

SUWANNEE RIVER WATER MANAGEMENT DISTRICT
REQUEST FOR PROPOSAL
NO. 20/21-022
FOR
HVAC MAINTENANCE, REPAIR, AND REPLACEMENT

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Suwannee River Water Management District
9225 CR 49
Live Oak, FL 32060
386.362.1001
386.362.1056 (Fax)
800.226.1066 (Florida only)
www.MySuwanneeRiver.com

SECTION 1 – INTRODUCTION

The Suwannee River Water Management District (District) is requesting sealed proposals for preventative maintenance and repair services for District’s heating, ventilation, and air conditioning (HVAC) system. The initial maintenance and repair contract shall be for a period through September 30, 2022, with the potential for two subsequent one-year renewals based upon the prior year’s performance by the Contractor, the District’s availability of funding, the same terms and conditions or terms more favorable to the District, and mutual agreement of the District and the Contractor.

SECTION 2 - PROPOSED SCHEDULE

July 23, 2021	Release of Request for Proposal.
August 11, 2021*	Optional Pre-proposal meeting at 10:00 a.m.
August 20, 2021	Written questions due by 4:00 p.m.
August 25, 2021	Answers posted on the District Website by 5:00 p.m.
September 2, 2021*	Proposals due by 10:00 a.m. & opened
October 1, 2021	Contract start date

* Denotes a public meeting. All times denote Eastern Standard Time (EST).

- While the District has relaxed its Pandemic related restrictions and intends to host meetings in person at the District Headquarters, a virtual attendance option will remain available to those wishing to attend virtually. Specifics for public meeting virtual attendance options will be posted on the District website at least 3 business days before the meeting.

SECTION 3 - INSTRUCTIONS TO PROPOSERS

1. General Qualifications: To be considered for this maintenance, repair and replacement contract, respondents (“Respondent” or “Contractor”) must have owned and operated their HVAC business for the past five consecutive years and must demonstrate their qualifications to the District by submitting at least three commercial references. Respondents must have a valid HVAC contractor’s license. Respondent’s business location must be located within 60 miles of District headquarters or respondent must guarantee a two-hour (2) maximum response time.

2. Optional Pre-Proposal Conference: To assure a uniformity of supplemental and clarifying information that is provided to respondents an optional pre-proposal conference will be held at District headquarters at 10:00 am on August 11, 2021. A tour of HVAC facilities will be provided. Questions regarding this RFP must be submitted in writing to sharon.hingson@srwmd.org. Questions and answers will be posted on the District website by 5:00 p.m. August 25, 2021. No verbal questions may be submitted.

3. **Delivery of Proposal:** One original, and one digital copy (in an ADA accessible pdf format) of the proposal should be sent to:

Tilda Musgrove
Suwannee River Water Management District
9225 County Road 49

Live Oak, Florida 32060 Phone: 386.362.1001

Proposals are due at the above address by 10:00 a.m. on September 2, 2021. Proposals will be opened at this time. Proposals received after this time, for any reason, will be rejected. Proposers are advised that no commercial overnight delivery agency will guarantee next day delivery to the above address.

Proposals must be hard copy. FAX transmittals will not be accepted.

All proposals shall be submitted in sealed envelopes with the **proposal number RFP No. 20/21-022 and proposal opening time and date (10:00 a.m. on September 2, 2021) clearly marked in large, bold and/or colored lettering.** Proposals delivered in an envelope not properly marked with the proposal number and proposal opening date and time that are inadvertently opened by District personnel will not be considered. The proposal shall be hand-delivered or mailed, preferably by registered mail.

All proposals submitted in electronic/digital format must include a certification by the Vendor that the electronic submission and all supporting documents are accessible according to 282.603 Florida Statutes and Section 508 of the Rehabilitation Act of 1973 relating to the creation and use of electronic documents. This requirement applies to editable formats, such as Microsoft Word, as well as portable document formats (PDF).

It is the obligation of the proposer to ensure that it has reviewed all amendments, addenda, and all questions and answers to this RFP as posted on the District website to ensure that the proposal responds to the most current information available for the RFP.

