



FINANCE DEPARTMENT

Property and Risk Division

Request for Quote #: 320-300821AH

HVAC Preventative Maintenance Contract

Date of Issue: 11/05/2021

Quote Due Date: 11/23/2021

Term: 07/1/2022 -06/31/2024

2:00 P.M.

Direct all inquiries concerning this RFQ to:

Aaron S. Harris

MWBE Coordinator

Email: Aaron.Harris@rockymountnc.gov

Phone: 252-972-1228



ROCKY MOUNT
FINANCE
THE CENTER OF IT ALL

Request for Quote # 320-300821AH

For purchasing division processing, please provide your company's Federal Employer Identification Number or alternate identification number (e.g. Social Security Number). Pursuant to North Carolina General Statute 132-1.10(b) this identification number shall not be released to the public. **This page will be removed and shredded, or otherwise kept confidential**, before the procurement file is made available for public inspection.

**This page is to be filled out and returned with your bid.
Failure to do so may subject your bid to rejection.**

ID Number:

Federal ID Number or Social Security Number

Vendor Name

“All bidders are hereby notified that they must have the proper license as required under the North Carolina laws. All prospective contractors shall be responsible for complying with state law and local ordinances.”



City of Rocky Mount Property and Risk Division

Refer **ALL** Inquiries regarding this RFQ to:
Aaron Harris
MWBE Coordinator

Request for Quote # 320-300821AH

Quotes will be due: 11/23/2021

Contract Type: Service

EXECUTION

In compliance with this Request for Quote, and subject to all the conditions herein, the undersigned Vendor offers and agrees to furnish and deliver any or all items upon which prices are quoted, at the prices set opposite each item within the time specified herein. By executing this quote, the undersigned Vendor certifies that this quote is submitted competitively and without collusion (G.S. 143-54), that none of its officers, directors, or owners of an unincorporated business entity has been convicted of any violations of Chapter 78A of the General Statutes, the Securities Act of 1933, or the Securities Exchange Act of 1934 (G.S. 143-59.2), and that it is not an ineligible Vendor as set forth in G.S. 143-59.1. False certification is a Class I felony. Furthermore, by executing this quote, the undersigned certifies to the best of Vendor's knowledge and belief, that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal or State department or City department. As required by G.S. 143-48.5, the undersigned Vendor certifies that it, and each of its sub-contractors for any Contract awarded as a result of this RFQ, complies with the requirements of Article 2 of Chapter 64 of the NC General Statutes, including the requirement for each employer with more than 25 employees in North Carolina to verify the work authorization of its employees through the federal E-Verify system. G.S. 133-32 and Executive Order 24 (2009) prohibit the offer to, or acceptance by, any City Employee associated with the preparing plans, specifications, estimates for public Contract; or awarding or administering public Contracts; or inspecting or supervising delivery of the public Contract of any gift from anyone with a Contract with the City, or from any person seeking to do business with the City. By execution of any response in this quote, you attest, for your entire organization and its employees or agents, that you are not aware that any such gift has been offered, accepted, or promised by any employees of your organization. **Do you have a financial interest or tangible personal benefit with a city of Rocky Mount employee, officer, or agent?** Yes No **If yes note the employee, officer, or agent; department; and the perceived or actual conflict of interest.**

Failure to execute/sign quote prior to submittal shall render quote invalid and it WILL BE REJECTED. Late quotes cannot be accepted.

VENDOR:		
STREET ADDRESS:	P.O. BOX:	ZIP:
CITY & STATE & ZIP:	TELEPHONE NUMBER:	TOLL FREE TEL. NO:
PRINCIPAL PLACE OF BUSINESS ADDRESS IF DIFFERENT FROM ABOVE (SEE INSTRUCTIONS TO VENDORS ITEM #11):		
PRINT NAME & TITLE OF PERSON SIGNING ON BEHALF OF VENDOR:		FAX NUMBER:
VENDOR'S AUTHORIZED SIGNATURE:	DATE:	EMAIL:

Offer valid for at least 60 days from date of quote opening, unless otherwise stated here: days.

ACCEPTANCE OF QUOTE

If any or all parts of this quote are accepted by the City of Rocky Mount, an authorized representative of the City of Rocky Mount shall affix his/her signature hereto and this document and all provisions of this Request for Quote along with the Vendor response and the written results of any negotiations shall then constitute the written agreement between the parties. A copy of this acceptance will be forwarded to the successful Vendor(s).

FOR CITY USE ONLY: Offer accept and Contract awarded this _____ day of _____, 20____ in the amount of \$ _____ as indicated on the attached certification, by _____.

