

INVITATION TO BID

August 25, 2006

06-125

NOTICE IS HEREBY GIVEN that the City of Lake Wales is accepting sealed bids for:

**PREVENTATIVE MAINTENANCE & REPAIR
HVAC EQUIPMENT & CONTROLS**

At 2:00 P.M., EST on Tuesday, September 19, 2006, in the office of the Finance Department, Municipal Administration Building, 201 Central Ave. W., Lake Wales, Florida, bids will be opened and read aloud.

An original and **two (2) copies** of all bids, including all executed documents and needed attachments, shall be placed in a sealed envelope, marked "06-120: SEALED BIDS FOR PREVENTATIVE MAINTENANCE & REPAIR HVAC EQUIPMENT & CONTROLS", and delivered prior to the bid opening deadline, 2:30 P.M., EST on **Tuesday, September 19, 2006**.

Intent

The City of Lake Wales seeks a qualified vendor to service and maintain air conditioning units in all City buildings. The contract will be awarded for one (1) year with the option to renew for two (2) consecutive terms of one (1) year subject to the vendor's acceptance, satisfactory performance and determination that renewal will be in the best interest of the City.

Mandatory Pre-Bid Conference

**Tuesday, September 5, 2006
10:00 AM
City Commission Chambers
City Administration Building
201 W. Central Ave.
Lake Wales, FL**

Specifications for each unit are included in Attachment 1 of this document. Staff will be available to answer any questions and will conduct site visits to each facility to view the units.

All persons and firms wishing to submit bids **must** obtain a complete copy of the Invitation to Bid document, and submit a City of Lake Wales Vendor Application a W-9 and a current Public Entity Crimes Statement with their response. Access our website, www.cityoflakewales.com, go to City Departments, Purchasing and Forms and Documents or contact Bonnie Hodge, Purchasing Agent, (863) 678-4182, extension 264 to obtain these items. There is no charge for the Invitation to Bid document, or for submitting bids.

Responses may be hand delivered, mailed, or delivered via courier service to the following address. Faxed or e-mailed responses will not be accepted.

DELIVERY ADDRESS

City of Lake Wales
City Manager's Office
Attn: Bonnie Hodge, Purchasing Agent
201 Central Ave. W
Lake Wales, Florida 33853-4013

MAILING ADDRESS

City of Lake Wales
City Manager's Office
Attn: Bonnie Hodge, Purchasing Agent
P. O. Box 1320
Lake Wales, Florida 33859-1320

General Information and Requirements

1. In accordance with Chapter 119, Florida Statutes, all bids received, and all materials contained therein, once opened are **public record**, and subject to disclosure to any person, organization, or firm, including other firms responding to this invitation to bid.
2. In accordance with section 287.133, Florida Statutes, a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid or proposal on a contract to provide any goods or services to a public entity and may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in section 287.017-for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.
3. The City reserves the right to accept or reject any or all bids, or part thereof, to waive any informalities or technicalities, or to award contracts in the best interest of the City. In all instances, the City's decision shall be final.
4. The City of Lake Wales is exempt from taxes imposed by the State and Federal Government. Bids shall not include any taxes or fees.
5. Prospective firms must submit proposals strictly in accordance with the specifications outlined in the Invitation to Bid. Each variance, if any, to the specifications shall be specifically stated in the bid.
6. Prospective firms warrant by virtue of submission of bids that all prices, terms, and conditions stated shall be honored for a period of ninety (90) days after the opening of bids. **Any** changes at the time an order is placed shall result in automatic disqualification of the vendor.
7. The original bid shall be signed, in blue ink, by a corporate officer, partner, or proprietor.
8. The City reserves the right to reject any or all items if in its judgment the item does not meet the needs of the City, or for any reason it deems suitable.
9. Prospective firms are hereby warned not to contact any City employee or official on matters relating to this Invitation to Bid, except as indicated herein. Any attempt to do so, or engaging in lobbying or any other activity interfering with the evaluation process may result in immediate disqualification of the vendor from **any** City business.
10. Per City ordinance, agreements and contracts with a term in excess of one year shall include the following language: "The performance of the City of Lake Wales and its obligation to pay under this contract is contingent upon annual appropriation by the City Commission of Lake Wales." Vendors are warned that this requirement is written into the Code of Ordinances of the City, a public document, and is binding upon all vendors whether or not referenced in any agreement.
11. Prospective firms quoting State of Florida contract pricing must provide the state contract number and date of expiration in their bids or proposals. Firms will be required to provide a copy of the entire contract prior to the placing of orders by the City.
12. Prospective firms hereby warrant by virtue of submission of bids that any and all terms, conditions, and requirements as stated in this document are valid, enforceable, and binding upon the selected vendor.

