



INVITATION TO BID
ITB-006-2015

Sealed bids will be accepted by the City of Lake City, Florida until **Tuesday, February 17, 2015 at 11:00 AM** local time in the Procurement Department located on the 2nd floor of City Hall, 205 N Marion Avenue, Lake City, Florida 32055. Any bids received after the above time will not be accepted under any circumstances. Any uncertainty regarding the time a bid is received will be resolved against the Bidder. Bids will not be accepted via fax. Bid opening will be promptly at **11:15 AM** in the City Council Chambers located on the 2nd floor of City Hall, at which time all bids will be publicly opened and read aloud for:

HVAC REPAIR & PREVENTATIVE MAINTENANCE SERVICES

A mandatory pre-bid meeting has been scheduled on **Wednesday, January 28, 2015 at 10:00 AM** beginning at City Hall Council Chambers located at 205 North Marion Avenue, Lake City, to visit each site to be serviced in order to identify all City Department locations and equipment that is at each site. Manufacturer types and Model numbers for each location will be distributed at each location visited.

All bid proposals which are submitted through delivery services such as Federal Express, UPS, or United States Postal Service Express Mail, must be marked on the OUTSIDE of the delivery package with the company or Bidder's name, address, phone number, bid number (ITB-006-2015), bid title (HVAC REPAIR & PREVENTATIVE MAINTENANCE) the date and time (February 17, 2015 @ 11:00 AM). The bid proposal must be in a sealed envelope INSIDE the delivery package with the same information as listed above. All bid proposals which are hand delivered or delivered through regular mail by the United States Postal Service must have all the same information as listed above on the OUTSIDE of the sealed envelope. Failure to comply may be reason to reject the bid.

One (1) original plus one (1) copy of your bid must be sealed and plainly marked on the outside of the envelope with the bid number, the bid name and opening date. Bids must be addressed to the following:

City of Lake City
Procurement Department
205 N Marion Avenue
Lake City, Florida 32055

Bids must be completed in English language, signed with ink, in spaces provided on the enclosed bid forms and submitted in duplicate or bid will be subject to rejection.

Any deviation from the specifications must be explained in detail on sheets attached to the bid form and labeled "Clarifications and Exceptions," and each deviation must be itemized by number and must specifically refer to the applicable specification paragraph and page. Otherwise it will be considered that items offered are in strict compliance with these specifications and the successful Bidder will be held responsible for meeting the specification.

All questions must be in writing and directed to the Director of Procurement. All questions will be answered in writing. Any answers which may alter the scope of work will be answered in the form of addenda. Any and all Addenda must be signed and returned with the original response to be considered responsive. Deadline for receiving questions is **Tuesday, February 10, 2015 at 4:00 P.M.** Questions received after this date and time will not be considered. Questions may be submitted via e-mail to procurement@lcfla.com or by mail to City of Lake City, Procurement Department, 205 N. Marion Avenue, Lake City, FL 32055.

Bidder may not withdraw his/her bid for a period of sixty (60) days.

The City of Lake City is exempt from State Use Tax, State Retail Tax and Federal Excise Tax. The bid price must be net, exclusive of taxes. Bidder's proposal must be dated, signed by authorized representative, title, firm name, address and telephone number.

Local Vendor Preference: City of Lake City Administrative Policy #18 states that the bid of a resident of Columbia County, Florida will have a 5% preference over the bid submitted by any non-resident of Columbia County. A resident is defined as an individual whose primary residence is within Columbia County, Florida, a partnership whose principals are all residents of Columbia County, Florida, partnership or other business entity whose principal place of business is within Columbia County, Florida, or which maintains a full time business office open to the public within Columbia County, Florida. With these and other contributing factors the City Council reserves the right to award a bid or contract in the best interest of the City.

Respondents to this solicitation or persons acting on their behalf may not contact, between the release of the solicitation and the end of the 72-hour period following the agency posting the notice of intended award, excluding Saturdays, Sundays, and city holidays, any employee or officer of the executive or legislative branch concerning any aspect of this solicitation, except in writing to the Procurement Department or as provided in the solicitation documents. Violation of this provision may be grounds for rejecting a response.

Any Bidder desirous of protesting a bid for any reason must file a written notice of bid protest with the City Manager's office within 72 hours following posting of notice of intended award. All protest will be in writing stating the bid being protested and the specific reason of the protest. All protest will be signed by the Protestor and include all detail for a complete and thorough review. The decision of the City Manager, after consultation with the City Attorney will be issued within five (5) working days of the

receipt of the protest, unless additional time is agreed upon by all parties involved should circumstance warrant such a delay.

By submission of his/her bid, the Bidder certifies that:

- A. The bid has been arrived at by the Bidder independently and has been submitted without collusion with any other vendor of materials, supplies or equipment described in the Invitation to Bid.
- B. The contents of the bid have not been communicated by the Bidder, his/her employees or agents, to his/her best knowledge and belief, to any person not an employee or agent of the Bidder or his surety in any bond furnished herewith and will not be communicated to any such person prior to the official opening of the bids.

The City of Lake City reserves the right to accept or reject any/all bids and to award the contract in the best interest of the City of Lake City, Florida.

CITY OF LAKE CITY, FLORIDA

Wendell Johnson
City Manager

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1.0 **SCOPE OF SERVICES**

The City of Lake City is soliciting bids to obtain the services of a qualified contractor, having experience and qualifications in preventative maintenance and repair of commercial and industrial heating and air conditioning systems including furnishing of all labor, equipment, tools, materials, incidentals and the performing of all operations necessary as described in the bid.

The intent of this bid is to establish a relationship with a HVAC contractor that is capable of providing the full spectrum of services consisting of maintenance, repair and replacement of the heating, ventilating, air conditioning systems, subsystems, and components normally considered as part of an HVAC system and required for the proper functioning of that system according to standard industry practices and usage.