(Authorized Representative of City of Rocky Mount)

PRE-AUDIT: This instrument has been preaudited in the manner required by the Budget and Fiscal Control Act.

Finance Director

Date

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1.0 PURPOSE AND BACKGROUND

This Request for Quote (RFQ) will provide vendors with sufficient information to enable you to prepare and submit a quote for a multi-year contract for HVAC preventive maintenance and repair services of multiple locations for the City of Rocky Mount, North Carolina.

Quotes shall be submitted in accordance with the terms and conditions of this RFQ and any addenda issued hereto.

2.0 GENERAL INFORMATION

2.1 REQUEST FOR QUOTE DOCUMENT

The RFQ is comprised of the base RFQ document, any attachments, and any addenda released before Contract award. All attachments and addenda released for this RFQ in advance of any Contract award are incorporated herein by reference. Vendor may attach its quote to this RFQ for submission; however, any and all additional, modified or conflicting terms and conditions submitted on or with Vendor's quote shall be disregarded and shall not be considered a part of any contract arising from this RFQ. Any attempt to delete or avoid the force of the previous sentence shall render Vendor's quote invalid, and it shall not be considered.

2.2 NOTICE TO VENDORS REGARDING TERMS AND CONDITIONS

It shall be the Vendor's responsibility to read the Instructions, the Cities' terms and conditions, all relevant exhibits and attachments, and any other components made a part of this RFQ and comply with all requirements and specifications herein. Vendors are also responsible for obtaining and complying with all Addenda and other changes that may be issued concerning this RFQ.

If Vendors have questions, issues, or exceptions regarding any term, condition, or other component within this RFQ (including proposed alternate language), those **must** be submitted as questions in accordance with the instructions in Section 2.4. QUESTIONS ABOUT QUOTE. If the City determines that any changes will be made resulting from the questions asked, then such decisions will be communicated in the form of an RFQ addendum. The City may also elect to leave open the possibility for post-contract negotiation and amendment of specific provisions of the Contract that have been addressed during the question and answer period. Other than through this process, the City rejects and will not be required to evaluate or consider any additional or modified terms and conditions submitted with Vendor's quote. This applies to any language appearing in or attached to the document as part of the Vendor's quote that purports to vary any terms and conditions or Vendors' instructions herein or to render the quote non-binding or subject to further negotiation. *Vendor's quote shall constitute a firm offer.* **By execution and delivery of a quote in response to this RFQ, the Vendor agrees that any additional or modified terms and conditions, whether submitted purposefully or inadvertently, shall have no force or effect, and will be disregarded. Noncompliance with, or any attempt to alter or delete, this paragraph shall constitute sufficient grounds to reject Vendor's quote as nonresponsive. Any quote that contains language that indicates the quote is non-binding or subject to further negotiation before a contractual document may be signed shall be rejected.**

Contact with anyone working for or with the City regarding this RFQ other than the City of Rocky Mount Purchasing Office Contract Lead named on the face page of this RFQ or in the manner specified by this RFQ shall constitute grounds for rejection of said Vendor's offer, at the Cities election.

2.3 RFQ SCHEDULE

The table below shows the *intended* schedule for this RFQ. The City will make every effort to adhere to this schedule.

Action	Responsibility	Date/Time
Submit Written Questions/Question Deadline	Vendors	Monday 11/15/2021
Provide Response to Questions/Addendum	City	Wednesday 11/18/2021
Submit Bids	Vendors	Monday 11/23/2021 2:00 p.m.
Award Contract	City	TBD

2.4 QUESTIONS ABOUT QUOTE

Written questions shall be e-mailed to Aaron.Harris@rockymountnc.gov by the date and time specified above. Contractors will enter “RFP #320-100321AH – Questions” as the subject for the email.

Questions received prior to the submission deadline date, the MWBE Coordinator response, and any additional terms deemed necessary by the City of Rocky Mount will be posted in the form of an addendum to the Interactive Purchasing System (IPS), <http://www.ips.state.nc.us>, and the City of Rocky Mount website and shall become an Addendum to this RFQ. No information, instruction or advice provided orally or informally by any City personnel, whether made in response to a question or otherwise concerning this RFQ, shall be considered authoritative or binding. Vendors shall rely only on written material contained in an Addendum to this RFQ.

Inquiries submitted no later than the date and time noted in the project schedule. Questions answered verbally will be followed up by written addenda as deemed necessary; oral interpretations shall have no effect.

