

June 23, 2007

REQUEST FOR PROPOSALS
HVAC REPAIR AND REPLACEMENT
RFP# 07-142

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

HVAC REPAIR AND REPLACEMENT

At 2:00 p.m., EST on Tuesday, August 14, 2007 in the City Commission Chambers, Municipal Administration Building, 201 Central Avenue W., Lake Wales, Florida, proposals will be opened and read aloud.

An original and three (3) copies of all proposals, including all executed documents and needed attachments, shall be placed in a sealed envelope, marked "07-142: SEALED PROPOSALS FOR HVAC REPAIR AND REPLACEMENT" and delivered prior to the proposal opening deadline, 2:00 p.m., EST on Tuesday, August 14, 2007.

All persons and firms wishing to submit bids must obtain a complete copy of the Request for Proposals 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 Departments, Purchasing and then Forms and Documents, or contact Bonnie Hodge, Purchasing Agent, (863) 678-4182 extension 264 to obtain these items. There is no charge for the Request for Proposals or for submitting proposals.

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

DELIVERY ADDRESS

City of Lake Wales
City Manager's Office
Attn: Purchasing Agent
201 Central Ave. W
Lake Wales, FL 33853

MAILING ADDRESS

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

Intent

The City of Lake Wales seeks a qualified vendor to repair existing HVAC units and replace units in all City buildings when needed.

Period of Performance

The period of performance for this RFP is from date of award for one (1) year. It may be extended for two (2) one (1) year periods at the same terms and conditions, with the mutual agreement of all parties.

Specifications for each unit are included in the RFP document. Staff will be available to answer any questions and will conduct site visits upon request.

Evaluation of Proposals

A Selection Committee will review proposals that are received. Proposals that are non-responsive to the requirements shall not be included for evaluation for possible short-listing.

Requests for Proposals will be evaluated on the following criteria only, with values assigned to each item representing its relative importance:

- (1) Hourly rates
- (2) Parts mark-up
- (3) Staffing
- (4) Emergency response time.

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. **ALL questions must be submitted in writing** to Bonnie Hodge, Purchasing Agent, at the Purchasing Department (see below for details). The only information that will be upheld by the City is information that comes from the Purchasing Department in an addendum. Vendors should not base their bid on ANY other information.
2. The period of performance for this bid is from the date of City Commission approval through September 30, 2008. It may be extended for two (2) one (1) year periods at the same terms and conditions, with the mutual agreement of all parties. If the contract is extended, the City is amenable to an annual increase in cost equal to the Federal Consumer Price Index (CPI), beginning on June 1, 2008. The City will ascertain the new contract prices based on the increase for the 12-month period prior to the extension. The increase will be added to the purchase price at the beginning of the term of the contract extension. The City will use CPI information provided by the United States Department of Labor.
3. All prices shall remain unchanged during the period of performance, as specified herein, and as may be adjusted in accordance with item #2.
4. Additions or deletions to the facility list require 30 days notice from either the City or Contractor. Cost of additions will be negotiated.
5. Vendors must present qualifications, including license to perform air conditioning work in Polk County, with their bid proposal.
6. 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.
7. 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. Vendors must bid on each and every item in order to be considered for award.
8. **PERFORMANCE OF WORK:** The work required under this bid shall be performed by the entity submitting the bid.
9. If the employee working on the unit should break something, it will be the vendor's responsibility to repair. The vendor will incur the cost of the repair.
10. For further bid information, contact Bonnie Hodge, Purchasing Agent, via email at hodgeb@cityoflakewales.com or via fax at (863) 678-4180.

Evaluation of Bids

The proposals shall be evaluated **only** on the criteria listed in the RFP. The City reserves the right to seek clarification from prospective firms on any issue in a proposal, or take any other action it feels necessary to properly evaluate the proposals and construct a solution in the City's best interest. The Purchasing Agent reserves the right to reject any or all proposals and/or waive any minor irregularities in the proposals received, whichever would be in the best interest of the City.

Business References

In order to have your proposal 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.

About the Project

The City of Lake Wales has sixteen (16) facilities with air conditioning units, Carriers, Rheem, Bryant, Nordyhe, Trane and Goodman Models. There are a total of 88 units, (includes HVAC units and air handlers) in the 16 facilities. These units are listed by location in Attachment #1.

The qualified vendor will be required to repair these units as the need arises and replace units if necessary.