There are two different types of work anticipated under this contract: 1) preventative maintenance and 2) general and emergency repairs to restore operation of the systems. Prospective bidders are being asked to provide costs for a fixed compensation preventative maintenance contract, which shall include compensation for all filters, belts, other related materials associated with the performance of preventative maintenance, labor, and overhead for each facility.

Compensation for general and emergency repairs to the systems will be on a time and material basis, with the scope of work to be mutually agreed upon by the City and the contractor. The contractor must be capable of making repairs or replacing equipment such as motors, pumps, pulleys, belts, compressors, gauges, instruments, filters, valves, piping, furnaces, boilers, or other appurtenances used to control the temperature, humidity, and air flow, and electrical lines, mechanical and control components are included.

The contractor shall furnish all labor, equipment, parts, and materials, to maintain and operate the respective HVAC systems in first class working order and operating condition at all times. The contractor shall provide the necessary transportation for workmen, materials, and equipment to fulfill the terms of the contract.

HVAC Preventative Maintenance Services shall be performed four times per year during the hours of 8:00 am through 4:00 pm and must be pre-scheduled and coordinated with each Department.

Preventative Maintenance: These specifications set forth specific, routine preventative maintenance activities that the City expects the contractor will perform on the HVAC systems serving City owned facilities. The prospective contractor shall provide a fixed quarterly compensation basis for performing this preventative work for each system identified. This fixed quarterly compensation shall include the cost for material, equipment, and overhead that are required to perform the preventative maintenance as specified in the following checklist:

General Maintenance

1. Check filters and change if needed (***filters shall be supplied by the contractor***)
2. Inspect the entire system
3. Check all controls including thermostats, and damper operators when necessary
4. Check operation and condition of all components
5. Adjust and check motors, starters, valves, drives, and accessories
6. Lubricate all moving parts, motors, bearings, etc., add compressor oil as needed

7. Clean spray nozzles and air-cooled condensers
8. Acid clean condenser and evaporator coils
9. Check for refrigerant leaks and recharge if needed.
10. Adjust and lubricate damper linkage
11. Inspect air dampers and damper motors
12. Check and adjust: Gas fired unit heaters, gas fired boiler, oil burners, heating equipment controls
13. Inspect all interconnecting refrigerant, condenser water and chilled water piping
14. Inspect all insulation on the equipment and refrigerant piping
15. Inspect all capacity, temperature, and safety devices which control the equipment
16. Inspect stream traps and manual service valves at the equipment
17. Inspect electric wiring from the starter to the motor
18. All refrigerants shall be recovered and recycled in accordance with all applicable federal, state and local regulations.
19. Verify operation of garage carbon monoxide and nitrous dioxide sensors.
20. Check/Monitor and respond to computer control alarms.
21. All belts shall be replaced annually and coil cleaning shall be performed annually
22. Inspect and clean condensation pans and lines
23. Inspect and adjust tension on all belts and replace when necessary
24. Inspect and adjust all relays, contactors, switches, and controls as required
25. Check and maintain compressor oil levels
26. Check and adjust thermostatic expansion valves as required
27. Inspect equipment for rust and corrosion
28. Check and inspect thermostat
29. Install gauges and monitor pressure drops across filter banks and replace when pressure drop exceeds acceptable levels.
30. Tighten all electrical connections
31. Check Freon charge and repair leaks if necessary

Air Handler Unit

Dampers: Lubricate bearings; check for proper operation; adjust and calibrate; clean surfaces; tighten connections.

Filters: Clean and replace as required

Heating and Cooling Coils: Clean coils; check for leaks; inspect for corrosion

Motor: Inspect contacts and starter; check for vibration; tighten electrical connections; tighten mountings; lubricate motor

Fan: Clean and inspect; check for vibrations; check fan rotation

Air Cooled Condenser

Perform necessary startups and shutdowns

Motor: Inspect motor mounts and tighten; inspect coils and contacts; tighten electrical Connections; lubricate motor bearings

Fan: Check fan for alignment; check shaft for alignment; lubricate bearings; check for bearing temperature; check all belts/couplings; align couplings; tighten mounting bolts.

Condenser Coil: Clean all surfaces; comb bent fins; check for leaks; check for vibration

Frame: Check for damage; clean surface; treat for corrosion; tighten all bolts.

Air Compressor

Clean exterior of unit (note any leaks or hot marks); check oil levels in reservoir; make note of oil color; draw all water traps and lines for control circuits; check amp draw of motor under full load conditions; shut off discharge air (see that compressor unloads); make note of any unusual noises; check operations of electric water traps; check amp draw and bearing on oil cooler for dirt; check pressure drop across oil separator; check separator if drop is more than 8 PSI; change oil; change filter; inspect oil reservoir for cracks or leaks; every 2 years replace programmed control battery; wipe off equipment.

Exhaust Fans

Lubricate fan bearings as required; lubricate motor bearings as required; adjust belt or replace as required; measure supply voltage; measure motor amperage draw; inspect and tighten mounts; tighten electrical terminals; inspect and clean blower wheel.

All parts needed for above preventative maintenance shall be at contractor's cost only with no additional mark-up.

In addition to the total cost for the Preventative Maintenance, please specify an hourly rate for on site repairs not covered under the Preventative Maintenance Contract. NOTE: No additional travel time charge to provide maintenance, repair or emergency service shall be paid by the City of Lake City.

Preventative Maintenance Checklist

Contractor shall complete and provide checklist (see sample attached to this bid) after each scheduled quarterly maintenance, for all locations associated with this bid, has been completed. Preventative Maintenance Checklist shall then be approved by the Department Director or Designee, assigned to that location, prior to payment being made and kept on file at each locations department within the City of Lake City.