Questions received prior to the submission deadline date, the City’s response, and any additional terms deemed necessary by the City will be posted in the form of an addendum, available on the City of Rocky Mount Purchasing webpage <https://rockymountnc.gov/services-finance-bids/>, and/or the North Carolina’s Interactive Purchasing System (IPS), <http://www.ips.state.nc.us>, and shall become an Addendum to this RFQ. No information, instruction or advice provided orally or informally by any City personnel, whether made in response to a question or otherwise in connection with this RFQ, shall be considered authoritative or binding. Vendors shall be entitled to rely *only* on written material contained in an Addendum to this RFQ. The dated noted in the RFQ schedule for the City to provide responses to questions also serves as the addendum deadline. If you do not receive a courtesy email notification regarding the addendum by that date do check the City of Rocky Mount Purchasing webpage.

2.5 PROPOSAL SUBMITTAL OR MAILING INSTRUCTIONS

Contractors interested in performing the services requested must submit the following information:

1. One (1) copy of their RFP response including name, address, and phone number of contact person. RFP responses shall be addressed to:

Attn: RFP #320-100321AH
 City of Rocky Mount
 Purchasing- Aaron S. Harris
 331 S. Franklin Street
 Rocky Mount, NC 27802

All RFP responses shall be received by the date and time noted in the schedule on page 4. RFP responses may be sent via US Mail, FedEx, UPS, or hand delivered. **Faxed RFP responses will not be accepted.**

2.6 QUOTE CONTENTS

Vendor shall populate all attachments of this RFQ that require the Vendor to provide information and include an authorized signature where requested, as outlined below. Vendor Responses shall include the following items and they

should be arranged in the following order:

- a) Completed and signed version of EXECUTION PAGE, along with the body of the RFQ, and signed receipt pages of any addenda released in conjunction with this RFQ.
- b) Completed version of ATTACHMENT A: PRICING FORM
- c) ATTACHMENT B: INSTRUCTIONS TO BIDDERS
- d) ATTACHMENT C: ACCEPTANCE OF TERMS AND CONDITIONS
- e) ATTACHMENT D: SUPPLEMENTAL VENDOR INFORMATION

2.7 DEFINITIONS, ACRONYMS, AND ABBREVIATIONS

- a) **BUYER:** The employee of the City Department that places an order with the Vendor.
- b) **CONTRACT LEAD:** Representative of the *City of Rocky Mount Purchasing Office* who corresponds with potential Vendors in order to identify and contract with that Vendor providing the greatest benefit to the City of Rocky Mount and who will administer the contract for the City.
- c) **RFQ:** Request for Quote.
- d) **VENDOR:** Supplier, proposer, company, firm, corporation, partnership, individual or other entity submitting a response to a Request for Quote.

3.0 METHOD OF AWARD AND QUOTE EVALUATION PROCESS

3.1 METHOD OF AWARD

Contracts will be awarded in accordance with G.S. 143-129, 143-131 and the evaluation criteria set out in this solicitation. Prospective Vendors shall not be discriminated against on the basis of any prohibited grounds as defined by Federal and State law.

The City may obtain quotes from one or more potential Vendors. All quotes will be evaluated, and award will be based on lowest responsive quote meeting specifications.

Local Preference Policy. *The only exception to the lowest responsive, responsible bidder method of award will be the local preference policy. The preference will allow an Eligible Local Bidder to match the price and terms of the lowest responsible, responsive bidder who is a Non-Local Bidder, if the Eligible Local Bidder's price is within five percent (5%) or \$25,000, whichever is less, of the lowest responsible, responsive Non-Local Bidder's price .An eligible local vendor is one that is current on property taxes in the City of Rocky Mount and meets the qualifications set forth in the policy. An application can be found at <https://rockymountnc.gov/services-finance-vendor-registration/>*

3.2 QUOTE EVALUATION PROCESS

- a) Quotes are requested for the items as specified, or item(s) equivalent in design, function and performance. The City reserves the right to reject any quote on the basis of fit, form and function as well as cost.
- b) The City shall review the responses to this RFQ to confirm that they meet the specifications and requirements. The City reserves the right to waive any minor informality or technicality.
- c) For all responses that pass the initial review process, the City will review and assess the Vendors' pricing. The City may request additional formal responses or submissions from any or all Vendors for the purpose of clarification or to amplify the materials presented in any part of the quote. Vendors are cautioned, however, that the City is not required to request clarification, and often does not. Therefore, all quotes should be complete and reflect the most favorable terms available from the Vendor. Prices quoted cannot be altered or modified as part of a clarification.
- d) Quotes will be evaluated, based on the award criteria identified in Section 3.1 METHOD OF AWARD.

Award of a Contract to one Vendor does not mean that the other quotes lacked merit, but that, all factors considered, the selected quote was deemed most advantageous and represented the best value to the City.

