



Solicitation Number: 2024.001

Addendum Date: October 05, 2023

Addendum Number: 1

Closing Date: **October 31, 2023 @ 11:00 A.M. Eastern Time**

Total Pages: 11

Questions/Answers:

Question #1: Would it be possible to get the RFP in Word Format, if not the whole document Section V PROPOSAL FORMAT, TAB V: COMPANY'S QUALIFICATIONS?

Answer #1: If you would like a copy of Section V in Word format, please email your request to ksmitherman@ktnpba.org.

Question #2: Attachment J – Equipment Lists – are you looking for equipment that would be replaced as part of the maintenance services at the three locations, or are you looking for a “line card” of sorts?

Answer #2: Please refer to Section 4.3 of the RFP. Attachment J is for suppliers to list the major equipment in their inventory (e.g. vehicles, lifts) that would be available to use for PBA projects, if awarded. If you have software that maintains this inventory, you may submit a printed copy of the inventory with a note on Attachment J to see the attached list.

Question #3: Attachment N – Quote Form – not sure this would be applicable to work that we typically provide. Is your intent this would be used for a small repair?

Answer #3: The quote form will be used for repairs and replacement projects so a requisition can be entered in our requisition to PO software.

Question #4: Can the deadline be extended to submit a response?

Answer #4: The deadline has been extended. See Deletion #1 and Addition #1 of this Addendum for further information.

Jayne Burritt, Administrator/CEO

Board of Directors

Chuck Severance, Chair

Steve Maddox, Vice Chair

Shane Jackson, Treasurer

Heather Anderson

Jon Clark

Adam Cook

Scott Davis

Brian Gard

Rob Glass

Ann Marie Tugwell

John Wright

Question #5: Assuming this response will need to cover all service and parts, including Parts, Service, Equipment Sales, Energy Services, Building Automation, etc.?

Answer #5: The resulting contract(s) from this RFP will allow PBA to purchase all services, parts, and equipment that each supplier provides for HVAC Service and Repair. PBA reserves the right to purchase parts and equipment for installation by PBA as well. We will be issuing a separate solicitation for those suppliers who only provide parts and equipment for purchase.

Question #6: I was under the impression that the HVAC equipment at the Sunsphere was changed out about two years ago. Is it being bid to be changed again?

Answer #6: Most of the major equipment at the Sunsphere was changed. The pumps, cooling tower, boilers, variable frequency drives, and piping were replaced in that timeframe. We still have existing HVAC equipment at this site that was not changed during that project.

Question #7: Can we visit the sites and look at the projects before bidding?

Answer #7: Yes. Please see Addition #2 of this Addendum for further information.

Question #8: Is the bid tab available from the previous award?

Answer #8: The latest contracted rates are included in Addendum 1.

Question #9: Is the approximate annual spend available from the previous award?

Answer #9: Our Fiscal Year is July 01 through June 30. For FY 22 our spend was \$829,890.17 (Repairs - \$83,289.36; Projects - \$605,400.45; Replacement - \$121,730.36; and PM - \$19,470.00), and for FY 23 our spend was \$178,300.06 (Repairs - \$41,737.97; Projects - \$20,923.05; Replacement - \$107,167.17; and PM - \$8,471.87). These totals include PM, repair, replacement, and projects. PBA does not guarantee any quantities under any resulting contract(s).

Question #10: Is the intent to award to a single or multiple vendors?

Answer #10: The sites for PM work will be a single award per site with the possibility that all 3 sites that all 3 sites are awarded to a single supplier. PBA anticipates extending an award to multiple suppliers for work at other PBA managed facilities based on the diversity of the equipment throughout these facilities.

Question #11: Controls/Building Automation is a separate agreement, correct? I understand there will be some Controls aspects but as far as replacement/etc. is that covered under a separate agreement?

Answer #11: Controls/Building automation is covered under a separate agreement. We may still need to have building actuators, damper actuators, variable frequency drives, and thermostats changed which could be considered "controls."

Question #12: Can you please confirm whether PM service be provided for all sites?

Answer #12: Nama, Regal Cinema, and most major equipment at the Sunsphere are relatively new; these are the sites that we are requesting pricing for PM service. The contract(s) resulting from this solicitation may include service, repair, replacement, and/or installation for any PBA managed facility. This consists of, but is not limited to, boilers, pumps, HVAC and related equipment, and exhaust fans.

