



**BROWARD COUNTY HOUSING AUTHORITY  
SOLICITATION NUMBER RFP 22-308  
REQUEST FOR PROPOSAL**

**HVAC REPAIR, INSTALLATION, AND EMERGENCY HVAC SERVICES**

**DATE OF ISSUE: MARCH 4, 2022**

**QUESTIONS DUE: MARCH 18, 2022, 5:00 PM (EST)**

**PROPOSALS DUE: APRIL 4, 2022, 2:00 PM (EST)**

*Please check BCHA's web site for addenda and changes before submitting your proposal.*

**CONTACT: JOE RICARDO  
PROCUREMENT MANAGER  
BROWARD COUNTY HOUSING AUTHORITY  
4780 NORTH STATE ROAD 7  
LAUDERDALE LAKES, FL 33319  
TELEPHONE: 954-739-1114, EXTENSION 1513  
E-MAIL: [PURCHASING@BCHAFL.ORG](mailto:PURCHASING@BCHAFL.ORG)**

## **1. Introduction**

The Broward County Housing Authority (herein after, “BCHA”) is a Public Housing Agency established in June 1969 under the U.S. Housing Act of 1937 and Chapter 421 of the Florida Statutes and is an Independent Special District of the State of Florida.

The mission of Broward County Housing Authority, its affiliates and instrumentalities (hereinafter, jointly referred to as “BCHA”) is to create, provide and increase high quality housing opportunities for Broward County residents through effective and responsive management and responsible stewardship of public and private funds.

In addition to the provision of housing and housing assistance to low income families, BCHA acting through instrumentalities and single asset entities opted to expand, redevelop and sustain public housing assets via HUD’s Rental Assistance Demonstration program (RAD) conversion and public/private partnerships. The instrumentalities are established not-for profit enterprises and the single asset entities are considered affiliates. Both the BCHA and the not-for- profit enterprises have been used for acquisition and development of affordable housing units.

As of the issuance of this solicitation, BCHA manages 373 multi-family units; administers over 6,200 vouchers under the Housing Choice Voucher and similar programs, and operates 91 unsubsidized rental units. Through two not-for-profit enterprises (Building Better Communities and MCCAN Communities) in conjunction with private development companies, the BCHA jointly developed 731 low income housing tax credit units, which are privately managed by an independent third-party management company. An additional 80 low income housing tax credit units are currently in development under a public/ private model, and twelve (12) townhome units are in the initial stage of development.

BCHA is governed by a 5-member Board of Commissioners appointed to staggered 4-year terms by the Governor of Florida and is subject to the requirements of Title 24 of the Code of Federal Regulations (herein after, “CFR”) and BCHA’s procurement policy. Board members are responsible for setting policy, representing the community interest, and hiring the Chief Executive Officer who is responsible for agency operations. The affiliates and instrumentalities are governed by a 5-member Board of Directors.

The United States Department of Housing and Urban Development (“HUD”), a federal agency, partially funds and monitors operations of the BCHA. Nothing contained in this RFP or in the contract resulting from the selection process shall be construed to create any contractual relationship between the successful Proposer and HUD.

BCHA maintains a website at <http://www.bchafl.org> with information for clients, landlords, prospective business partners, and the public at large.

## 2. Solicitation Background and Anticipated Schedule

BCHA is seeking to obtain proposals from firms qualified to provide goods and perform services as described within the Scope of Work below at locations listed below.

This solicitation is subject to the Procurement Handbook for Public Housing Agencies (7460.8 Rev-2), available at:

[https://www.hud.gov/program\\_offices/administration/hudclips/handbooks/pihh/74608](https://www.hud.gov/program_offices/administration/hudclips/handbooks/pihh/74608)

This solicitation is subject to the BCHA Procurement Policy, as revised April 21, 2020, a copy of which is available at: <https://bchafl.org>.

Every effort will be made to maintain this schedule. However, all dates are subject to change if it is deemed to be in the best interest of BCHA.

<b>Anticipated Solicitation Schedule Event</b>	<b>Date (and Time)</b>
RFP Published to BCHA website and DemandStar	March 4, 2022
Optional Site Visits	N/A
Pre-Bid Meeting	N/A
<b>Deadline for Receipt of Questions via E-Mail</b>	<b>March 18, 2022 5:00 PM (EST)</b>
Date of Addendum for Response to Questions	March 28, 2022
<b>Deadline for Proposal Submissions</b>	<b>April 4, 2022 2:00 PM (EST)</b>
Evaluation Committee Review of Proposals	April 19, 2022 2:00 PM (EST)
Approval by Board of Commissioners	May 17, 2022
Effective Date of New Contract	June 1, 2022

## 3. Reservation of Rights

- 3.1. BCHA reserves the right to reject any or all proposals, to waive any informality in the solicitation process, or to terminate the solicitation process at any time, if deemed by BCHA to be in its best interest.
- 3.2. BCHA reserves the right not to award a contract pursuant to this solicitation.
- 3.3. BCHA reserves the right to award separate agreements based on criteria that BCHA determines to be appropriate. BCHA reserves the right to name a secondary or backup contractor to be utilized based on criteria that BCHA determines to be appropriate.
- 3.4. BCHA reserves the right to terminate a contract awarded pursuant to this solicitation, at any time for its convenience or for contractor default upon ten days written notice to the successful proposer(s).
- 3.5. BCHA reserves the right to determine the days, hours, and locations that the successful proposer(s) shall provide the services called for in this solicitation.
- 3.6. BCHA reserves the right to retain all responses submitted and not permit withdrawal for a period of 60 days subsequent to the deadline for receiving proposals without the written consent of the Contracting Officer.
- 3.7. BCHA reserves the right to negotiate the fees submitted.

- 3.8. BCHA reserves the right to reject and not consider any response that does not meet the requirements of this solicitation, including but not necessarily limited to
  - 3.8.1. incomplete responses and/or responses offering alternate or non-requested services;
  - 3.8.2. failure to use BCHA and HUD provided forms, or
  - 3.8.3. failure of the proposer to check for addenda or corrections and adhere to any revised requirements.
- 3.9. BCHA shall have no obligation to compensate any proposer for any costs incurred in preparing the response to this solicitation.
- 3.10. In the event of legal action BCHA will not waive trial by jury.
- 3.11. BCHA at its sole discretion will select a venue for any legal proceedings arising from this contract.
- 3.12. This request for proposal and any subsequent contract supersedes any other agreement with contractor/vendor.
- 3.13. BCHA reserves the right to increase or delete any scheduled items, and/or increase or reduce the quantity of any scheduled item as deemed necessary and to make other changes and modifications consistent with BCHA's policies, and the laws and regulations governing HUD programs, if applicable.

#### **4. Scope of Work**

##### **4.1. General Requirements**

The Broward County Housing Authority (BCHA) as a Public Housing Authority existing under Florida statutes, and on behalf of related instrumentalities and single asset affiliated entities are actively soliciting proposals from qualified, licensed, insured and experienced HVAC contractors/professionals to supply air conditioning repair, maintenance, equipment, installation of new equipment, and emergency HVAC services to various residential apartment complexes and office buildings located in Broward County, Florida. Contractor shall provide all supervision, labor, service trucks, materials, tools, equipment and appurtenances necessary for the completion of this contract, in the manner specified in this solicitation, for HVAC related issues in all BCHA sites.

- 4.2. Broward County Housing Authority intends to contract with one (1) primary contractor and one (1) secondary contractor to serve in an emergency situation in which the primary contractor cannot respond.
- 4.3. An emergency comprises of, but is not limited to: Non-working A/C equipment requiring replacement or repairs to, including but not limited to, condensing units, air handlers, PTAC's, ductwork, fans, vents, drain lines and damages caused by normal wear and tear, hurricanes, destructive weather and/or other disasters.
- 4.4. Awarded contractor will provide vehicles, equipment, parts, supplies and labor necessary to perform the work as stated within these specifications. Note: Any vehicle and/or equipment breakdown will not be grounds for delays in service. If such circumstances



occur, the awarded contractor is required to obtain the necessary equipment to perform the work within the contract specifications at no additional cost to Broward County Housing Authority.

- 4.5. Only new and manufacturer authorized replacement parts shall be used in the repair of any and all air conditioning systems. All parts, materials and work furnished shall be of good quality and free from any defects and shall at all times be subject to BCHA's inspection and approval; but neither BCHA's inspection or failure to inspect shall relieve contractor of any obligation hereunder. Upon completion of repairs, if in BCHA's reasonable opinion, any part, or work fails to conform to specifications, or is otherwise defective or unsatisfactory, contractor shall promptly replace the same at contractor's expense.
- 4.6. BCHA may elect the right to direct purchase selected materials and equipment in order to realize the benefits of owner tax exempt status and such direct purchase shall be without any additional cost to the BCHA, as listed in 4.18.
- 4.7. Other HVAC services will also be required on an "as needed" basis.
- 4.8. The acceptance of work or payment for services by BCHA shall not constitute a waiver of the foregoing and nothing herein shall exclude or limit any warranties implied by law. The work performed shall also be in conformity with and meet all industry standards.
- 4.9. Awarded contractor shall provide service Monday through Friday between the hours of 8:30 a.m. and 5:00 p.m. except for legal holidays observed by BCHA at the contracted regular hourly rate. Work performed before, after, or on weekends and or legal holidays observed by BCHA will be billed at the contracted "after hours" rates. Legal holidays observed by BCHA are as follows:
  - 4.9.1. New Year's Day
  - 4.9.2. Martin Luther King, Jr. Day
  - 4.9.3. Presidents' Day
  - 4.9.4. Memorial Day
  - 4.9.5. Independence Day
  - 4.9.6. Labor Day
  - 4.9.7. Veterans Day
  - 4.9.8. Thanksgiving Day
  - 4.9.9. Christmas Day
- 4.10. Awarded contractor may only bill for actual time spent on site. Travel time, mobilization fees etc., are not billable.
- 4.11. **Service Calls:** Repair calls shall be placed by the Property Manager or designee and charged at the contracted regular hourly rate. Expected service calls response time shall be same day if call is placed prior to 12:00 noon; and next day before noon if call is placed after 12:00 noon. Service is permitted during BCHA business hours from 8:30am to 5:00pm Monday through Friday only; unless exception is warranted for emergencies.

4.12. **Emergency Response Time:** Expected emergency response time is within two (2) hours from the time of call. In the event that the Housing Authority is faced with an emergency situation, the awarded contractor shall arrive on-site within two hours from the time notified by the Property Manager or designee.

4.13. **Performance:** The awarded contractor shall arrive on-site within 24 hours (non-emergency calls) of being notified by the Property Manager or designee.

4.14. Contractor shall have available and ready at the award of the contract, qualified HVAC technicians and HVAC apprentices able to perform the work required. Contractor or his employees shall perform all work in a skilled, professional and safe manner.

4.15. Under the circumstance where any major plumbing problem is discovered, a quote shall be provided to Broward County Housing Authority's Property Manager. BCHA reserves the right to obtain quotes from other contractors and award the project to the lowest most responsive proposer.

4.16. **Contractor's Responsibility**

The award proposer shall be responsible for obtaining all necessary permits, inspections and licenses. The award proposer shall be familiar with all laws and regulations that may in any way affect the work. The cost/fees for permits will be reimbursed when supporting documentation from the permitting agency is supplied with the invoice submitted. The cost/fees of warranty fees (e.g. shipping, etc.), excluding warranty registration, will be reimbursed when supporting documentation from the supplier/company providing the warranty is supplied with the invoice submitted. The proposer shall be responsible for the cost of repairs resulting from negligent acts by his employees. Proposer shall report any ensuing damages, including any damages to furniture/appliances, etc. directly to the Property Manager or Contact Person.

4.16.1. **Dispatch:** Contractor must have covered telephone service 24 hours per day; 7 days per week, and 365 days a year, to receive service calls from authorized BCHA representatives and dispatch those calls to their staff to enable them to be on site within two hours of BCHA's call.

4.16.2. Contractor shall furnish all equipment and supplies and will operate, maintain, and repair all equipment necessary to perform work required within this solicitation.

4.16.3. Contractor shall provide a work order, with estimated cost included, for each location with the unit number on a per service basis and have it signed by a BCHA authorized person indicating completion and satisfaction of work performed. A copy of the work order is to be left on site and a copy is to be submitted with invoices.

4.16.4. Each crewmember must wear an identification card with a photograph or uniform that identifies him or her as a member of the contractor's workforce and must

report to the management office to sign in/out prior to starting and completing required services. Contractor shall be responsible for enforcing the requirement that employees display identification at all times while performing work at any BCHA site.

- 4.16.5. Contractor's personnel shall maintain, insofar as possible, a neat appearance and conduct all work in a professional manner with minimal disturbance to the employees of BCHA and the general public.
- 4.16.6. Smoking is **NOT** permitted in any BCHA residential unit or in/on/at any BCHA facility.
- 4.16.7. Contractor shall be responsible for informing their workmen that under no circumstances are they permitted to accept anything, including food or drink, from any tenant/resident.
- 4.16.8. All employees of the contractor shall be considered to be, at all times the sole employees of the contractor, under his sole direction and not an employee or agent of BCHA. BCHA may require the contractor to remove an employee if it deems the employee to be careless, incompetent, insubordinate or otherwise objectionable and whose continued employment on BCHA property is not in the best interest of BCHA.
- 4.16.9. At least one employee of the contractor, assigned to any BCHA site must be able to fluently speak, read and communicate in the English language or the contractor must provide a translator for communication at the contractor's expense.
- 4.16.10. Contractor shall register and administer warranties of Air Conditioner Condensing Units and air handlers, and must provide evidence of the same to BCHA.

4.16.11. Contractor will perform tasks specified within Scope of Work above at, but is not limited to, the locations below:

#	Location	Site Contact	# of Units
1	Highland Gardens Phase 1 331 NE 48th St Deerfield Beach, FL 33064	Edith Galloza Tel: 954-847-9567 Fax: 954-581-1221	100
2	Griffin Gardens 4881 Griffin Rd Davie, FL 33314	Edith Galloza Tel: 954-847-9567 Fax: 954-581-1221	100
3	Roosevelt Glen NW 12th Ct & NW 28th Ave Fort Lauderdale, FL 33311	Edith Galloza Tel: 954-847-9567 Fax: 954-581-1221	9
4	Auburn Gardens 3331-3481 Auburn Blvd Fort Lauderdale, FL 33311	Edith Galloza Tel: 954-847-9567 Fax: 954-581-1221	24
5	Everglades Heights 2400 NW 22nd St Fort Lauderdale, FL 33311	Edith Galloza Tel: 954-847-9567 Fax: 954-581-1221	53
6	Park Ridge Court 5200 NE 5th Ter Deerfield Beach, FL 33064	Edith Galloza Tel: 954-847-9567 Fax: 954-581-1221	37
7	Meyers Estates 2411 NW 7th St Fort Lauderdale, FL 33311	Edith Galloza Tel: 954-847-9567 Fax: 954-581-1221	50
8	College Gardens 1555 SW 12 <sup>th</sup> Avenue Dania Beach, FL 33304	Curvis Jackson Tel: 954-325-3692 Fax: 954-920-0574	64
9	Ocean Drive Estates 101, 105 & 111 SE 9th Ave Pompano Beach, FL 33060	Curvis Jackson Tel: 954-325-3692 Fax: 954-920-0574	12
10	LES Building 3220 N. 24th Avenue Hollywood, FL 33020	Curvis Jackson Tel: 954-325-3692 Fax: 954-920-0574	1 building
11	Twin Oaks 4370 NW 29th Street Lauderdale Lakes, FL 33313	Curvis Jackson Tel: 954-325-3692 Fax: 954-920-0574	16
12	Villas of Pompano Beach 113 & 117 SE 11th Avenue Pompano Beach, FL 33060	Curvis Jackson Tel: 954-325-3692 Fax: 954-920-0574	8
13	Manors at Middle River 1716-1416 N. Dixie Highway Fort Lauderdale, FL 33305	Curvis Jackson Tel: 954-325-3692 Fax: 954-920-0574	12
14	Crystal Lake Townhomes 2700 N 24 <sup>th</sup> Ave Hollywood, FL 33020	Curvis Jackson Tel: 954-325-3692 Fax: 954-920-0574	10
15	BCHA Central Office 4780 North State Road 7 Lauderdale Lakes, FL 33319	Derick Morgan Tel: 954-739-1114 Ext. 2327 Fax: 954-535-0407 —or— Noah Szugajew Tel: 954-739-1114 Ext. 2350 Fax: 954-535-0407	1 building

#### **4.17. BCHA's Responsibilities**

- 4.17.1. BCHA will provide documents needed for the contractor to obtain work permits.
- 4.17.2. BCHA will bear no responsibility for damage to contractor's equipment regardless of circumstances.
- 4.17.3. BCHA will provide contractor's employees with access to units and restroom facilities during our regular business hours 8:30AM to 5:00PM Monday through Friday.