Vendors are cautioned that this is a request for quote, not a request or an offer to contract, and the City reserves the unqualified right to reject any and all offers at any time if such rejection is deemed to be in the best interest of the City .

CONFIDENTIALITY DURING PROCESS: During the evaluation period and prior to award, all information concerning the quote and evaluation is confidential, and possession of the quotes and accompanying information is limited to personnel of the issuing department and any third parties involved in this procurement process, and to the committee responsible for participating in the evaluation. Any attempt on behalf of a Vendor to gain such confidential information, or to influence the evaluation process (e.g., contact anyone involved in the evaluation, criticize another Vendor, offer any benefit or information not contained in the quote) in any way is a violation of North Carolina purchasing law and regulations and shall constitute sufficient grounds for disqualification of Vendor’s offer from further evaluation or consideration in the discretion of the City .

3.3 INTERPRETATION OF TERMS AND PHRASES

This Request for Quote serves two functions: (1) to advise potential Vendors of the parameters of the solution being sought by the Department; and (2) to provide (together with other specified documents) the terms of the Contract resulting from this procurement. As such, all terms in the Request for Quote shall be enforceable as contract terms in accordance with the General Contract Terms and Conditions. The use of phrases such as “shall,” “must,” and “requirements” are intended to create enforceable contract conditions. In determining whether quotes should be evaluated or rejected, the Department will take into consideration the degree to which Vendors have proposed or failed to propose solutions that will satisfy the Department’s needs as described in the Request for Quote. Except as specifically stated herein, no one requirement shall automatically disqualify a Vendor from consideration. However, failure to comply with any single requirement may result in the Department exercising its discretion to reject a quote in its entirety.

4.0 REQUIREMENTS

This Section lists the requirements related to this RFQ. By submitting a quote, the Vendor agrees to meet all stated requirements in this Section as well as any other specifications, requirements and terms and conditions stated in this RFQ. If Vendor is unclear or has any question about the specifications, requirements and terms and conditions herein, it is urged and cautioned to contact the issuing department Contract Lead as specified in this RFQ.

4.1 CONTRACT TERM

The Contract shall have an initial term of two (2) years, beginning on the date of contract award (the “Effective Date”).

4.2 PRICING

Quote price shall constitute the total cost to Buyer for delivery fully assembled and ready for use, including all applicable charges for shipping, delivery, handling, administrative and other similar fees. Vendor shall not invoice for any amounts not specifically allowed for in this Quote. Complete ATTACHMENT A: PRICING FORM and include with Quote.

4.3 INVOICES

Vendor shall invoice the City of Rocky Mount Accounting Department. The standard format for invoicing shall be Single Invoices meaning that the Vendor shall provide the Buyer with an invoice for each order. Invoices shall include detailed line item information to allow Buyer to verify pricing at point of receipt matches the correct price from the original date of order. At a minimum, the following fields shall be included on all invoices:

Vendor’s Billing Address, Customer Account Number, NC Contract Number, Order Date, Buyers Order Number, Manufacturer Part Numbers, Vendor Part Numbers, Item Descriptions, Price, Quantity, and Unit of Measure.

4.4 MINORITY BUSINESS PARTICIPATION

The Bidder has the responsibility to make a good faith effort to solicit minority proposals and to attain the aspirational ten percent (10%) goal. We encourage all Bidders even MWBE/HUBs to obtain the aspirational goal where sub-contracting and supplier opportunities exist.

MWBE FIRM	OWNERSHIP STATUS	ADDRESS	WORK TYPE

4.5 REFERENCES

Vendors shall provide at least three (3) different references for which your company has provided Services of similar size and scope to that proposed herein. The city of Rocky Mount may contact these users to determine the Services provided are substantially similar in scope to those proposed herein and Contractor’s performance has been satisfactory. The information obtained shall be considered in the evaluation of the quote. If city of Rocky Mount references are provided it cannot be counted towards your three (3) required references but may be included in addition to.

COMPANY NAME	CONTACT NAME	TELEPHONE NUMBER	EMAIL
Optional: City of Rocky Mount			

5.0 SCOPE OF WORK

5.1 GENERAL SCOPE

The Contractor shall retain professional personnel who have successfully and competently provided commercial facility HVAC maintenance and repair services on projects of similar scope and complexity. For the purpose of this contract, routine preventative HVAC maintenance shall be defined as scheduled routine inspection and proactive servicing of HVAC systems so as to facilitate heating/cooling with minimal downtime. The routine maintenance and all repairs shall be provided in accordance with the highest standards of the industry, skill, workmanship, applicable trade practices, meet warranties and in conformance to all applicable laws, codes and regulations. The successful Bidder’s preventative maintenance and repairs shall, at a minimum, include but not limited to the specifications outlined herein.