Question #13: Section 4.6.11 mentions repairing or replacing defective parts, but this is listed as basic maintenance. Traditional basic maintenance does not include any parts or labor outside of what is required (quoted) for the PM (filters and belts) and defective items are quoted for approval.

I want to make sure these programs being bid on do not include all maintainable parts, materials, and labor for service calls as in a full-service type of agreement.

Answer #13: The parts at Regal Cinema and Nama are still covered under warranty by Trane (2 years and 4 years respectively). Once the warranty period expires, PBA will pay for parts for these sites (belts and filters excluded).

Question #14: Per page 21, Section 4.18.3 Supplemental Instructions: *Pages 25 through 53 must be completed and returned.* Please advise if this applies to page 52, Attachment N – HVAC Service and Repair Quote Form.

Answer #14: Attachment N does not need to be returned with your submittal, however, the awarded supplier(s) must use this form to provide quotes as detailed in Section 4.12.13.

Deletions/Additions:

Deletion #1:

The Procurement Office of the Public Building Authority of the County of Knox and the City of Knoxville, Tennessee, (hereinafter “PBA”) will receive sealed proposals for the provision of **HVAC Service and Repair** as specified herein. Proposals must be received by **11:00 a.m. on October 19, 2023 Eastern Time**. Late proposals will neither be considered nor returned.

Addition #1:

The Procurement Office of the Public Building Authority of the County of Knox and the City of Knoxville, Tennessee, (hereinafter “PBA”) will receive sealed proposals for the provision of **HVAC Service and Repair** as specified herein. Proposals must be received by **11:00 a.m. on October 31, 2023 Eastern Time**. Late proposals will neither be considered nor returned.

Deletion #2:

1.26 RESTRICTIVE OR AMBIGUOUS SPECIFICATIONS: It is the responsibility of the prospective supplier to review the entire RFP packet and to notify the Procurement Office if the specifications are formulated in a manner that would unnecessarily restrict competition.

Any such protest or question regarding the specifications or solicitation procedures must be received by the Procurement Office no later than **4:30 p.m. Eastern Time on October 11, 2023**. These requirements also apply to specifications that are ambiguous.

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Any such protest or question regarding the specifications or solicitation procedures must be received by the Procurement Office no later than **4:30 p.m. Eastern Time on October 19, 2023**. These requirements also apply to specifications that are ambiguous.

Deletion #3:

1.27 SIGNING OF PROPOSALS: In order to be considered, all submittals must be signed. **Please sign the original in blue ink.** By signing the proposal document, the supplier acknowledges and accepts the terms and conditions stated in the document and will legally bind the supplier to PBA's request for goods and/or services.

Addition #3:

1.27 SIGNING OF PROPOSALS: In order to be considered, all submittals must be signed. **The original must be signed by a representative of the company authorized to contractually bind the company.** By signing the proposal document, the supplier acknowledges and accepts the terms and conditions stated in the document and will legally bind the supplier to PBA's request for goods and/or services.

Deletion #4:

3.49 SUBMIT QUESTIONS: Prospective contractors may submit questions concerning this solicitation until **4:30 p.m. Eastern Time on October 11, 2023**. Submit questions as noted in Section 1.1.

Addition #4:

3.49 SUBMIT QUESTIONS: Prospective contractors may submit questions concerning this solicitation until **4:30 p.m. Eastern Time on October 19, 2023**. Submit questions as noted in Section 1.1.

Deletion #5:

TAB I COVER LETTER

Include cover letter authorizing the submission of the proposal **signed in blue ink** by a principal of the company.

Addition #5:

TAB I COVER LETTER

Include cover letter authorizing the submission of the proposal signed by a representative of the company authorized to contractually bind the company.

Deletion #6:

TAB X ATTACHMENTS

- Suppliers must include the fully executed Statement Concerning Conflicts of Interest Affidavit as detailed in Section 1.6.
- Suppliers must include the fully executed Iran Divestment Act Affidavit as detailed in Section 2.16.
- Suppliers must include the fully executed Non-Boycott of Israel Act Affidavit as detailed in Section 2.18.
- Suppliers must include the fully executed Drug-Free Workplace Affidavit as detailed in Section 3.14.
- Suppliers must include the fully executed FTA Affidavits for Lobbying and Suspension/Debarment as detailed in Section 3.19.
- Suppliers must include the Insurance Checklist with their proposal as detailed in Section 3.22.
- Suppliers must include a Sample invoice with their proposal as detailed in Section 3.26.