General Repairs: Bidders are required to provide pricing for standard labor hours, evening and weekend labor hours, and holiday labor hours for the performance of repairs that are necessary to ensure that the heating, ventilating, and air conditioning systems operate in accordance with the manufacturer's specifications. It is expected that the general repair service will be available 24 hours a day, 7 days a week, year round. Bidders must also provide a mark-up percentage factor that they would apply to the cost of repair parts in determining the City's cost for the repair parts. General Repair estimates are to include time and material charges and must be approved in advance by Department Directors with a purchase order.

Providing additional repair services, modifications, project work and new installations are included in the scope, on an as needed basis. Repair estimates for additional or emergency repairs are to include time and materials charges and must be approved in advance by Department Directors with a Purchase Order. The City reserves the right to change the scope of duties, add sites, delete sites, or take other measures consistent with City policies, procedures, and/or act in other capacities in the best interest of the City.

2.0 MANDATORY PRE-BID MEETING

A mandatory pre-bid meeting has been scheduled on **WEDNESDAY, JANUARY 28, 2015 AT 10:00 AM** beginning at City Hall Council Chambers located at 205 North Marion Avenue, Lake City, to visit each site

to be serviced in order to identify all City Department locations and equipment that is at each site. Manufacturer types and Model numbers for each location will be distributed at each location visited. Representatives from vendors should plan on visiting all locations within the City.

3.0 CONTRACT

The proposal of the successful bidder together with the written Notice of Award and the terms, conditions and specifications contained in the Invitation to Bid will constitute the contract. This is a one (1) year contract with the option to renew for three (3) additional one year periods upon mutual agreement with the successful Bidder.

4.0 CONTRACTOR'S MINIMUM REQUIREMENTS

Contractor must have a HVAC Commercial License, be an authorized Service Representative, been in business for a minimum of two (2) years, and be currently providing service for at least two (2) commercial accounts consisting of office, hospital, industrial, or other user space. The contractor shall submit a list of at least three (3) current references, including names, addresses, phone numbers, contact person(s), and current length of time serving each referenced customer. All Contractor's must be qualified and licensed under the laws, rules and regulations of the State of Florida and the City of Lake City, Florida to perform the work required by these contract documents.

5.0 CONTACT

All questions concerning the actual bid specifications are to be directed to Procurement, in writing, via fax to (386) 755-6112 or e-mail to procurement@lcfcla.com no less than seven (7) calendar days prior to the scheduled bid opening date. All responses to questions affecting the scope of work will be answered in the form of an addendum.

6.0 DELIVERY

- a. All deliveries will be F.O.B. to destinations (departments) within the City of Lake City, Florida and with freight fully prepaid.
- b. Time of delivery is an important consideration in making the award and must be adhered to.
- c. The City of Lake City reserves the right to cancel any orders, or any part thereof without obligation if delivery is not made within the time specified. Any deliveries made after a cancellation of order(s) may be returned at the vendor's expense.

7.0 QUALITY

All items must be new. Further, all items must be equal to or exceed specifications required herein.

8.0 INSPECTION, IDENTIFICATION AND ACCEPTANCE

- a. Inspection and acceptance will be at FOB destination unless otherwise provided. Title to/or risk of loss or damage to all items shall be the responsibility of the successful bidder until acceptance by the buyer.
- b. The bidder shall file with the carrier all claims for breakage, imperfections and other losses.
- c. All material being delivered shall be marked legibly, in a conspicuous location, with the following information: Purchase Order Number, Quantity, and Vendor's Name

d. If the order supplied to the City is found to be defective or does not conform to specifications, the City reserves the right to cancel the order upon written notice to the seller and return the product to the seller at the seller's expense.

9.0 REJECTED ITEMS

Delivered items that do not fulfill all requirements will be rejected. Rejected items shall be removed and replaced promptly by the bidder at no cost to the City.

10.0 AUDIT PROCEDURES

Invoices submitted by the bidder shall be in sufficient detail for a proper pre-audit and post-audit thereof.

Terms of the Agreement:

The terms of the award shall be for a period of one year (1) year from date of award. This AGREEMENT may, by mutual consent of all parties, be extended for three (3) additional one year periods; not to exceed 48 months in total. At the end of the first 12 month period, the contractor will be solicited for an extension with all terms, conditions and pricing remaining.

Payment:

Payment will be based on: (a) City's acceptance of work, and (b) submitted documentation of service (see attached sample). Payment to Contractor will be made within thirty (30) calendar days of receipt and acceptance of the invoice, assuming there are no contested amounts.

Extra Work:

The City, without invalidating this **AGREEMENT**, may order changes in the operation within the general scope of this **AGREEMENT** consisting of additions, deletions, or other revisions, price and time may be adjusted accordingly. All such changes in the **AGREEMENT** may be authorized by a written Change Order to the **AGREEMENT** and may be executed under the applicable conditions of the **AGREEMENT**. If the contractor plans to make a claim for an increase in the price or any changes in Product, machinery, or service, he/she must submit said change request in writing for approval or rejection.

Cancel Agreement:

The City has the right to cancel this **AGREEMENT** for convenience in accordance with, but not limited to, the terms of default as specified herein. In any of the following events the City at any time hereafter shall have the right to immediately terminate the **AGREEMENT**.

In the event the contractor fails to keep and perform or shall violate any of the terms, covenants and conditions of the **AGREEMENT** on its part to be kept and performed, and the contractor shall not have cured or corrected such failure or violation within 10 days after written notice thereof shall have been given to the contractor; or immediately should the violation affect the health, safety and welfare of the contractor's employees, City employees or the public.

In the event the contractor shall, after 3-separate occasions during the term of this **AGREEMENT**, fail to keep and perform or shall violate any of the terms, covenants and conditions of this **AGREEMENT**, then the City has the right to terminate this **AGREEMENT with no penalties to the City**.

