

City of St. Clair

2021 Library HVAC Services RFP

GENERAL INFORMATION

The St. Clair Public Library (hereafter referred to as “Library”) wishes to seek an appropriately licensed and qualified company(s) and/or individual(s) to provide contracted heating, ventilation and air conditioning maintenance services (hereafter referred to as “HVAC Services”) for the library located at 310 S. Second Street, St. Clair, MI 48079. The period of time for such services shall be for one (1) year. The successful contractor(s) (hereafter referred to as “Contractor(s)” or “the Contractor(s)”) shall serve as an independent contractor(s) (not as an employee of the City of St. Clair, St. Clair Public Library or St. Clair County Library System) and therefore shall not be entitled to any employment benefits.

SCOPE OF SERVICES

The Contractor(s) shall schedule and complete all routine HVAC routine maintenance during the normal business hours of the library, Monday through Friday. Contractor(s) shall also perform all emergency HVAC maintenance as requested and/or approved by the Library within four (4) hours of such request being made, regardless of the time of day, the day of the week, or whether or not such call is made on a holiday. When providing routine and/or emergency maintenance on the Libraries’ HVAC equipment, Contractor(s) shall use its own labor, tools and transportation required to perform maintenance procedures.

Contractor shall conduct, on a quarterly basis to include but not be limited to the following:

Test and calibrate all Controls and safety devices.

Check electrical starters.

Check and tighten all electrical connections on unit.

Test fan motors.

Maintain oil in compressor at manufacturer’s specified level on oil sight glass.

Check for contact surface pitting and mounting security.

Check and adjust heating and air conditioning equipment belts.

Start-up and shut down air conditioning/heating systems and controls.

Replace broken or worn belts.

Check and fill appropriately the liquids and refrigerant in the circuit.

Check condition of solder joints.

Check heat exchanger.

Check ignition controls and safety features.

Adjust proper combustion moisture.

Provide a detailed report of any and all problems found.

Clean burner assembly.

Replace heating and air conditioning filters.

Clean and inspect condenser coils, blades and fan guards (ensure they are free of any mold and mildew).

Maintain boiler(s) to State of Michigan boiler requirements with documentation.

PAYMENT

Contractor(s) will be paid by the City for the performance of routine work done therein by providing a written invoice to the Library for services rendered. Contractor will be paid for the performance of emergency work done therein within a reasonable time of having submitted such invoices to the Library. Contractor(s) will be reimbursed by the City at wholesale prices for the replacement of parts.

INSURANCE & LIABILITY

Workers' Compensation Insurance: In accordance with the State of Connecticut Workers' Compensation laws, Contractor shall carry Workers' Compensation and Employers' Liability Insurance for all persons employed in the performance of services under this RFP. Contractor shall provide the City with a certificate verifying such coverage before commencing services under this RFP. Such policy shall require thirty (30) days notice to the City in writing prior to alteration, cancellation, termination or expiration of any kind.

Commercial General Liability Insurance: Contractor shall carry Commercial General Liability Insurance (Bodily Injury, Property Damage, Products and Completed Operations) in an amount of not less than one million dollars (\$1,000,000) per occurrence with a two million dollar (\$2,000,000) aggregate, combined single limit. Contractor shall provide the City with certificated verifying such coverage acceptable to the City before commencing services under this RFP. Such policy shall require thirty (30) days notice to the City in writing prior to alteration, cancellation, termination or expiration of any kind. All Commercial General Liability Insurance shall name the City as additional insured.

Defense and Indemnification Provision: Contractor shall agree to a Defense and Indemnification Provision.

SELECTION CRITERIA

- Proposals will be reviewed and analyzed based on the following criteria:
- Respondent's completion all RFP requirements.
- Respondent's experience providing HVAC maintenance.
- Respondent's professional references from prior serviced clients.
- Respondent's ability to meet the Library' HVAC maintenance needs.
- Respondent's Fee for Services.
- Respondent's performance in possible interviews.
- Respondent's Completion of a background check/record check.

RFP TIMELINE

The projected timeline for the RFP is listed below and is subject to change.