SECTION 4 – KEY POINTS

Challenge of Solicitation Process: If a potential respondent protests any provisions of this RFP, a notice of intent to protest shall be filed with the District in writing within 72 hours after the posting of the request for proposal on the District's website. **“Failure to file a protest within the time prescribed in Section 120.57(3) Florida Statutes shall constitute a waiver of proceedings under Chapter 120 of Florida Statutes.”**

Challenge of District's Intent to Award Contract: If a respondent intends to protest District's intent to award contract, the notice of intent to protest must be filed in writing within 72 hours after posting of a notice of intent to award contract and the respondent shall file a formal written protest within ten (10) days after filing of notice of intent to protest. Any respondent who files a formal written protest pursuant to Chapter 28-110, Florida Administrative Code, and Section 120.57(3), Florida Statutes shall post with the District at the time of filing the formal written protest, a bond pursuant to Section 287.042(2)(c), Florida Statutes (2020) Failure to file a notice of intent to protest or failure to file a formal written protest within the time prescribed in Chapter 28-110, Florida Administrative Code and Section 120.57(3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes. More specifically, **“Failure to file a protest within the time prescribed in Section 120.57(3) Florida Statutes shall constitute a waiver of proceedings under Chapter 120 of Florida Statutes.”**

Americans With Disabilities Act: The District does not discriminate upon the basis of any individual's disability status. This nondiscrimination policy involves every aspect of the District's functions including one's access to, participation, employment, or treatment in its programs or activities. Anyone requiring reasonable accommodation as provided for in the Americans with

Disabilities Act should contact Sharon Hingson, Records & Contracts Manager at 386.362.1001 or 800.226.1066 (Florida only). The District's fax number is 386.362.1056.

Minority Business Enterprises: The District recognizes fair and open competition as a basic tenet of public procurement. Respondents doing business with the District are prohibited from discriminating on the basis of race, color, creed, national origin, handicap, age, or sex. The District encourages participation by minority business enterprises. Whenever two or more service providers are ranked equally, a minority business enterprise shall be given preference in the award process.

Veteran's Preference: In the absence of minority business enterprise, whenever two or more service providers are ranked equally by the Selection Committee, a veteran-owned business enterprise shall be given preference in the award process.

Drug Free Workplace Act: The selected PROPOSER shall certify that it has established a drug free workplace.

Public Entity Crime: Section 287.133(2)(a), Florida Statutes, states "A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in s.287.017 for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list."

Scrutinized Company: Section 287.135, Florida Statutes, states "A company is ineligible to, and may not, proposal on, submit a proposal for, or enter into or renew a contract with an agency or local governmental entity for goods or services of:

(a) Any amount if, at the time of proposal on, submitting a proposal for, or entering into or renewing such contract, the company is on the Scrutinized Companies that Boycott Israel List, created pursuant to s. 215.4725, or is engaged in a boycott of Israel; or

(b) One million dollars or more if, at the time of proposal on, submitting a proposal for, or entering into or renewing such contract, the company:

1. Is on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to s. 215.473; or

2. Is engaged in business operations in Cuba or Syria."

Insurance Requirements: If awarded, PROPOSER shall represent and guarantee that all employees, agents, servants or representatives of the respondent, and all employees, agents, servants, or representatives of subcontractors are covered by workers' compensation insurance. Prior to entering into contract with the District, respondent agrees to furnish the District certificates of insurance on all insurance, naming District as additional insured for items 2 and 3 below, providing evidence that respondent has in full force and effect the following minimum insurance with insurers authorized to do business in the State of Florida:

1) Workers' compensation insurance as required above;

- 2) Motor vehicular liability insurance with limits of not less than \$1,000,000 combined single limit which insurance shall be applicable to any and all vehicles utilized by respondent to provide the services requested by District;
- 3) General liability insurance for all services rendered by respondent for the requested services with a minimum of \$1,000,000 personal and advertising injury and \$1,000,000 general aggregate.

The certificate of insurance shall also provide that District shall be notified in writing by the carrier at least 30 days prior to any cancellation of said insurance.

Rejection of Responses: The District reserves the right to reject any and all proposals submitted. District also reserves the right to waive any minor deviations in an otherwise valid proposal.

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-business hour period following the agency posting the notice of intended award, any employee or officer of the District concerning any aspect of this solicitation, except in writing as indicated above. Violation of this provision may be grounds for rejecting a response.

SECTION 5 - SCOPE OF SERVICES

The existing HVAC system services approximately 30,000 square feet of four one-story buildings with climate-controlled attic space in one wing. The system is composed of 20 units ranging in age from 1 to 20 years and ranging in size from 3 to 20 tons, along with all of the associated air handlers, ductwork, dampers, vents, filters, and condensation lines.