5.2 TASKS

It is the Bidder's responsibility to provide an appropriate level of on-site staffing, materials, tools, equipment and vehicles to address the scope of work necessary to support all building HVAC equipment during normal business hours 8:00 A.M.- 5:00 P.M. Monday through Friday; Recognized holidays excepted and for response after normal working hours. Bidders' services are to be compliant with all Federal, State, CARB, AQMD, OSHA and all other applicable regulatory requirements.

Provide labor and material to perform preventative maintenance, service, and repair of all HVAC equipment. All filters, belts, annual testing and written report of the chilled water and semi-annual boiler, water treatment, grease, refrigerant, oil, touch-up, paint, and mechanical, electrical, miscellaneous parts and materials needed to maintain the equipment to service, repair, and maintain to the manufacturer's specifications will be included in this proposal. Also includes work as needed to other refrigeration equipment such as ice machines, walk-in coolers, etc.

Contractor shall repair or replace failed or worn moving parts (such as, but not limited to: bearings, motor rotors, motor starters, seals, gears, burners, actuators, controls and switches). Prior to beginning any repair or replacement, Contractor will troubleshoot the system to diagnose the system's problems. The City shall not incur any extra charge for this service. Contractor shall itemize the equipment list covered as repairable or replaceable. If HVAC Equipment is not repairable, contractor will contact the City representative with an estimate to replace with an equivalent type.

Work not included in this quote will be as follows:

Original system design and installation; utility company service problems.; Non-moving parts such as heat exchangers, boiler tubes, shells, condenser tubes, , gas, and water piping ; natural gas supply; air distribution duct work; air balance; thermal insulation; improper operation; negligence or misuse of equipment by persons occupying the space, the owner, the owner's representative, or vandals; alteration, additions, or repairs made by others', catastrophic acts of nature; equipment interiors and exteriors; plumbing; electrical service beyond the parts of the heating; cooling, and ventilation equipment; electrolysis; work required by governmental agencies or insurance agencies; removing, replacing, or altering any part of the building structure in the performance of this agreement. Individual ceiling mounted restroom ventilation fans are also excluded from this agreement.

HVAC MAINTENANCE STAFFING LEVELS

The Contractor shall:

- a) Provide a staffing level that will provide the desired level of customer service, program support, HVAC maintenance and repair for all City buildings.
- b) Show evidence of presently serving at least three local commercial businesses that received similar scope of services.
- c) Use technicians sufficiently trained and under the direction of a licensed HVAC mechanic holding a NC license.
- d) Have in its employ at least 4 full-time journeymen-level mechanical personnel available to respond to City facilities. At least two of these should be Master Level service employees capable of repairing equipment including, but not limited to, water source heat pumps, boilers, chillers, pneumatic and electronic controls and work low and high voltage factors.
- e) Supply their staff with their agency uniform and photo identification tags that will be worn at all times. Uniforms shall display the Contractor logo and employee first or last name shall be clearly visible.
- f) Provide the ability to respond immediately (within two hours) to situations involving the health and safety of employees and/or the public; comfort and operational capability of any public meeting space. Routine repairs, service requests or other non-urgent tasks shall be completed by journey level staff within one (1) working day from the date of the request or assignment from a City Representative.

REPORTING & ACCOUNTING

The contractor will provide a standard proof of work documentation following completion of work. The document must include sufficient information to identify facility where the work was performed, equipment and/or components on which work was performed, purpose of the work, date and time of the work, parts used, types of refrigerants, and the name /cert # of technician executing the work. This should be submitted within 48 hours of the work being performed.

All work beyond and in addition to the scope of the contract shall be considered billable hours and will require a proposal with pricing to be submitted and approved by a City Representative prior to any repairs that exceed \$500.00.

SECURITY BACKGROUND CHECK OF PERSONNEL

Contractor is required to provide security checks for all personnel assigned to work under this contract and will run security checks of all personnel assigned to work under this contract. The City reserves the right to approve/refuse any prospective employees of the contractor as a result of the background check.

EMERGENCY CALL OUT SERVICE

When necessary, the Contractor shall provide 24-hour emergency service as needed in all aspects of HVAC emergency repair for the City facilities included in this specification. Emergency hours shall be Monday through Friday 5:00 p.m. to 8:00 a.m. and 24 hours each day on weekends and holidays. Contractor shall provide emergency response on-site within two (2) hours of notification but must also provide a call-back to City staff within 30-minutes to discuss issue and response plan. Failure to provide a two (2) hour service response, or 30-minute call back, will result in a \$100.00 service penalty being applied to the monthly maintenance charge for each occurrence.