RFP Issued: **April 12, 2021**

Pre-Proposal Meeting/Building Walkthrough: **April 21, 2021 at 10:00 AM**

Deadline for RFP Submission, Noon, EST: **April 26, 2021**

RFP Evaluations & possible interviews: **April 28, 2021**

Contract Awarded: **Early May**

GENERAL CONDITIONS AND INSTRUCTIONS

Disclaimer: This Request for Proposals (hereinafter, "RFP") is not a contract offer.

Building Walkthrough: A pre-proposal meeting and building walk-through will be held on April 21st at 10:00 AM. The meeting will include a walk-through of the entire Library building. This is the only opportunity to view the building. No other visits will be scheduled.

Proposal Submittals: Proposals must be received no later than Noon, EST, on April 26, 2021. Respondents must submit one original and one copy. Proposals may be hand delivered or mailed to:

St. Clair Public Library
310 S. Second Street
St. Clair, MI 48079

Questions about Proposal Requirements: Respondents with questions regarding this RFP may contact either of the following individual:

Julie Alef
jalef@scc.lib.mi.us
810-329-3951

Late Proposals: Proposals received after the deadline for submission shall be returned unopened.

Exceptions to RFP: Any and all exceptions of the Respondent(s) to the terms and specifications of the RFP shall be made in writing and submitted in full with the proposal. For all other terms and specifications, submission of a proposal constitutes acceptance by the Respondent. The Library reserve the right to reject proposals which contain exceptions that are unacceptable.

Acceptance of Proposals: The Library reserve the right to accept and reject any and all proposals in whole and/or in part and to waive informality, technical defect, or clerical error in any proposal. The Library reserve the right to negotiate with one or more respondents as they see fit.

Proposal Costs: All costs incurred in the preparation of the statement of qualifications will be borne entirely by the individual/firm submitter.

Ownership of Proposals: All proposals submitted become property of the Library.

Freedom of Information: All proposals submitted and information contained therein and attached thereto shall be subject to disclosure under the Freedom of Information Act.

Period Commitment: Proposals shall be final and binding on the Respondent for acceptance by Library for sixty (60) days from the RFP closing date and time.

Irrevocability of Proposals: Respondent(s) may amend or withdraw their Proposal prior to this RFP's closing date and time by submitting a clear and detailed written notice to the Library. Subject to the Period Commitment provision detailed herein, all Proposals become irrevocable after this RFP's closing.

Conflict of Interest: A Respondent filing a proposal thereby certifies that no officer, agent or employee of the Library who has a pecuniary interest in this request for proposal neither has nor shall participate in the contract negotiations on the part of the Library, that the proposal is made in good faith without fraud, collusion or connection of any kind with any other respondent of the same call for proposals, and that the Respondent is competing solely in its own behalf without connection with or obligation to, any undisclosed person or firm. Respondents must fully disclose, in writing to the Library on or before the closing date of this RFP, the circumstances of any possible conflict of interest or what could be perceived as a possible conflict of interest if the Respondent were to become a contracting party pursuant to the RFP. The Library shall review any submissions by Respondents under this provision and may reject any Proposals where, in the opinion of the Library, the Respondent could be in a conflict of interest or could be perceived to be in a possible conflict of interest position if the Respondent were to become a contracting party pursuant to this RFP.

Assignment and subcontractors: Assignment by successful Respondent(s) to third party of any contract based on the Request for Proposal or any monies due is prohibited and shall not be recognized by the Library unless approved by the Library in writing.

Collusion: Any act or acts of misrepresentation or collusion shall be a basis for disqualification of any proposal or proposals submitted by such person guilty of said misrepresentation or collusion. In the event that the Library enter separately into a contract with any Respondent who is guilty of misrepresentation or collusion and such conduct is discovered after the execution of said contract, the city may cancel said contract without incurring liability, penalty, or damages.

HVAC Maintenance Fee Proposal Form

Directions: Please provide the information requested.

Under no circumstances should respondents include extraneous fees on this form.

Full Company Name:

Address:

ATTACH PROPOSAL RATE CHART TO THIS FORM

I acknowledge that I have read and understand the RFP to Provide Contracted HVAC Maintenance Service, and that I am both able and willing to meet the terms and conditions of this sample contract. I am aware that I am prohibited from including any extraneous fees on the fee proposal form.

Name & Title:

Signature: _____ Date: _____