Specific Information and Requirements

1. Answers to questions submitted about this Invitation to Bid or the Project will be provided to all known prospective bidders.
2. The selected firm may not discriminate against any employee employed in the performance of services, or against any applicant for employment because of race, religion, color, handicap, national origin, age, gender, or marital status.
3. Bids shall include all information required in the Invitation to Bid. Bidders shall use City standard forms as included in the Invitation to Bid to submit all information, or shall follow the format dictated or include the information required herein where no form is provided. Bid documents shall be arranged in order as indicated on the Bid Contents Form.
4. At a minimum, each firm must directly perform 20 percent (20%) of the total contract dollar value of the project with its in house personnel, labor and equipment.

Evaluation of Bids

This sealed bid shall be evaluated on the basis of price and prior history of service and capability from all bidders deemed qualified to perform the work, in accordance with City Ordinance. The City shall evaluate and analyze all, and select the bid that, in the City's sole and final judgment, represent the best fiscal and overall solution for the City. The City reserves the right to seek clarification from prospective firms on any issue in a bid, or take any other action it feels necessary to properly evaluate the bids and construct a solution in the City's best interest.

Business References

In order to have your bid considered, please supply three (3) business references consisting of current and previous customers with your reply. Please include name, address, telephone number and contact person.

Performance of Work

The work required under this bid shall be performed by the entity submitting the bid.

The period of performance for this bid is October 1, 2006 through September 30, 2007.

About the Project

The City of Lake Wales has sixteen (16) facilities with air conditioning units, Carriers, Rheem, Bryant, Nordyhe, Trane and Goodman Modes. There are a total of 52 units in the 16 facilities.

Scope of Work, Specifications and Other Requirements

To provide Preventative Maintenance Services on an annual basis and Repair Services on all equipment items listed in Attachment 1 of this document.

Preventative Maintenance and Repair services shall include all parts, labor and materials to perform preventative maintenance and repairs to all HVAC equipment and controls. Preventative Maintenance and Repair Service shall not be contracted to another vendor.

Hours of Service

CONTRACTOR MUST NOTIFY THE PUBLIC WORKS DEPARTMENT A MINIMUM OF TWO (2) DAYS PRIOR TO SCHEDULING PREVENTATIVE MAINTENANCE SERVICE.

A normal service is to be performed from 8:00 a.m. to 4:30 p.m., Monday through Friday. This contract includes 24 hour emergency call-in service.

Contractor shall be on site within four (4) hours from time notified for service work required to maintain proper operation of equipment.

All services, parts and labor not covered under this contract must be approved by the City Manager. Contractor must include regular hourly rates, after hour and weekend rates and holiday rates for work not included in this contract.

Parts Availability

The parts stock for all equipment covered herein shall be based on equipment manufacturer's recommendations for routine expendable parts, normal yearly replacement parts and multi-year replacement parts. The service contractor has the option of stocking locally or having access to immediate delivery, parts for the purpose of providing unscheduled service on an emergency basis. In either case, the service contractor is expected to have emergency parts available.

Combustible material

All combustible materials shall be handled and stored in compliance with all state and federal safety codes and regulations. Thinners, fluid and loose dry products being used by the service contractor on site shall be kept covered at all times.

Special Reports

The service contractor shall maintain a record of all maintenance and repairs relating to the equipment included in this agreement. Written reports are to be turned in to a designated person at the City of Lake Wales upon completion of each inspection as long as equipment checks out satisfactorily. If a problem is found that has the potential to be a major problem, or if it may be the cause for shutdown repairs, this problem must be directly brought to the attention of the Public Services Director so that a plan of action can be formulated for the most timely repair to the equipment. As a condition of this bid, a plan of action report as to how the equipment is to be serviced is to be included.