Addition #6: NOTE: Revised Section V is included in Addendum 1 for your use.

TAB X ATTACHMENTS

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- Suppliers must include the Insurance Checklist with their proposal as detailed in Section 3.22.
- Suppliers must include a Sample invoice with their proposal as detailed in Section 3.26.
- Suppliers must include the fully executed Certification Regarding Debarment Affidavit as detailed in Addendum 1.

Deletion #7: The Proposal Envelope Cover in the original document has been revised.

Addition #7: The revised Proposal Envelope Cover included in Addendum 1 must be completed and affixed to your submittal.

Addition #8:

SITE VISITS: PBA will hold non-mandatory site visits for Nama, Regal and the Sunsphere. Suppliers interested in attending the site visits will meet at 610 Richards Street, Knoxville, TN 37921 on **October 11, 2023 at 10:00 a.m. Eastern Time**. Due to ongoing operations at each site, this will be the only time for interested suppliers to attend site visits. Please confirm your intent to attend the site visits by contacting Karen Smitherman via email at ksmitherman@ktnpba.org no later than **1:00 p.m. on October 10, 2023**.

Addition #9: Please see Attachment O included with Addendum 1; this certification must be completed and included with your proposal response.

End of Addendum #1.

Addendum must be acknowledged in Tab III of the submittal.



Karen D. Smitherman, NIGP-CPP, CPPB, PMP
Manager of Procurement & Internal Controls
Public Building Authority

Latest Contracted Rates
HVAC Service and Repair

Supplier 1:

	Price	UOM
Services		
Applied Service Standard Time	\$ 119.00	Hr
Applied Service Overtime	\$ 173.00	Hr
Applied Service Double Time	\$ 191.00	Hr
Automation Services Standard Time	\$ 122.00	Hr
Automation Services Overtime	\$ 177.00	Hr
Automation Services Double Time	\$ 197.00	Hr
Commercial Service Standard Time	\$ 114.00	Hr
Commercial Service Overtime	\$ 165.00	Hr
Commercial Service Double Time	\$ 182.00	Hr
Vibration Analysis Standard Time	\$ 144.00	Hr
Vibration Analysis Overtime	\$ 209.00	Hr
Vibration Analysis Double Time	\$ 233.00	Hr
Contractor Bonding Rate		50 %

Supplier 2:

	Price	UOM
Services		
HVAC Mechanic Regular Hours	\$ 60.00	Hr
HVAC Mechanic Overtime Hours	\$ 90.00	Hr
HVAC Helper Regular Hours	\$ 30.00	Hr
HVAC Helper Overtime Hours	\$ 45.00	Hr
Bonding Rate		1.5 %

Supplier 3:

	Price	UOM	Location
Services			
HVAC Mechanic Regular Hours	\$ 78.00	Hr	
HVAC Mechanic Overtime Hours	\$ 110.00	Hr	
HVAC Helper Regular Hours	\$ 55.00	Hr	
HVAC Helper Overtime Hours	\$ 82.00	Hr	
HVAC Computer Tech Regular Hours	\$ 87.00	Hr	
HVAC Computer Tech Overtime Hours	\$ 130.00	Hr	
Plumber Regular Hours	\$ 87.00	Hr	
Plumber Overtime Hours	\$ 130.00	Hr	
Annual Full Maintenance Contract	\$ 12,033.00	Yr	Regal Cinema
Annual Basic PM Contract	\$ 6,924.00	Yr	Regal Cinema
Annual Full Maintenance Contract	\$ 16,440.00	Yr	Sunsphere
Annual Basic PM Contract	\$ 6,120.00	Yr	Sunsphere
Price Equipment Discount Off MSRP		0%	
Price Parts Discount Off MSRP		0%	

ATTACHMENT O
PBA PROCUREMENT OFFICE
REQUEST FOR PROPOSALS NUMBER 2024.001
CERTIFICATION REGARDING
DEBARMENT

Comes _____, for and on behalf of
(Printed name of Principal Officer of Company)

_____, (the "Company") and, after being duly authorized by the
(Printed name of Company)
Company so to do, makes oath that:

By submission of this proposal, each supplier and each person signing on behalf of any supplier certifies, and in the case of a joint proposal each party thereto certifies as to its own organization, that to the best of its knowledge and belief that each supplier is not presently debarred or suspended by any governmental entity.