HEATING-VENTILATION-AIR CONDITIONING

Contractor shall provide expeditious services to all City facilities covered under this agreement.

- a) Contractor shall perform quarterly walkthroughs of HVAC systems for preventative maintenance and filter changes.
- b) Contractor shall respond to indoor temperature complaints and provide expeditious correction and record complaints and corrections at all City buildings.
- c) Contractor shall inspect all HVAC systems at least once each year, with seasonal start- up and run inspections performed and documented.
- d) Contractor shall review and, through monitoring and inspections, verify that the services described in Attachment B (Periodic Maintenance Service Schedule) are performed quarterly.
- e) Contractor will perform scheduled annual inspection and quarterly preventive maintenance in accordance with services described in Attachment B (5.4) as well as a program of standard routines as determined by your experience, equipment application, and equipment operating hours that are recommended by each equipment manufacturer and location. The equipment included under these services is itemized in the City Building and Equipment List (5.3)

HVAC Air Filter Changing Service

Quarterly Service -This service will maintain indoor air quality by providing and changing filters and minimizing dust and particles from collecting on ductwork. This service will ensure proper flow through cooling and heating coils, thus preventing restrictions in airflow, leading to higher system and energy efficiency. All filters are to be pleated high efficiency type - MERV 8 filters are required. All filters should be marked with the date when they are replaced.

- a) Air Cooled Condenser Coil Cleaning - Annual Service. This service will improve airflow across condenser coils, improve heat transfer and extend the life of the compressors. Coil cleaning consists of cleaning the outside surface of the condensing unit coils to remove any airborne particles, dirt build-up by using a brush, high pressure air, chemical with low pressure wash or chemical with high pressure wash based on the condition of outside environment and coil accessibility.
- b) Evaporator Coil and Cleaning - Annual Service. Proposer will clean air handling unit evaporator coils that will help improve air circulation in the air distribution system, and reduce dust and dirt that is in the system. Coils will be cleaned at a time that is mutually agreeable between the proposer and the City Representative. Coil cleaning

consists of cleaning the surface of the evaporator coil to remove dust and dirt particles that have collected on the evaporator coil. Coils will be cleaned using a vacuum cleaner and or other devices that allow the proper cleaning of the coil.

- c) Water Treatment Services. Proposer will perform water treatment service and testing for both hot water and chilled water loops at City Hall, 305 Chestnut St, Fire Headquarters, and Police Headquarters. Semi- annual testing and written report of boiler system water to be sampled and tested by an independent qualified laboratory.

Annual testing and written report of chiller water to be sampled and tested by an independent qualified laboratory

5.3 CITY BUILDING AND EQUIPMENT LIST

- ❖ See the Excel spreadsheet titled – HVAC City Building & Equipment List.

5.4 SERVICE SCHEDULE

The following tasks listed herein for each equipment type will be performed at the intervals planned. These tasks are designed to place the equipment into prime operating condition so that the equipment will operate effectively, reliably, and efficiently. Frequency shall be QUARTERLY unless noted otherwise:

- a) Rooftop Packaged Units
 - a. Preventative maintenance inspection and filters changed
 - b. Check all electrical wiring, connections. Tighten as required
 - c. Check all motor starter contactor surfaces for wear
 - d. Clean electrical control enclosures
 - e. Lubricate air handling unit motor bearings and fan bearings, if applicable
 - f. Check air handling unit belts for wear and change as required
 - g. Check belt tension and sheave alignment
 - h. Check condition of evaporator coils. Chemically clean as required
 - i. Check and clean condensate drains, drain lines and pan
 - j. Lubricate condenser motors annually
 - k. Clean condenser coil and fan blades annually
 - l. Calibrate controls annually
- b) Compressors
 - a. Preventive maintenance
 - b. Check all electrical wiring and connections. Tighten as needed
 - c. Check starter contactor surfaces for wear
 - d. Visually leak check compressor and associated refrigerant piping
 - e. Clean exterior of compressor

- f. Check operation of crankcase heater
 - g. Meg-ohm motor from starter and record
 - h. Check and calibrate all safety and cut-out devices
 - i. Check and adjust compressor capacity controls!
 - j. Check, calibrate and adjust all operational controls
 - k. Check head and suction line pressure
- c) Exhaust Fans - Semi-Annually
- a. Preventative Maintenance
 - b. Check all electrical wiring and connections and tighten
 - c. Check all motor starter contactor surfaces for wear
 - d. Clean starter and electrical control enclosures
 - e. Lubricate motor bearings and fan bearings
 - f. Check exhaust fan belts for wear, replace as required
 - g. Check belt tension and sheave alignment. Adjust as required
 - h. Check all mounting hardware. Tighten as required
- d) Package, Gas Heat Electric Cool
- a. Preventative maintenance inspection and filters changed
 - b. Check unit voltage and record
 - c. Lubricate motors as required
 - d. Check and adjust burners for proper flames
 - e. Check for proper combustion and flue gas relief
 - f. Record discharge temperature, heating and cooling modes
 - g. Record return air temperature
 - h. Check and adjust operating and safety controls
 - i. Check and clean condensate drains, drain line and pan
- e) Air Handler
- a. Preventive maintenance inspection and filters changed
 - b. Check starter contacts for excessive wear