Refrigerant Status Report

A Refrigerant Status Report shall be executed every time refrigerant is added to or removed from any air conditioning unit. This form shall comply with EPA guidelines in form and content. One copy of each form shall be given to the Public Services Director, one copy left on the jobsite in close proximity to the machine and copies retained at the Contractor's office.

PREVENTATIVE MAINTENANCE CHECKLIST

1. Clean and check condensate pan and drains, traps.
2. Replenish pan treatment
3. Inspect all coils for cleanliness, fin condition
4. Tighten all electrical connections
5. Inspect all wiring for chafing, burning, deteriorated insulation
6. Inspect all compressors and starter – contacts and free movement
7. Megohm, or oil test compressors – record readings
8. Inspect condenser fans – blade conditions, clearance, etc.
9. Lube condenser fan motors, if applicable
10. Replace condenser fan belts, if applicable
11. Lube condenser fan bearings, if applicable
12. Lube condenser fan drive, if applicable
13. Inspect refrigerant system for possible leaks
14. Inspect refrigerant system for potential leak points – chafing lines, cap tubes, etc.
15. Record amount of refrigerant, if applicable:
Removed from system _____ and amount replace
16. Inspect unit disconnect system
17. Record unit voltage – rated _____, and actual
18. Inspect “economizer”, if applicable

PREVENTATIVE MAINTENANCE CHECKLIST – Continued

AIR HANDLERS

1. Check filters
2. Replace all belts – 1 time/year
3. Check drive components for wear and alignment
4. Check blower wheels – conditions and cleanliness
5. Inspect blower housing, deck mountings – cracks, loose bolts, etc.
6. Check fan bearings
7. Lube fan bearings
8. Check blower bearings
9. Lube blower motor bearings
10. Record supply fan amperage – rated _____, actual _____
11. Record return fan amperage – rated _____, actual _____
12. Inspect all wiring for chafing, burning, deteriorated insulation
13. Record overall condition of equipment
14. Check heat and cooling coils for cleanliness and clean if needed

PREVENTATIVE MAINTENANCE CHECKLIST – Continued

RESIDENTIAL REFRIGERANT TYPE A/C UNITS

HEAT PUMPS

CONTINUED

- 19. Check economizer operation
- 20. Check compressor crankcase heater(s)
- 21. Record:
 - Compressor voltage _____
 - Compressor amperage _____
 - Operating suction pressure _____
 - Operating head pressure _____
 - Operating superheat _____
 - Operating oil level _____
 - Operating oil pressure _____
- 22. Check unloader function, if applicable
- 23. Check hot gas bypass function, if applicable
- 24. Check all controls for proper function and setpoints
- 25. Check and record discharge air temperature
- 26. Record overall condition of equipment

PREVENTATIVE MAINTENANCE CHECKLIST – Continued

FORCED HOT AIR HEATERS, GAS

1. Check combustion controls
2. Check room air intake system
3. Check contacts
4. Check mercury bulbs
5. Inspect all wiring for chafing, burning and deteriorated insulation
6. Clean internal surfaces, if necessary
7. Clean external surfaces
8. Clean burner assembly, if necessary
9. Clean fireside
10. Clean flue
11. Inspect refractory
12. Prepare heater for winter conditions
13. Do efficiency test and record
14. Log heater condition at departure

PREVENTATIVE MAINTENANCE CHECKLIST – Continued

CONTROLS – TEMPERATURE, HUMIDITY, HAVAC & SENDORS

1. Perform programming adjustments where needed
2. Clean where needed
3. Check set points, make adjustments where needed
4. Check contacts and relays, clean or tighten contact where needed
5. Check thermostats, calibrate if needed
6. Check sensors and adjust if needed