Bi-monthly (and annual) preventative maintenance shall include but is not limited to:

- Check operation of systems;
- Thorough vacuuming of all dust accumulating surfaces (as needed);
- Supply and change all filters;
- Oil and grease any moving parts;
- Assuring all drains are unobstructed and that drains and condensate pans are functioning properly;
- Clean condenser and evaporator coils (as needed but at least annually);
- Check refrigerant pressures;
- Apply algae tabs in condensate pans;
- Apply disinfectant to evaporator coils;
- Check and replace belts (as needed);
- Check amperage on compressors, condenser fan motors, and evaporator fan motors
- Determining operational efficiency of each unit and making necessary adjustments to assure optimal operational efficiency.
- Replace units as deemed necessary by District staff

The cost of belts, oil, filters, and other materials associated with preventative maintenance activities shall not be charged separately and shall be included in the overall price of preventative maintenance (with the exception of refrigerant, which may be an additional charge, prior approval required).

Preventative maintenance shall be conducted six (6) times per year in the months of October, December, February, April, June, and August. Respondent's business location must be located

within 60 miles of District headquarters or respondents must guarantee a two-hour (2) emergency response time. System failures that occur between the times of the bi-monthly preventative maintenance activities must be addressed within 24 hours of notification. The corrective activities will be paid for on the basis of labor and materials.

Replacement of units: Units will be replaced upon request of the District staff after consultation with the contractor. Charges for replacement of units shall be for labor only.

The thermostats regulating the District's HVAC units are wireless. Contractor must be able to access and manage the system through the mobile or desktop application. Username and password will be provided to the selected vendor for access.

Equipment List:

AC Unit #	Manufacturer	Manufacturer Date	Tonnage	Model #	Serial #
1	Trane	2002	7.5	TWA090A300FA	3502YLJAD
2	Carrier	2007	3	25HBA360A0030010	0707E23944
3	Carrier	1995	7.5	38AQS008---501--	3995G00156
4	Trane	2003	4	2TWR1048A1000AA	3044L4M1F
5	Trane	1991	4	TWD748B100A	F19297007
6	Trane	1991	3	TWD736B100A0	2248846
7	Trane	1991	3.5	TWD742B100A2	F20208168
8	ICP	2011	2	WCH3242GKR4	X114271320
9	UK	1991	5	38YKB060500	2092E00158
10	Carrier	2021	20	Unknown	Unknown
11	Carrier	Unknown	Unknown	38ARQ088---501	2603G40016
12	York	Unknown	Unknown	E1FB180A25B	N0F7907232
13	Carrier	2005	5	50GL-060---321	0705G51023
14	Carrier	2008	5	25HBR360A0053010	1808E14108
15	Trane	2021	3.5	4TWR4042G1000A	21217KE54F
16	Carrier	Unknown	3	25HBA360A0030010	0507E12068
18	Carrier	Unknown	4	Unknown	0507E12068
19	Carrier	2021	5	Unknown	Unknown
20	Unknown	Unknown	Unknown	Unknown	4005E432246

SECTION 6 - RESPONSE FORM

Proposers shall provide the following:

Annual Preventive Maintenance	Cost
Total Proposal	\$
Price for labor	\$ /hour
Material cost as a % above wholesale (copy of contractor's paid invoice for materials to be included with invoice for services)	%
Indicate source of material cost, such as CC Dickson or Carrier	

NOTE: Hourly labor rates requested in this proposal only apply to time spent on site and shall not be applied to travel time. Consideration of travel costs should be incorporated into the hourly rates.

Proposer's Name: _____

Company: _____

Address: _____

Company Phone Number: _____

Company Fax Number: _____

Primary Contact Person: _____

Primary Contact Email: _____

Primary Contact Phone: _____

Primary Contact Cellular: _____

HVAC Contractors' License #: _____

FEID#: _____

Signature: _____

Date: _____

Any material submitted in response to this RFP (except trade secrets as defined in s. 812.081, FS) will become a public document pursuant to Section 119.07, F.S. This includes material which the responding proposer might consider to be confidential. Any claim of confidentiality is waived upon submission, effective after opening pursuant to Section 119.07. It is the responsibility of the proposer to specifically identify any trade secret information contained in the proposal by clearly marking each page and section which contains trade secrets as defined by Florida Statute 812.081. Contractor's refusal to comply with this provision shall constitute sufficient cause for termination of the contract resulting from this RFP.

This procurement is conducted under the rules, policies, and procedures of the Suwannee River Water Management District and the District's Governing Board. This procurement is not conducted pursuant to Ch. 287, Florida Statutes, except where explicitly provided by law. The District's rules, policies, and procedures are available by contacting the procurement officer.