

SUWANNEE RIVER WATER MANAGEMENT DISTRICT

INVITATION TO BID

ITB NO. 18/19-024 BCS

**SRWMD HEATING, VENTILATION, AND AIR CONDITION
REPAIR AND MAINTENANCE SERVICES**

Table of Contents

Section	Title	Page
1	Introduction	2
2	Proposed Schedule	2
3	Instructions to Proposers	2
4	Key Points	3
5	Scope of Work	5
6	Bid Response Forms	7

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 bids 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, 2021, 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

May 8, 2019	Release of Invitation to Bid (ITB).
May 15, 2019	Mandatory pre-bid conference at 1:00 p.m. at District Headquarters in Live Oak, Florida. *
May 22, 2019	Bids due prior to 11:00 a.m. at District Headquarters in Live Oak, Florida. Opening will occur at this time. *
June 11, 2019	Recommendation to GB for contract award 9:00 a.m. at District Headquarters in Live Oak, Florida. *
June 12, 2019	Contract Execution and Notice to Proceed

* Denotes a public meeting. All times denote Eastern Time Zone (ET).

SECTION 3 - INSTRUCTION TO PROPOSERS

1. **General Qualifications:** To be considered for this alterations and maintenance 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. **Mandatory Pre-Bid Conference:** To assure a uniformity of supplemental and clarifying information that is provided to respondents and to allow respondents an opportunity to ask specific questions before submitting a bid, a **mandatory** pre-bid conference will be held at District headquarters at 1:00 p.m. on May 15, 2019. A tour of HVAC facilities will be provided. Any firm wishing to submit bids to be considered for these services **must** be represented at this meeting.

Questions regarding this ITB must be presented during the pre-bid conference or submitted in writing to Ashley.Spivey@srwmd.org. Questions and answers will be posted on the District website by 5:00 p.m. May 17, 2019. No verbal questions may be submitted outside of the pre-bid conference.

3. **Delivery of Bids:** Respondents are required to complete and submit one (1) original and one (1) electronic copy of the Bid Response Form included in Section 6, in one sealed envelope to:

Ashley Spivey
Suwannee River Water Management District
9225 County Road 49
Live Oak, Florida 32060 Phone: 386.362.1001
Email: Ashley.Spivey@srwmd.org

Bids are due at the above address by 11:00 a.m. on May 22, 2019. Bids received after this time, for any reason, will be rejected.

FAX transmittals will not be accepted.

All bids shall be submitted in a sealed envelope with the following clearly marked in large, bold and/or colored lettering:

**ITB No. 18/19-024 BCS
SRWMD HVAC Repair and Maintenance Services
Bid Opening May 22, 2019
11:00 a.m.**

Bids delivered in an envelope not properly marked with the ITB number and bid opening date and time that are inadvertently opened by District personnel will not be considered. The bid shall be hand-delivered or mailed, preferably by registered mail. **Respondents should note that neither the U.S. Postal Service, FedEx, UPS nor any other common carrier guarantees morning delivery of packages to the District; responses sent via these carriers should be sent in time for delivery the afternoon before the due date.**

5. Additional Information: Additional packages may be obtained by contacting Ashley Spivey at 386.362.1001, or by logging on to www.mysuwanneeriver.com.

SECTION 4 – KEY POINTS

Challenge of Solicitation Process: If a potential respondent protests any provisions of this ITB, a notice of intent to protest shall be filed with the District in writing within 72 hours after the posting of the ITB on the District's website 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 (2018).

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.”**

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 (2018).

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 the District 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, marital status, 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, a veteran-owned business enterprise shall be given preference in the award process.

Drug Free Workplace Act: The selected respondent shall represent 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 bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids 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.”

Insurance Requirements: If awarded, the Contractor shall provide insurance as follows:

1. Contractor will purchase and maintain all insurance necessary to protect it from claims under workers' compensation laws, disability benefit laws or other similar employee benefit laws; from claims for damages because of bodily injury, occupational sickness or disease, or death of its employees, including claims insured by usual personal injury liability coverage; from claims for damages because of bodily injury, sickness or disease, or death of any person other than its employees including claims insured by usual personal injury liability coverage; and from claims for injury to or destruction of tangible property, including loss of use resulting therefrom - any or all of which may arise out of or result from Contractor’s operations under this Contract, whether those operations be by the Contractor or by any subcontractor or anyone directly or indirectly employed by any of them or for whose acts any of them may be legally liable.

2. This insurance shall be written for not less than any limits of liability specified in this Contract or required by law, whichever is greater, and shall include contractual liability insurance. The limits of liability for insurance shall be as follows:
 - a. For workers' compensation insurance, the limits shall be as required by law;
 - b. For motor vehicular liability insurance, the limits shall be for not less than \$500,000 combined single limit;
 - c. For general liability insurance, the limits shall be a minimum of \$1,000,000 per occurrence and \$1,000,000 general aggregate.
3. Before starting the work, Contractor will file with the District certificate(s) of insurance, acceptable to the District, providing evidence that Contractor has in full force and effect the insurance required herein with insurers authorized to do business in the State of Florida. These certificate(s) shall contain provision(s) that provide, without limitation, the following:
 - a. Name the District as a named or additional insured without waiving any defense of sovereign immunity or increasing the limits of District's liability in excess of the statutory cap provided under Section 768.28, Florida Statutes.
 - b. The coverage afforded under the policies will not be cancelled or materially changed until at least 30 days prior written notice has been given to the District.

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

Renewal of Contract: The initial contract shall be for a period of through September 30, 2020, 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 5 - SCOPE OF WORK FOR HVAC REPAIR AND MAINTENANCE 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 Trane and Carrier units ranging in age from 2 to 20 years and ranging in size from 3 to 15 tons, along with all of the associated air handlers, ductwork, dampers, vents, filters, and condensation lines.

Bi-monthly (and annual) preventative maintenance shall include:

- Check operation of systems;
- Thorough vacuuming of all dust accumulating surfaces (as needed);
- Supply and change all 40% pleated filters;
- Oil and grease any moving parts;
- Assuring all drains are unobstructed;
- 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; and
- Determining operational efficiency of each unit and making necessary adjustments to assure optimal operational efficiency.

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.

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 ap. User name and password will be provided to the selected vendor for access.

SECTION 6 - BID RESPONSE FORM
ITB 18/19-024 BCS
SRWMD HVAC Repair and Maintenance Services
(Page 1 of 2)

Bidders shall provide the following:

Annual Preventive Maintenance	Cost
Total Bid	\$
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 bid 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.

Bidder'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 _____

SECTION 6 - BID RESPONSE FORM (AMENDED)
ITB 18/19-024 BCS
SRWMD HVAC Repair and Maintenance Services
(Page 2 of 2)

**Commercial References:
Name, Address, Telephone, and Email**

1. _____

2. _____

3. _____

Are you a minority business?	_____	Yes	_____	No
Are you a U. S. Veteran?	_____	Yes	_____	No