

HVAC Maintenance, Replacement, and Repair Services

Invitation to Bid (ITB)

The City of Pembroke (City) is issuing an Invitation to Bid (ITB) for routine air-conditioning maintenance, replacement, and repair services for all of its associated facilities. The selection of a successful Bidder will be based on the best value to the City. Best value means the overall value to the City in the City's sole discretion. The decision of the City will be final. The City reserves the right to reject all bids, or select multiple bidders. The selected bidder(s) will be notified by phone and/or email of the City's intent to award a contract. Upon award, it is the City's intention to enter into a one (1) year agreement for routine maintenance, replacement, and repair services, with the option to renew for two (2) subsequent one (1) year periods based on mutual consent of both parties, based on the City's standard services contract form.

BID SUBMITTAL DEADLINE: 3:00 p.m., May 26, 2023

BID MUST BE IDENTIFIED AS: City of Pembroke HVAC Maintenance, Replacement, and Repair Services

Contractor must submit one (1) hard copy or one (1) electronic copy of their bid to the City Clerk, Arlene Hobs @ clerk@pembrokega.net or: PO Box 130 Pembroke, GA 31321 at the time and date specified.

The City may change any of these dates or times, as it deems necessary.

Any and all inquiries regarding this ITB must be directed in writing, by email to: Dalton Cook at: streets@pembrokega.net.

SCOPE OF WORK

The successful bidder(s) shall perform routine quarterly (every 3 months) HVAC maintenance, replacement, and repair services at the different City facilities. There are approximately ten (10) City facilities that may be serviced by this contract. A list of the facilities are attached below with the associated existing HVAC systems. The City may add facilities or delete facilities from its list during the term of this agreement at the discretion of the City Administrator. Any facility added to the contract must be offered the same bid prices as in the original bid.

- A. The contractor(s) must provide bid prices for routine maintenance and repair services for the unit sizes listed below. Additionally, include a list of services included in the quarterly maintenance.
- B. The contractor(s) will provide a written HVAC system checklist.
- C. At each service the contractor(s) will provide a written HVAC system checklist of the work performed. The list will consist of all applicable HVAC system services. Contractor(s) must complete the checklist and detail all services performed and all costs associated with the service to include parts.
- D. The contractor(s) must also note any conditions observed that will require additional work and shall submit an estimate for repairs based on the rates for parts, labor, and any diagnostics offered in this bid.
- E. Contractor shall provide a "reminder" to the City of the next maintenance check.

Warranty

If a standard parts or labor warranty exists, the contractor(s) will supply a minimum warranty of ninety (90) calendar days on all labor and parts services.

Quality Assurance

Contractor must have been in the business of HVAC maintenance, replacement, and repair services for the period of a minimum of five (5) years.

Contractor(s) shall identify their employee who will have the authority to resolve any disputed service issues with the City.

All contractor(s) supplied services and parts will be compliant with the terms of the manufacturer's standards.

Contractor(s) will utilize quality brand replacement parts that are approved by the manufacturer. Rebuilt replacement parts will not be accepted.

Contractor quotations that include parts prices higher than the contracted price shall be rejected.

If the contractor(s) offers the public any special pricing that is lower than the contracted bid price, the contractor(s) must provide the lower price.

The contractor must describe its invoicing, reporting process, and describe how the maintenance, replacement, and repair information will be communicated to the City.

All invoices must clearly indicate the specific facility, identification number or assigned unit number, make, model and year of the unit on which the contractor(s) is performed service or maintenance on. All invoices must have a City representative signature and name printed on the invoice verifying that all work has been performed and the unit is running properly, prior to receiving payment.

Performance Criteria

At the end of each service, the contractor shall provide the City with a report, by unit as per the HVAC System List, of all service(s) performed during that HVAC system maintenance service appointment.

This ITB is not to be construed as an offer by the City. This Invitation to Bid may be withdrawn or cancelled, either before or after the Bid Submittal Deadline, and may or may not be re-bid when determined to be in the best interests of the City. Any withdrawal or cancellation of this Invitation to Bid, either before or after selection of a bidder, will be without liability or obligation on the part of the City, City or its employees. Any action taken by the City regarding this ITB, in making an award, withdrawal or cancellation of award, or failure or refusal to make any award, or in any withdrawal or cancellation of this ITB, either before or after issuance of an award, will be without any liability or obligation on the part of the City, its employees or its advisors. Neither the City nor its representatives warrant or represent that any award will be made as a result of the issuance of this ITB.

Vender Qualification Sheet – HVAC Maintenance, Replacement, and Repair Services

A. Company Name:

B. Address:

C. Primary Contact:

D. Phone Number:

E. Fax Number:

F. Email:

G. Name of designated account manager:

H. Number of Years Company has been in the business of HVAC maintenance, replacement, and repair services:

I. Number of employees:

J. Number of available service technicians:

K. Hours of operations:

L. Is the bidder able to perform weekend services:

M. Provide employee certifications and company certifications for providing the requested services:

N. Is the bidder able to provide the reporting as described in the section titled “Performance Criteria”:

O. Describe or provide an example of your invoicing and reporting process. Describe how the maintenance, replacement, and repair information will be communicated to the City.