Signature of Principal Officer

Title of Principal Officer

SECTION V PROPOSAL FORMAT – PROPOSAL NUMBER 2024.001, HVAC SERVICE AND REPAIR

SUPPLIER'S NAME: _____

Suppliers are to use the following format for the preparation and submission of their proposals. These instructions are to ensure that submissions contain the information and documents required by PBA and that the submissions received have a degree of uniformity in presentation of the material to facilitate evaluation. Documents must be bound, and the cover must have the name and number of the Request for Proposals, the closing date of the Request for Proposals, and the supplier's company name. Failure to follow this format and/or not submitting a complete response may be just cause for rejection of proposals. Cost of preparation of proposals is the sole responsibility of the supplier.

Solicitations must be in a sealed envelope/box prior to entering the Procurement Office suite. Procurement Office and other PBA personnel are not allowed to see the submittal nor assist in placing documents in an envelope/box. Additionally, the PBA is not responsible for providing materials (e.g.: envelopes, boxes, tape) for submittals.

TAB I COVER LETTER

- Include cover letter authorizing the submission of the proposal signed by a representative of the company authorized to contractually bind the company.

TAB II SUPPLIER INFORMATION

- Company name, address and telephone/fax numbers, website address
- Supplier's email address
- Business Tax License (County and City, as applicable)
- Registration to do business in the state of Tennessee
- Employer Identification Number (EIN)
- Contact name(s), telephone number(s), and email address(es)
- Location of the office from which service will be provided, if awarded, including hours of operation.
- Will you allow Cooperative Purchasing as detailed in Section 1.8?
- Did you include the correct number of exact copies as detailed in Section 1.9?
- Did you register/are you registered as a vendor as outlined in Section 1.14?
- Did you provide information noting whether your company is Minority-, Women-, Veteran-Owned, Small business, or a combination thereof as detailed in Section 1.16. Include any third party or other certification supporting the company's designation(s).
- Will you accept PBA's credit card as payment as detailed in Section 1.19?
- Will you allow PBA designee(s) to tour and inspect your facility(ies) as detailed in Section 2.22?
- Will you offer a discount for payment (e.g.: volume discounts, prompt payment, EFT)? If yes, please list applicable details.
- Can your company meet any schedule and/or deadlines as stated in this RFP?
- Are you sealing your submittal documents as detailed in Section 1.23?

TAB III ACKNOWLEDGEMENT OF ADDENDUM(S)

- Suppliers are to acknowledge receipt of any addendum(s) to this RFP.

TAB IV COMPANY'S PRICING AND/OR DISCOUNTS

- Suppliers are to complete and include Section VI – Pricing

SECTION V PROPOSAL FORMAT – PROPOSAL NUMBER 2024.001, HVAC SERVICE AND REPAIR – CONTINUED

SUPPLIER'S NAME: _____

TAB V COMPANY'S QUALIFICATIONS

Suppliers are to detail the company's experience, capabilities and resources relating to the services requested in this RFP.

Suppliers are to include:

- Form of business and general credentials of the company
- Number of years in business
- Number of years of experience providing the services requested in this RFP
- Suppliers should state the location and size of your local service office, the size of their warehouse in square feet, the name and nature of all direct manufacturers that your firm currently has contractual relationships with, and your company's process for determining carry stock, what is carried on a service truck, and the timeline for parts that must be ordered.
- Provide the phone number and/or email address to be used for contacting your company for service calls. State your company's protocol for dispatching technicians to resolve equipment malfunctions in our facilities. Include call-back or non-resolution issues after response.
- A list of the manufacturer(s) and parts supplier(s) their company services and have been trained to maintain.
- Statement of knowledge and experience; highlight government experience providing the services detailed in this RFP.
- Suppliers are to state all the companies that they are currently an authorized dealer for; please include the company's name and how many years you have partnered with them.
- Suppliers must describe their abilities within the market to locate and purchase obsolete equipment and parts, to provide problem-solving expertise and recommendations to PBA to keep equipment functioning properly.
- Copy of current State of Tennessee Contractor's license, if applicable
- Whether you intend to sub-contract any portion of the contract, if awarded

