress and to minimize the expenses of the City incident to such termination and the completion of the work. Thereafter, the Contractor shall promptly discontinue the work. The City will pay the Contractor all monies owed for work completed.
- c. Termination Assistance Services If requested by the City, Contractor shall provide the City with such assistance as may be required to transition the provision of the services from Contractor to a successor service provider without interruption to, or degradation of, the services, including, without limitation, continued provision of the services and any additional services as are reasonably requested by the City.

9. Required Submissions

- a. All Proposals must be submitted with one original and two (2) copies. All copies must contain all required Proposal pricing forms, acknowledgements, the affidavits of compliance with the Georgia Security and Immigration Act, verification of any required Proposal bonds and the bond check, a current occupational/business license, a current State of Georgia Utility Contractor license and a current and valid Certificate of Insurance showing the minimum insurance coverage as specified above.
- b. On the Vendor Questionnaire and Reference Forms provided in this RFP, all Proposers must provide a minimum of three (3) business and/or government references to the City of Powder Springs for which a project similar to the scope of this project was completed within the last three (3) years. This listing shall include names, addresses, telephone numbers and email addresses of the business/government official project manager.

SCOPE OF WORK:

The approved contractor will be required to maintain all HVAC units at all Municipal Facilities (See Exhibit A). Bidders shall provide a rate schedule, an explanation on service call charges, and a preventative maintenance program as part of their bid.

The preventative maintenance program shall consist of semi annual inspection and repair of all HVAC equipment and filter replacement. Filters shall be replaced every three (3) months. A rate schedule for filter replacements shall also be provided. The approved contractor shall respond to emergencies within 24 hours of notification by the City of Powder Springs.

II: Familiarization with scope of work

Before submitting a proposal, each Respondent shall familiarize itself with the Scope of Work, laws, regulations and other factors affecting contract performance. The Respondent shall be responsible for fully understanding the requirements of this RFP and the resulting contract and otherwise satisfy itself as to the expense and difficulties accompanying the fulfillment of this RFP and resulting contract requirements. The submission of a Proposal will constitute a representation of compliance by the Respondent. There will be no subsequent financial adjustment, other than that provided by the resulting contract, for lack of such familiarization.

III: Contract period: 1 annual year

EXHIBIT A: Municipal Facility Locations

PROPOSAL SPECIFICATIONS & PRICING FORM

RFP 17-002, HVAC Service to Include Repair & Maintenance

The City of Powder Springs is requesting unit pricing in order to contract with a sole or dual contractor for HVAC Service to Include Repair & Maintenance for the City of Powder Springs. Unit pricing shall be labor hourly rate only as stipulated in the Bid Pricing Form of HVAC Services Program. Emergency respond shall be within 24 hours of notification by the City of Powder Springs.

Pricing shall be shown for each listed item and lump sum final amount. Prices must remain fixed until fulfillment of work. Contractor must be able to respond within three days after issuance of notice to proceed.

Company: <u>5</u>	Seasons	Mechan	ical	
Address: 69	71 Pea	where Ir	idustrial &	Blvd Suite A
				727-5000
Email: <u>LC</u>	@ five sec	asons med	nanical con	<u>n</u>

The 5 Ceanny Medical Company submits the following Proposal Line item pricing for RFP 17-002 HVAC Service to Include Repair & Maintenance as specifications section above.
Please complete and submit the Acknowledgement below:
<u>ACKNOWLEDGEMENTS</u>
We acknowledge that we take <u>no exceptions</u> to the specifications OR
We acknowledge that we <u>do take exceptions</u> to the specifications and an Itemized list of exceptions is attached.
We acknowledge that we have read and signed the Contractor & Subcontractor's Affidavits.
We acknowledge that we can commence work within THREE (3) days Following the notice of proceed required by the City.
We acknowledge that services will be performed based on the City's Require time frame.
5 Season Mechanical Company Name
Signature A A
Printed Name
Service Manager Title
7 12 17

Date

Bid Pricing Form

HVAC Services Program

<u>Description</u>	<u>Unit</u>	Unit Price
Hourly Rate (weekday, 8:00 am to 5:00 pm)	EA	\$ <u>60 %</u>
Hourly Rate (weeknight, 5:00 pm to 8:00am)	EA	s 90º
Weekend Rate (Friday, 5:00 pm to Monday, 8:00 am)	EA	s 90°°
TOTAL		\$ 240°°

City of Powder Springs, Georgia RFP 17-002 HVAC Service to Include Repair & Maintenance Questionnaire

Questionnaire must be completed by ALL vendors and returned with Proposals responses. Any additional pages provided should be clearly labeled.