#### **4.18. Owner Direct Purchase**

- 4.18.1. Pursuant to Florida Statutes, Section 212.08(6), Broward County Housing Authority is exempt from Florida Sales Tax for the purchase of construction materials, supplies and/or equipment incorporated into a construction project.
- 4.18.2. For construction Contracts valued at \$100,000, or lesser amounts as determined by the BCHA, the BCHA may, at its discretion, use the direct purchase method for large dollar value equipment and materials that realize a tax savings.
- 4.18.3. Direct purchases will be negotiated with the Contractor based on those items identified by the Professional. The final determination as to whether to direct purchase any materials or equipment shall be made by the Procurement Manager after consultation with the BCHA's Project Manager.
- 4.18.4. When it has been determined that the use of direct purchases is warranted, the BCHA shall provide the materials or equipment for installation by the contractor.

### **5. Response**

#### **5.1. Licensing and Insurance Information**

Before a contract pursuant to this RFP is executed, the apparent successful Proposer must hold all necessary, applicable professional licenses required by the State of Florida and other regulatory agencies necessary to complete the Services. The Proposer shall obtain, at the Proposer's expense, any permits, certificates and licenses as may be required in the performance of the work specified. All required licenses shall remain active and valid during the entire duration of the subsequent contract. BCHA may require any or all Proposers to submit evidence of proper licensure.

- 5.1.1. Proof of Insurance shall be provided to BCHA prior to the execution of a contract. Unless otherwise stated by BCHA, the successful proposer(s) will be required to obtain and maintain the following insurance coverage during the entire Contract Term.
- 5.1.2. Proposer shall submit an original certificate evidencing the proposer's current Worker's Compensation carrier and coverage amount. BCHA will not accept state waiver of worker's compensation insurance liability;

- 5.1.3. An original certificate evidencing General Liability coverage evidencing a minimum of \$1,000,000 each occurrence, general aggregate minimum limit of \$1,000,000, together with damage to premises and fire damage of \$50,000 and medical expenses any one person of \$5,000 with a deductible of not greater than \$1,000;
- 5.1.4. An original certificate showing the proposer's vehicle insurance coverage in a combined single limit of \$1,000,000. For every vehicle utilized during the term of this contract, when not owned by the entity, each vehicle must have evidence of vehicle insurance coverage with limits of no less than \$50,000/\$100,000 and medical pay of \$5,000; each must be furnished with the proposer's response.
- 5.1.5. Proposer agrees, and hereby authorizes its insurer, to notify BCHA of any substantial change in such insurance coverage described herein. Substantial change includes, but is not limited to, events such as cancellation, non-renewal, reduction in coverage or receipt of a claim against such coverage with a potential recovery in excess of twenty percent (20%) of available coverage. BCHA shall be notified at least 30 days in advance of cancellation, non-renewal or adverse change.
- 5.1.6. The premium cost of all insurance purchased by the Proposer for protection against risks assumed by virtue of the contract shall be borne by the Proposer and is not reimbursable by BCHA.
- 5.1.7. BCHA reserves the right, but not the obligation, to review and revise any insurance requirements, including limits, coverage and endorsements, based upon insurance market conditions affecting the availability of coverage. Additionally, BCHA reserves the right, but not the obligation, to review and reject any insurance policies, certificates of insurance, or insurer failing to meet the criteria stated herein.

**5.2. Attachment C (Not Used)**

**5.3. Client References (Attachment D)**

- 5.3.1. List the name, addresses, services performed, contact persons as well as contact phone numbers, fax numbers and e-mail addresses of at least three clients for whom similar services are being performed currently or within the past two years.
- 5.3.2. Include information specifying if the clients are past or current.
- 5.3.3. Advise clients being submitted as references that they may be contacted by BCHA staff in the evaluation of the response.

**5.4. Fees and Escalation**

- 5.4.1. Prior to sixty days of the end of each contract period the proposer may make a request for a fee escalation. BCHA will consider a request for fee escalation subject to adequate justification provided by contractor, limited to the increase in the Consumer Price Index for Services for the Miami-Fort Lauderdale, Florida

market. Failure to request the fee increase before sixty days prior to the end of each contract period will invalidate any subsequent request.

**5.5. Site Visits**

Not applicable

**5.6. Pre-Bid Meeting**

Not applicable

**5.7. Response Submission**

5.7.1. All responses submitted pursuant to this solicitation shall be formatted in accordance with the sequence noted following.

5.7.2. All responses shall be submitted electronically through DemandStar at [www.demandstar.com](http://www.demandstar.com) by the date specified on the first page of this solicitation document.

In order to submit a proposal electronically through DemandStar, the firm must be registered with DemandStar. The firm's participation on DemandStar is free to parties interested in viewing and downloading documents as well as submitting proposals. Bid documents may be obtained electronically on DemandStar at <https://network.demandstar.com/agencies/florida/broward-county/housingauthority/procurement-opportunities/41951b11-ecf0-4d19-8fc2-778b0dbc5714/>

and on Vendor Registry through the following link: <https://vrapp.firmregistry.com/Bids/View/BidsList?buyerId=fa7c46a4-0264-4ed8-a964-aa745868d2ca>

Instruction on the "DemandStar ebid" is attached to this document.

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Proposers are requested to submit SEPARATE Adobe PDF files marked as follows:

File Name	Content
Part 1 RFP 22-308 (Vendor)	<b>Technical Proposal:</b> <ul style="list-style-type: none"> <li>• Attachment H, Organizational Overview/Qualification</li> <li>• Attachment I, Capacity and Technical Approach</li> </ul>
Part 2 RFP 22-308 (Vendor)	<b>Price Proposal:</b> Attachment E, Fee Information
Part 3 RFP 22-308 (Vendor)	<b>Forms, and Addenda (if any):</b> <ul style="list-style-type: none"> <li>• Attachment A, Proposal Submission Form</li> <li>• Attachment B, Profile of Firm Form</li> <li>• Attachment D, Client References Form</li> <li>• Form HUD-5369-A, Representations, Certifications, and Other Statements of Bidders</li> <li>• Addenda (if any)</li> </ul>

- Limit the size of the digital proposal to no larger than 100 MB for each submission;
- Format and enable file submissions for printing in page letter size only;
- Follow the attached instructions on “Responding to an Electronic Bid” on DemandStar.
- Contact DemandStar support at [support@demandstar.com](mailto:support@demandstar.com) or call technical assistance at (206) 940-0305 in the event of technical difficulties when submitting documents.

**Note: BCHA will not be responsible for delays in a firm’s submission caused by any occurrence or technical issue.**

### 5.8. Submission Responsibilities

5.8.1. The proposer shall ensure that the response is received by the time and date indicated on the first page of this solicitation document. **The package shall clearly indicate the solicitation number and title.** Submissions received after the noted deadline will not be accepted.

5.8.2. Do not make any additional marks, notations, or requirements on the documents to be submitted. Proposers are not allowed to change any requirements or forms contained herein, either by making or entering onto these documents or the documents submitted any revisions or additions; and if such additional marks,



notations, or requirements are entered on any of the documents submitted, such may invalidate that response.

- 5.8.3. By virtue of completing, signing, and submitting the completed documents, the proposer is stating agreement to comply with all of the conditions and requirements set forth within those documents.
- 5.8.4. Proposers shall address all communication and correspondence relating to this solicitation to the contact person named on the cover sheet of this document. Proposers shall not make inquiry or communicate with any other BCHA staff member or official, including the Audit Committee and the Board of Commissioners, pertaining to this solicitation. Failure to comply with this requirement may be cause for BCHA to disqualify from consideration a response submitted by the proposer doing so.
- 5.8.5. All questions shall be submitted via e-mail to the contact person named on the cover sheet of this document. Questions will not be accepted via telephone. Responses to questions shall be made via the form of addenda and/or a Questions and Answers (Q&A) format which will be posted on the BCHA website and on DemandStar.

#### **5.9. Administrative Terms and Conditions**

In order to maintain a fair and impartial competitive process, BCHA shall avoid private communication concerning this procurement with prospective Proposers during the entire procurement process. From the issue date of this RFP until the final award is announced, Proposers are not allowed to communicate about this RFP for any reason with any BCHA staff except through the RFP Point of Contact named below, during the Pre-Bid Conference (if any), as otherwise defined in this RFP or as provided by existing work agreement(s). Prohibited communications includes all contact or interaction, including but not limited to telephonic communications, emails, faxes, letters, or personal meetings, such as lunch, entertainment, or otherwise. BCHA reserves the right to reject the proposal of any Proposer violating this provision.

- 5.9.1 Proposers shall address all communication and correspondence relating to this solicitation to the contact person on the cover sheet of this document. Proposers shall not make inquiry or communicate with any other BCHA staff member or official, including the Audit Committee and the Board of Commissioners, pertaining to this solicitation. Failure to comply with this requirement may be cause for BCHA to disqualify from consideration a response submitted by the proper doing so.
- 5.9.2 All questions shall be submitted via email to the contact person named on the cover sheet of this document. Questions will not be accepted via telephone. Responses to questions shall be made via form of addenda which will be posted on the BCHA website and on DemandStar.

5.9.3 Unless an answer or information is provided by BCHA in writing as part of an addendum, such information shall have no effect and may not be relied upon by the Proposer.

5.9.4 All questions, requests for information or clarification pertaining to this solicitation must be addressed via email to the contact person listed on the cover page of this solicitation.

#### 5.10. Notices

All notices, demands, requests, and claims pertaining to the award of this contract must be addressed to in writing to:

**Joe Ricardo, Procurement Manager  
Broward County Housing Authority  
4780 North State Road 7  
Lauderdale Lakes, Fl. 33319-5860**

5.10.1 Any actual or prospective Proposer may protest the solicitation or award of a contract for serious violations of the principles of the BCHA Procurement Policy. Any protest against a solicitation must be received at least seventy-two hours before the due date for the receipt of bid proposals, and any protest against the award of a contract must be received within five (5) calendar days after the award of contract is posted on BCHA's website, or the protest will not be considered. All bid protests shall be in writing, submitted to the Contracting Officer or designee, who shall issue a written decision on the matter no later than ten (10) working days following the receipt of the bid protest/award. The Contracting Officer may, at his/her discretion, suspend the procurement pending resolution of the protest if the facts presented so warrant. Following the issuance of the written decision, the contractor may appeal the initial decision to BCHA's CEO. BCHA's CEO shall then issue a decision on the appeal no later than ten (10) working days following receipt of the request appeal shall be authorized within BCHA.

#### 5.10.2 Cost of Proposal

All costs incurred, directly or indirectly, in response to this solicitation, to include the preparation, submittal, or presentation of the proposal, shall be the sole responsibility of, and borne by, the Proposer. The cost for developing the proposal and participating in the procurement process (including the protest process) is the sole responsibility of the Proposer. BCHA will not provide reimbursement for such costs.

#### 5.10.3 Amendments to Solicitation

If this solicitation is amended, then all terms and conditions which are not modified remain unchanged. It is the responsibility of the Proposer to monitor BCHA's website for any addenda issued. Each Proposer must acknowledge all addenda issued BCHA's website so as to ensure that addenda are considered in

their proposal response. All Proposers are encouraged to frequently check BCHA's website at [www.bchafl.org](http://www.bchafl.org) for additional information.

#### 5.10.4 Direct or Indirect Conflicts of Interest

Proposer shall certify that except as otherwise disclosed, neither it nor any of its subcontractors include persons who have an interest, direct or indirect in this proposed contract and who during his or her tenure or for one (1) year thereafter are:

- I. A present or former member of BCHA's Board of Commissioners or any member of the Board of Commissioner's immediate family;
- II. Any BCHA employee who formulates policy or who influences decisions with respect to BCHA's project(s) that are connected to this proposed contract, or any member of the employee's immediate family, or the employee's partner;
- III. Any public official, member of the local government body, or State or local legislator (including members of the Broward County Board of Commissioners, or Florida legislator), or any member of such individual's immediate family;
- IV. A member of or delegate to the Congress of the United States of America (defined as an individual appointed to oversee a territory or possession of the United States of America, such as Guam) or resident commissioner;

**NOTE:** "*Immediate family*" member means the spouse, mother, father, brother, sister, or child of covered class member whether related as a full blood relative, or as a "half" or "step" relative (e.g. half-brother or stepchild).

#### 5.10.5 Prohibition Against Gifts/Favors/Anything of Monetary Value

No BCHA employee can accept or solicit for themselves or for others, anything of value from Proposer or any person, corporation, or other entity doing business with or attempting to do business with BCHA.

#### 5.11. Compliance with Law

While conducting business with BCHA, Vendor shall comply with all applicable Federal, State and local laws, regulations, ordinances and requirements, applicable to the work described herein including, but not limited to, those applicable laws regulations and requirements governing equal employment opportunity strategies subcontracting with small and minority firms, women's business enterprise, and labor surplus area firms, equal opportunity for businesses and unemployed and underemployed persons as referenced in Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C 1701u ("Section 3"), the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, the Davis-Bacon Act, and shall provide for such compliance in the contract documents as required. It is

the policy of BCHA that all vendors that conduct business in Florida. Vendor is responsible for contacting their local city and county authorities and the State of Florida to ensure that Vendor has complied with all laws and is authorized and/or licensed to do business in Florida. All applicable fees associated therewith are responsibility of Vendor.

5.11.1 Proposers are subject to *Instructions to Offerors – Non-Construction*, HUD Form 5369-B, at <https://www.hud.gov/sites/documents/5369-B.PDF>.

5.11.2 Bidders are subject to *General Conditions for Non-Construction Contracts - Public Housing Programs*, HUD Form 5370-C, sections I and II, at <https://www.hud.gov/sites/dfiles/OCHCO/documents/5370-C1.pdf> and <https://www.hud.gov/sites/dfiles/OCHCO/documents/5370-C2.pdf>

5.11.3 Proposers are subject to 24 CFR 75, Economic Opportunities for Low- and Very Low-Income Persons commonly referred to as Section 3, at <https://www.ecfr.gov/current/title-24/subtitle-A/part-75>. The proposer shall be required to, as detailed therein, “to the greatest extent feasible ... provide economic opportunities to low- and very-low income persons,” meaning, if the proposer must hire anyone to help with the work, he/she must submit a work plan showing how he/she will give first preference to such jobs to Section 3 persons.

5.11.4 Proposers are subject to *Maintenance Wage Rate Determination for Routine Maintenance*, HUD Form 52158, included as an attachment to this solicitation document, for work classifications/trades for maintenance contracts, as appropriate to the work being performed. Proposers acknowledge that he/she will not pay his/her employees at rates less than detailed on the applicable Wage Rate Determination. The contractor will not be required to submit certified payrolls; however, the contractor must make its payroll records available to BCHA or HUD on request, and failure on the part of the contractor to comply with this requirement will be the sole responsibility of the contractor, including any ensuing penalties, court costs, or wages due its employees. **See Attachment G for the Wage Rate Determination** currently in effect. Future Wage Rate Determinations will apply and will be provided to the contractor as available.

