

**CITY OF PALMETTO
REQUEST FOR QUOTE
HVAC MAINTENANCE SERVICES**

QUOTE SPECIFICATIONS

SCOPE OF WORK

HVAC units will be serviced by the contractor bi-annually per the manufacture's specifications, and will include the following preventative maintenance tasks:

1. Install gauges and check operating pressures.
2. Check voltage and amperage for all motors.
3. Check the air temperature drop across the evaporator.
4. Check the refrigerant level, charge if necessary, and identify any possible leaks.
5. Check evaporator superheat.
6. Lubricate all moving parts, tighten all nuts and bolts.
7. Check high and low pressure switch cut-out.
8. Check electrical lock-out circuits.
9. Inspect starting contactor contacts and electrical connections.
10. Inspect all wiring and connections
11. Check and clean condenser coil, air-handler, drain pan and add anti-mold product to condensation drain line.
12. Check and adjust drive belts, where applicable.
13. Clean evaporator coil when necessary.
14. Inspect for air leaks in the HVAC units.
15. Check dampers and adjust as needed.
16. Check the operation of the low ambient temperature control fall / winter season.
17. Provide maintenance report of inspected units, to include finding of possible deficiencies. Include recommended repairs.
18. Change filters including high performance pleated/electrostatic where applicable. All filters to be changed or cleaned bi-annually.

Contractor will visit the City of Palmetto on a Quarterly basis, each time alternating between the Task Service List (Items 1-17) and Filter Change/Cleaning (Item 18).

Contractor will be responsible for contacting the City of Palmetto Facilities Coordinator each quarter to pre-schedule the work and be on-site during business hours of 8 a.m. through 4:00 p.m., Monday through Friday.

Contractor will have sufficient staff to complete the quarterly work within no more than 3-consecutive days from commencement. Technician assigned to do work at the City of Palmetto must have a minimum of three years of experience as either an HVAC Mechanic, Air Conditioning Technician and/or Refrigeration Technician.

Contractor is responsible for supplying the filters, oils, grease, lubricants, coil cleaners, cleaning supplies and all other materials required to complete the preventative maintenance.

The totals quoted should include the total fee for each site to complete each of the quarterly services. Price should include all travel time or trip fees. Overtime will not apply. Mini Split units need only be serviced once per year. An average of these services will make up the quarterly fee. Any additional charges beyond what is quoted must be approved in advance. Please include any such fees as a separate quote in your submittal.

MINIMUM QUALIFICATIONS

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 three (3) commercial accounts consisting of government, office, hospital, industrial, etc.

Contractor must have a valid Florida Department of Business & Professional Regulation (DBPR), State Certified Class A Florida HVAC License to perform HVAC work within the State of Florida. Technicians must be certified per EPA regulations (40 CFR Part 82, Subpart F) under Section 608 of the Clean Air Act.

Submit a copy of Bidder's Florida DBPR Class A, Certified Air Conditioning Contractor license and Certifications.

INSURANCE

The successful Contractor will be required to maintain and carry in force for the duration of the contract, insurance coverage of the types and minimum liability as set forth below.

The Certificate holder on the Certificate of Insurance will be as follows:

The City of Palmetto will be named as an "Additional Insured" on both the Commercial Liability and Auto Liability policies. A COPY OF ENDORSEMENT MUST BE INCLUDED WITH CERTIFICATE.

Standard limits are:

General Liability - \$1,000,000 each occurrence / \$2,000,000 aggregate.

Auto Liability - \$500,000 Combined Single Limit.

All Owned autos; Hired Autos; and Non-Owned autos

Workers Compensation – Statutory; \$100,000 Employers Liability.

DRUG FREE WORKPLACE

The successful Contractor will be required to certify they maintain a drug-free workplace program compliant with the standards set forth in Florida Statutes § 440.102.

A copy of required form will be provided prior to an award.

PUBLIC ENTITY CRIMES LAW

The successful Contractor will be required to certify they, nor their employees, have been placed on the convicted contractors list pursuant to Florida Statutes § 287.133.

A copy of required form will be provided prior to an award.

E-VERIFY

The successful Contractor will be required to complete an E-Verify Affidavit.

Section 448.09, Florida Statutes, makes it unlawful for any person to knowingly employ, hire, recruit, or refer, for private or public employment, an alien who is not duly authorized to work in the United States. Section 448.095, Florida Statutes, prohibits public employers, contractors, and subcontractors from entering into a contract unless each party to the contract registers and uses E-Verify. The Contractor hereby represents that it is in compliance with the requirements of Sections 448.09 and 448.095, Florida Statutes. The Contractor further represents that it will remain in compliance with the requirements of Sections 448.09 and 448.095, Florida Statutes, during the term of this contract. The Contractor hereby warrants that it has not been terminated by a public employer for violating Section 448.095, Florida Statutes, within the year preceding the effective date of this contract. If the contractor has a contract terminated by a public employer for any such violation during the term of this contract, it will provide immediate notice thereof to the City.

REFERENCES

The contractor will 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.

TERMS

The term of this contract will be for the current year. The City may, at its option, extend the contract for up to two (2) additional one (1) year terms.

