



INVITATION TO BID

RELEASE DATE: December 7, 2018

ORGANIZATION: City of Atchison Public Works Department

CONTACT: Brad Pietzyk, Project Manager

DESCRIPTION: RFPs: On-Call HVAC and Electrical Services

The City of Atchison invites interested contractors to submit proposals for annual service contracts related to maintenance, repairs and installations in the areas of electrical and HVAC services for all city-operated facilities.

Copies of RFP's and corresponding service agreements can be viewed and downloaded from www.cityofatchison.com by selecting *CITY > Document Center > Bids & RFPs*.

Questions? Call 913-367-5561

DUE: December 28, 2018 – 2:00 p.m.

CITY OF ATCHISON PUBLIC WORKS
1801 Main Street
Atchison, Kansas 66002

PHONE: 913/367-5561
FAX: 913/367-5531
www.cityofatchison.com



**CITY OF ATCHISON
REQUEST FOR QUALIFICATIONS & PROPOSAL – HVAC SERVICES
JANUARY 1, 2019 THROUGH DECEMBER 31, 2019**

DUE: DECEMBER 28, 2018 – 2:00 P.M.

The City of Atchison (City) invites interested and qualified parties to submit qualifications and proposals of rates for heating and cooling (HVAC) services described in this request. The information outlined in this request details the intent and scope of the request and the guidelines governing the submission and evaluation process.

HVAC services required shall be on an “as needed” basis. Typically, requested services include HVAC work for which the City lacks the resources and/or expertise to complete. There are multiple points of contact within the City requiring selected contractor to communicate with various departments simultaneously. The selected contractor must be able to track and invoice its services to each department of the City. Selected contractors shall differentiate labor, equipment, and material costs on each invoice.

Bidders are expected within reason to conform to the parameters of this request. The City may accept proposals that contain omissions, additions, or alterations to the request; however, any exception to the parameters of this request shall require clear explanation in a separate attachment to the proposal.

1. PREPARATION OF PROPOSALS

- a. Bidders shall include one (1) original proposal using the forms contained within this request plus any attachments deemed necessary by the requirements of this request.
- b. All proposals shall be submitted in a clear, concise, and legible manner.

2. PROPOSAL SUBMISSION

- a. Proposals shall be submitted in a sealed envelope and addressed as follows:

“HVAC Bid 2019”
Atchison Public Works Department
1801 Main St
Atchison, KS 66002

- b. Proposals must be signed by an authorized agent with the authority to enter the company into a contractual agreement with regard to price and related obligations. Unsigned proposals shall not be considered.
- c. Proposals may be withdrawn at any time prior to the bid opening. Proposals received after the bid opening shall not be opened or considered.

3. CITY OF ATCHISON OPTIONS

- a. The City of Atchison reserves the right to reject any and/or all bids.
- b. Competitive bids for similar services may be required for certain projects at the discretion of the City of Atchison.
- c. The City of Atchison reserves the right to hire non-contracted firms for similar services when necessary to best serve public interest.
- d. City personnel must follow the organization's procurement policies and may on occasion request quotations for specific projects for the purposes of budget planning or obtaining authorization to purchase.

4. SALES TAX

- a. The City of Atchison is tax exempt. Sales tax shall not be included in proposal rates and/or actual invoices. A tax exemption certificate shall be furnished to the selected contractor upon request.

5. INQUIRIES

- a. Questions concerning this request and its requirements may be directed to:

Brad Pietzyk
Public Works and Utilities Project Manager
913-367-5561
bradp@cityofatchison.com

- b. The City of Atchison reserves the right to communicate with any or all potential bidders for the purposes of clarifying the provisions of this request.
- c. The City of Atchison reserves the right to request additional information from any or all bidders after the bid opening.

6. AWARD AND AUTHORITY

- a. The City of Atchison Public Works Department shall issue a notice of award in writing.

7. AWARD, PRICING, AND DURATION OF SERVICE

- a. HVAC services for the City shall be awarded to the successful respondent to this request on an "as needed" basis for various projects, assignments, installations, maintenance tasks, repairs, and consultations.
- b. Proposed pricing shall be effective January 1, 2019 at 12:00 a.m. to December 31, 2019 at 11:59 p.m.
- c. Upon mutual agreement of both parties, the contract may be extended at the proposed rates for one (1) year not to exceed three (3) consecutive years. The selected contractor shall indicate to the City of Atchison prior to November 1st of the current contract year its willingness to continue the proposed rates for the following contract year.