5.11.5 E-Verify

As a condition precedent to entering into this AGREEMENT, and in compliance with Section 448.095, Fla. Stat., Contractor and its subcontractors shall, register with and use the E-Verify system to verify work authorization status of all employees hired after January 1, 2021.

a. Contractor shall require each of its subcontractors to provide Contractor with an affidavit stating that the subcontractor does not employ, contract with, or subcontract with an unauthorized alien. Contractor shall maintain a copy of the

subcontractor's affidavit as part of and pursuant to the records retention requirements of this AGREEMENT.

- b. BCHA, Contractor, or any subcontractor who has a good faith belief that a person or entity with which it is contracting has knowingly violated Section 448.09(1), Fla. Stat. or the provisions of this section shall terminate the contract with the person or entity.
- c. BCHA, upon good faith belief that a subcontractor knowingly violated the provisions of this section, but Contractor otherwise complied, shall promptly notify Contractor and Contractor shall immediately terminate the contract with the subcontractor.
- d. A contract terminated under the provisions of this section is not a breach of contract and may not be considered such. Any contract termination under the provisions of this section may be challenged pursuant to Section 448.095(2)(d), Fla. Stat. Contractor acknowledges that upon termination of this AGREEMENT by the BCHA for a violation of this section by Contractor, Contractor may not be awarded a public contract for at least one (1) year. Contractor further acknowledges that Contractor is liable for any additional costs incurred by the BCHA as a result of termination of any contract for a violation of this section.
- e. Subcontracts. Contractor or subcontractor shall insert in any subcontracts the clauses set forth in this section, including this subsection, requiring the subcontractors to include these clauses in any lower tier subcontracts. Contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in this section.

## **5.12 Public Access to Procurement Record**

- 5.12.1 The BCHA is a public agency subjected to Chapter 119, Florida Statutes. The awarded vendor shall comply with Florida's Public Records Law. Specifically, the awarded Vendor shall:
  - 5.12.1 Keep and maintain public records required by BCHA in order to perform the service.
  - 5.12.2 Upon request from BCHA's custodian of public records, provide the public agency with a copy of requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter, or as otherwise provided by law.
  - 5.12.3 Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the Vendor does not transfer the records to BCHA.

- 5.12.4 Upon completion of the contract, transfer, at no cost to BCHA, all public records in possession of the Vendor, or keep and maintain public records BCHA upon completion of the contract, the Vendor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Vendor keeps and maintains public records upon completion of the contract, the Vendor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to BCHA in a format that is compatible with the information technology systems of BCHA.
- 5.12.5 During the term of the contract, the Vendor shall maintain all books, reports and records in accordance with generally accepted accounting practices and standards for records directly related to this contract. The form of all records and reports shall be subjected to the approval of BCHA. The Vendor agrees to make available to BCHA, during normal business hours and in Broward, Dade or Palm Beach Counties, all books or account, reports and records relating to this contract.
- 5.12.6 **PUBLIC RECORDS: IF THE VENDOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE VENDOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:**

**PUBLIC RECORDS**  
**4780 North State Road 7**  
**Lauderdale Lakes, FL 33319**  
**(954) 739-1114 ext. 2316**  
**[PUBLICRECORDS@bchafl.org](mailto:PUBLICRECORDS@bchafl.org)**

**5.13 Ownership of Documents**

All documents and information generated, prepared, assembled or encountered by or provided for pursuant to this RFP are the property of BCHA. Proposer shall not copyright, any said document submitted to BCHA as a result of the RFP.

**5.14 Advertising**

In submitting a proposal, Proposer agrees not to use the result from it as a part of any commercial advertising. BCHA does not permit Proposers to advertise or promote the fact of your relationship with BCHA in the course of marketing efforts, unless BCHA specifically agrees otherwise.

**5.15 Government Restrictions**

In the event any governmental restriction may be imposed which would necessitate alteration of the material, quality, workmanship or performance of the goods offered, it shall be the responsibility of the successful Proposer to immediately notify BCHA in writing specifying the regulation which requires an alteration. BCHA reserves the right to accept any such alteration, including any reasonable price adjustment occasioned thereby, or to terminate the contract at no expense to BCHA.

## 6 Evaluation

### 6.1 Evaluation Criteria

The proposed evaluation is an initial process designed to elicit a short list of Proposers; with the contract awarded not necessarily to the Proposer of least cost, but rather to the Proposer with the best combination of attributes (i.e., qualifications and experience, technical approach, and cost), based upon the evaluation factors specifically established for this RFP. *The establishment, application and interpretation of the evaluation criteria shall be solely within the discretion of BCHA.*

Proposers should provide all information outlined in the Evaluation Factors to be considered responsive. Proposals will be evaluated based on the responsiveness of the Proposer's information to the Evaluation Factors which will demonstrate the Proposer's understanding of the Evaluation Factors and capacity to perform the required services of this Request for Proposals. The maximum points that shall be awarded for each of the Evaluation Factors are detailed and described below.

The following factors will be utilized by BCHA to evaluate each submission received. Award of points will be based on the documentation that the proposer submits within the submission.

#### 6.1.1 Proposal Preparation and Submission Outline

Firms shall submit proposals in accordance with the following outline to receive the maximum points (100) under this solicitation. Items which are not addressed within the proposal will be given a zero (0).

**Responses to each evaluation factor should be submitted as Attachments H, I and E.**

Factor	Points	Description
#1	30	<b>Organizational Overview/Qualification (Attachment H)</b> Experience, Strength and Statement of Qualification of Firms as it relates to this solicitation.
#2	40	<b>Capacity and Technical Approach (Attachment I)</b> Firm's Technical Response to RFP's Scope of Services and Capacity; Customer Service Approach and Problem Resolution Methods; Proposed Timelines, Equipment and Products.
#3	30	<b>Proposed Cost (Attachment E)</b> Fee Proposal
<b>Total</b>	<b>100</b>	

Each Evaluation Factor will be rated and assigned points using the following scoring guide below.

#### Scoring Guide:

0% - No Response

50% - Marginal

70% - Acceptable

85% - Exceeds Acceptable

100% - Outstanding in all Respects

## **6.2 Evaluation Method**

### **6.2.1 Evaluation Factor #1 - Organizational Overview/Qualifications (Attachment H) (30 points)**

For each numbered item in this section, please provide a statement regarding the firm's ability to meet the criteria.

6.2.2 Provide a brief history of the firm, length of time in business and its past experience as it relates to the requirements of this solicitation.

6.2.3 Describe your organizational structure. Provide the number of full-time employees and describe in detail the team that will be involved with the project on a routine basis.

6.2.4 Provide three references from your current client list for which similar services are being performed. Include company name, address, phone number, email addresses and contact person.

6.2.5 Copy of State Florida and Occupational Licenses

### **6.3 Evaluation Factor #2 - Capacity and Technical Approach (Attachment I) (40 points)**

6.3.1 Describe the firm's methodology/technical approach and capacity to perform services as describe in the Scope of Work section above.

6.3.2 Propose a timeline and frequency schedule that ensures sites are professionally maintained.

6.3.3 Describe the firm's approach to customer service and problem resolution. Please provide your client retention rate.

6.3.4 Describe how you measure client satisfaction. Include innovative/creative approaches that were successful in achieving a client's objectives.

6.3.5 Provide (if applicable) the Material Safety Data Sheets for any hazardous material to be used as described in the Scope of Work section.

### **6.4 Evaluation Factor #3 - Proposed Cost/ Fee (Attachment E) (30 points)**

Please use Attachment E, Fee Information to state your fees. Note: Estimated quantities are for evaluation purposes only and are not a guaranteed minimum or maximum of services that may be requested under the contract resulting from this solicitation.

Points will be awarded based on the following:

**(Low Price / Proposer's Price) x Price Points = Proposer's Awarded Points**



## **6.5 Evaluation Method and Award Process.**

- 6.5.1 Each proposal will first be evaluated for responsiveness (i.e. meets the minimum of the published requirements). BCHA reserves the right to reject any proposals deemed as not minimally responsive.
- 6.5.2 BCHA will form an Evaluation Review Committee comprised of staff and consultants to review proposals and make recommendation to the Board of Commissioners for selection based on but not limited to the evaluation factors set forth above. Factors not specified in the RFP will not be considered. BCHA reserves the right to waive any minor irregularities or technicalities in the proposals received. Proposals shall be evaluated on an individual basis against the requirement stated in the RFP.
- 6.5.3 After evaluations, the committee will determine the top proposals that have a reasonable chance of being selected for award considering both the technical aspects and fee proposal. These shortlisted Proposers may be chosen for an interview. Should interviews be conducted, each shortlisted firm will be interviewed with a standard set of questions for all shortlisted firms. In the event of interviews, the short-listed firms will be ranked numerically based on their answers to the questions asked and/or their overall proposal. Contract negotiations will be initiated with the highest ranked Proposer. If negotiations between the BCHA and the highest ranked Proposer fail to produce a mutual agreement, the BCHA will terminate those negotiations and proceed with contract negotiations with the second highest ranked Proposer. At the BCHA's own discretion, the BCHA may continue that process until a mutual agreement is reached between the BCHA and a Proposer.
- 6.5.4 The finalist may be required to present their qualifications to the BCHA Board. Final award will be approved by BCHA Board of Commissioners. Contract negotiations may, at BCHA's option, be conducted prior to or after the Board of Commissioner's award
- 6.5.5 The BCHA reserves the right to reject any/ or all proposals.
- 6.5.6 The BCHA further reserves the right to negotiate with the Proposer selected and to accept the proposal which is in the best interest of the BCHA.
- 6.5.7 The BCHA reserves the right to accept a proposal without negotiating, if deemed in the best interest of the BCHA.
- 6.5.8 BCHA will make a determination of whether, in the opinion of BCHA, the Proposer is capable of undertaking and completing the RFP scope of work delineated within this RFP in a satisfactory manner. BCHA will award a contract only to a responsible Proposer that has the ability to successfully perform under the terms of this RFP. BCHA's determination includes an assessment of the Proposer's technical resources/ability to perform the scope of work in accordance

with the RFP requirements. The responsibility determination also includes consideration of a Proposer's integrity, compliance with policy, past performance with BCHA (if any), and eligibility to perform scope of work that are funded by the Federal, State or local government.

6.5.9 Should the individual members of the Evaluation Review Committee be made known to the Proposer in any manner prior to submission or during the review process, the Proposer shall not make contact with the committee members, or their proposal may be rejected.

6.5.10 All persons having familial (including in-laws) relationships with principals and/or employees of the proposer entity will be excluded from participation in the evaluation committees. Similarly, any persons having ownership interest in and/or contract with a proposer entity will be excluded from participation in the evaluation committees.

6.5.11 In the event of ties, determination of the top-ranked vendor will be made in accordance with BCHA procurement policies, HUD guidelines, and/or as follows:

6.5.11.1 The evaluation committee may reconvene, reconsider the responses, and re-rank the tied vendors.

6.5.11.2 If the foregoing does not resolve the tie, the vendor receiving the most first place votes from the evaluation committee's re-ranking.

6.5.12 Notification of the results of the evaluation including the name of the successful Proposer will be posted on BCHA's website at [www.bchafll.org](http://www.bchafll.org) and on the DemandStar website at [www.demandstar.com](http://www.demandstar.com).

## **6.6 Or Approved Equal Specifications**

- a) Any and all references to brand names and numbers in this solicitation are strictly for the purpose of describing the standard of quality, performance and characteristics desired and is not intended to limit or restrict competition, unless otherwise specified.
- b) All offers on equivalent items meeting the standards of quality thereby indicated will be considered, unless otherwise specified, providing the offer clearly describes the article being offered and states how it differs from the referenced brands. Unless the contractor specifies otherwise, it shall be understood by BCHA that the contractor is offering a referenced brand item as specified in the solicitation.
- c) If items requested have quality guidelines of brand name or equal; the items offered must be equal to or better than the brands or model numbers specified as determined by BCHA.

- d) BCHA will determine whether a substitute offer is equivalent to and whether it meets the standards of quality indicated by the brand name referenced. Substantially equivalent products to those referenced may be considered for award.
- e) “Or Equal” submissions will not be rejected because of minor differences in design, construction or features that do not affect the suitability of the product for its intended use.

## **7. Contract Award**

Contract award of this RFP will be based on the responsiveness of the Proposer’s information to the Evaluation Factors which will demonstrate the Proposer understands of the Evaluation Factors and the firm’s capacity to perform the required services of this Request for Proposal.

By completing, executing and submitting the Form of Proposal, Attachment A, the proposer is thereby agreeing to abide by all terms and conditions pertaining to this RFP as issued by BCHA, including the contract clauses already attached as Attachments. According, BCHA has no responsibility to conduct after the submittal deadline any negotiations pertaining to the contract clauses already published; and in any case BCHA has no power or authority to negotiate any clauses contained within any attached HUD document.

### **7.1 BCHA Authorized Procurement Authority**

All contracts where the base contract amount or any option exceeds \$100,000 are required to be approved by the Board of Commissioners. In addition, all contract modifications in excess of ten percent (10%) of the original contract amount or \$100,000, whichever is less, require prior approval by the Board of Commissioners

### **7.2 Contracting Officer (“CO”) and Contracting Officer’s Designee**

Acceptance of services will be the responsibility of the Contracting Officer (“CO”), who also serves as BCHA’s Chief Executive Officer, or designee. The Contracting Officer is responsible for final approval and acceptance of all services rendered.

While the CEO is responsible for ensuring that BCHA’s procurements comply with the BCHA Procurement Policy, the CEO may delegate all procurement authority as is necessary and appropriate to conduct the business of the BCHA.

### **7.3 Contract Document**

BCHA and the successful Proposer will execute BCHA’s standard contract. See Attachment F for a sample of this document. BCHA will not execute a contract on the successful proposer’s forms. Contracts will only be executed on BCHA’s form, and by submitting a proposal the successful proposer agrees to do so (please note that BCHA reserves the right to amend this contract form as BCHA deems necessary). However, BCHA will during the RFP process (prior to the submittal deadline) consider any contract clauses that the proposer wishes to include therein and submits in writing a request for BCHA to do so; but the failure of BCHA to include such clauses does not give the successful proposer the right to refuse to execute BCHA’ contract form.

It is the responsibility of each prospective proposer to notify BCHA, in writing prior to submitting a proposal, of any contract clause that he/she is not willing to include in the final executed contract and abide by. The BCHA will consider and respond to such written correspondence, and if the prospective proposer is not willing to abide by BCHA's response (decision), then that prospective proposer shall be deemed ineligible to submit a proposal.

All provisions within this solicitation document are included in the terms of the contract by reference.

**7.4 Contract Terms and Conditions**

The contract that BCHA expects to award as a result of this RFP will be based upon the RFP, the contract terms and conditions, the Proposal submitted by the successful Proposer and any subsequent revisions to the Proposer's Proposal and the contract terms and conditions due to negotiations, written clarifications or changes made in accordance with the provision of the RFP, and any other terms deemed necessary by BCHA, except that no objection or amendment by a Proposer to the RFP requirements or the contract terms and conditions shall be incorporated by reference into the contract unless BCHA has explicitly accepted the Proposer's objection or amendment in writing.

**7.5 Unauthorized Sub-Contracting:** The successful proposer shall not assign any right, nor delegate any duty for the work proposed pursuant to this solicitation document (including, but not limited to selling or transferring the contract) without the prior written consent of BCHA. Any purported assignment of interest or delegation of duty, without the prior written consent of BCHA shall be void and may result in the cancellation of the contract with BCHA, or may result in the full or partial forfeiture of funds paid to the successful proposer as a result of the proposed contract.

**7.6 Insurance Requirements:** Prior to award but not as a part of the proposal submission, the successful proposer will be required to provide an original certificate evidencing General Liability coverage as described in Section 5.1.2 above, naming BCHA as an additional insured, together with the appropriate endorsement to said policy reflecting the addition of BCHA as an additional insured under said policy. BCHA shall be named the Certificate Holder using the following name address:

**Broward County Housing Authority  
4780 N. State Road 7  
Lauderdale Lakes, Fl. 33319.**

There shall be 30-day notification to BCHA in event of cancellation or modification of any stipulated insurance coverage. Licensing and insurance requirements will be examined and approved by the BCHA Vice President of Human Resources and Risk Management prior to contract award.