1.	How long have you been in business?
2.	Give us background information on your company, including the number of employees available to service the City of Powder Springs, the closest office location, as well as any financial ratings and reports available. Separate attachments are acceptable, but please label them clearly.
	a. How many employees are available to service the City?
	6 Technicians & 2 Spanisors
	b. Please provide the name and address of your local office:
	6971 Peachtree Industrial Blvd, Suite A Peachtree Corners GA 30092
3.	Have you done similar business with other municipal agencies in the past three (3) years?
	Yes No
	If yes, please list agency and volume of business:
	Fulton County HVAC
	HVAC
	Refugeration

City of Powder Springs, Georgia RFP 17-002 HVAC Service to Include Repair & Maintenance Questionnaire

Client Reference Sheet

Reference must be provided by ALL responding vendors using the form below. It is the vendor's responsibility to provide complete and accurate reference information on the form below, including email addresses.

1.	Integral Proporties
	Company/Municipality
_	191 Peachtree Street NE Sult 400 Atlanta GA 30303 Address, City, State, Zip Code
	Channing Hensesm 404-526-1887 Name of Contact Person Telephone Number
	Chenderson @ integral-online. com Email Address
	HVAC Repairs & Maintenance, June 2017 Type of Project, Date Range of Work Completed
2.	Emory University - Ox food College Company/Municipality
	110 Few Circle, Oxford BA 30054 Address, City, State, Zip Code
	Mark Kylls 404-550-3876 Name of Contact Person Telephone Number
	mank. Kyles from emory-edu Email Address
	HVAC Require & Wointenance Type of Project, Pate Range of Work Completed

3.	Winter Construction
	Company/Municipality
	191 Peachtree Street, NE Atlante 94 3030°
	Address, City, State, Zip Code
	Name of Contact Person Verson Verson
	Email Address Winter-Contruction. com
	Mechanical Installation
	Type of Project, Date Range of Work Completed

City of Powder Springs, Georgia SUB CONTRACTOR AFFIDAVIT AND AGREEMENT

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 contracting with the City of Powder Springs has registered with and is participating in a federal work authorization program. As of the effective date of 13-10-91, the applicable federal work authorization programs (any of the electronic verification information of newly hired employees, pursuant to the Immigration Reform & 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. "EEV/Basic Rule Pilot Program" is 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.

Beev/Basic Pilot Program User Identification Number

Molamul Zovari

By: Anthorized Officer or Agent of Subcontractor

Date

Title of Authorized Office or Agent of Subcontractor

Subscribed and sworn before me on this, the 12 day of 2017

Notary Public:

My commission expires:

Official Seal
Nicholas Belfield
Notary Public, Gwinnett County, Georgia
My Commission Expires September 16, 2018

City of Powder Springs, Georgia CONTRACTOR AFFIDAVIT AND AGREEMENT

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 contracting with the City of Powder Springs has registered with and is participating in a federal work authorization program. As of the effective date of 13-10-91, the applicable federal work authorization programs (any of the electronic verification information of newly hired employees, pursuant to the Immigration Reform & 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. "EEV/Basic Rule Pilot Program" is 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.

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 Powder Springs, contractor will secure from such contractor(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 Powder Springs at the time the subcontractor(s) is retained to provide the service.

620115	
EEV/Basic Pilot Program User Identification Number	
By: Authorized Officer or Agent	7-12-17 Date
Title of Authorized Office or Agent	
Subscribed and sworn before me on this, the day of, 2013	
Notary Public:	
My commission expires:	

EXHIBIT A

MUNICIPAL FACILITIES

City Hall

- 4484 Marietta St.
- Community Development
 - 4488 Pineview Dr.

Court Services

• 4483 Pineview Dr.

Police Department

• 1114 Richard D Sailors Pkwy.

