



INVITATION TO BID

2016 HVAC Preventative Maintenance and On-Call Services

The City of Sedro-Woolley is soliciting proposals under the MRSC Small Works Roster for preventative maintenance service on certain city owned HVAC systems, and for emergency and non-emergency On-call services for a 12 month period beginning on March 1, 2016.

Instructions to Bidders: The work consists of Schedules 1, 2 and 3 as described below.

Schedule 1: Annual Preventative Maintenance. Proposals shall provide Annual Preventative Maintenance at the following locations:

1. Sedro-Woolley Municipal Building, 325 Metcalf Street
2. Sedro-Woolley Public Library, 802 Ball Street
3. Sedro-Woolley Community Center, 703 Pacific Street
4. Sedro-Woolley Senior Center, 715 Pacific Street
5. Bingham Park Caretaker, 340 Bingham Park Loop
6. Police Evidence Garage, 300 Metcalf
7. Fire Station No. 2, 1218 Township

Schedule 2: Semi-Annual Preventative Maintenance. Proposals shall provide Semi- Annual Preventative Maintenance at the following location:

8. Wastewater Treatment Plant, 401 Alexander Street - SPRING
9. Wastewater Treatment Plant, 401 Alexander Street - FALL

Schedule 1 and 2 Preventative Maintenance shall consist (at a minimum) of the following:

- Check Thermostat operation
- Tighten all electrical connections
- Inspect all contactor and relays
- Inspect all wiring
- Inspect all pilot lights and igniters
- Inspect flue pipe, diverter and flue connections
- Check rain guards
- Check refrigerant systems for leaks and operation
- Check insulation and clamps
- Check and adjust burners
- Check and adjust dampers
- Lubricate all moving parts
- Inspect air filters and clean or replace as necessary
- Inspect and adjust all temperature and safety controls
- Inspect and adjust all valves
- Inspect oil in compressors and add if necessary
- Check evaporative condensers and clean as needed
- Check and adjust condensate pumps and drains as necessary
- Inspect and clean condensate drain pan and install condensate treatment tablets
- Clean condensate p-trap
- Inspect and adjust all belts and replace as needed
- Provide itemized checklist documentation of Preventative Maintenance activities per location.

The Lump Sum bid item(s) per location for annual and semi-annual preventive maintenance will include all necessary labor, tools and equipment, mobilization/demobilization, licenses and

incidental materials including fluids, belts and filters per the Preventative Maintenance list to test and diagnose the specified HVAC equipment, including but not limited to air flow analysis, water flow, delta T, humidity, Freon and electronic conditions.

The annual and semi-annual preventative maintenance service shall be scheduled with the PW Operations Supervisor at a time mutually agreed by both parties. During the annual and semi-annual preventive maintenance, Contractor will troubleshoot and/or diagnose HVAC/Mechanical problems and recommend emergency or routine repair programs as required. Preventive maintenance shall include detailed maintenance reports for each system. Actual repairs will be performed under the Schedule 2 On-Call HVAC Services portion of the agreement.

Schedule 3: On-Call HVAC Services. The On-call Services bid item will provide qualified manpower and equipment on an hourly basis to perform routine HVAC/Mechanical repairs or replacements and emergency repair or replacement.

For emergency On-Call requests, Contractor will respond to City calls within 1 hour 8:00 a.m. - 4:30 p.m., Monday thru Friday, and within two hours 4:30 p.m. - 8:00 a.m. Monday thru Friday and weekends and holidays after receipt of request. Response is defined as having adequate resources necessary to perform the work on site within the time stated.

Contractor will assist City personnel in location of necessary repair parts. City personnel will procure parts as necessary or may designate that the contractor supply parts. Contractor will assist City personnel in making repairs to eliminate or reduce downtime of vital HVAC/Mechanical systems at various City facilities.

All bidders must be qualified to perform service on HVAC and Mechanical systems, including incidental electrical work, and must have demonstrated a past history of responsiveness, technical expertise, and professionalism. City owned systems include split, package, boiler and chiller systems. A detailed list of the HVAC Equipment per location can be found on the city's website at <http://www.ci.sedro-woolley.wa.us/BidsAwards/main.htm> under Bids and Awards, 2016 HVAC Preventative Maintenance and On-Call Services, HVAC UNIT LIST.

Materials provided for individual projects will be per the current edition of the International Building Code and/or National Electrical Code. Work will be performed per the current edition of the International Building Code, National Electrical Code and City standards. See the Public Works Agreement for this project on the city's website <http://www.ci.sedro-woolley.wa.us/BidsAwards/main.htm> under Bids and Awards, 2015 HVAC Preventative Maintenance and On-Call Services for insurance, bonding, prevailing wage provisions and other provisions applicable to this contract. State prevailing wage rates per Washington State Department of Labor and Industries are required. For current rates in Skagit County use the following link: <https://fortress.wa.gov/lni/wagelookup/prvWagelookup.aspx> and use the bid close date as the effective date. Contractors must be registered contractors at time of bid, have a current UBI number, have industrial insurance coverage as verified by WA L&I, have an Employment Security Department number, have a WA state Excise Tax Registration Number, and must not be disqualified from bidding per the Debarred Contractors list. Successful bidder must have or shall obtain a Sedro-Woolley business license. Bidder shall register or maintain registration on our MRSC Small Works Roster prior to award.

Interested contractors are to submit a completed proposal form, a current rate sheet including labor and equipment rates, mark-up rate for materials and a Statement of Bidder's Qualifications including references utilizing the form provided.

Proposals are due by **2 pm on Thursday, January 28, 2016**. A formal bid opening will not be held. Proposals may be submitted in person, by U.S. Mail, facsimile or email to: City of Sedro-Woolley, Public Works Department, 325 Metcalf Street, Sedro-Woolley, WA 98284, (360) 855-0771, facsimile 360-855-0733, email jrosario@ci.sedro-woolley.wa.us. Results of the bid will be posted on the city website after award.

Basis for selection will consist of comparison of proposals for the combination of Schedule 1 and 2 Preventative Maintenance, and Schedule 3 On-Call HVAC Services based on a sample repair trip using quoted man-hour, equipment rates and mobilization/demobilization costs, plus a review

of qualifications and references, and capacity to respond within the time frame stated. Based on responses received, a minimum of **two contractors** will be selected. Contracts will be awarded to selected contractors. It is anticipated that the lowest responsible bidder will be utilized for work under this contract, but should the primary contractor be unavailable, the work will be offered to the next contract holder according to the ranking of bids received.

The City of Sedro-Woolley reserves the right, without any liability on our part, to accept a proposal of the bidder submitting the lowest responsible bid, to reject any or all bids, revise or cancel the work to be performed, or do the work otherwise, if the best interest of the City is served thereby.

The City of Sedro-Woolley, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.

For technical questions relating to this request for proposals or to schedule a site visit please contact Nathan Salseina at 360-661-6492 or by email at nsalseina@ci.sedro-woolley.wa.us between the hours of 7:00 am and 3:30 pm.

ADVERTISED: January 14, 2016- Online at City of Sedro-Woolley Website at <http://www.ci.sedro-woolley.wa.us/BidsAwards/main.htm>

INVITATION TO BID E-MAILED: January 14, 2016 - MRSC Small Works Roster - **Service Category:** Facility Construction, Repair, & Maintenance; **Sub Category:** HVAC Installation, Inspection, and Maintenance