

## **HVAC BID SPECIFICATIONS**

The City of Erlanger is interested in receiving bids for a Full Service Maintenance Contract of its HVAC equipment and controls. Attached is a list of the equipment and locations at the various City of Erlanger owned facilities and bid forms.

We are interested in securing bids per the following:

To maintain the entire HVAC systems and controls at all City of Erlanger owned facilities through preventative/routine maintenance and all necessary repairs to insure proper operating conditions for the entirety of said contract. All maintenance, repairs, and 24 hour emergency service calls shall come at no additional compensation other than the bid amount. The successful bidder must be proficient in Carrier I-VU Controls and Software.

Facilities to be maintained:

Erlanger Municipal Center - 505 Commonwealth Avenue

Central Fire Station - 515 Graves Avenue

Station #2 Storage Facility - 3515 Jack Scheben Drive

Public Works Facilities - 3516 Jack Scheben Drive

Safety Center East - 4100 Narrows Road

Flagship Park Comfort Station /Storage Facility - 1 Flagship Drive

Depot Museum - 3319 Crescent Avenue

The City of Erlanger will accept these quotes until 1:00 PM on Tuesday, June 29, 2021. The bid shall be submitted to the office of the Erlanger City Clerk, by the above date and time, in a sealed envelope marked City of Erlanger HVAC Full Service Maintenance Contract Bid. The bids will be opened at 1:00 PM on Tuesday, June 29, 2021, however, no decision will be made on which bid will be accepted until they are thoroughly reviewed. The contract will run from August 1, 2021 through July 31, 2022, with the opportunity for five (5) additional one (1) year extensions.

All bidders shall view the facilities and equipment prior to submitting bid packet. All bidders must contact Chris Turner with the City of Erlanger Public Works Facilities Services at (859) 727-7951 to schedule a time to do so.

Although the City of Erlanger is interested in a total cost, it is equally interested in being assured that the successful company is qualified to complete the work. Therefore, please submit, on a separate sheet, the following:

- Number of Kentucky Journeyman Certified Technicians**
- Names of other facilities, contact person, and phone number your company has or is servicing, that are of similar size or larger to the City of Erlanger's facilities and equipment being serviced.**
- Kentucky Master License Number**
- Proof of Kentucky Boiler License**
- Proof that technicians are EPA Certified**
- Proof of General Liability Insurance**
- Proof of Worker's Compensation Insurance**
- What work will be included in the Planned Maintenance Schedule, as well as how often this work will be performed**
- Proof that your company is familiar with a VAV Box type of system and Carrier I-VU Controls and software, along with the ability to offer recommended changes to these controls and be able to make these changes**
- A bio of your company, such as number of years in business, number of employees and any other pertinent information**
- Percentage decrease the City of Erlanger would realize in the event it would choose to pay the bid amount as one (1) payment**
- Percentage increase/decrease the City of Erlanger would realize in the event it would choose to extend a contract for a period of one (1) year**
- Amount the City of Erlanger would pay in the event it would choose to sign a three (3) year contract**
- Contractor must be able to respond within a four (4) hour window of time**
- All employees of successful bidder working under this contract must pass a Police Background Check**

Your bid amount must be completed on the enclosed bid form. The total cost included on these forms shall assume that the City will pay in four (4) quarterly payments.

In the event the City of Erlanger adds any equipment during the contract period, it shall be automatically included in the planned maintenance agreement, after an additional amount to the maintenance contract is agreed upon by the successful bidder and the City of Erlanger. Since the City of Erlanger, per city policy, must receive three (3) bids for the installation of new equipment, the selected contractor for the maintenance will have the opportunity to submit a bid. However, they may not be the selected contractor.

**The Agreement may be terminated by the City with thirty (30) day written notice due to unsatisfactory workmanship and/or customer service. The City of Erlanger reserves the right to reject any and all bids.**