In the event the contractor shall cease to operate the business awarded herein, or shall vacate or abandon said premises or not service and maintain the HVAC systems, or if contractor allows his licenses or permits to expire without renewing as required, this **AGREEMENT** will be declared null and void.

Remedies:

The City may, if it so elects, pursue any other remedies provided by law for the breach of this **AGREEMENT** or any of its terms, covenants, conditions, or stipulations. No right or remedy herein conferred upon or reserved to the City or the contractor is intended to be exclusive of any other right or remedy, and each and every right and remedy given hereunder, or now or hereafter existing at law or at equity or by statute. The contractor is responsible for all damage or loss by fire, theft, vandalism or otherwise to their equipment, including their contents, materials, tools, equipment, and consumables, left on City property by the contractor, his/her employees, agents, subcontractors.

Compliance with Laws, Regulations, Codes, Etc.:

The contractor is required to comply with all present and future valid laws, ordinances, codes and regulations of the Federal Government, State of Florida, County of Columbia, City of Lake City and agencies thereof relating to the premises including, but not limited to, those applicable to health and sanitary conditions and safety and fire prevention. Any permits necessary will be the responsibility of the contractor to obtain from the proper agency, paying the fees directly to that agency.

Federal and State Taxes:

The City is exempt from payment of Florida State Sales and User Taxes. The contractor shall not be exempted from paying sales tax to its suppliers for materials used to fulfill contractual obligations with the City, nor is the contractor authorized to use the City's Tax Exempt Number in securing such materials, or product.

Indemnity:

The successful Contractor will indemnify and hold the City of Lake City and City's agents harmless from any loss, cost, damage or injury sustained by any persons (s) as a result of the actions of employees or officers of the Contractor, Sub-Contractors or suppliers.

Severability:

If any term or provision of the resulting **AGREEMENT**, or the application thereof to any person or circumstances shall, to any extent, be held invalid or unenforceable, to remainder of the **AGREEMENT** or the application of such terms or provisions, to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected, and every other term and provision of the **AGREEMENT** shall be deemed valid and enforceable to the extent permitted by law.

Certification of Independent Price Determination:

By submission of this bid, the Bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, that in connection with this procurement:

1. The prices in this bid have been arrived at independently, without consultation, collusion, communication, or agreement for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor.

2. Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the Bidder and will not knowingly be disclosed by the Bidder prior to opening, directly or indirectly to any other Bidder or to any competitor; and,
3. No attempt has been made or will be made by the Bidder to induce any other person or firm to submit or not to submit a bid for the purpose of restricting competition.
4. Bidder agrees that supplies/services furnished regarding this offer, if awarded, shall be covered by the most favorable commercial warranties the Bidder gives to any customer for such supplies services and that rights and remedies provided herein are in addition to and do not limit any rights offered to the City by any other provision of the bid award.

EVIDENCE OF INSURANCE:

Without limiting Contractor's indemnification, it is agreed that the successful Contractor will purchase at their expense and maintain in force at all times during the performance of services under this agreement the following insurance. Where specific limits are shown, it is understood that they must be the minimum acceptable limits. If successful Contractor's policy contains higher limits, the City of Lake City will be entitled to coverage to the extent of such higher limits. Certificates of Insurance must be furnished to the City naming the City of Lake City as additional insured. These certificates must provide a ten (10) calendar day notice to the City in the event of cancellation, non-renewal or a material change in the policy. Any deductibles will be the sole responsibility of the Contractor. The City of Lake City must be exempt from, and in no way liable for, any sums of money which may represent a deductible in any insurance policy. The payment of such deductible must be the sole responsibility of the Vendor/Contractor and/or subcontractor providing such insurance.

Worker's Compensation:

Coverage is to apply for all employees for statutory limits in compliance with the applicable state and federal laws.

Commercial General Liability:

Commercial General Liability insurance to provide coverage of not less than \$1,000,000.00 combined single limit per occurrence and annual aggregates where generally applicable and must include premises-operations, independent contractors, products/completed operations, broad form property damage, blanket contractual and personal injury endorsements.

Commercial Automobile Liability:

Comprehensive Automobile Liability Insurance covering all owned, hired and non-owned vehicles with coverage limits not less than \$100,000.00 per person, \$300,000.00 per occurrence and \$100,000.00 property damage.

Addendum:

It will be the sole responsibility of the bidder to contact the Procurement Department prior to submitting a bid to determine if any addenda have been issued, to obtain such addenda, and to acknowledge addenda with their bid. Failure to submit acknowledgement of any addendum that affects the bid price is considered a major irregularity and will be cause for rejection of the bid.

Required Documents:

The enclosed documents must be executed and returned with bid proposal or the proposal may be considered non-responsive. (Conflict of Interest Statement, Disputes Disclosure Form, Drug Free Workplace Certificate, Non-Collusion Affidavit of Proposer, Reference, Public Entity Crime Statement and E-verify Affirmation Statement.)

Experience/References:

Bidders must include on the form provided and with their proposal substantial material for evaluating the ability of the potential Bidder to execute a project of this type. Therefore, the Bidder is required to provide a minimum of three (3) references on similar projects. The list of references must be attached with the bid proposal on the form provided within these specifications. All reference materials provided become the property of the City of Lake City and also become public record.

Employment Eligibility Verification (E-Verify):

In accordance with State of Florida, Office of the Governor, Executive Order 11-116 (superseding Executive Order 11-02; Verification of Employment Status), in the event performance of this Agreement is or will be funded using state or federal funds, the CONTRACTOR must comply with the Employment Eligibility Verification Program ("E-Verify Program") developed by the federal government to verify the eligibility of individuals to work in the United States and 48 CFR 52.222-54 (as amended) is incorporated herein by reference. If applicable, in accordance with Subpart 22.18 of the Federal Acquisition Register, the CONTRACTOR must (1) enroll in the E-Verify Program, (2) use E-Verify to verify the employment eligibility of all new hires working in the United States, except if the CONTRACTOR is a state or local government, the CONTRACTOR may choose to verify only new hires assigned to the Agreement; (3) use E-Verify to verify the employment eligibility of all employees assigned to the Agreement; and (4) include these requirement in certain subcontracts, such as construction. Information on registration for and use of the E-Verify Program can be obtained via the internet at the Department of Homeland Security Web site: <http://www.dhs.gov/E-Verify>.