### **7.7 Right to Negotiate Fees**

BCHA shall retain the right to negotiate the amount of fees that are paid to the successful proposer, meaning the fees proposed by the top-rated proposer may, at BCHA's option, be the basis for the beginning of negotiations. Such negotiations shall begin after BCHA has chosen the top-rated proposer. If such negotiations are not, in the opinion of BCHA, successfully concluded within five business days, BCHA shall retain the right to begin negotiations with the next highest rated proposer.

### **7.8 Contract Period**

The initial contract period shall start with the expiration date of the previous contract or date of award, whichever is the latest, and shall terminate two (2) years from that date. The Contracting Officer may renew this contract for a subsequent period subject to Proposer acceptance, satisfactory performance and determination that renewal will be in the best interest of the BCHA.

7.8.1 Notification of Intent to Renew will be mailed sixty (60) calendar days in advance of the expiration date of this contract. All prices, terms and conditions shall remain firm for the initial period unless subject to price adjustment specified as a "special condition" hereto.

7.8.2 In the event services are scheduled to end because of the expiration of this contract, the Contractor shall continue the service upon the request of the Procurement Manager. The extension period shall not extend for more than ninety (90) days beyond the expiration date of the existing contract. The Contractor shall be compensated for the service at the rate in effect when this extension clause is invoked by BCHA.

### **7.9 Contract Service Standards**

All work performed pursuant to this solicitation must confirm and comply with all applicable federal, state, and local laws, statutes, and regulations.

### **7.10 Contract Payment**

In accordance with payment schedules, Proposer will submit invoices to Accounts Payable Department, Broward County Housing Authority, 4780 N. State Road 7, Lauderdale Lakes, Florida, 33319 or email at [payments@bchaf1.org](mailto:payments@bchaf1.org).

### **7.11 Invoicing Requirements**

7.11.1 Contractor invoices shall reflect the prices established for the items on this Contract for all orders placed by BCHA even though the Contract number and/or correct prices may not be referenced on each order. Only properly submitted invoices will be officially processed for payment. Invoices submitted without required information will be returned for entry of the missing information and will not be paid until properly completed.

- 7.11.2 All invoices must be itemized showing: Proposer's name, remit to address, purchase order number, service location (site name), and prices per the contract, itemized in order to facilitate contract auditing.
- 7.11.3 Each invoice must detail the service and location at which performed accompanied by a copy of the work order signed by the Property Manager or Contact Person indicating satisfactory completion of work. A separate invoice must be submitted for each date and location.
- 7.11.4 Invoicing of materials and/or permits used in each project shall include a copy of the original invoice from the supplier/permitting agency.
- 7.11.5 Invoicing of cost/fees of warranty fees (e.g. shipping, etc.), excluding warranty registration, shall include supporting documentation (original invoice) from the supplier/company providing the warranty is supplied with the invoice submitted.
- 7.11.6 BCHA will pay the properly completed and authorized invoice within thirty days of receipt.
- 7.11.7 BCHA will pay invoices by check or ACH.

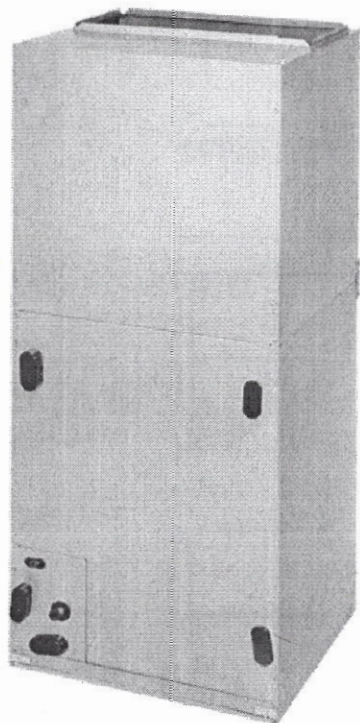
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**LAST PAGE OF DOCUMENT  
PLEASE SEE ATTACHMENTS A, B, and D through I**

**PF4MNP  
FAN COIL  
SIZES 018 THRU 060**

**Product Data**

1.5 ton  
2.0 ton  
2.5 ton



A160199

**AIR HANDLER TECHNOLOGY  
AT ITS FINEST**

The PF4MNP fan coil has proven technology with R-410A refrigerant as well as vertical and horizontal applications. The design features contoured condensate pans with rugged drain connections, ensuring that little water is left in the unit at the end of the cooling duty cycle. The lack of standing condensate and corrosion free pans improves IAQ and product life, features homeowners appreciate.

Standard features include grooved tubing and louvered fins. Coil circuiting has also been updated to make the most of all heat pumps and air conditioners. Units come with solid state fan controls, 1-inch (25mm) thick insulation with R-value of 4.2, multi-speed motors, and fully-wettable coils. Units can accommodate factory- and/or field-installed heaters from 3 to 30 kW.

The PF4MNP fan coil design is loaded with popular features. These fan coils utilize the latest in electronic commutation motor (ECM) technology through the use of high efficiency, multi-tap ECM motors allowing reliable air delivery with increased static pressure. It comes in a pre-painted (taupe metallic) galvanized steel casing and a factory-supplied power plug for ease of installation. The PF4MNP unit is shipped with an R-410A refrigerant TXV.

In order to meet the California Title 24 requirement of 1.4% air leakage at 0.5" water, an accessory kit is available. (Refer to Accessories section.)

**STANDARD FEATURES**

- Multi-tap ECM (electronic commutating motor) motors - all sizes
- Integrated motor controls, with 90-sec off TDR function, have replaced integrated circuit board
- Five available speed taps to meet a wide range of applications
- Large, grooved tube, louvered fin coils
- Efficient, quiet, time-tested blower housings and diffusers
- Sturdy, drainable condensate pans
- Cabinet construction features innovations designed to prevent cabinet sweating
- Tested for condensate disposal in much tougher conditions than Air Conditioning and Refrigeration Institute requirements
- Super-thick R-4.2 insulation with vapor barrier
- Pre-painted galvanized steel cabinet (taupe metallic)
- Installation-flexible, multipoise units
- Horizontal hanging provisions on cabinet
- No tools required to access filter
- Newly improved filter rack area filter door insulation added for improved air seal
- Factory-installed heater packages available on select models (5- through 15-kW)
- 3- through 30-kW accessory heaters - field installed
- Factory-supplied power plug
- Easy plug-in provisions for heater installation
- Entry options for high and low voltage wiring hook-up
- Leak-preventing sweat connections
- Thermostatic expansion valve, TXV, on all coils
- Designed for manufactured housing applications



Use of the AHRI Certified TM Mark indicates a manufacturer's participation in the program. For verification of certification for individual products, go to [www.ahridirectory.org](http://www.ahridirectory.org).



ISO 9001  
QMS-SAI Global







**Bryant® Sentry™ - 2 Ton 14 SEER Residential Air Conditioner Condensing Unit**

Item: BA14NA02400G MFR: BA14NA02400G

**Availability**

Sign in for real-time inventory at branches near you.



# Specifications for Reference

## DIMENSIONS

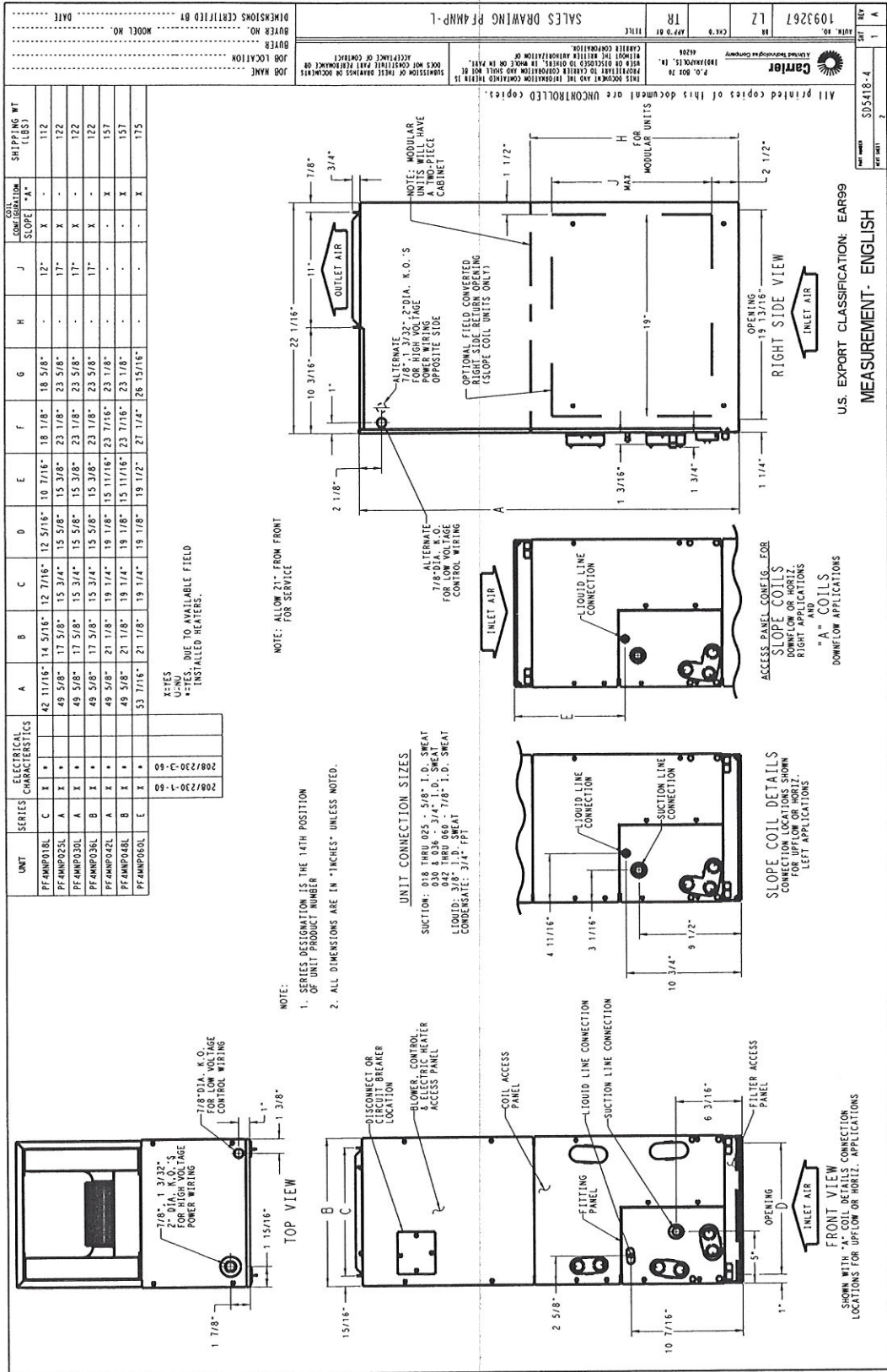


Fig. 1 - PF4MNP - English

A170020

Specifications for Reference  
**DIMENSIONS (cont.)**

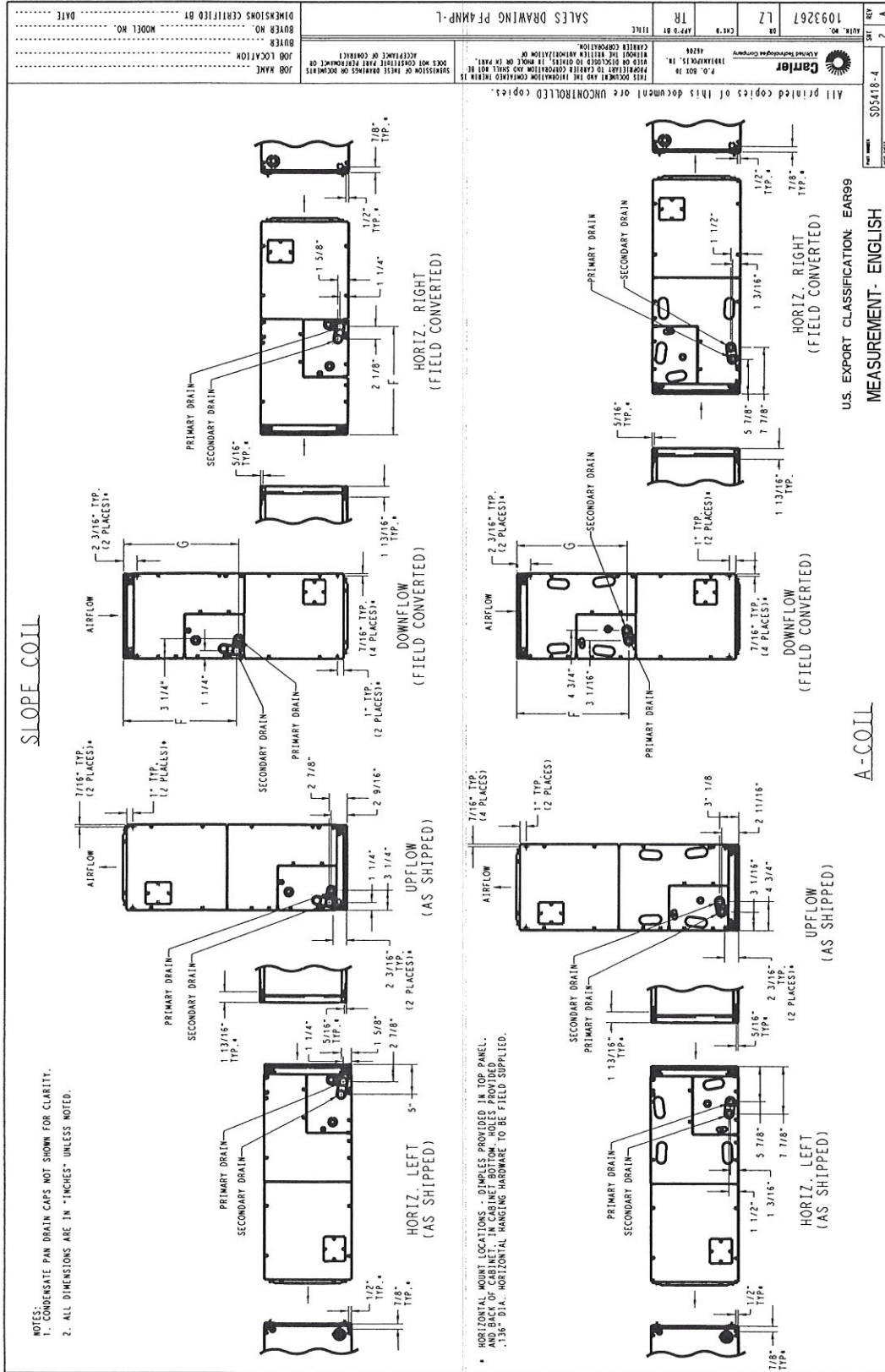


Fig. 2 - PF4MNP - English

A170021

Specifications for Reference

DIMENSIONS (cont.)