- c. Tighten all starter wire connections
 - d. Check belts, adjust or replace as needed
 - e. Check belt tension and sheave alignment. Adjust as required
 - f. Meg-Ohm motor and record
 - g. Check fan motors amps
 - h. Clean and lubricate unit motor bearings and fan bearing
 - i. Check operation of economy dampers
 - j. Lubricate and tighten all dampers and linkages as necessary
 - k. Check operation of static vane (if applicable)
 - l. Visually check all coils for leaks
 - m. Check and record all coil delta T
 - n. Inspect all mounting hardware, tighten as needed
 - o. Clean outside air screens. (2x/yr)
 - p. Inspect condition of vibration insulators
 - q. Check and clean condensate drains, drain line and pan
- f) Multi-zone Air Handler
- a. Perform maintenance
 - b. Lockout tag out equipment
 - c. Check fan motor amps
 - d. Clean and lubricate components
 - e. Check operation of economy dampers
 - f. Check operation of static vane or dampers
 - g. Check operation of zone dampers
 - h. Check and adjust operating and safety controls
 - i. Inspect starter contacts
 - j. Inspect condition of vibration insulators
 - k. Check and clean condensate drains, drain line and pan
- g) Chiller

- a. Visually inspect equipment condition and operation
 - b. Check for unusual vibration, noise, excessive temperatures and refrigerant leaks
 - c. Check unit voltage and record.
 - d. Check condenser pressure and record
 - e. Check evaporator pressure and record
 - f. Check oil sump sight glass
 - g. Record chilled water inlet temperature
 - h. Record chilled water outlet temperature
 - i. Check condenser water inlet
 - j. Check condenser water outlet temperature
 - k. Check compressor starter contacts for abnormal wear
- h) Variable Frequency Drive
- a. Check unit operation
 - b. Check fault history report
 - c. Check operation of manual bypass
 - d. Verify drive signal increase and decrease
 - e. Check and tighten all electrical connections
 - f. Check starter contacts for wear
- i) Boiler
- a. Check boilers for proper operation
 - b. Check and use boiler viewport to check main burner flame
 - c. Turn off and secure boiler
 - d. Check boilers for any unusual noise or vibration
 - e. Inspect gaskets for any signs of leaks
 - f. Examine the venting system
 - g. Remove and/or inspect gas pilot assembly. Reinstall in accordance with recommended specifications and tolerances
 - h. Check boiler circulating pumps for proper operation and lubricate
 - i. Check flame safeguard control for pilot and main flame ignition

- j. Check operation of blower motor and circuitry
 - k. Check operation of gas valves and vents
 - l. Inspect and tighten all electrical connections
 - m. Check and adjust all boiler limit pressure controls and running interlocks
 - n. Check operation and adjust low water controls
 - o. Check and adjust burner, pilot and main flame ignition
 - p. Check and oil combustion air fan
 - q. Check expansion tank and site glass. (Adjust as needed)
 - r. Check all entering and leaving water temperatures and pressures
 - s. The boiler room shall be left in the same condition as existed prior to start of the work
 - t. Refer to equipment O&M manual for any maintenance clarifications.
 - u. Flush pressure relief valve
 - v. Clean and adjust scanner, igniter and flame rod
 - w. Check pilot for proper ground
- j) Evaporator and Condenser Coils
- a. Chemically clean air-cooled condenser
 - b. Clean condensate pan and chemically treat related drain
 - c. Check and set super heat on evaporator
 - d. Inspect and chemically clean evaporator
- k) Circulation Pumps - Annually
- a. Flush and lubricate pump and motor bearings
 - b. Check coupling alignment and security to shaft
 - c. Tighten base mountings bolts
- l) Water Treatment
- a. Furnish chemical as required to retard scale, corrosion, and biological growths

5.5 VENDOR'S REPRESENTATION

- f) Vendor warrants that qualified personnel shall provide all services that may be required under The Contract in a professional manner. "Professional manner" means that the personnel performing the services shall possess the skill and competence consistent with at least the prevailing business standards in the industry. Vendor agrees that it shall not enter any agreement with a third party that may abridge any rights of the City under The Contract. Vendor



shall serve as the prime contractor under The Contract and shall be responsible for the performance and payment of all subcontractor(s) that may be approved by the City. Names of any third-party Vendors or subcontractors of Vendor may appear for purposes of convenience in Contract documents; and shall not limit Vendor's obligations hereunder.