Ford Center

- 4181 Atlanta St.
 - o Building 1 CAC & Library
 - o Building 2 Rec. Hall
 - o Building 3 Main Senor Center
 - o Building 4 Papa Morris

Public Works

• 3006 Springs Ind. Dr.

Linear Park

• 1301 Richard D Sailors Pkwy

Museum

- Brownsville Rd @ Powder Springs Park
- Bodiford House/New Museum
 - 4355 Marietta St

Request for Proposals HVAC Services RFP 17-002

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The City of Powder Springs is soliciting proposals from qualified, experienced, and licensed Contractors with demonstrated skills and experience to provide professional services for HVAC Services and all other work necessary to complete the said project in accordance with the terms of this Request For Proposals ("RFP"), any resulting contract, and any other documents/specifications prepared by the City of Powder Springs Public Works Department. The Scope of Services found on the City's website for HVAC Services (www.cityofpowdersprings.org).

Proposals will be received by the City of Powder Springs at City Hall, 4484 Marietta Street, Powder Springs, GA 30127 until 1:00 p.m. on July 12, 2017. Each Proposal must be submitted in a sealed envelope or box, addressed to the City at the above referenced address. Each sealed envelope or box containing a Proposal must be plainly marked on the outside "City of Powder Springs HVAC Services". If forwarded by mail, the sealed envelope containing the Proposal must be enclosed in another envelope addressed to the City of Powder Springs, Georgia, 4484 Marietta Street, Powder Springs, GA 30127

The City reserves the right to take all proposals received under advertisement for a period not to exceed ninety (90) days after the date upon which such proposals are opened and declared, and all proposals submitted shall remain valid and subject to enforcement during that period of time.



STATE OF GEORGIA

Brian P. Kemp, Secretary of State

State Construction Industry Licensing Board Conditioned Air Non-Restricted

License No. CN006701

Status: Active

Jeryll Alphonso Mcwhorter 5255 Glenridge Drive Atlanta GA 30342

Expires: 11/30/2017 Issued: 6/7/1989



Real-time license verification is available at sos.georgia.gov/PLB

Congratulations on your Georgia Conditioned Air Non-Restricted license. Licenses are renewed every two years, expiring on November 30 of odd numbered years.

Effective, July 1, 2002, there is a charge for the decorative wall certificate that is suitable for framing. If you would like to order one, please submit a separate check or money order made payable to the GCILB. The order form for the wall certificate can be found on the Board's web-site.



CITY OF PEACHTREE CORNERS

2017

BUSINESS LICENSE

OCCUPATIONAL TAX CERTIFICATE 147 TECHNOLOGY PARKWAY SUITE 200 CERTIFICATE NUMBER: 014800

PEACHTREE CORNERS, GA 30092

BUSINESS NAME: 5 SEASONS MECHANICAL

DATE ISSUED : 02/27/2017

DESCRIPTION : Plumbing, Heating,

and Air-Conditioning Contractors

EXPIRES : 03/31/2018

BUSINESS LOCATION:

6971 PEACHTREE INDUSTRIAL STE A

MAIL TO: 5 SEASONS MECHANICAL

6971 PEACHTREE INDUSTRIAL STE A

PEACHTREE CORNERS GA 30092

DISPLAY THIS CERTIFICATE FOR PUBLIC VIEW



Brett Hopkins Service Supervisor Maxair Mechanical, Inc. 814 Livingston Court Marietta, GA 30067

July 7, 2017

RE: HVAC Services RFP 17-002 contract

Dear: Brett Hopkins:

We are in receipt of your question regarding the RFP 17-002 contract. We offer the following responses to your questions below. A copy of this addendum will be shared and/or provided to all potential contractors interested in bidding on this contract.

Question #1

Is there an equipment list available so we know exactly what equipment you have to maintain, and do we need to break the price down by site or one price for all buildings?

Answer

A HVAC equipment unit list is attached. The bidder should provide an overall cost for the maintenance plan for the units.

Michael Anderson / Director of Public Works

MMA

Cc: Kelly Axt, City Clerk, City of Powder Springs



July 7, 2017

RE: Addendum # 1 to RFP 17-002

To all Potential Bidders:

A copy of this addendum #1 is attached for your review This addendum will be shared with all potential contractors interested in bidding on this contract.

Sincerely,

Mighael Anderson

Director of Public Works

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