PREVENTATIVE MAINTENANCE & REPAIR – HVAC EQUIPMENT & CONTROLS

BID FORM

ANNUAL

- | | | |
|-----|----------------------------------|---------|
| 1. | City Administration Building | \$_____ |
| 2. | Lake Wales Fire Department | \$_____ |
| 3. | Fire Department Sub-Station | \$_____ |
| 4. | Lake Wales Police Department | \$_____ |
| 5. | James P. Austin Community Center | \$_____ |
| 6. | Albert Kirkland Jr. Gymnasium | \$_____ |
| 7. | CSX Building | \$_____ |
| 8. | B Street Community Center | \$_____ |
| 9. | Grove Avenue Water Plant | \$_____ |
| 10. | High School Water Plant | \$_____ |
| 11. | Wastewater Treatment Plant | \$_____ |
| 12. | Depot Museum | \$_____ |
| 13. | Children's Museum | \$_____ |
| 14. | Stuart House | \$_____ |
| 15. | Train Depot | \$_____ |
| 16. | Lake Wales Library | \$_____ |

Hourly Rate

Straight Time

Mechanics - \$ _____
Helpers - \$ _____

Hourly Rate

After Hours and Weekends

Mechanics - \$ _____
Helpers - \$ _____

Hourly Rate

Holidays

Mechanics - \$ _____
Helpers - \$ _____

Parts Mark-up

% _____

THE CITY OF LAKE WALES – LAKE WALES, FLORIDA
BID PROPOSAL

Submitted On: _____

To the City of Lake Wales (hereafter “City”):

The undersigned, as Bidder hereby declares that the only person or persons interested in the Proposal as principal or principals, is or are, named herein and that no other person that herein is mentioned has any interest in this Proposal or in the Contract to be entered into; that this Proposal is made without any connection with any other person, company or parties making a Bid or Proposal; and that it is, in all respects, fair and in good faith, without collusion or fraud.

The Bidder further declares that he has examined the site or work and informed himself fully in regard to all conditions pertaining to the place where work is to be done; that he has examined the Plans and Specifications for work and Contractual Documents relative thereto; and has read all special provisions furnished prior to the opening of Bids; that he has satisfied himself relative to the work to be performed.

The Bidder proposes and agrees, if this Proposal is accepted, to contract with the City in for form of Contract specified, to furnish all necessary materials, equipment, machinery, tools, apparatus, means of transportation and labor necessary to complete the work known particularly as:

Name of Project: **PREVENTATIVE MAINTENANCE & REPAIR
HVAC EQUIPMENT & CONTROLS
Bid# 06-125**

In full and complete accordance with the shown, noted, described and reasonably intended requirements of the Plans and Specifications and Contract Documents to the full and entire satisfaction of the City with a definite understanding that no money will be allowed for extra work except as set forth in the attached General Conditions and Contract Documents, for the sum of (type or print amount, in words, in space below):

Respectfully submitted,

Name of Firm

Address (Post Office Box, Street, City, State and Zip Code)

State of Incorporation

Signature of Authorized Corporate Officer, Partner, or Proprietor

Title

Name of Bidder: _____

Firms that need additional information may contact: Bonnie Hodge, Purchasing Agent
City of Lake Wales, 863-678-4182, extension 264.

ATTACHMENT #1

Location	Address	Model/Model#	Serial Number	H.P
CSX Building	450 N Scenic Hwy.	Carrier FA4ANF048		3/4
James P. Austin Community Ctr.	315 Martin Luther King Blvd.	RAWD200CAS		1/3
James P. Austin Community Ctr.	315 Martin Luther King Blvd.	Rheem Classic RPJKA-049CAZ	65484M130306906	1/3
James P. Austin Community Ctr.	315 Martin Luther King Blvd.	Bryant 661CP060-E	6397M120307421	1/3
James P. Austin Community Ctr.	315 Martin Luther King Blvd.	Rheem RPK-061CAZ	6397M120307421	1/3
Depot Museum	325 S. Scenic Hwy.	Carrier 3805024310		.18
Depot Museum	325 S. Scenic Hwy.	Nordyhe FS3BA-048KA		0.25
Depot Museum	325 S. Scenic Hwy.	Carrier 5055-060-511AA	0298G40036	
Depot Museum	325 S. Scenic Hwy.	Carrier 5055-060-511AA	0298G40039	
Children's Museum	323 S. Scenic Hwy.	Carrier 50ZP-030-301	1998G42626	
Train Depot	225 S. Scenic Hwy.			
Stuart House	200 E. Central Avenue	Carrier 38 TH 036300	4789E08004	
Lake Wales Police Dept.	133 E. Tillman Ave	Trane TTA036A300B0	606283360	1/4
Lake Wales Police Dept.	133 E. Tillman Ave	Trane TTA040A300B0	G09203039	1/4
Lake Wales Police Dept.	133 E. Tillman Ave	Trane TTA036A300B0	G06283357	1/4
Lake Wales Police Dept.	133 E. Tillman Ave	Trane TTA036A300B0	G08202725	1/8