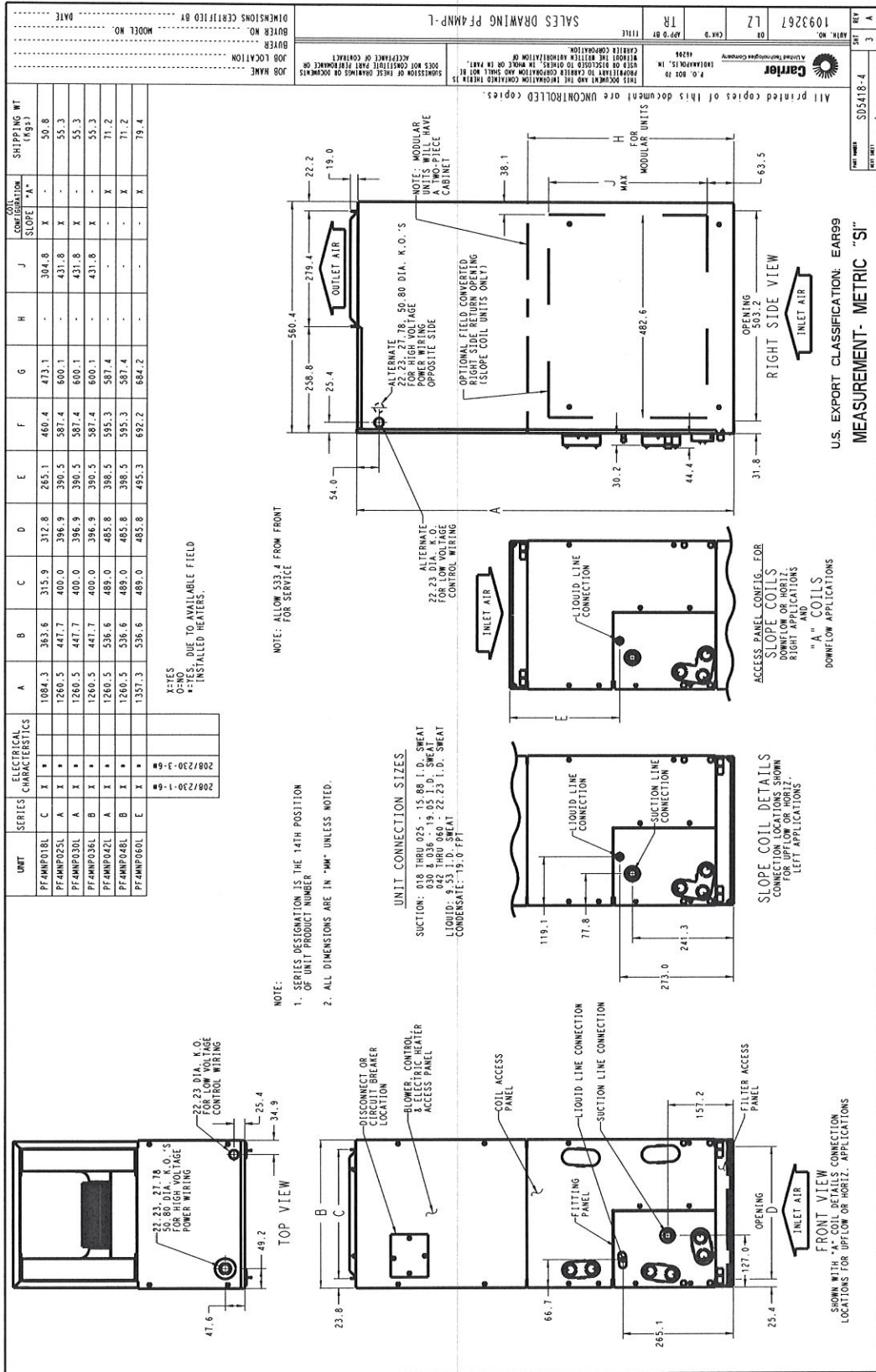


Fig. 3 - PF4MNP - Metric

A170022



# Specifications for Reference DIMENSIONS (cont.)

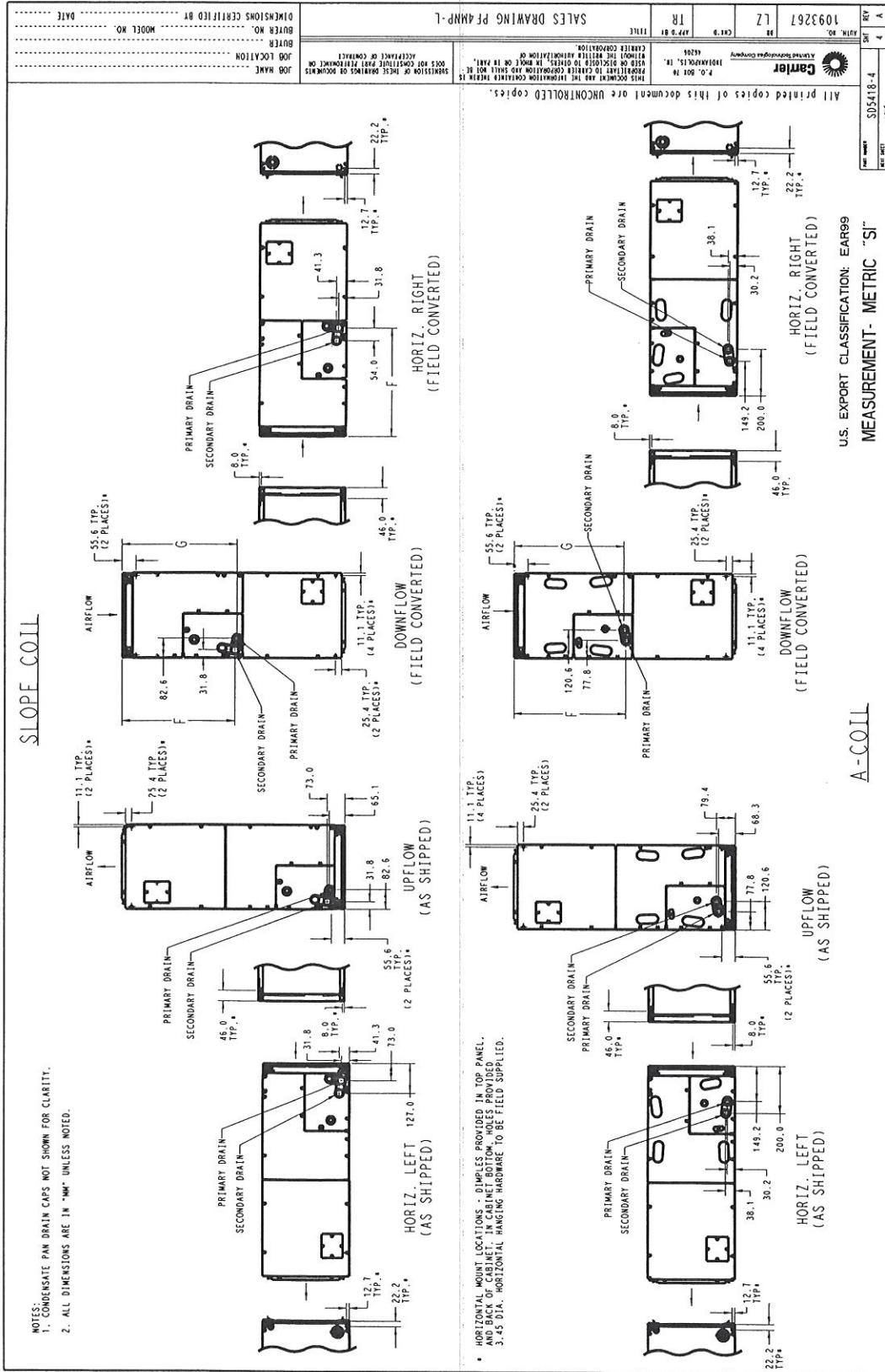


Fig. 4 - PF4MNP - Metric

A170023

Specifications for Reference  
**MODEL NUMBER NOMENCLATURE**

1	2	3	4	5	6	7-9	10	11-12
P	F	4	M	N	P	018	L	00
Brand	Product	Refrigerant	Position	Electrical	Metering Device	Capacity	Coil Type	Heating Size
P = Payne	F = Fan Coil	4 = R-410A	M = Multipoise	N = 208/230V, 1ph-60Hz	P=TXV	018 = 18,000 025 = 24,000 030 = 30,000 036 = 36,000 042 = 42,000 048 = 48,000 060 = 60,000	L = Aluminum	00=No Heat 05=05kW 75=7.5kW 08= 08 kW 10=10kW 11=11kW 15=15kW

**PHYSICAL DATA**

ORDERING NO.	NOMINAL COOLING CAPACITY (Btuh)	DIMENSIONS			SHIPPING WEIGHT
		Height	Width	Depth	
PF4MNP018L	18,000	42-11/16 in. 1084mm	14-5/16 in. 363mm	22-1/16 in. 560mm	112 lb 51 kg
PF4MNP025L	24,000	49-5/8 in. 1260mm	17-5/8 in. 447mm	22-1/16 in. 560mm	122 lb 55 kg
PF4MNP030L	30,000	49-5/8 in. 1260mm	17-5/8 in. 447mm	22-1/16 in. 560mm	122 lb 55 kg
PF4MNP036L	36,000	49-5/8 in. 1260mm	17-5/8 in. 447mm	22-1/16 in. 560mm	122 lb 55 kg
PF4MNP042L	42,000	49-5/8 in. 1260mm	21-1/8 in. 536mm	22-1/16 in. 560mm	157 lb 71 kg
PF4MNP048L	48,000	49-5/8 in. 1260mm	21-1/8 in. 536mm	22-1/16 in. 560mm	157 lb 71 kg
PF4MNP060L	60,000	53-7/16 in. 1357mm	21-1/8 in. 536mm	22-1/16 in. 560mm	175 lb 79 kg

**SPECIFICATIONS**

PF4MNP	18	25	30	36	42	48	60
<b>EVAPORATOR COIL</b>							
Face Area (sq. ft)	2.23	2.97	2.97		4.45		5.93
Configuration	Slope				A		
PF4MNP Metering Device R-410A Refrigerant	TXV						
<b>FILTER*</b>							
21-1/2-in (546 mm) X	13-in (330 mm)	16-3/8-in (417 mm)	16-3/8-in (417 mm)		19-7/8-in (505 mm)		
<b>BLOWER ASSEMBLY</b>							
Motor Type (ECM)	Multi-tap ECM						
Motor HP	1/3	1/3	1/3	1/2	1/2	3/4	3/4
CFM	600	800	1000	1200	1400	1600	1750

\*Filter must be field-supplied for PF4MNP units.

**Specifications for Reference  
PERFORMANCE DATA**

**PF4MNP AIRFLOW PERFORMANCE (CFM)**

MODEL & SIZE	BLOWER SPEED	0.10	0.20	0.30	0.40	0.50	0.60
PF4MNP 018	Tap 5	767	739	702	669	620	565
	Tap 4	614	569	534	486	436	398
	Tap 3	701	660	616	581	537	499
	Tap 2	614	569	534	486	436	398
	Tap 1	410	350	304	261	228	203
PF4MNP 025	Tap 5	965	920	870	823	780	740
	Tap 4	820	783	740	680	630	575
	Tap 3	820	783	740	680	630	575
	Tap 2	720	655	610	555	485	450
	Tap 1	716	600	540	495	430	328
PF4MNP 030	Tap 5	1108	1090	1065	1034	1009	974
	Tap 4	1026	1000	969	938	899	865
	Tap 3	1026	1000	969	938	899	865
	Tap 2	909	873	842	799	762	724
	Tap 1	825	795	757	722	674	634
PF4MNP 036	Tap 5	1301	1276	1245	1218	1176	1121
	Tap 4	1227	1191	1169	1143	1105	1074
	Tap 3	1227	1191	1169	1143	1105	1074
	Tap 2	1087	1062	1030	1001	966	930
	Tap 1	1026	1000	969	938	899	865
PF4MNP 042	Tap 5	1560	1544	1507	1464	1424	1358
	Tap 4	1419	1397	1358	1320	1279	1239
	Tap 3	1419	1397	1358	1320	1279	1239
	Tap 2	1249	1220	1184	1142	1093	1052
	Tap 1	1242	1205	1158	1110	1069	1026
PF4MNP 048	Tap 5	1743	1712	1679	1642	1610	1574
	Tap 4	1669	1634	1599	1564	1531	1499
	Tap 3	1669	1634	1599	1564	1531	1499
	Tap 2	1452	1413	1377	1339	1308	1271
	Tap 1	1300	1256	1221	1182	1142	1101
PF4MNP 060	Tap 5	1897	1867	1836	1808	1774	1736
	Tap 4	1817	1785	1757	1724	1693	1655
	Tap 3	1817	1785	1757	1724	1693	1655
	Tap 2	1657	1621	1589	1557	1518	1474
	Tap 1	1443	1412	1377	1332	1286	1243

■ – Airflow above 450 cfm/ton.

**NOTES:**

1. Airflow based upon dry coil at 230v with factory-approved filter and electric heater (2 element heater sizes 018 through 036, 3 element heater sizes 042 through 060). For PF4MNP models, airflow at 208 volts is approximately the same as 230 volts because the multi-tap ECM motor is a constant torque motor. The torque doesn't drop off at the speeds the motor operates.
2. To avoid potential for condensate blowing out of drain pan prior to making drain trap:  
Return static pressure must be less than 0.40 in. wc.  
Horizontal applications of 042 – 060 sizes must have supply static greater than 0.20 in. wc.
3. Airflow above 400 cfm/ton on 048–060 size could result in condensate blowing off coil or splashing out of drain pan.



Specifications for Reference

PERFORMANCE DATA (cont.)