8. ASSIGNMENT OF RIGHTS, TITLES, AND INTERESTS AND SUBCONTRACTING

- a. Any assignment or subcontracting of work to be performed related to this request and any other City of Atchison-related procurement shall not be permitted without the consent of the City of Atchison.

9. HOLD HARMLESS CLAUSE

- a. Any contractor or subcontractor of the City of Atchison agrees to indemnify, hold harmless, and defend the City of Atchison from and against any and all liability for loss, damage, or expense which the City of Atchison may suffer or for which the City of Atchison may be held liable by reason of injury, including death, to any person or damage to any property arising out of or in any manner connected with the operations to be performed under this request and subsequent contracted services, whether or not due in whole or in part of any act, omission, or negligence of the City of Atchison or any of its representatives or employees.

10. WORK REGULATIONS AND STANDARDS

- a. All HVAC services related to this request shall be performed for the City of Atchison in accordance with current Federal, State, and Local regulations.
- b. The selected contractor shall maintain current licensing, if applicable, with the City of Atchison.
- c. All work performed shall be under the supervision of a licensed HVAC professional.

11. INSURANCE

- a. The selected contractor shall be required to furnish a Certificate of Insurance which names the City of Atchison as additionally insured. The insurance is to include Contractor's Liability and Worker's Compensation. Certificates of Insurance must be provided by companies that are licensed in the State of Kansas and must certify coverage of one-million dollars (\$1,000,000.00) per occurrence for Contractor's Liability and five-hundred thousand dollars (\$500,000.00) per occurrence for Worker's Compensation.
- b. The selected contractor shall notify the City of Atchison thirty (30) days prior to changing, or the cancellation of, coverage. In the event of cancellation, the contractor shall cease all operations related to this request and shall not commence operations until coverage has been restored and a new Certificate of Insurance has been furnished to the City of Atchison.

12. WARRANTY

- a. The selected contractor shall warrant that any services or related materials that are found to be defective or faulty due to imperfect and/or bad workmanship within one (1) year from the date of completion shall be replaced at no additional cost to the City of Atchison.

- b. The selected contractor shall provide manufacturer warranty information to the appropriate city department for any single item, part, and/or material having a cost to the City of Atchison in excess of five-hundred dollars (\$500.00).

13. RESPONSE TIME REQUIREMENTS

- a. The selected contractor shall agree to respond to emergency calls twenty-four (24) hours per day, seven (7) days per week throughout the duration of the contract. Required response time for emergency calls is one-hundred, twenty (120) minutes from the time of the call.

14. INVOICING

- a. The selected contractor shall provide itemized billing for each invoice. Each invoice shall include:
 - Invoice Date
 - Indication of city department, division, or employee that ordered the service
 - Basic description of service
 - Total cost for Labor
 - Description and total cost for parts and materials
 - Total costs for other items such as equipment rental, fuel charges...etc.
- b. The selected contractor shall charge a ten percent (10%) price markup for parts and materials.

15. PROPOSAL CHECKLIST **Current contractor needs only to submit items c, d and e.*

- a. Contractor Information Summary (pg 5)
- b. References (pg 6)
- c. Proposal of Rates (pg 7)
- d. Signature of Authorized Agent (pg 7)
- e. Sealed Envelope marked "HVAC Bid 2014"

16. SELECTION CRITERIA

- a. Qualifications of contractor's mechanics
- b. Contractor's reputation for timely, quality performance
- c. Relevant experience and expertise
- d. Rates
- e. Response Times and ability to provide 24-hour emergency service

CONTRACTOR INFORMATION SUMMARY (Attach additional sheets as needed)

COMPANY NAME _____

BUSINESS TYPE (LLC, Sole Proprietorship...etc.) _____

NUMBER OF YEARS IN BUSINESS _____

NUMBER OF EMPLOYEES _____

QUALIFICATIONS OF PERSONNEL PROPOSED TO PERFORM WORK FOR THE CITY OF ATCHISON:

RESPONSE TIME TO NON-EMERGENCY SERVICE CALLS:

DURING NORMAL BUSINESS HOURS _____ MINUTES

AFTER HOURS AND WEEKENDS _____ MINUTES

INDICATE EXPERIENCE AND/OR QUALIFICATIONS RELATED TO:

INDUSTRIAL, COMMERCIAL, INSTITUTIONAL, OR GOVERNMENTAL FACILITIES

REFERENCES

Provide references for at least three (3) clients from the last ten (10) years for HVAC services related to governmental, institutional, commercial, and/or industrial settings.

ORGANIZATION NAME _____
CONTACT NAME _____
PHONE _____ SERVICE DATES _____
TYPE OF WORK _____

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CONTACT NAME _____
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