Public Record:

The Owner is a public agency subject to Chapter 119, Florida Statutes. The Contractor shall comply with Florida's public records law. Specifically, the Contractor shall:

- a. Keep and maintain public records that ordinarily and necessarily would be required by the Owner in order to perform the service;
- b. To Provide the public with access to such public records on the same terms and conditions that the Owner would provide the records and at a cost that does not exceed that provided in Chapter 119, Florida Statutes, or as otherwise provided by law;
- c. Ensure that public records that are exempt or that are confidential and exempt from public record requirements are not disclosed, except as authorized by law;
- d. Meet all requirements for retaining public records and transfer to the Owner, at no cost, all public records in possession of the Contractor upon termination of the contract and destroy any duplicate public records that are exempt or confidential and exempt. All records stored electronically must be provided to the Owner in a format that is comparable with the information technology systems of the Owner.

Additional Information:

The City of Lake City Procurement Department reserves the right to request any additional information needed for clarification from any Bidder for evaluation purposes.

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**CITY OF LAKE CITY
AIR CONDITIONER PREVENTATIVE MAINTENANCE SERVICE CHECKLIST**

****SAMPLE****

Date: _____ Technician: _____
 Building: _____ Location: _____
 Condenser Unit Model #: _____ Serial #: _____
 Evaporator Unit Model #: _____ Serial #: _____

FILL IN BLANKS AND CHECK OFF THE TIMES AS COMPLETED		Completed	Comments
Compressor(s):	_____ volts _____ amps		
	_____ volts _____ amps		
	Suction Pressure _____ / _____		
	Head Pressure _____ / _____		
Electrical	Connection (tightness)		
Refrigerant	(check for possible leaks)		
Condenser	Coil(s) / Motor(s) Acid Clean		
	Lubricate Motor(s)		
	Clean Coil(s)		
	Motor(s) amps _____ / _____		
	Air Temperature Entering _____		
	Leaving _____		
Evaporator	Coil(s) / Motor(s) / Filter(s)		
	Lubricate Blower Bearings		
	Lubricate Motor(s)		
Replace Filter(s)	Quantity _____		
	Size _____		
	Type _____		
	Motor(s) amps _____ / _____		
	Air Temperature Entering _____		
	Leaving _____		
Clean:	Coil(s)		
	Blower Wheel(s)		
	Drain Pan(s)		
	Condensate Drain(s)		
Heating	Strip Heat _____ KW _____ Amps		
Heat Pumps	(check controls / charge)		
Exhaust Fans	Lubricate Bearings		
	Lubricate Motor(s)		
Check Belt(s)	Quantity _____		
	Size _____		
	Type _____		
Condensate Roof Drains	Check & Remove All Debris		
Preventative Maintenance Services completed and approved for payment.			
Department Director approval or Designee Signature and Date: _____			

HVAC UNITS LOCATED WITHIN THE CITY OF LAKE CITY
 COST TO PROVIDE QUARTERLY SERVICE ON EACH SYSTEM

In accordance with the foregoing terms, conditions and specifications, the undersigned bidder hereby submits the following firm, fixed prices to supply the City of Lake City with the following:
 HVAC Preventative Maintenance Services shall be performed four times per year in October, January, April and July by the second week of each month between 7:30 am and 3:30 pm and must be scheduled and coordinated with each Department.

****THE MANUFACTURER, MODEL AND SERIAL #'S BELOW ARE FOR THE A/C UNITS ONLY - ALL PRICING MUST INCLUDE SERVICING OF COMPLETE SYSTEM****