GROSS COOLING CAPACITIES (MBH) - R-410A REFRIGERANT

UNIT SIZE	INDOOR COIL AIR		SATURATED TEMPERATURE LEAVING EVAPORATOR (°F / °C)														
			35 / 2			40 / 4			45 / 7			50 / 10			55 / 13		
	CFM	EWB	TC	SHC	BF	TC	SHC	BF	TC	SHC	BF	TC	SHC	BF	TC	SHC	BF
018	525	72 / 22	41	20	0.00	37	17	0.00	32	15	0.00	27	13	0.02	21	11	0.03
		67 / 19	33	20	0.03	29	18	0.03	24	16	0.03	19	13	0.03	13	11	0.04
		62 / 17	26	20	0.03	22	18	0.03	18	16	0.04	14	14	0.10	11	11	0.26
	600	72 / 22	45	22	0.00	40	19	0.00	35	17	0.01	30	15	0.03	23	12	0.04
		67 / 19	37	22	0.04	32	20	0.04	27	17	0.04	21	15	0.04	15	12	0.05
		62 / 17	29	22	0.04	24	20	0.04	19	18	0.05	15	15	0.12	13	13	0.28
	675	72 / 22	49	24	0.00	44	21	0.00	38	19	0.03	32	16	0.04	25	13	0.05
		67 / 19	40	24	0.05	35	22	0.05	29	19	0.05	23	16	0.05	16	14	0.06
		62 / 17	32	25	0.05	27	22	0.05	21	19	0.06	17	17	0.14	14	14	0.29
025	700	72 / 22	53	26	0.00	47	23	0.00	41	21	0.00	35	18	0.02	27	15	0.03
		67 / 19	43	27	0.03	37	24	0.03	31	21	0.03	25	18	0.03	17	15	0.04
		62 / 17	34	27	0.03	28	24	0.03	23	21	0.04	18	18	0.10	14	14	0.26
	800	72 / 22	58	29	0.00	52	26	0.00	46	23	0.01	38	20	0.03	30	16	0.04
		67 / 19	47	30	0.04	41	26	0.04	35	23	0.04	27	20	0.04	19	17	0.05
		62 / 17	38	30	0.04	32	27	0.04	25	24	0.05	20	20	0.12	16	16	0.28
	900	72 / 22	63	32	0.00	57	28	0.00	50	25	0.03	41	21	0.04	33	18	0.05
		67 / 19	52	32	0.05	45	29	0.05	38	25	0.05	30	22	0.05	21	18	0.06
		62 / 17	41	33	0.05	34	29	0.05	27	26	0.06	22	22	0.14	18	18	0.29
030	875	72 / 22	62	31	0.00	56	28	0.00	49	24	0.02	41	21	0.04	32	17	0.04
		67 / 19	51	32	0.04	44	28	0.05	37	25	0.05	29	21	0.05	21	18	0.05
		62 / 17	40	32	0.05	34	29	0.05	27	25	0.06	21	21	0.13	18	18	0.28
	1000	72 / 22	68	34	0.00	61	31	0.00	53	27	0.04	45	23	0.05	35	19	0.06
		67 / 19	56	35	0.06	49	31	0.06	41	28	0.06	32	24	0.06	22	20	0.07
		62 / 17	44	36	0.06	37	32	0.06	29	28	0.07	24	24	0.16	20	20	0.30
	1125	72 / 22	74	37	0.00	66	33	0.02	58	29	0.05	48	25	0.06	38	21	0.07
		67 / 19	60	38	0.07	53	34	0.07	44	30	0.07	35	26	0.07	24	22	0.08
		62 / 17	48	39	0.07	40	35	0.07	32	31	0.09	26	26	0.18	21	21	0.32
036	1050	72 / 22	68	34	0.00	61	31	0.00	53	27	0.04	45	23	0.05	35	20	0.06
		67 / 19	56	36	0.06	49	32	0.06	41	28	0.06	32	24	0.07	22	20	0.07
		62 / 17	44	36	0.07	37	33	0.07	30	29	0.08	24	24	0.17	20	20	0.31
	1200	72 / 22	75	38	0.00	67	34	0.03	58	30	0.06	49	26	0.07	38	22	0.07
		67 / 19	61	39	0.07	53	35	0.08	45	31	0.08	35	27	0.08	25	22	0.09
		62 / 17	49	40	0.08	41	36	0.08	32	32	0.09	26	26	0.19	22	22	0.33
	1350	72 / 22	81	41	0.00	72	37	0.05	63	32	0.07	53	28	0.08	41	23	0.09
		67 / 19	66	43	0.08	58	38	0.09	48	34	0.09	38	29	0.09	27	25	0.10
		62 / 17	53	44	0.09	44	40	0.09	35	35	0.11	29	29	0.22	24	24	0.35
042	1225	72 / 22	89	44	0.00	80	40	0.00	70	35	0.02	58	30	0.03	46	25	0.04
		67 / 19	73	45	0.04	63	41	0.04	53	36	0.04	42	31	0.04	29	25	0.05
		62 / 17	58	46	0.04	48	41	0.04	38	36	0.05	30	30	0.12	25	25	0.28
	1400	72 / 22	98	49	0.00	88	44	0.00	77	39	0.03	64	33	0.04	50	28	0.05
		67 / 19	80	50	0.05	70	45	0.05	58	39	0.05	46	34	0.05	32	28	0.06
		62 / 17	64	51	0.06	53	46	0.06	42	40	0.06	34	34	0.14	28	28	0.29
	1575	72 / 22	106	53	0.00	95	48	0.00	83	42	0.04	69	36	0.05	54	30	0.06
		67 / 19	87	55	0.06	76	49	0.06	63	43	0.06	50	37	0.07	35	31	0.07
		62 / 17	69	56	0.07	58	50	0.07	46	44	0.08	37	37	0.17	31	31	0.31
048	1400	72 / 22	88	46	0.00	79	42	0.00	69	37	0.03	58	31	0.04	45	26	0.05
		67 / 19	72	48	0.05	63	43	0.05	52	37	0.05	41	32	0.05	29	27	0.06
		62 / 17	57	49	0.06	48	43	0.06	38	38	0.06	30	30	0.14	25	25	0.29
	1600	72 / 22	97	51	0.00	87	46	0.01	75	40	0.04	63	35	0.06	49	29	0.06
		67 / 19	79	52	0.06	69	47	0.06	57	41	0.07	45	36	0.07	32	30	0.08
		62 / 17	63	54	0.07	53	48	0.07	42	42	0.08	34	34	0.17	28	28	0.31
	1800	72 / 22	105	55	0.00	94	50	0.03	82	44	0.06	68	38	0.07	54	31	0.07
		67 / 19	86	57	0.07	75	51	0.08	62	45	0.08	49	39	0.08	34	33	0.09
		62 / 17	68	59	0.08	57	53	0.08	45	47	0.09	37	37	0.19	30	30	0.33

**Specifications for Reference  
PERFORMANCE DATA (cont.)**

**GROSS COOLING CAPACITIES (MBH) - R-410A REFRIGERANT**

<b>060</b>	1600	72 / 22	106	54	0.00	95	49	0.00	82	43	0.01	69	37	0.03	54	31	0.04
		67 / 19	86	56	0.04	75	50	0.04	63	44	0.04	49	37	0.04	35	31	0.05
		62 / 17	68	56	0.04	57	50	0.04	45	44	0.05	36	36	0.12	29	29	0.28
	1750	72 / 22	113	58	0.00	101	52	0.00	88	46	0.02	74	39	0.04	58	33	0.04
		67 / 19	92	59	0.04	80	53	0.05	67	47	0.05	53	40	0.05	37	33	0.05
		62 / 17	73	61	0.05	61	54	0.05	49	48	0.06	39	39	0.13	32	32	0.28
	2000	72 / 22	124	64	0.00	111	57	0.00	97	50	0.04	81	43	0.05	63	36	0.06
		67 / 19	101	66	0.06	88	59	0.06	74	52	0.06	58	44	0.06	41	37	0.07
		62 / 17	80	67	0.06	67	60	0.06	53	53	0.07	43	43	0.16	35	35	0.30

CFM – Cubic Ft per Minute      EWB – Entering Wet Bulb °F (°C)      LWB – Leaving Wet Bulb °F (°C)      TC – Gross Cooling Capacity 1000 Btuh  
 SHC – Gross Sensible Capacity 1000 Btuh      BF – Bypass Factor      MBH – 1000 Btuh

**NOTES:**

- Contact manufacturer for cooling capacities at conditions other than shown in table.
- Formulas:  
 Leaving db = entering db -  $\frac{\text{sensible heat cap.}}{1.09 \times \text{CFM}}$   
 Leaving wb = wb corresponding to enthalpy of air leaving coil ( $h_{lwb}$ )  
 $h_{lwb} = h_{ewb} - \frac{\text{total capacity (Btuh)}}{4.5 \times \text{CFM}}$   
 where  $h_{ewb}$  = enthalpy of air entering coil. Direct interpolation is permissible. Do not extrapolate.
- SHC is based on 80°F (27°C) db temperature of air entering coil. Below 80°F (27°C) db, subtract (Correction Factor x CFM) from SHC. Above 80°F (27°C) db, add (Correction Factor x CFM) to SHC.
- Bypass Factor = 0 indicates no psychometric solution. Use bypass factor of next lower EWB for approximation.

**SHC CORRECTION FACTOR**

<b>BYPASS FACTOR</b>	<b>ENTERING AIR DRY-BULB TEMPERATURE (°F)</b>					
	79	78	77	76	75	Under 75
	81	82	83	84	85	Over 85
	<b>ENTERING AIR DRY-BULB TEMPERATURE (°C)</b>					
	26	25	25	24	24	Under 75
	27	28	28	29	29	Over 85
<b>Correction Factor</b>						
0.10	.098	1.96	2.94	3.92	4.91	Use formula shown below
0.20	0.87	1.74	2.62	3.49	4.36	
0.30	0.76	1.53	2.29	3.05	3.82	

Interpolation is permissible.  
 Correction Factor =  $1.09 \times (1 - BF) \times (db - 80)$

**PF4MNP AIR DELIVERY PERFORMANCE CORRECTION COMPONENT PRESSURE DROP (in wc) AT INDICATED AIRFLOW (DRY TO WET COIL)**

UNIT SIZE	CFM															
	500	600	700	800	900	1000	1100	1200	1300	1400	1500	1600	1700	1800	1900	2000
018	0.034	0.049	0.063	--	--	--	--	--	--	--	--	--	--	--	--	--
025	0.015	0.026	0.038	0.049	0.059	--	--	--	--	--	--	--	--	--	--	--
030	--	--	--	0.049	0.059	0.070	0.080	--	--	--	--	--	--	--	--	--
036	--	--	--	--	--	0.070	0.080	0.090	0.099	--	--	--	--	--	--	--
042	--	--	--	--	--	--	--	0.049	0.056	0.063	0.070	--	--	--	--	--
048	--	--	--	--	--	--	--	--	--	0.063	0.070	0.076	0.083	0.090	--	--
060	--	--	--	--	--	--	--	--	--	--	--	0.049	0.054	0.059	0.065	0.070



**Specifications for Reference  
PERFORMANCE DATA (cont.)**

**ELECTRIC HEATER STATIC PRESSURE DROP (in wc)**

PF4MNP 018 – 036			PF4MNP 042 – 060		
HEATER ELEMENTS	kW	EXTERNAL STATIC PRESSURE CORRECTION	HEATER ELEMENTS	kW	EXTERNAL STATIC PRESSURE CORRECTION
0	0	+ .02	0	0	+ .04
1	3, 5	+ .01	2	8, 10	+ .02
2	8, 10	0	3	9, 15	0
3	9, 15	- .02	4	20	- .02
4	20	- .04	6	18, 24, 30	- .10

The airflow performance data was developed using fan coils with 10–kW electric heaters (2 elements) in the 018 through 036 size units and 15–kW heaters (3 elements) in the 042 through 060 size units. For fan coils with heaters of a different number of elements, the external available static at a given CFM from the curve may be corrected by adding or subtracting available external static pressure as indicated above.

**MINIMUM CFM AND MOTOR SPEED SELECTION**

PF4MNP	HEATER kW									
	3	5	8	9	10	15	18	20	24	30
018	525	525	525	—	600	—	—	—	—	—
025	700	700	700	—	700	775	—	—	—	—
030	—	875	875	—	875	875	—	1060	—	—
036	—	1050	970	970	970	920	—	1040	—	—
042	—	—	1225	1225	1225	1225	1225	1225	—	—
048	—	—	1400	1400	1400	1400	1400	1400	1400	1400
060	—	—	1750	1750	1750	1750	1750	1750	1750	1750

Speed Tap 4 (white wire) is used for electric heat only. White wire must remain on tap 4.

**ACCESSORY ELECTRIC HEATERS**

HEATER PART NO.	kW @ 240V	VOLTS/ PH	STAGES (kW OPERATING)	INTERNAL CIRCUIT PROTECTION	FAN COIL SIZE USED WITH	HEATING CAP** @ 230V
KFCEH0401N03	3	230/1	3	None	018–025	9,400
KFCEH0501N05	5	230/1	5	None	018–060	15,700
KFCEH0801N08	8	230/1	8	None	018–060	25,100
KFCEH0901N10	10	230/1	10	None	018–060	31,400
KFCEH3201F20	20	230/1	5, 20	Fuse†	030–060	62,800
KFCEH1601315	15	230/3	5, 15	None	036–060	47,100
KFCEH2001318	18	230/3	6, 12, 18	None	042–060	56,500
KFCEH3401F24	24	230/3*	8, 16, 24	Fuse	048, 060	78,300
KFCEH3501F30	30	230/3*	10, 20, 30	Fuse	048, 060	94,100
KFCEH2401C05	5	230/1	5	Circuit Breaker	018–060	15,700
KFCEH2501C08	8	230/1	8	Circuit Breaker	018–060	25,100
KFCEH2601C10	10	230/1	10	Circuit Breaker	018–060	31,400
KFCEH3301C20	20	230/1	5, 20	Circuit Breaker	030–060	62,800
KFCEH2901N09	9	230/1†	3, 9	None	036–060	28,200
KFCEH3001F15	15	230/1	5, 15	Fuse†	025–060	47,100
KFCEH3101C15	15	230/1	5, 15	Circuit Breaker	025–060	47,100

\*Field convertible to 1 phase.

†Field convertible to 3 phase.

‡Single point wiring kit required for these heaters in Canada.

\*\*Blower Motor heat not included.

**Specifications for Reference  
PERFORMANCE DATA (cont.)**

**ESTIMATED SOUND POWER LEVEL (dBA)**

PF4MNP	CONDITIONS		OCTAVE BAND CENTER FREQUENCY*						
	CFM	Ext Static Pressure	63	125	250	500	1000	2000	4000
018	600	0.25	64.7	60.7	56.7	53.7	51.7	49.7	45.7
025	800	0.25	66.0	62.0	58.0	55.0	53.0	51.0	47.0
030	1000	0.25	67.0	63.0	59.0	56.0	54.0	52.0	48.0
036	1200	0.25	67.8	63.8	59.8	56.8	54.8	52.8	48.8
042	1400	0.25	68.4	64.4	60.4	57.4	55.4	53.4	49.4
048	1600	0.25	69.0	65.0	61.0	58.0	56.0	54.0	50.0
060	2000	0.25	70.0	66.0	62.0	59.0	57.0	55.0	51.0

\*Estimated sound power levels have been derived using the method described in the 1987 ASHRAE HVAC Systems & Applications Handbook, Chapter 52, p. 52.7.

**ELECTRICAL DATA FOR UNITS WITH FACTORY-INSTALLED HEAT**

PF4MNP	MTR HP	MTR FLA	VOLTS / PH / HZ	HEAT PACK INSTALLED	SINGLE CIRCUIT			DUAL CIRCUIT							
					HEATER AMPS	MCA	MOCP	HTR. AMPS	MCA	MOCP	HTR. AMPS	MCA	MOCP		
								L1/L2	L1/L2	L1/L2	L3/L4	L3/L4	L3/L4		
018L05	1/3	2.8	208/230/1/60	MKFCEH0501N05	18.1/20.0	26.1/28.5	30/30	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
018L08	1/3	2.8	208/230/1/60	MKFCEH0801N08	28.9/32.0	39.6/43.5	40/45	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
025L05	1/3	2.8	208/230/1/60	MKFCEH0501N05	18.1/20.0	27.8/30.0	30/30	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
025L10	1/3	2.8	208/230/1/60	MKFCEH0901N10	36.2/40.0	48.8/53.5	50/60	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
030L08	1/3	2.8	208/230/1/60	MKFCEH0801N08	28.9/32.0	39.6/43.5	40/45	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
030L10	1/3	2.8	208/230/1/60	MKFCEH0901N10	36.2/40.0	48.8/53.5	50/60	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
036L10	1/2	4.1	208/230/1/60	MKFCEH0901N10	36.2/40.0	50.4/55.1	60/60	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
036L15	1/2	4.1	208/230/1/60	MKFCEH1501F15	54.2/59.9	72.9/80.0	80/80	36.2/40.0	50.4/55.2	50/60	18.1/20.0	22.6/25.0	25/25	25/25	25/25
042L10	1/2	4.1	208/230/1/60	MKFCEH0901N10	36.2/40.0	50.4/55.1	60/60	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
042L15	1/2	4.1	208/230/1/60	MKFCEH1501F15	54.2/59.9	72.9/80.0	80/80	36.2/40.0	50.4/55.2	50/60	18.1/20.0	22.6/25.0	25/25	25/25	25/25
048L10	3/4	6.0	208/230/1/60	MKFCEH0901N10	36.2/40.0	52.8/57.5	60/60	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
048L15	3/4	6.0	208/230/1/60	MKFCEH1501F15	54.2/59.9	75.3/82.4	80/90	36.2/40.0	52.8/57.5	60/60	18.1/20.0	22.6/25.0	25/25	25/25	25/25

**ELECTRICAL DATA FOR UNITS WITHOUT ELECTRICAL HEAT**

MODEL NO.	MTR HP	MTR FLA	VOLTS/PH/HZ	SINGLE CIRCUIT		BRANCH CIRCUIT MIN WIRE SIZE* AWG
				MCA	MAXIMUM OVERCURRENT PROTECTION	
PF4MNP018L00	1/3	2.8	208/230/1/60	3.5	15	14
PF4MNP025L00	1/3	2.8	208/230/1/60	3.5	15	14
PF4MNP030L00	1/3	2.8	208/230/1/60	3.5	15	14
PF4MNP036L00	1/2	4.1	208/230/1/60	5.1	15	14
PF4MNP042L00	1/2	4.1	208/230/1/60	5.1	15	14
PF4MNP048L00	3/4	6.0	208/230/1/60	7.5	15	14
PF4MNP060L00	3/4	6.0	208/230/1/60	7.5	15	14

\*Use copper wire only. Use 75°C only in this application. When using non-metallic (NM) sheathed cable, wire size required should be based on that of 60°C conductors, instead of wire sizes shown in table above per NEC Article 336-26.

NOTE: If branch circuit wire length exceeds 100 ft (30 m), consult NEC 215-2 to determine maximum wire length. Use 2% voltage drop.