TAB VI COMPANY'S SERVICES & CAPABILITIES

- State the name, business address, office phone number, and cell phone number for each HVAC Technician and HVAC Computer technician working out of your local office that will be available to provide services to PBA, if awarded. Include a resume detailing applicable experience, tenure with your company, related accomplishments, training and/or certifications received relevant to the intent of this RFP for each technician expected to be assigned to PBA's account. Include all fill-in personnel or personnel available from other branches, if applicable.
- Provide a list of major equipment owned that will be available for use under this contract, if awarded.
- Provide a list of government installation projects completed in the last twelve months noting the scope, size in dollars, equipment manufacturer and client's name, point of contact, phone number and email address.
- Provide a list of government HVAC preventive maintenance contracts held in the last three years.
- Suppliers must outline their safety and/or security policy(ies).
- Suppliers must outline their technician's service checklist describing all services performed on a routine preventive maintenance visit.
- Suppliers must provide an overview of their ability to provide new equipment quotes as well as manage and coordinate major repairs and upgrades. Confirm which office location will provide these services, if needed.
- Suppliers must describe how they intend to partner with PBA to improve upon the performance of our HVAC equipment and list any value-added services the company will provide to PBA as part of this contract, if awarded. Include any cost-saving measure you are committing to providing.

SECTION V PROPOSAL FORMAT – PROPOSAL NUMBER 2024.001, HVAC SERVICE AND REPAIR – CONTINUED

SUPPLIER'S NAME: _____

TAB VII COMPANY'S KEY PERSONNEL

- Provide an organization chart for your company including the names and titles of key personnel.
- Suppliers must state the name, business address, email address, office phone number and cell phone number for the direct contact personnel to be assigned to PBA for all projects, if awarded. Include a resume outlining their related project accomplishments, tenure with the company, certifications achieved, and/or training completed related to the intent of this RFP.

TAB VIII REFERENCES

- Suppliers must return their references as detailed in Section 3.42. The Public Building Authority of the County of Knox and the City of Knoxville, Tennessee may not be used as a reference.

TAB IX EXCEPTIONS TO SPECIFICATIONS

- Suppliers must state exceptions to specifications, if any, as detailed in Section 3.18.

TAB X ATTACHMENTS

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TAB XI ADDITIONAL INFORMATION

- Suppliers may submit additional information regarding their company and the services they offer, believe are necessary to fully provide the services, or believe would be beneficial to PBA within the context of the services requested in this RFP. NOTE: Please specify and include documentation regarding unique equipment or capabilities. Suppliers may include advertisements, letters of recommendation, awards, et cetera.

Failure to include any of the above information or any other information requested may result in the supplier being disqualified.

PROPOSAL ENVELOPE COVER
(ATTACH TO THE OUTSIDE OF PROPOSAL PACKAGE.)

NAME OF SOLICITATION: HVAC SERVICE AND REPAIR
REQUEST FOR PROPOSALS NUMBER 2024.001

DEADLINE FOR DELIVERY: 11:00 a.m. Eastern Time on October 31, 2023

DELIVER PROPOSALS TO: Public Building Authority Procurement Office
610 Richards Street
Knoxville, TN 37921

PROPOSER: _____
(as it appears on license)

STREET ADDRESS: _____

CITY, STATE & ZIP CODE: _____

TENNESSEE CONTRACTOR'S LICENSE NUMBER: _____

LICENSE EXPIRATION DATE: _____

LICENSE CLASSIFICATION: _____
(if applicable to this project) Dollar Limit

DO NOT FILL OUT THIS PORTION – THIS PORTION WILL BE REQUESTED WITH EACH INDIVIDUAL PROJECT

SUBCONTRACTORS TO BE USED

If no subcontract work is required, write "N/A" for each category.

For projects of \$100,000.00 or more, if self-performing any of the following, please note "self-performing" for each category.

ELECTRICAL: _____ License #: _____

Classification: _____ Expiration Date: _____

GEOHERMAL: _____ License #: _____

Classification: _____ Expiration Date: _____

Geothermal projects must include the Dept. of Environment and Conservation (TDEC) Well Driller License Number

HVAC: _____ License #: _____

Classification: _____ Expiration Date: _____

PLUMBING: _____ License #: _____

Classification: _____ Expiration Date: _____

ROOFING: _____ License #: _____

Classification: _____ Expiration Date: _____

MASONRY: _____ License #: _____

Classification: _____ Expiration Date: _____

Only one subcontractor may be listed for each classification. See T.C.A. § 62-6-119 for complete instructions.