Lake Wales Police Dept.	133 E Tillman Ave	Goodman CKL60-3L	0411560232	1/4
Lake Wales Police Dept.	133 E Tillman Ave	Trane TTA036A300B0	G06283355	1/4
Lake Wales Police Dept.	133 E Tillman Ave	Trane TTA048A300B0	G05274335	1/4
Lake Wales Police Dept.	133 E Tillman Ave	Trane TTA060A300B0	G07297301	1/4
Lake Wales Police Dept.	133 E Tillman Ave	Trane TTA060A300B0	G07297283	1/4
Lake Wales Library	290 Cypress Gardens Lane	Carrier 38ARZ008-501	2102G30079	
Lake Wales Library	290 Cypress Gardens Lane	Goodman CKL090-3L	0508190340	
Lake Wales Library	290 Cypress Gardens Lane	Carrier 38ARZ008-501	3302G30041	
Lake Wales Library	290 Cypress Gardens Lane	Carrier 38AKS012-501	2699G00058	
Lake Wales Library	290 Cypress Gardens Lane	Carrier 38AQ5008-501	2201G2110	
Lake Wales Library	290 Cypress Gardens Lane	Carrier 38AQ5008-501	0298G00141	
B St. Community Center	230 B. St.	Trane TTP060D100A0	R2624DP1F	1/4
B St. Community Center	230 B. St.	Trane TTP036D100A0	R253PXA2F	1/4
B St. Community Center	230 B. St.	Trane TTP036D100A	R24274H2F	1/4
B St. Community Center	230 B. St.	Trane TTP036D100A0	R253P6H2F	1/4
B St. Community Center	230 B. St.	Trane TTP036D100A0	R253PNS2F	1/4

Wastewater Plant	840 Henry St.	Carrier 38AE012500	40696X372	.04
Wastewater Plant	840 Henry St.			
Albert Kirkland Jr. Gymnasium	409 N 3 rd St	Carrier 48HJD015	1399F08575	.5
Albert Kirkland Jr. Gymnasium	409 N 3 rd St	Carrier 38AH054500DA	1199F95770	1
Albert Kirkland Jr. Gymnasium	409 N 3 rd St	Carrier 38AN009100	2998Y00093	1.4
City Administration Bldg.	201 W. Central Ave.	Carrier 50TJ-014-631		RTU-8
City Administration Bldg.	201 W. Central Ave.	Carrier 50TJ-012-611		RTU-7
City Administration Bldg.	201 W. Central Ave.	Carrier 50TJ-009-611		RTU-6
City Administration Bldg.	201 W. Central Ave.	Carrier 50TJ-009-611		RTU-5
City Administration Bldg.	201 W. Central Ave.	Carrier 50TJ-008-621		RTU-2
City Administration Bldg.	201 W. Central Ave.	Carrier 50TJ-012-611		RTU-3
City Administration Bldg.	201 W. Central Ave.	Carrier 50TJ-005-601GA		RTU-1
City Administration Bldg.	201 W. Central Ave.	Carrier 50TJ-009-611		
Lake Wales Fire Dept	253 W. Central Ave	Carrier 4ORM-008-B600YC		
Lake Wales Fire Dept	253 W. Central Ave	Carrier 4ORM-008-B600YC		
Lake Wales Fire Dept	253 W. Central Ave	FB4ANF060 2 units		
Grove Ave. Water Plant	1039 E. Grove Ave	Mitubishi PU42EK2		
High School Water Plant	Highlander Way	Trane TTB024C100A2		

Some units have Air Handlers. This will be addressed during the Pre-Bid Conference.