FLA – Full Load Amps



ACCESSORY ELECTRIC HEATER ELECTRICAL DATA

HEATER PART NO.	kW		INTERNAL CIRCUIT PROTECTION	HEATER AMPS 208/230V		BRANCH CIRCUIT									
	240v	208v		Single Circuit	Min Ampacity 208/230V*		Min Wire Size (AWG) 208/230V†		Min Gnd Wire Size 208/230V		Max Fuse/Ckt Bkr Amps 208/230V		Max Wire Length 208/230V (FT)‡		
					L1,L2	L3,L4	Single Circuit	L1, L2	L3, L4	Single Circuit	L1, L2	L3,L4	Single Circuit	L1,L2	L3,L4
KFCEH0401N03	3	2.3	1	None	10.9/12.0	—	—	12/12	—	—	20/20	—	—	67/68	—
KFCEH0501N05 <sup>1</sup>	5	3.8	1	None	18.1/20.0	—	—	10/10	—	—	30/30	—	—	66/66	—
KFCEH0501N08 <sup>2</sup>	5	3.8	1	None	18.1/20.0	—	—	8/8	—	—	35/35	—	—	85/88	—
KFCEH2401C05 <sup>1</sup>	5	3.8	1	Ckt Bkr	18.1/20.0	—	—	10/10	—	—	30/30	—	—	66/66	—
KFCEH2401C05 <sup>2</sup>	5	3.8	1	Ckt Bkr	18.1/20.0	—	—	8/8	—	—	35/35	—	—	85/88	—
KFCEH0801N08	8	6.0	1	None	28.9/32.0	—	—	8/8	—	—	45/50	—	—	59/60	—
KFCEH2501C08	8	6.0	1	Ckt Bkr	28.9/32.0	—	—	8/8	—	—	45/50	—	—	59/60	—
KFCEH2901N09	9	6.8	1	None	32.8/36.0	—	—	8/6	—	—	50/60	—	—	54/87	—
KFCEH2901N09**	9	6.8	3	None	18.8/20.8	—	—	8/8	—	—	35/35	—	—	83/85	—
KFCEH0901N10	10	7.5	1	None	36.2/40.0	—	—	6/6	—	—	60/60	—	—	78/80	—
KFCEH2601C10	10	7.5	1	Ckt Bkr	36.2/40.0	—	—	6/6	—	—	60/60	—	—	78/80	—
KFCEH3001F15	15	11.3	1	Fuse	54.2/59.9	36.2/40.0	18.1/20.0	4/4	6/6	10/10	80/90	60/60	25/25	88/89	75/76
KFCEH3101C15	15	11.3	1	Ckt Bkr	—	36.2/40.0	18.1/20.0	—	6/6	10/10	—	60/60	25/25	—	78/80
KFCEH1601315	15	11.3	3	None	31.3/34.6	—	—	8/6	—	—	50/60	—	—	56/90	—
KFCEH2001318	18	13.5	3	None	37.6/41.5	—	—	6/6	—	—	60/70	—	—	76/77	—
KFCEH3201F20	20	15.0	1	Fuse	72.3/79.9	36.2/40.0	36.2/40.0	3/2	6/6	8/8	100/110	60/60	50/50	85/109	78/80
KFCEH3301C20	20	15.0	1	Ckt Bkr	—	36.2/40.0	36.2/40.0	—	6/6	8/8	—	60/60	50/50	—	78/80
KFCEH3401F24††	24	18.0	3	Fuse	50.1/55.4	—	—	4/4	—	—	80/80	—	—	94/95	—
KFCEH3501F30†††	30	22.5	3	Fuse	62.6/69.2	—	—	1/1	—	—	125/150	—	—	115/116	—
KFCEH3501F30†††	30	22.5	1	Fuse	109.0/120.0	—	—	0/00	—	—	90/100	—	—	97/98	—

FIELD MULTIPOINT WIRING OF 24- AND 30-kW SINGLE PHASE

HEATER PART NO.	kW		HEATER AMPS 208/230V			MIN AMPACITY 208/230V*			MIN WIRE SIZE (AWG) 208/230V†			MIN GND WIRE SIZE 208/230V			MAX FUSE/CKT BKR AMPS 208/230V			MAX WIRE LENGTH 208/230V (FT)‡		
	240V	208V	L1,L2	L3,L4	L5,L6	L1,L2	L3,L4	L5,L6	L1,L2	L3,L4	L5,L6	L1,L2	L3,L4	L5,L6	L1,L2	L3,L4	L5,L6	L1,L2	L3,L4	L5,L6
KFCEH3401F24††	24	18.0	1	28.9/32.0	28.9/32.0	36.2/40.0	44.7/48.5	36.2/40.0	8/8	8/8	8/8	10/10	10/10	10/10	45/50	40/40	40/40	59/60	73/73	73/73
KFCEH3501F30†††	30	22.5	1	36.2/40.0	36.2/40.0	45.3/50.0	53.8/58.5	36.2/40.0	6/6	8/8	8/8	10/10	10/10	10/10	60/60	50/50	50/50	78/80	59/59	59/59

\*Includes blower motor amps of largest fan coil used with heater.

†Copper wire must be used. If other than uncoated (non-plated), 75°C ambient, copper wire (solid wire for 10 AWG and smaller, stranded wire for larger than 10 AWG) is used, consult applicable tables of the National Electric Code (ANSI/NFPA 70).

‡Length shown is as measured 1 way along wire path between unit and service panel for a voltage drop not to exceed 2%.

\*\*Field convertible to 3 phase.

††Field convertible to 1 phase, single or multiple supply circuit.

NOTES:

1. For fan coil sizes 018–036.
2. For fan coil sizes 042–060.
3. Single circuit application of F15 and F20 heaters requires single-point wiring kit accessory.

## Specifications for Reference HEATER ELECTRICAL DATA

### ELECTRIC HEATER INTERNAL PROTECTION

HEATER kW	PHASE	FUSE QTY/SIZE	CKT BKR* QTY/SIZE
5	1	—	1/60
8	1	—	1/60
9	1/3	—	—
10	1	—	1/60
15	1	2/30–2/60	2/60
15	3	—	—
18	3	—	—
20	1	4/60	2/60
24	1/3	6/60	—
30	1/3	6/60	—

\*All circuit breakers are 2 pole.

When using units with 20-, 24-, and 30-kW electric heaters, maintain a 1-in. (25mm) clearance from combustible materials to discharge plenum and ductwork and maintain a distance of 36-in (914mm) from the unit. Use an accessory downflow base to maintain proper clearance on downflow installations. Use flexible connectors between ductwork and unit to prevent transmission of vibration. When electric heater is installed, use heat resistant material for flexible connector between ductwork and unit at discharge connection. Ductwork passing through unconditioned space must be insulated and covered with vapor barrier.

### ACCESSORIES

ITEM	ACCESSORY PART NO.*	FAN COIL SIZE USED WITH
1. Disconnect Kit	KFADK0201DSC	All single phase 3kW – 10kW heaters
2. Downflow Base Kit	KFACB0101CFB	018
	KFACB0201CFB	025, 030, 036
3. Downflow Conversion Kit †	KFACB0301CFB	042, 048, 060
	KFADC0201SLP	Slope Coil Units—018, 025, 030, 036
4. Downflow/Horizontal Conversion Gasket Kit	KFADC0401ACL	A–Coil Units—042, 048, 060
	KFAHD0101SLP	All
5. Horizontal Water Management Kit (25 pack) ‡	KFAHC0125AAA	A–Coil Units—042, 048, 060
6. Single–Point Wiring Kit	KFASP0101SPK	Only with 15– and 20–kW Fused Heaters
7. Filter Kit (12 Pack)	KFAFK0112SML	018
	KFAFK0212MED	025, 030, 036
	KFAFK0312LRG	042, 048, 060
8. Fan Coil Filter Cabinet (Fan Coil Filter Media)	FNCCABCC0014 (FILXXFNC0014)	018
	FNCCABCC0017 (FILXXFNC0017)	025, 030, 036
	FNCCABCC0021 (FILXXFNC0021)	042, 048, 060
9. PVC Condensate Trap Kit (50 pack)	KFAET0150ETK	All
10. Air Cleaner 240–volt Conversion Kit	KEAVC0201240	All
11. Standard Filter Rack Kit	KFAFR0101FRM	018
	KFAFR0201FRM	025, 030, 036
	KFAFR0301FRM	042, 048, 060
12. TXV Kit R–22, Aluminum Coils Only	KSBTX0601HSO	018, 025, 030, 036, 042
	KSBTX0701HSO	048
	KSBTX1001HSO	060
13. Low Air Leakage Kit (Title 24, California requirement)	GSKT–KIT–01	All

\* Factory authorized and listed, field–installed.

† KFAHD0101SLP must also be purchased for downflow applications.

‡ KFAHD0101SLP must also be purchased for downflow or horizontal applications.



## Specifications for Reference

### ACCESSORY KITS DESCRIPTION SUGGESTED AND REQUIRED USE

#### **Disconnect Kit**

The kit is used to disconnect electrical power to the fan coil so service or maintenance may be performed safely.

**SUGGESTED USE:** Units for 3- through 10-kW electric resistance heaters and cooling controls.

#### **Downflow Base Kit**

This kit is designed to provide a 1-in. (25mm) minimum clearance between unit discharge plenum, ductwork, and combustible materials. It also provides a gap-free seal with the floor.

**REQUIRED USE:** This kit must be used whenever fan coils are used in downflow applications.

#### **Downflow Conversion Kit**

Fan coils are shipped from the factory for upflow or horizontal-left applications. Downflow conversion kits provide proper condensate water drainage and support for the coil when used in downflow applications. Separate kits are available for slope coils and A-coils.

**REQUIRED USE:** This kit must be used whenever fan coils are used in downflow applications.

#### **Downflow/Horizontal Conversion Gasket Kit**

This kit provides the proper gasketing of units when applied in either a downflow or horizontal application.

**REQUIRED USE:** Fan coils in either downflow or horizontal applications.

#### **Horizontal Applications - Water Management Kit**

This kit provides proper installation of fan coils under conditions of high static pressure and high relative humidity.

**SUGGESTED USE:** All fan coils.

#### **Single Point Wiring Kit**

The single point wiring kit acts as a jumper between L1 and L3 lugs, and between the L2 and L4 lugs. This allows the installer to run two heavy-gauge, high-voltage wires into the fan coil rather than 4 light-gauge, high-voltage wires.

**SUGGESTED USE:** Fan coils with 15- and 20-kW fused heaters only.

#### **Filter Kit (12 pack)**

The kit consists of 12 fan coil framed filters. These filters collect large dust particles from the return air entering the fan coil and

prevents them from collecting on the coil. This process helps to keep the coil clean, which increases heat transfer and, in turn, the efficiency of the system.

**SUGGESTED USE:** To replace filters in fan coils.

**REQUIRED USE:** All units unless a filter grille is used.

#### **Fan Coil Filter Cabinet**

This cabinet is mounted to the fan coil on the return air end and designed to slip over the outer fan coil casing. The cabinets are insulated using the same insulation as production fan coils. They are designed for the removal of particulates from indoor air using FILXXFNC00(14, 17, 21, 24) media filter cartridges. These fan coil media filter cartridge kits are designed for the removal of particles from indoor air. The cartridge is installed in the return air duct next to the air handler or further upstream.

**SUGGESTED USE:** All fan coils.

#### **Condensate Drain Trap Kit**

This kit consists of 50 PVC condensate traps. Each trap is pre-formed and ready for field installation. This deep trap helps the system make and hold proper condensate flow even during blower initiation.

**SUGGESTED USE:** All fan coils.

#### **Air Cleaner 240-volt Conversion Kit**

The AIRA electronic air cleaner comes ready for 115-v operation.

**REQUIRED USE:** This kit is required when running 240-volt circuit to air cleaner.

#### **Standard Filter Rack Kit**

This kit mounts in fan coil filter rack area and modifies the existing filter rack to support standard 1-in. filter sizes.

**SUGGESTED USE:** Fan coils using standard filter sizes.

#### **TXV Kit**

These kits are designed to convert R-410A fancoils to R-22 TXVs.

#### **Low Air Leakage Kit**

This kit is available through MicroMetl and when installed as per the instructions provided in the kit, is designed to meet the stringent 1.4% air leakage at 0.5" water requirement as set by California Title 24 code. To order this kit, call MicroMetl Customer Service Department at 800.884.4662.

**FORM OF CONTRACT**

**THIS AGREEMENT** made this \_\_\_ day of \_\_\_ in the year \_\_\_ by and between \_\_\_ for a term of two year, expiring on \_\_. Hereinafter called the "Contractor", and the BROWARD COUNTY HOUSING AUTHORITY, a public body corporate and politic created pursuant to Chapter 421, Florida Statutes and hereinafter called the "PHA".

WITNESSETH, that the Contractor and the PHA for the consideration stated herein mutually agree as follows:

**Article I - Statement of Work:** The Contractor shall furnish all labor, material, equipment and services; perform and complete all work in accordance with the standard practice of the trade and in a timely manner for RFP 22-308 HVAC Repair, Installation and Emergency HVAC Services.

In strict accordance with the specifications dated \_\_\_\_\_ as prepared by the Broward County Housing Authority which said specifications and addenda are incorporated herein by reference and made a part hereof. This contract is for two (2) years, with three (3) one (1) year renewal option periods.

**Article II - Contract Price:** The PHA shall pay the Contractor for the performance of the contract, in current funds, subject to additions and deductions as provided for in the specifications, the sum of work completed on an as needed basis.

**Article III - Contract Documents:** The Contract shall consist of the following component parts:

- a) This instrument
- b) Specifications, Terms and Conditions
- c) Insurances (Naming Broward County Housing Authority as Additionally Insured)
- d) Licenses
- e) Board Resolution Number \_\_
- f) HUD Maintenance Wage Rate Determination

This instrument together with the other documents enumerated in this Article III, which said other documents are as fully a part of the Contract as if hereto attached or herein repeated, form the Contract. In the event that any provisions in any component part of this Contract conflicts with any provision of any other component part, the provision of the component part first enumerated in this Article III shall govern, except as otherwise specifically stated. The various provisions in Addenda shall be construed in the order of preference of the component part of the Contract which each modifies.

**Article IV - Conditions inconsistent with Contract Drawings of Original Project:** The PHA does not represent that the contract documents accurately represent the conditions which exist on the project site. The Contractor agrees, however, that in the event conditions are inconsistent with these contract documents that (it) (he) will make no claim for extra compensation or for an extension of time in light of said inconsistencies.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed in two original counterparts as of the day and year first above written.