**ATTACHMENT #1
 BID # 07-142
 EQUIPMENT LIST**

LOCATION	ADDRESS	TYPE OF UNIT	MODEL #
CSX Building	450 N Scenic Hwy	Carrier	FA4ANF048
CSX Building	450 N Scenic Hwy	Carrier	38AYCO48300
James P. Austin Community Center	315 Martin Luther King Blvd.	Rheem	RAWD200CAS
James P. Austin Community Center	315 Martin Luther King Blvd.	Rheem	RPKA-049CAZ
James P. Austin Community Center	315 Martin Luther King Blvd.	Rheem	RHGG2407K949
James P. Austin Community Center	315 Martin Luther King Blvd.	Bryant	FA4ANF060
James P. Austin Community Center	315 Martin Luther King Blvd.	Rheem	RBHC21C11SFC
James P. Austin Community Center	315 Martin Luther King Blvd.	Bryant	661CP060-E
James P. Austin Community Center	315 Martin Luther King Blvd.	Rheem – Heat Pump	RPKA061CAZ
James P. Austin Community Center	315 Martin Luther King Blvd.	Rheem – Heat Pump	RPKA061CAZ
Depot Museum	325 N Scenic Hwy	Carrier	38GSO24310
Depot Museum	325 N Scenic Hwy	Air Handler	NFCP2400C2
Depot Museum	325 N Scenic Hwy	Nordyne	FS3BA-048KA
Depot Museum	325 N Scenic Hwy	Air Handler	FA4CNF048
Children’s Museum	325 N Scenic Hwy	Carrier	50CE030301
Yellow Freight Depot	325 N Scenic Hwy	RUDD	UPCA-057JAS
Yellow Freight Depot	225 N Scenic Hwy	Air Handler	UPCA-057JAX
Stuart House	225 N Scenic Hwy	Air Handler	BVB3-042K-BB
Stuart House	200 E Central Ave	Carrier	38THO36300
Lake Wales Police Dept	200 E Central Ave	Air Handler	BVB3-042K-BB
Lake Wales Police Dept	133 E Tillman Ave	Trane	TTA036A300B0
Lake Wales Police Dept	133 E Tillman Ave	Air Handler	B3D040103326

Lake Wales Police Dept	133 E Tillman Ave	Trane	TTA042A300B0
Lake Wales Police Dept	133 E Tillman Ave	Air Handler	AEPF303616AA
Lake Wales Police Dept	133 E Tillman Ave	Trane	TTR024100A0
Lake Wales Police Dept	133 E Tillman Ave	Air Handler	TWH039E150C1
Lake Wales Police Dept	133 E Tillman Ave	Trane	TTA048A300B0
Lake Wales Police Dept	133 E Tillman Ave	Air Handler	TW060A300BA
Lake Wales Police Dept	133 E Tillman Ave	Trane	TTA060A300B0
Lake Wales Police Dept	133 E Tillman Ave	Air Handler	BAXHTRL310AA
Lake Wales Police Dept Evidence Room	133 E Tillman Ave	Trane	TTA060A300B0
Lake Wales Police Dept	133 E Tillman Ave	Trane	TTR018C100A0
Lake Wales Police Dept	133 E Tillman Ave	Trane	TTA060A300B0
Lake Wales Police Dept	133 E Tillman Ave	Trane	TTA060A300B0
Lake Wales Police Dept	133 E Tillman Ave	Air Handler	BAYHTRL310AA
Lake Wales Police Dept	133 E Tillman Ave	Trane	TTA036A300BO
Lake Wales Police Dept	133 E Tillman Ave	Air Handler	TWH039E150C1
Lake Wales Police Dept	133 E Tillman Ave	Goodman	CKL60-3L
Lake Wales Police Dept	133 E Tillman Ave	Air Handler	TWEO60A300BA
Lake Wales Police Dept	133 E Tillman Ave	Trane	TTA042A300B0
Pistol Range Lake Wales Police Dept	133 E Tillman Ave	Air Handler	TWO60A300BA
Pistol Range Lake Wales Police Dept	133 E Tillman Ave	Trane	TTR018C100A0
Pistol Range Lake Wales Police Dept	133 E Tillman Ave	Air Handler	K92C13366
Pistol Range Lake Wales Police Dept	133 E Tillman Ave	Goodman	HDC24-1A
Lake Wales Library	133 E Tillman Ave	Air Handler	TWV018B140A0
Lake Wales Library	290 Cypress Gardens Ln	Carrier	38ARZ008-501
Lake Wales Library	290 Cypress Gardens Ln	Carrier	38ARZ008-501
Lake Wales Library	290 Cypress Gardens Ln	Carrier	38AKS012-501
Lake Wales Library	290 Cypress Gardens Ln	Goodman	CKL09031
Lake Wales Library	290 Cypress Gardens Ln	Carrier	38AQ5008-501
Lake Wales Library	290 Cypress Gardens Ln	Carrier	38AQ5008-501