City of Palmetto
Annual A/C Maintenance Cost Summary

MAKE	MODEL	SERIAL #	YEAR	TONNAGE	Quarterly Fee
CITY HALL					
TRANE	4TTX6036E/4TEE3F408	11145W912F/11511M701V	2012	3 TON	
TRANE	4TWZ0060A/TAM7A0C60H5	11095YMN1F/11463P1NSV	2012	5 TON	
TRANE	4TTR5024E/GAM5A0830M	112612J63F/11451JTWAV	2012	2 TON	
TRANE	4TWX6036E/TAM7A0C36H3	11095UMN1F/11463P1N5V	2012	5 TON	
CARRIER	50HJQ008-521	4305G30858		7.5 TON	
DAIKIN *	RKN24NMVJU/FTKN24NMVJU	G002926/G004090		2 TON	
					Total
					-
PUBLIC WORKS					
TRANE	4TWX6036E/4TEE3F408	11145Y391F/11511M781V	2012	3 TON	
TRANE	4TWZ0060A/TAM7A0C60H	110945WE1F/11463P195V	2012	5 TON	
TRANE	4TTR5024E/GAM5A0830M	11161W343F/11451J57AV	2012	2 TON	
TRANE	4TWX6048E/TAM8A0C48V	4TWX6048E/TAM8A0C48V	2012	4 TON	
Wall Hung (portable)	W36HB-A00	278A203734745-02	2020		
Wall Hung (portable)	W36HB-A00	278M193712911-02	2020		
Mitsubishi *	MUZ-HM15NA2-U1/MSZ-HM15NA-U1	88C03435/S6N00901	2018	1 TON	
Mitsubishi *	MUZ-GE24NA/MSZ-GE24NA	5002143T/4004750T		1 TON	
Mitsubishi *	MUZ-HM15NA/MSZ-HM15NA	88C03435/86N0091			
Mitsubishi *	MSZ-WR24NA-U1/MUZ-WR24NA-U1	9003773T/9004192T	2020	2 TON	
					Total
					-
POLICE DEPARTMENT					
TRANE	4TTX6036E/4TEE3F40B	11494N8M2F/11511M571V			
TRANE	4TWX6036E/4TEE3F408	11264NAY1F/11511K9L1V	2012	3 TON	
TRANE	4TWX6036E/TAM7A0C36H	120420MR2F/12054LYG2V	2012	3 TON	
COMFORTMAKER	N4A360AKC300/FSM4X6000A	E092700361/A091887697		3 TON	
CARRIER	38ARQ008/40RMQ008	1005G20066/3405X12554		5 TON	
CARRIER	38ARZ008/40RM008	3206G20162/2206U10453		7.5 TON	
DAIKIN *	SERVER ROOM MINI-SPLIT			2 TON	
COMFORTMAKER	M4A324QK/FSM4X2400A	A061968364/A061968364		2 TON	
					Total
					-
CARNEGIE LIBRARY					
TRANE	4TTX6048E/TAM7A0C42H	10412HAE1F/11465LAK5V	2012	4 TON	
TRANE	4TTX6048E/TAM7A0C42H	111145XD2F/11465K9Y5V	2012	4 TON	
TRANE	4TTX6048E/TAM7A0C42H	103636BW1F/11513JU25V	2012	4 TON	
TRANE	4TTX6048E/TAM7A0C42H	103853AA1F/11465UT5AV	2012		
					Total
					-
AG MUSEUM					
CARRIER	FV48NF002	2808A87041		3 TON	
GIBSON	G538C030K/G838V036K	GS3000250023/GB3000201355	2012	2.5 TON	
GIBSON	G538C036K/GB38V042K	G5399154596/GB3000201410	2012	3 TON	
RHEEM	BY ADVANCED AIR			3.5 TON	
					Total
					-
HISTORIC PARK					
COTTAGE	M4AH4025A	161060984M	2016	2 TON	
TRANE	4TTR6018J1000AB	203828KR3F	2020	1.5 TON	
SCHOOL HOUSE	GPC1424H41EB	1512168240	2015	2 TON	
POST OFFICE	FEM4P1800AL	A171868436	2017	1.5 TON	
CHAPEL	PF4MNA030	3309A70092	2010	2 TON	
					Total
					-

City of Palmetto
Annual A/C Maintenance Cost Summary

MAKE	MODEL	SERIAL #	YEAR	TONNAGE	Quarterly Fee
CHLORAMINE HOUSE					
Mitsubishi *	MSZ-WR24NA-U1 / MUZ-WR24NA-U1	0002505T/0002724T	2021	2 TON	
Mitsubishi *	MUZ-WR24NA-U1 / MSZ-WR24NA-U1	0002961T/0002923T	2021	2 TON	
					Total
					-
WWTP					
WALL HUNG	Stickers gone		?	2 TON	
WALL HUNG	Stickers gone		?	2 TON	
TRANE	FEM4X3600BL	F200735265	2007	3 TON	
					Total
					-
17TH STREET BLDG					
COMFORTMAKER	N4H436GKG201	E195012160	2019	1.5 TON	
					Total
					-
* MINI SPLIT UNIT					Quarterly Total
					-
ANNUAL GRAND TOTAL					-