DEPT	EQUIPMENT LOCATION	ADDRESS	PHONE	MANUFACTURER AND MODEL #	QUARTERLY TOTAL	ANNUAL TOTAL
WWTP	Admin Bldg	527 SW St Margarets St	386-758-5454	American Standard (Trane) Model # 4TXCC049BC3HCAA Serial # 10273KCH5G		0
WWTP	Operations Bldg	527 SW St Margarets St	386-758-5454	American Standard (Trane) Model # 4WCC3060A000AA Serial # 9321H299H		0
WWTP	Effluent Bldg	527 SW St Margarets St	386-758-5454	Bard Manufacturing Co. Model # W36A1-B06 Serial # 310F122904297-02		0
WWTP	RAS Bldg	527 SW St Margarets St	386-758-5454	Carrier Model # FB4CNF060 Serial # 1313A82428		0
SW Reuse (PAR)	Control Bldg	3996 SW Sisters Welcome Rd		Bard Manufacturing Co. Model # WA602-C15BW4XXJ Serial # 155J092636738-02		0
Sprayfield	Control Room	3999 SW Sisters Welcome Rd		Goodman Manufacturing Co. Model # GSC130241AE Serial # 0706151145		0
Sprayfield	Office	3999 SW Sisters Welcome Rd		Goodman Manufacturing Co. Model # ARUF364216AB Serial # 0706030745		0
SUBTOTAL - WASTEWATER TREATMENT PLANT						\$0.00
Utility Annex	East Unit	692 SW St Margarets St	386-758-5452	American Standard Model # TWA090A300DA Serial # Z042KLWAH		0
Utility Annex	Middle Unit	692 SW St Margarets St	386-758-5452	Trane/American Standard Model # TWA090D30RAA Serial # 110248ASYA		0
Utility Annex	West Unit	692 SW St Margarets St	386-758-5452	American Standard Model # TWA090D30RAA Serial # Z205XPXAH		0
Executive Office		1486 SW McFarlane Ave	386-719-5788	Grandaire Model # WJH342000KTP0A2 Serial # C133896299		0
SUBTOTAL - UTILITY ADMINISTRATION						\$0.00
WTP	Admin Bldg	144 SE Ozone Loop	386-466-3352	Carrier Model# 38AKS028---601 Serial# 5005X15762		0
WTP	IT Room	144 SE Ozone Loop	386-466-3352	Mitsubishi Model# MUY-GE2NA Split System Heat Pump Model# MSZ-GE12NA Serial # 3005735		0
WTP	Ozone Bldg/Gen1	144 SE Ozone Loop	386-466-3352	Carrier Model# 25HCO342A310 Serial# 2114A90157		0
WTP	Ozone Bldg/Gen2	144 SE Ozone Loop	386-466-3352	Trane Model# 2TTB3030A1000AA Serial# 5484LOJ2V		0
WTP	MCC Room	144 SE Ozone Loop	386-466-3352	CU1 Carrier Model# 38ARS012---C511 Serial# 1406G46104		0
WTP	MCC Room	144 SE Ozone Loop	386-466-3352	CU1 Carrier Model# 38ARS012---C511 Serial# 1406G46105		0
SUBTOTAL - WATER TREATMENT PLANT						\$0.00
Public Works	Front of Bldg	180 NE Gum Swamp Rd	386-758-5401	Seer Goodman 2007 Model # GSC130421AC Serial# 0703556737		0
Public Works	Rear of Bldg	180 NE Gum Swamp Rd	386-758-5401	Trane 3.5 TON 2012 Model # 4TWB3042B1000BA Serial# 122315664F		0
Public Works	Rear of Bldg	180 NE Gum Swamp Rd	386-758-5401	Radco Model # PH10JA018-E Serial# 4603E13331		0
SUBTOTAL - PUBLIC WORKS						0

Teen Town	Office	294 NW Stadium Dr	386-754-3607	AMANA Model # RHA 24D2D Serial# 0202104866		0
Teen Town	Bldg	294 NW Stadium Dr	386-754-3607	Grand Air Model # GS 3BA-060KA Serial# GS 3000802804		0
Girls Club	New Bldg (left)	494 NW Desoto St	386-758-5427	TRANE X1000 Model # TWRO60D100A2 Serial# Z3215EM2F		0
Girls Club	New Bldg (right)	494 NW Desoto St	386-758-5427	(No Name) Model # PH13NRO60-H Serial# 3908X70355		0
Girls Club	Old Bldg (left)	494 NW Desoto St	386-758-5427	Standard Model # 2A7B0060A100AA Serial# 23513AD3F		0
Girls Club	Old Bldg (right)	494 NW Desoto St	386-758-5427	Nordyne Model # JT5BD-060K Serial# JFT 080104103		0
SUBTOTAL - RECREATION						0
City Hall	Roof Top	205 N Marion Ave	386-719-5820	Trane Model # TWA120A300FB Serial# 5063LUTAD		0
City Hall	Roof Top	205 N Marion Ave	386-719-5820	Trane Model # 4WCC3060A3000AA Serial# 1033712097L		0
City Hall	Roof Top	205 N Marion Ave	386-719-5820	Carrier Model # 38ARQ008501 Serial# 315G10141		0
City Hall	Roof Top	205 N Marion Ave	386-719-5820	Trane Model# 4TWB3060B1000CA Serial# 14251WGSF		0
City Hall	2nd Floor	205 N Marion Ave	386-719-5820	Carrier Model # 38YCC Serial# unknown		0
City Hall	2nd Floor	205 N Marion Ave	386-719-5820	Goodman Model # ARUF36C14AA Serial# 1205224497		0
City Hall	2nd Floor	205 N Marion Ave	386-719-5820	Carrier Model # unknown Serial# T593521		0
SUBTOTAL - BUILDING						\$0.00
Airport FBO	Outside West End	3524 E US Hwy 90	386-752-1066	Trane XL20I Comfortlink II Model # 4TTZ0060A1000AA Serial# 11253R7HF		0
Airport FBO	Outside West End	3524 E US Hwy 90	386-752-1066	Trane XL20I Comfortlink II Model # 4TTZ0060A1000AA Serial# 111825FN1F		0
Airport FBO	Outside West End	3524 E US Hwy 90	386-752-1066	Trane XL20I Comfortlink II Model # 4TTZ0060A1000AA Serial# 11253SKE1F		0
Airport FBO	Outside East End	3524 E US Hwy 90	386-752-1066	XB 14 Model# 4TTB4048E1000AB Serial# 11914MX2F		0
Airport FBO	Outside East End	3524 E US Hwy 90	386-752-1066	XB 14 Model# 4TTB4042E1000AB Serial# 11201RAP5F		0
Airport FBO	Outside East End	3524 E US Hwy 90	386-752-1066	XB 14 Model# 4TTB4048E1000AB Serial# 111914M62F		0
Airport FBO	Outside East End	3524 E US Hwy 90	386-752-1066	XB 14 Model# 4TTB4042E1000AB Serial# 11021RF65F		0
Tower	Roof	3524 E US Hwy 90	386-752-1066	Carrier Weathermaker Serial # 4013C73540 Release # 009000107746		0
SUBTOTAL - AIRPORT						\$0.00

GRAND TOTAL ALL LOCATIONS

\$0.00

Hourly rate for repairs not covered under the maintenance contract.