Lake Wales Library	290 Cypress Gardens Ln	Air Handler	BCH094S3CT
Lake Wales Library	290 Cypress Gardens Ln	Air Handler	BCH194M3CT
Lake Wales Library	290 Cypress Gardens Ln	Air Handler	BCH194M3CT
B St. Community Center	290 Cypress Gardens Ln	Air Handler	40RM016B611HC
B St. Community Center	230 B Street	Trane	TTP036D100A0
B St. Community Center	230 B Street	Trane	TTP036D100A0
B St. Community Center	230 B Street	Trane	TTP036D100A0
B St. Community Center	230 B Street	Trane	TTP036D100A0
B St. Community Center	230 B Street	Trane	TTP036D100A0
B St. Community Center	230 B Street	Air Handler	TWE062E13FB0
Wastewater Plant	230 B Street	Air Handler	TWE063P13FB0
Wastewater Plant	840 Henry Street	Carrier	38AE012500
Wastewater Plant	840 Henry Street	Air Handler	398A080D10
Wastewater Plant	840 Henry Street	Unit information not available	

LOCATION	ADDRESS	TYPE OF UNIT	MODEL #
Wastewater Plant	840 Henry Street	Air Handler	39BA060D10
Fire Department Sub-Station	Thompson Nursery Rd	Goodman	TPC1324821AB
High School Water Plant	Burns Ave/Highlander Way	Mitsubishi	PU42EK2
High School Water Plant	Burns Ave/Highlander Way	Air Handler	PL42FK2
Grove Avenue Water Plant	Grove Avenue	Trane	TTB024C100A2
Grove Avenue Water Plant	Grove Avenue	Air Handler	24DFCSO
Fire Department	203 W Central Ave	Carrier	38CKC060300
Fire Department	203 W Central Ave	Carrier	38CKC060300
Fire Department	203 W Central Ave	Carrier	38AK008511
Fire Department	203 W Central Ave	Goodman	CKL0903L
Fire Department	203 W Central Ave	Carrier – Air Handler	40RM-008-B600YC
Fire Department	203 W Central Ave	Carrier – Air Handler	40RM-008-B600YC
Fire Department	203 W Central Ave	Carrier – Air Handler	FB4ANF060
Fire Department	203 W Central Ave	Carrier – Air Handler	FB4ANF060
Municipal Administration Building	201 W Central Ave	Carrier	50TJ-012-611
Municipal Administration Building	201 W Central Ave	Carrier	50TJ-014-631
Municipal Administration Building	201 W Central Ave	Greenheck – Ventilator	ERV 361S-B
Municipal Administration Building	201 W Central Ave	Carrier	50TJ-009-611
Municipal Administration Building	201 W Central Ave	Carrier	50TJ-008-621
Municipal Administration Building	201 W Central Ave	Carrier	50TJ-005-661GA
Municipal Administration Building	201 W Central Ave	Trane – Compressor	SSR072A4BPAX2
Municipal Administration Building	201 W Central Ave	Trane – Compressor	TCD1500400BB
Albert Kirkland Gymnasium		Carrier	38AH054500DA

Hours of Service

All services, parts and labor must be approved by the City Manager. A purchase order will be issued upon his approval. Emergency repairs may be approved verbally by the City Manager or his designee.

Parts Availability

The parts stock for all equipment covered herein shall be based on equipment manufacture'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 deliver, parts for the purpose of providing 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 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 repair 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 proposal, a plan of action report as to how the equipment is to be repaired 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. Once 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.

**ATTACHMENT #2
BID FORM**

HOURLY RATES/PARTS MARKUP/RESPONSE TIME/STAFFING

Hourly Rate Straight Time
Mechanics - \$ _____
Helpers - \$ _____

Hourly Rate After Hours and Weekends
Mechanics - \$ _____
Helpers - \$ _____

Hourly Rate Holidays
Mechanics - \$ _____
Helpers - \$ _____

Parts Mark-up % _____

Emergency Response Time _____ Hours

Staff available to service this contract Please list