\_\_\_\_\_  
ATTEST  
  
\_\_\_\_\_  
FEIN  
  
\_\_\_\_\_  
SS#

\_\_\_\_\_  
ATTEST

**CONTRACTOR:**  
  
\_\_\_\_\_  
By: \_\_\_\_\_  
Name/Title \_\_\_\_\_  
Business Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**BROWARD COUNTY HOUSING AUTHORITY**  
  
By: \_\_\_\_\_  
Ann Deibert, Chief Executive Officer

<b>Maintenance Wage Rate Determination</b>	<b>U.S. Department of Housing and Urban Development Office of Labor Relations</b>	<b>HUD FORM 52158 (04/2005)</b>
Agency Name:  <div style="font-size: 1.2em; color: blue;"><b>Broward County Housing Authority</b></div>	LR 2000 Agency ID No:  <div style="font-size: 1.2em; color: blue;"><b>FL010A</b></div>	Wage Decision Type: <input checked="" type="checkbox"/> <b>Routine Maintenance</b> <input type="checkbox"/> <b>Nonroutine Maintenance</b>
	Effective Date:  <div style="font-size: 1.2em; color: blue;"><b>October 1, 2021</b></div>	Expiration Date:  <div style="font-size: 1.2em; color: blue;"><b>September 30, 2023</b></div>
<p>The following wage rate determination is made pursuant to Section 12(a) of the U.S. Housing Act of 1937, as amended, (public housing agencies), or pursuant to Section 104(b) of the Native American Housing Assistance and Self-determination Act of 1996, as amended, (Indian housing agencies). The agency and its contractors may pay to maintenance laborers and mechanics no less than the wage rate(s) indicated for the type of work they actually perform.</p>		
<div style="font-size: 1.2em; color: blue;"><b>/s/ Jennifer A. Dupont, Labor Relations Specialist</b></div> HUD Labor Relations (Name, Title, Signature)		<div style="font-size: 1.2em; color: blue;"><b>09/01/2021</b></div> Date
WORK CLASSIFICATION(S)	HOURLY WAGE RATES	
	BASIC WAGE	FRINGE BENEFIT(S) (if any)
<b>Maintenance Repair Person</b> <b>Maintenance Assistant</b> <b>Janitor</b> <b>Grounds Worker – unskilled</b>	\$14.81 \$13.28 \$9.37 \$8.56	No Change
<b>TRADES FOR MAINTENANCE CONTRACTS</b> <b>Elevator Installer/Repairer</b> <b>Electrician</b> <b>Grounds Worker – Unskilled</b> <b>HVAC Mechanic</b> <b>Landscaper/Groundskeeper</b> <b>Painter</b> <b>Plumber</b> <b>Tree Trimmer/Pruner</b>	\$41.95 \$19.24 \$8.68 \$17.83 \$10.95 \$14.57 \$18.76 \$10.95	<div style="margin-top: 100px;"> <input type="checkbox"/> The agency employee benefit program has been determined by HUD to be acceptable for meeting the prevailing fringe benefit requirements.   <small>(HUD Labor Relations: If applicable, check box and initial below.)</small>             _____  <small>LR Staff Initial</small> </div>
		<b>FOR HUD USE ONLY</b> <b>LR2000:</b>  <b>Log in:</b> <b>IMW-</b>  <b>Log out:</b> <b>OMW-</b>



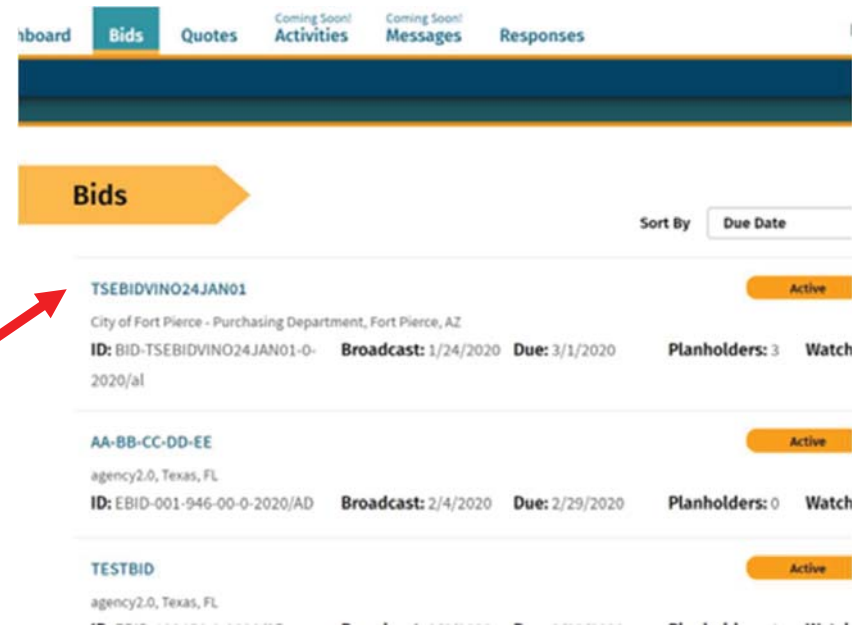
# Responding to an Electronic Bid

5 Step Instructions



# Step 1

- Many governments are moving toward requiring bid responses electronically. Here are the steps to respond to an eBid.
- Click on the solicitation.



The screenshot displays a web interface for managing bids. At the top, there are navigation tabs: 'Dashboard', 'Bids', 'Quotes', 'Coming Soon! Activities', 'Coming Soon! Messages', and 'Responses'. Below the tabs is a header bar with a 'Bids' button and a 'Sort By' dropdown menu set to 'Due Date'. The main content area shows a list of active bids. A red arrow points to the first bid item.

ID	Broadcast	Due	Planholders	Watch
TSEBIDVINO24JAN01				
City of Fort Pierce - Purchasing Department, Fort Pierce, AZ				
ID: BID-TSEBIDVINO24JAN01-0-2020/al	Broadcast: 1/24/2020	Due: 3/1/2020	Planholders: 3	Watch
AA-BB-CC-DD-EE				
agency2.0, Texas, FL				
ID: EBID-001-946-00-0-2020/AD	Broadcast: 2/4/2020	Due: 2/29/2020	Planholders: 0	Watch
TESTBID				
agency2.0, Texas, FL				

## Step 2

Once you are in the solicitation, you will see the Bid Details page that is standard for all solicitations.

- When you are ready to submit your bid, click on “Submit E-Bid Proposal”.

**Bid Details**

Agency Name [Redacted]  
Bid Writer [Redacted]  
Bid ID ITB-20B-  
Bid Type ITB - Invitation to Bid  
Broadcast Date 07/08/2020 4:00 AM Eastern  
Fiscal Year 2020  
Due 08/11/2020 3:00 PM Eastern  
Bid Status Text None

**Scope of Work**

The Development Districts is requesting bids for:

**Documents**

[Download all documents](#)

Filename	Type	Date Modified	Status
Addendum 1	Addendum	07/08/2020	Complete
ITB 20B-019	Bid Document / Specifications	07/07/2020	Complete
Word Bid Docs	Bid Document / Specifications	07/07/2020	Complete

**Distribution Info**

Bid Bond NO  
Plan (blueprint) None

# Step 3

Enter information requested page-by-page and you can see what will come next via the menu bar on the left under “E-Bid Progress”.

If there is not a total bid amount in your submission, please put “0”.

Example: a request for qualifications opportunity may not require a bid amount so vendors will input “0” under “Bid Amount”.

**DEMANDSTAR** Dashboard **Bids** Quotes Coming Soon! Activities Coming Soon! Messages Responses Robyn Gallardi

Home > Bids > 1137810 > My Ebid Response Save & Finish Later Cancel

### Bid Details

Agency Name: agency2.0  
Bid Number: EBID-123456-0-2020/AD  
Bid Due Date: 02/29/2020 (PST)  
Bid Opening: 23 days, 04 hours, 23 minutes, 54 seconds Remaining  
Bid Name: TESTBID

### E-Bid Progress

- Contact Information
- Documents Upload
- Review Bid

### E-Bid Response

#### Contact Information

Company Name: Calgon Carbon Corporation

Address 1: P. O. Box 717

Address 2: Address 2 (optional)

City: Pittsburgh

Country: United States of Ame... State/Province: Pennsylvania

County: Select... Postal Code: 15230-0717

Phone Number: 4127876810 Extension: Extension (optional)

Bid Amount: 127,000 (invalid) Alternate Bid Amount: Alternate Bid Amount (optional)

Notes: For the full 6 month contract (optional)

**Next**

# Step 4

After you click NEXT on the Contact Information page, you will be directed to enter the documents required. In this example, they only ask for one document, however, in others, they may ask for multiple documents that each need to be uploaded separately.

**TIP:**

There is a place for you to add “Supplemental”, i.e. non-required, documents.

The screenshot displays the DEMANDSTAR web application interface for an E-Bid Response. The top navigation bar includes 'Dashboard', 'Bids', 'Quotes', 'Activities', 'Messages', and 'Responses'. The user is logged in as 'Robyn Gallardi'. The breadcrumb trail shows 'Home > Bids > TESTBID > My Ebid Response'. The page is titled 'E-Bid Response' and features a 'Save & Finish Later' button and a 'Cancel' button.

**Bid Details**

- Agency Name: agency2.0
- Bid Number: EBID-123456-0-2020/AD
- Bid Due Date: 02/29/2020 (PST)
- Bid Opening: 23 days, 04 hours, 17 minutes, 21 seconds Remaining
- Bid Name: TESTBID

**E-Bid Progress**

- Contact Information
- Documents Upload
- Review Bid

**Agency Accepted File Formats**

- Adobe Acrobat (\*.PDF)
- AutoCAD Drawing (\*.DWG)
- AutoCAD Drawing Web Format (\*.DWF)
- GIF Image (\*.GIF)
- JPEG Image (\*.JPG)
- Microsoft Excel (\*.XLS)
- Microsoft Excel (\*.XLSX)
- Microsoft PowerPoint (\*.PPT)
- Microsoft Word (\*.DOC)
- Microsoft Word (\*.DOCK)
- Plain Text (\*.TXT)
- Plot file (\*.PLT)
- Rich Text Format (\*.RTF)
- TIFF Image (\*.TIF)
- WordPerfect (\*.WP0)
- ZIP Compressed Archive (\*.ZIP)

**Required Documents**

The following documents are required by the agency for this project. Please select which documents you will be submitting electronically (online), and which ones you will submit directly to the agency (offline).

Required Document	Submission Option	Uploaded Document
Service Doc agency2.0	None	Choose a file

**Supplemental Documents**

You can upload additional documents here.

Document Title:

# Step 4 continued

## TIP:

There is a place for you to add “Supplemental”, i.e. non-required, documents.

The screenshot displays the 'E-Bid Response' interface. On the left, the 'Bid Details' section shows:

- Agency Name: z z agencydtest2.0 TEST
- Bid Number: Ebid-DSTESTB04 29-06-2020-0-2020/sdS
- Bid Due Date: 07/21/2020 11:00 AM (Pacific)
- Bid Opening: 13 days 00 hour, 19 minutes, 55 seconds Remaining
- Bid Name: DSTESTB04 29-06-2020

The 'E-Bid Progress' section shows a sequence of steps: Contact Information, Documents Upload, and Review Bid. A red arrow points from the 'Documents Upload' step to the right-hand side of the interface.

The right-hand side is titled 'E-Bid Response' and contains the following sections:

- Required Documents:** A note states: "The following documents are required by the agency for this project. Please select which documents you will be submitting electronically (online), and which ones you will submit directly to the agency (offline)." Below this is a list of 'Agency Accepted File Formats' including Adobe Acrobat (\*.PDF), AutoCAD Drawing (\*.DWG), GIF Image (\*.GIF), JPEG Image (\*.JPG), Microsoft Excel (\*.XLS), Microsoft Excel (\*.XLSX), Microsoft PowerPoint (\*.PPT), Microsoft PowerPoint (\*.PPTX), Microsoft Word (\*.DOC), Microsoft Word (\*.DOCX), Plain Text (\*.TXT), Plot File (\*.PLT), Rich Text Format (\*.RTF), TIFF Image (\*.TIF), WordPerfect (\*.WPD), and ZIP Compressed Archive (\*.ZIP).
- Required Document Table:**

Required Document	Submission Option	Uploaded Document
<input checked="" type="checkbox"/> Bid Proposal	Online/Electronic	RFB2020-3239.PDF
<input checked="" type="checkbox"/> Insurance Certificate	Online/Electronic	Insurance Certificate.docx

- Supplemental Documents:** A note states: "You can upload additional documents here." Below this is a form with a 'Document Title' input field and an 'Add Document' button.
- Supplemental Document Table:**

Supplemental Document	Submission Option	Uploaded Document
<input checked="" type="checkbox"/> References	Online/Electronic	References.docx

At the bottom of the interface, there are 'Previous' and 'Upload All' buttons.

# Step 5

Review Your E-Bid Response, and if everything is correct, then press “Submit Response”.

You are done! And the government to which you’ve submitted this will download your responses and documents and see the day and time upon which you submitted your proposal.

DEMANDSTAR

Dashboard Bids Quotes Activities Messages Responses

Robyn Gallardi

Home > Bids > 113180 > My E-Bid Response

Submit Response View & Finish Label Cancel

### Bid Details

Agency Name agency2.0  
Bid Number ESD-123456-0-2020/AD  
Bid Due Date 01/29/2020 (PST)  
Bid Opening 23 days, 04 hours, 10 minutes, 47 seconds Remaining  
Bid Name TEST80

### E-Bid Progress

- Contact Information
- Documents Upload
- Review Bid

### Review Your E-Bid Response

#### Contact Info

Company Name Calgon Carbon Corporation  
Address 1 P.O. Box 717  
Address 2  
City Pittsburgh  
State Pennsylvania  
Country United States of America  
Postal Code 15220-0717  
Phone Number 4127876810  
Fax  
Bid Amount \$127,000.00  
Alternate Bid Amount  
Notes For the full 6 month contract

#### Agency Required Documents

- Service Doc agency2.0(Electronic/Online)

#### Supplemental Documents

- References(Electronic/Online)

After clicking "Submit Response" the following process will begin:  
1. We will verify that your response is complete as entered.  
2. You will see a confirmation page with your confirmation number and date/time stamp of your upload.  
3. You will receive a confirmation e-mail indicating a successful response submittal.  
4. You may track your response submission under the Responses page.

If you do not receive any of the above, please call Supplier Services at (206) 940-0305.

Previous Submit Response

For more help in responding to an eBid, please call (206) 940-0305 or email: [support@demandstar.com](mailto:support@demandstar.com)

# CONFIRMATION

You will receive an email confirming that you have successfully submitted a response to an eBid solicitation.

Note that you can *update* your eBid response until the Bid Due Date and Time.

eBid Submission Confirmation - EBID-DSTEST01 01042020-0-2020/DB Σ Inbox x

supplierservices@demandstar.com  
to me ▾

9:59 AM (1 minute ago)

## RESPONSE CONFIRMATION

Dear

Congratulations! You just successfully submitted a response to Z Demandstar Agency's bid, DSTEST01 01042020. Your confirmation number is 21050.

Here are the details of your response, for your records:

Agency: Z Demandstar Agency  
Bid Identifier: EBID-DSTEST01 01042020-0-2020/DB  
Bid Name: DSTEST01 01042020  
Bid Amount: \$25000  
Alt Bid Amount: \$18000

Required documents submitted:

1	DS Agency Ebid 1	Electronic/Online
2	DS Agency Ebid3	Electronic/Online

Supplemental documents submitted:

1	Test document	Electronic/Online
2	Part Inventory	Electronic/Online

You may [update your eBid response](#) up until the Bid Due Date and Time, which is 10/31/2020 at 15:30 (Pacific).

You may also update your responses by logging into [www.demandstar.com](http://www.demandstar.com) and clicking on the "Responses" tab.

Sincerely,  
The DemandStar Team

# CONFIRMATION

You may change information and re-upload documents until the due date.

[NOTE: make sure you are doing this well before the **time** of the opening! ]

There are two ways of confirming your activity and responses:

1. Look at *all* your eBid Responses under Activities
2. View History per each solicitation to which you responded

The screenshot displays the DEMANDSTAR web application interface. The main navigation bar at the top includes 'Dashboard', 'Bids', 'Quotes', 'Activities', 'Messages', and 'Responses'. The 'Activities' tab is active, showing a list of 'eBid Responses (8)'. The table lists various bids with columns for Bid Name, Agency, ID, Activity, and Date / Time. A red arrow points to the bid titled 'WATER MAIN & FORCE MAIN REPLA...'. A secondary window titled 'My Bid Responses' is overlaid on the right, showing 'Responses' for the selected bid. This window includes a 'Reminder Date' dropdown, a 'View History' button, and 'Response Details' such as Agency Name (Town of Callahan), Bid Number (ITB-0W450201-0-2020/MW), Bid Name (WATER MAIN & FORCE MAIN REPLACEMENTS/ EXTENSIONS), Bid Due Date (10/22/2020 2:30 PM Eastern), Response Submitted On (09/22/2020 12:35 PM Eastern), Countdown to Bid Due (30 days, 01 hour, 31 minutes, 07 seconds Remaining), State (Florida), Status (Incomplete), and Contact Information (Company Name: Best Painting Company (TEST ACCOUNT), Address 1: 1411 Fourth Ave, City: Seattle, State: Washington, Postal Code: 98101, Response Number: 21824, Phone Number: 206-889-4485).

For more help in responding to an eBid, please call (206) 940-0305 or email: [support@demandstar.com](mailto:support@demandstar.com)