REGULAR WORKING HOURS

Service Mechanic \$ _____ per hour

Helper (if needed) \$ _____ per hour

Duct Mechanic \$ _____ per hour

Helper (if needed) \$ _____ per hour

OVERTIME HOURS - MONDAY THROUGH FRIDAY 5:01 PM TO 7:59 AM, SATURDAY, SUNDAY AND HOLIDAYS

Service Mechanic \$ _____ per hour

Helper (if needed) \$ _____ per hour

Duct Mechanic \$ _____ per hour

Helper (if needed) \$ _____ per hour

MATERIALS

Cost plus _____% mark-up on materials

Contractor shall show the contractor's cost plus this percentage mark-up on all invoices.

FIRM

NAME

ADDRESS

CITY, STATE, ZIP

TELEPHONE

FAX

CELL

AFTER HOURS

CONTACT #

E-MAIL

Authorized Representative (PLEASE PRINT OR TYPE)

SIGNATURE

DATE

THIS FORM MUST BE USED FOR BID PROPOSAL

REFERENCES

List three (3) client/customer references including company name, address, contact person, telephone number and length of time services provided. (Note: only list those client/customers in which a similar type of equipment/product of scope of work/service was provided.)

- 1. Company Name: _____
Address: _____
Business Phone #: _____
Contact Person: _____
Email: _____
Length of time services provided: _____
- 2. Company Name: _____
Address: _____
Business Phone #: _____
Contact Person: _____
Email: _____
Length of time services provided: _____
- 3. Company Name: _____
Address: _____
Business Phone #: _____
Contact Person: _____
Email: _____
Length of time services provided: _____

THIS FORM MUST BE INCLUDED WITH PROPOSAL

**SWORN STATEMENT UNDER SECTION
287.133(3)(n), FLORIDA STATUTES ON PUBLIC ENTITY CRIMES**

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with Bid No. _____.
2. This sworn statement is submitted by _____ whose business address is _____ and (if applicable) its Federal Identification No.(FEIN) is _____. If entity has no FEIN, include the Social Security Number of the individual signing this sworn statement _____.
3. My name is _____ and my relationship to the entity named above is _____.
4. I understand that a “public entity crime” as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to, and directly related to, the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy or material misrepresentations.
5. I understand that “convicted” or “conviction” as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.
6. I understand that an “affiliate” as defined in Paragraph 287.133(1)(a), Florida Statutes means:
 - b. A predecessor or successor of a person convicted of a public entity crime; or
 - c. an entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term “affiliate” includes those officers, directors, executives, partners, shareholders, employees, members and agents who are active in the management of an affiliate. The Ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm’s length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
7. I understand that a “person” as defined in Paragraph 287.133(1)(c), Florida Statutes, means any natural person or entity organized under the laws of any state of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term “person” includes those officers,

directors, executives, partners, shareholders, employees, members and agents who are active in management of an entity.

8. Based on information and belief, the statement, which I have marked below, is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies)

_____Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members or agents who are active in neither management of the entity, nor any affiliate of the entity have been charged with or convicted of a public entity crime subsequent to July 1, 1989.

_____The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members or agents who are active in management of the entity, or an affiliate of the entity has been charged with, and convicted of a public entity crime subsequent to July 1, 1989, and (Please indicate which additional statement applies)

_____There has been a proceeding concerning the conviction before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer did not place the person or affiliate on the convicted vendor list. (Please attach a copy of the final order)

_____The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order)

_____The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by, or pending with, the Department of General Services)

Signature: _____ Date _____

STATE OF _____

COUNTY OF _____

Personally appeared before me, the undersigned authority, _____ who after first being sworn by me, affixed his/her signature in the space provided above on this _____ day of _____ 20 _____.

Notary Public, State at large

My Commission Expires:

THIS FORM MUST BE INCLUDED WITH PROPOSAL

CONFLICT OF INTEREST STATEMENT

STATE OF FLORIDA, CITY OF _____

Before me, the undersigned authority, personally appeared _____, who was duly sworn deposes and states:

1. I am the _____ of _____ with a local office in _____ and principal office in _____ and principal office in _____.

City & State
City & State
2. The above named entity is submitting a Proposal for the City of Lake City **ITB-006-2015** described as **HVAC Repair & Preventative Maintenance – Annual Contract**.
3. The Affiant has made diligent inquiry and provides the information contained in the Affidavit based upon his/her own knowledge.
4. The Affiant states that only one submittal for the above proposal is being submitted and that the above named entity has no financial interest in other entities submitting proposals for the same project.
5. Neither the Affiant nor the above named entity has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraints of free competitive pricing in connection with the entity’s submittal for the above proposal. This statement restricts the discussion of pricing data until the completion of negotiations if necessary and execution of the Contract for this project.
6. Neither the entity nor its affiliates, nor anyone associated with them, is presently suspended or otherwise ineligible from participation in contract letting by any local, State, or Federal Agency.
7. Neither the entity nor its affiliates, nor anyone associated with them have any potential conflict of interest due to any other clients, contracts, or property interests for this project.
8. I certify that no member of the entity’s ownership or management is presently applying for an employee position or actively seeking an elected position with the City of Lake City.
9. I certify that no member of the entity’s ownership or management, or staff has a vested interest in any aspect of the City of lake City.
10. In the event that a conflict of interest is identified in the provision of services, I, on behalf of the above named entity, will immediately notify the City of Lake City.

DATED this _____ day of _____ 20____.

(Affiant)

Typed Name and Title

Sworn to and subscribed before me this _____ day of _____ 20____.

Personally Known _____ Or produced identification _____.

Identification type: _____

Notary Public-State of _____

Printed, typed, or stamped commissioned name of notary public.

My commission expires _____.

THIS FORM MUST BE INCLUDED WITH PROPOSAL

DISPUTES DISCLOSURE FORM

Answer the following questions by placing an “X” after “YES” or “NO”. If you answer “YES”, please explain in the space provided, or via attachment.

Has your firm or any of its officers, received a reprimand of any nature or been suspended by the Department of Professional Regulations or any other regulatory agency or professional association within the last five (5) years?

