



INVITATION FOR BID

2021 HVAC Preventative Maintenance and Unit Priced Services

The City of Sedro-Woolley is soliciting bids under the city's Small Works Roster utilizing MRSC Rosters and the Limited Public Works Process for preventative maintenance service on certain city owned HVAC systems, and for unit priced emergency and non-emergency as-needed services for a 12-month period beginning on March 1, 2021.

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. Hammer Heritage Square, 640 Metcalf Street
3. Sedro-Woolley Public Library, 802 Ball Street
4. Sedro-Woolley Community Center, 703 Pacific Street
5. Sedro-Woolley Senior Center, 715 Pacific Street
6. Bingham Park Caretaker, 340 Bingham Park Loop
7. Police Evidence Garage, 300 Metcalf Street
8. Fire Station No. 2, 1218 Township Street
9. Riverfront Park Caretaker, 1001 River Road

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

10. Wastewater Treatment Plant, 401 Alexander Street - SPRING
11. 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 3 As-Needed HVAC Services portion of the agreement.

Schedule 3: As-Needed HVAC Services. The Unit Priced (As-needed) 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 as-needed 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/resources/bids_and_awards/index.php under Bids and Awards, **2021 HVAC Preventative Maintenance and Unit Priced 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 sample Public Works Agreement for this invitation on the city's website at: http://www.ci.sedro-woolley.wa.us/resources/bids_and_awards/index.php under Bids and Awards, **2021 HVAC Preventative Maintenance and Unit Priced 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://secure.lni.wa.gov/wagelookup/> and use the bid close date as the effective date.

RCW 39.04.350 establishes bidder responsibility criteria. Before the City may accept a Contractor's bid, the contractor must:

- Be a registered contractor at time of bid submittal (RCW 18.27.020)
- Have a current state Unified Business Identifier (UBI) number
- Have industrial insurance coverage as verified by WA Labor and Industries (RCW Title 51)
- Have an Employment Security Department number (RCW Title 50)
- Have a state Excise Tax Registration number (RCW Title 82)
- Have never been disqualified from bidding under RCW 39.06.101 or 39.12.065(3)

- If bidding on a public works project subject to the apprenticeship utilization requirements in RCW 39.04.320, must not have been found out of compliance by the WA State apprenticeship and training council for the one-year period immediately preceding the date of the bid solicitation.
- Bidders must have received training on the requirements related to public works and prevailing wage under RCW chapters 39.04.350 and 39.12.
- Bidders within the three-year period immediately preceding the date of the bid solicitation, may not have been determined by a final and binding citation and notice of assessment issued by the WA Labor and Industries or through a civil judgement entered by a court as defined in RCW 49.48.082, any provision of 49.46, 49.48, or 49.52.

Bidders shall register or maintain registration on MRSC Rosters at <http://www.mrscrosters.org> prior to bid opening. Successful bidders must have or shall obtain a Sedro-Woolley business license at <https://dor.wa.gov/city-license-endorsements/sedro-woolley> prior to any payment and be current with all applicable licenses, taxes, and fees owed to the City of Sedro-Woolley.

Interested contractors are to submit, have completed, and registered **prior to bid opening**:

- **Bid Proposal Form** utilizing the form provided
- A **Statement of Bidder's Qualifications** including references utilizing the form provided
- **Certification of Compliance with Wage Payment Statutes** utilizing the form provided
- Must have received training related to the public works and prevailing wage requirement or be exempt as verified by WA Labor and Industries (RCW 39.04.350(f))
- Registered on the City of Sedro-Woolley's **Small Works Roster** utilizing MRSC Rosters
- **Current Rate Sheet** including labor and equipment rates – may provide on company letterhead

Proposals are due by **2 pm on Thursday, February 11, 2021**. A formal bid opening will not be held. Proposals may be submitted in person (*restrictions may apply due to COVID19*), 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 As-Needed 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 Invitation for Bid or to schedule a site visit please contact Nathan Salseina, Public Works Operations Supervisor at 360-856-5167 or by email at nsalseina@ci.sedro-woolley.wa.us between the hours of 7:00 am and 3:30 pm.

ADVERTISED: January 28, 2021 - Online at City of Sedro-Woolley Website at http://www.ci.sedro-woolley.wa.us/resources/bids_and_awards/index.php

INVITATION TO BID E-MAILED: January 23, 2021 - MRSC Small Works Roster - **Service Category:** Facility Construction, Repair, & Maintenance; **Sub Category:** HVAC Installation, Inspection, and Maintenance