

PURPOSE

The City of Willard, Missouri, Willard Parks and Recreation Department is seeking the services of an experienced and qualified HVAC Preventative Maintenance and Repair Contractor with proven expertise in HVAC maintenance and repairs to install 3 new units at the Willard Community Center.

PROJECT

The scope of services includes all work to install HVAC units with cooling capabilities and SEER ratings appropriate to the space.

Contractors participating in the RFP process must meet the following minimum qualifications to be considered:

1. The contractor will be a financially sound company primarily engaged in professional HVAC maintenance and repairs.
2. Have successfully completed a minimum of six (6) projects of comparable size and scope to this project, within the past five (5) years with references provided in proposal.

SUBMISSION REQUIREMENTS

For the proposal to be considered responsive, the contractor must submit all information requested in this RFP in the proposal. Failure to submit all required information, forms and documents in the proposal may result in disqualification. Proposals must be submitted on or before the closing date and time. Proposals received after the closing date and time will be considered non-responsive. It is the contractor's responsibility to ensure that their proposal has been received by the City.

Prices/rates shall be valid for the term of the proposal contract and include all labor, equipment, materials, fees, permits, traffic control, tools and equipment, transportation, overhead, travel, profit, insurance, sales and other taxes, license, incidentals, and all other related costs necessary to meet the work requirements.

EVALUATION PROCESS AND SELECTION CRITERIA

Selection of the Contractor will be based upon a competitive selection process. All elements of the pricing proposal will be considered include responsiveness of proposal and price. Criteria to be evaluated shall include the following:

1. Cost to perform the required services stated in the SCOPE OF SERVICES.

2. Contractor capabilities and references as related to the requirements in the Scope of Services.
3. Contractor's commitment to high efficiency or renewable heating and cooling technology and ability to provide information regarding available grant funding or rebates.
 - a. All units should be SEER 14 or greater for cooling
 - b. Furnaces should be 90% or greater efficiency
4. Proposals will be evaluated on
 - a. Clarity of language of work to be performed
 - b. Units should meet industry standard for square footage of building
 - c. Units should meet or exceed efficiency of existing units
 - d. Expected timeline for work completion after bid award
 - e. Length of warranty
 - f. Equipment brands bid should be one of the following:
 - i. Ruud, Rheem, Trane, American Standard, or Carrier

SCOPE OF SERVICES

The scope of services includes all work to perform installation of 3 HVAC units, including the removal and appropriate disposal of non-functioning units.

WARRANTY

Warranty on all parts shall be no less than 24 months and warranty on labor shall be provided at a minimum of 12 months.

PERMITS & LICENCES REQUIREMENTS

Contractor shall obtain all permits, license, certificates, or plans and specifications as may be required by Federal, State, County, and/or Local laws, ordinances, rules, and regulations for the proper execution of any HVAC work performed.

Any penalties and/or fines imposed due to violations of required laws shall be the sole responsibility of the Contractor.

SAFETY DATA SHEETS (SDS)

Copies of SDS for each chemical/refrigerant utilized to maintain HVAC equipment shall be submitted to the City and be readily available.

REGULATORY REQUIREMENTS

Contractor shall perform HVAC preventative maintenance, repair, or installations services in accordance to all applicable Federal, State, and County EPA laws. Material used in applications shall not contaminate ground water or have any in-ground movement. Contractor shall clean-up any spilled chemical and utilize appropriate disposal procedures.