YES _____ NO _____

Has your firm, or any member of your firm, been declared in default, terminated or removed from a contract or job related to the services your firm provides in the regular course of business within the last five (5) years?

YES _____ NO _____

Has your firm had against it or filed any request for equitable adjustment, contract claims, bid protest, or litigation in the past five (5) years that is related to the services your firm provides in the regular course of business?

YES _____ NO _____

If yes, state the nature of the request for equitable adjustment, contract claim, litigation, or protest, and state a brief description of the case, the outcome or status of the suit and the monetary amounts or extended contract time involved.

I hereby certify that all statements made are true and agree and understand that any misstatement or misrepresentation or falsification of facts shall be cause for forfeiture of rights for further consideration of this proposal for the City of Lake City.

Firm _____ Date _____

Authorized Signature _____ Printed or Typed Name and Title _____

THIS FORM MUST BE INCLUDED WITH PROPOSAL

DRUG FREE WORKPLACE CERTIFICATE

I, the undersigned, in accordance with Florida Statute 287.087, hereby certify that, _____(print or type name of firm) publishes a written statement notifying that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace named above, and specifying actions that will be taken against violations of such prohibition.

- Informs employees about the dangers of drug abuse in the work place, the firm’s policy of maintaining a drug free working environment, and available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug use violations.
- Gives each employee engaged in providing commodities or contractual services that are under bid or proposal, a copy of the statement specified above.
- Notifies the employees that as a condition of working on the commodities or contractual services that are under bid or proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, plea of guilty or nolo contendere to, any violation of Chapter 1893, of any controlled substance law of the State of Florida or the United States, for a violation occurring in the work place, no later than five (5) days after such conviction, and requires employees to sign copies of such written (*) statement to acknowledge their receipt.
- Imposes a sanction on, or requires the satisfactory participation in, a drug abuse assistance or rehabilitation program, if such is available in the employee’s community, by any employee who is so convicted.
- Makes a good faith effort to continue to maintain a drug free work place through the implementation of the drug free workplace program.

“As a person authorized to sign this statement, I certify that the above named business, firm or corporation complies fully with the requirements set forth herein”

Authorized Signature

Date Signed

State of Florida
County of _____

Sworn to and subscribed before me this ____ day of _____ 20__.

Personally known _____ or Produced Identification _____
(Specify type of identification)

Signature of Notary
My Commission Expires: _____

THIS FORM MUST BE INCLUDED WITH PROPOSAL

NON-COLLUSION AFFIDAVIT

STATE OF _____

COUNTY OF _____

_____, being duly sworn, deposes and says that:

1. He/She is _____ of _____, the Bidder,
Title Company Name
that has submitted the attached proposal;

2. He/She is fully informed respecting the preparation and contents of the attached proposal and of all pertinent circumstances respecting such proposal;

3. Such Proposal is genuine and is not a collusive or sham proposal;

4. Neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, connived, or agreed, directly or indirectly, with any other Bidder, firm or person to submit a collusive or sham Proposal in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm, or person to fix the price or prices in the attached proposal or any other Bidder, or to fix any overhead, profit or cost element of the proposal price or the proposal price of any other Bidder, or to secure through any collusion, connivance, or unlawful agreement any advantage against the City of Lake City, Florida or any person interested in the proposed Contract; and

5. The price or prices quoted in the attached proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

SIGNED _____

TITLE _____

Sworn to and subscribed before me this ____ day of _____ 20__.

Personally known _____ or Produced Identification _____
(Specify type of identification)

Signature of Notary

My Commission Expires: _____

THIS FORM MUST BE INCLUDED WITH PROPOSAL

E-VERIFY AFFIRMATION STATEMENT

RFP/Bid /Contract No:

Project Description:

Contractor/Proposer/Bidder acknowledges and agrees to utilize the U.S. Department of Homeland Security's E-Verify System to verify the employment eligibility of,

- (a) all persons employed by Contractor/Proposer/Bidder to perform employment duties within Florida during the term of the Contract, and,
- (b) all persons (including subcontractors/vendors) assigned by Contractor/Proposer/Bidder to perform work pursuant to the Contract.

The Contractor/Proposer/Bidder acknowledges and agrees that use of the U.S. Department of Homeland Security's E-Verify System during the term of the Contract is a condition of the Contract.

Contractor/Proposer/ Bidder Company Name:

Authorized Company Person's Signature:

Authorized Company Person's Title:

Date: _____

THIS FORM MUST BE INCLUDED WITH PROPOSAL

CITY OF LAKE CITY BIDDER'S CHECK LIST

BIDS MAY NOT BE CONSIDERED if the following documents and/or attachments are not completely filled out and submitted with your bid.

Before sending in your bid, please make sure you have completed all of the following:

_____ Enclose two (2) sets of the Bid form (one marked original and one copy), including all handwritten sections. Please make and retain a separate copy of this bid package for your records.

_____ Bid Form, must be complete and have a manual signature (original signature) preferably signed in blue ink.

_____ Every page that has anything hand written on it, must be imprinted with the company's name on the top right-hand corner of the page.

_____ Return bid in an envelope with the bid number and name of bid printed on the front of the envelope. If Fed-Ex or UPS, please keep bid in a separate sealed envelope when placing it in their packaging.

_____ Acknowledge in the bid any and all addendums issued and manually sign each addendum sheet and submit it with your bid.

_____ Erasures or other descriptive literature, brochures and/or data must be initialed by the person signing the bid.

FORMS

- _____ References
- _____ Public Entity Crime Statement
- _____ Conflict of Interest
- _____ Disputes Disclosure
- _____ Drug Free Work Place
- _____ Non-Collusion Affidavit
- _____ E-verify Affirmation Statement

_____ **PLEASE INITIAL**