- g) If any goods, services, functions, or responsibilities not specifically described in The Contract are required for Vendor's proper performance, provision and delivery of the goods and services under The Contract, or are an inherent part of or necessary sub-requirement included within such goods and services, they will be deemed to be implied by and included within the scope of the contract to the same extent and in the same manner as if specifically described in the contract. Unless otherwise expressly provided herein, Vendor will furnish all of its own necessary management, supervision, labor, facilities, furniture, computer and telecommunications equipment, software, supplies and materials necessary for the Vendor to provide and deliver the goods and services.
- h) Vendor warrants that it has the financial capacity to perform and to continue perform its obligations under the contract; that Vendor has no constructive or actual knowledge of an actual or potential legal proceeding being brought against Vendor that could materially adversely affect performance of The Contract; and that entering into The Contract is not prohibited by any contract, or an order by any court of competent jurisdiction.

Attachments to this RFQ begin on the next page.

ATTACHMENT A: PRICING FORM

The undersigned, as bidder, proposes and agrees if this quote is accepted to contract with the City of Rocky Mount for the scope of work described in section 5, and to the full and entire satisfaction of the City of Rocky Mount for the sum of:

Year #	Quarter	Months	UNIT PRICE	EXTENDED PRICE
1	1	July 2022 - September 2022		
1	2	October 2022-December 2022		
1	3	January 2023 – March 2023		
1	4	April 2023 – June 2023		
2	1	July 2023 – September 2023		
2	2	October 2023 – December 2023		
2	3	January 2024 – March 2024		
2	4	April 2024 – June 2024		

TOTAL EXTENDED PRICE: \$ _____

HOURLY RATES

- Diagnostic Fee \$ per call
- Mechanical Services \$ per hour
- Control system and programming services \$ per hour
- Engineering services \$ per hour
- Truck / Travel Charge \$ per each

When does this apply?

After hours service calls \$

(After 5pm, weekends, and holidays)



ATTACHMENT B: INSTRUCTIONS TO BIDDERS

City of Rocky Mount Instructions to Bidders Review <https://rockymountnc.gov/services-finance-vendor-registration/>

ATTACHMENT C: ACCEPTANCE OF GENERAL TERMS & CONDITIONS

Review Terms and Conditions: General at https://rockymountnc.gov/services-finance-vendor-registration/_Terms and conditions on the vendor webpage that do not apply to this bid: [Federal UG Terms](#), [FEMA Contract Provisions](#), [Sample Contract Terms](#).

Check here to indicate that you have read and agree to the City of Rocky Mount General Terms & Conditions.

ATTACHMENT D: SUPPLEMENTAL VENDOR INFORMATION

HISTORICALLY UNDERUTILIZED BUSINESSES

Historically Underutilized Businesses (HUBs) consist of minority, women and disabled business firms that are at least fifty-one percent owned and operated by an individual(s) of the categories. Also included in this category are disabled business enterprises and non-profit work centers for the blind and severely disabled.

Pursuant to G.S. 143B-1361(a), 143-48 and 143-128.4, the City invites and encourages participation in this procurement process by businesses owned by minorities, women, disabled, disabled business enterprises and non-profit work centers for the blind and severely disabled. This includes utilizing subcontractors to perform the required functions in this IFB. Any questions concerning NC HUB certification, contact the [North Carolina Office of Historically Underutilized Businesses](#) at (919) 807-2330. The Vendor shall respond to question #1 and #2 below.

- a) Is Vendor a Historically Underutilized Business? Yes No
- b) Is Vendor Certified with North Carolina as a Historically Underutilized Business? Yes No

If so, state HUB classification: [REDACTED]

NEW VENDOR REGISTRATION

New vendors must complete a vendor registration form using the link below. If you are a current vendor that needs to update, contact information you may also complete the online vendor registration form. Once registration is complete email a copy of your W9 an E-Verify Affidavit to the contact person listed on the coversheet.

<https://rockymountnc.gov/services-finance-vendor-registration/>

HOW TO DO BUSINESS WITH THE CITY OF ROCKY MOUNT

Becoming a Vendor <https://youtu.be/MGOjZxI4iQc>

Competing in the Bid Process <https://youtu.be/yy8dYzPOCUs>

Purchase Order, Payment and Performance <https://youtu.be/wA5zVTizZQM>