



INVITATION TO BIDDERS

The City of Gatlinburg is accepting sealed bids for a twenty-four (24) month Maintenance Agreement for the Temperature Control/HVAC System for the Gatlinburg City Hall Complex, adjacent Gatlinburg Fire Department Station No. 1, American Legion Building, and the Anna Porter Public Library. The City reserves the right to extend this agreement for an additional twenty-four (24) months if mutually agreeable.

These bids will be received at Gatlinburg City Hall, 1230 Parkway East, Suite 2, P.O. Box 5, Gatlinburg, Tennessee, 37738, **until 2:30 p.m., September 7, 2017** at which time they will be publicly opened and read aloud and the contract awarded as soon thereafter as practicable. Please indicate on your bid to be submitted "Bid on HVAC Maintenance Agreement".

For questions concerning the Bid Documents, Bidders may contact City of Gatlinburg, Delea Patterson, AP/Purchasing at 865-436-1409 or Fax 865-436-6464 or deleap@gatlinburgtn.gov.

Questions about the specifications need to be directed to Building Maintenance Department, Wayne Large, at 865-436-1444. Please Contact Wayne Large to schedule appointment for visual inspection of the included locations.

Bid specifications will also be available on the City of Gatlinburg website at www.gatlinburgtn.gov under "Out for Bids" tab. This bid tab is located under Gatlinburg Government, and then Purchasing. Bid results are posted in the same area as shortly after bid opening as possible.

Each bidder shall be able to provide the City of Gatlinburg with Certificates of Insurance covering property damage and liability in amounts suitable to the City annually.

No bidder will be permitted to withdraw their bid for a period of thirty (30) days following the date of the bid opening.

The City of Gatlinburg reserves the right to waive any informalities in or to reject any or all bids and to accept the bid deemed favorable to the interest of the City of Gatlinburg.

It is the policy of the City of Gatlinburg not to discriminate on the basis of race, color, national origin, age, sex, or disability in its hiring and employment practices, or in admission to, access to, or operation of its programs, services and activities. With regard to all aspects of this contract, contractor certifies and warrants it will comply with this policy.

GENERAL PROVISIONS

Prices quoted shall not include Federal or State taxes, if any are applicable. The successful bidder shall furnish tax exemption forms, if required, with their invoices.

The prices quoted are that for which the materials or services will be delivered F.O.B. Gatlinburg, Tennessee.

Any additions, deletions, or variations from the following specifications must be noted.

Inspection of the materials or equipment will be made by an agent of the City of Gatlinburg, and if found defective or fails in any way to meet the terms of this agreement, it will be rejected. Rejected materials or equipment will be replaced at the expense of the bidder.

All technical specifications must accompany bid.

The City of Gatlinburg reserves the right to extend this agreement for an additional twenty-four (24) months after the completion of the first agreement, provided this is agreeable to both parties.

The City of Gatlinburg reserves the right to defer payment for thirty (30) days after delivery. The City of Gatlinburg also reserves the right to reject any and/or all bids.

The bidder agrees to indemnify the City of Gatlinburg from any and all liability, loss or damage the City may suffer as a result of claims, demands, costs, or judgments against it arising from any and all work under this agreement.

The bidder agrees to notify the City, in writing, within thirty (30) days, by registered mail, at the City's address as stated in this agreement, of any claim against the bidder on the obligations indemnified against.

TECHNICAL SPECIFICATIONS

A. SCOPE

To provide preventive maintenance, repairs and twice a year inspections (spring and fall) to all temperature controls (Direct Digital Control) for the Energy Management System, the HVAC Systems including central air conditioning units, heating units, gas furnace, thru-the-wall units and related equipment located at the City of Gatlinburg City Hall Complex and adjacent main station of the Gatlinburg Fire Department, American Legion Building, and Anna Porter Public Library.

B. GENERAL PROVISIONS

1. The importance of maintaining the systems and their components in a safe and satisfactory operating condition requires that the services be performed by a contractor who is regularly engaged with his own personnel in the installation and maintaining of HVAC and ATC systems of the grade and design installed at this location. The successful bidder shall have been in the service business of this type for at least five (5) years. Additionally, the contractor shall remotely monitor the site and receive failure alarms and provide training to Gatlinburg personnel on the software.
2. The contractor shall demonstrate that he has satisfactorily performed maintenance on similar systems and that he has a local organization and facilities location within one-hundred (100) miles of the site to properly fulfill all of the services required on the type of equipment installed at this location.
3. Only companies who are qualified as above will be permitted to submit a bid on this work.
4. Inspection and major repairs are to be made during normal working hours. Normal operating hours are 8:00 a.m. to 4:30 p.m. Monday through Friday. The City reserves the right to direct that this work be done on an overtime basis (Hours other than normal operating hours).
5. Contractor shall be free to stop and start the various pieces of equipment covered by this contract when this is essential to the proper performance of the contract, but only with the approval of the Facilities Maintenance Supervisor.
6. A written report shall be provided by each service mechanic working under this contract which shall detail each piece of equipment on which work was performed, the nature of all work, total hours worked and indicate recommendation for future work. Each report is to be signed by one of the authorized persons designated by the City each day that work is performed. A copy of each report is to be left with the Facilities Maintenance Department.
7. All work on units is included in agreement.
8. All repairs, adjustments and alternations to the systems covered by this contract are subject to the City's approval.
9. "Furnish" as used in this specification is hereby defined as "Provide/or install" at no

additional cost to the City beyond the agreed upon contract price.

10. It will be mandatory that every unit be inspected with a Maintenance Department representative to familiarize themselves with all equipment involved before submitting a bid.

11. Contract can be terminated if vendor fails to abide by the contract.

12. The City has the option of providing any or all materials required for repair or servicing.

C. REPLACEMENT PARTS AND MATERIALS

All parts installed and/or materials used are to exact duplicate, or an approved substitute or original used and/or specified by the manufacturer of the equipment, and in every case, guaranteed as per manufacturer's specifications.

D. LAWS AND ORDINANCES:

All work shall be performed in all respects, in strict conformity to all laws, regulations and ordinances of the Federal, State, County, and Municipal governments, and all departments and bureaus thereof having jurisdiction and of the National Board of fire Underwriters and the Utility Companies which are in force at the time of inspection and/or repair work.

E. REPAIR SERVICE

The contractor shall also provide repairs to the Energy Management equipment, the ATC/HVAC equipment as required and/or requested. Repairs are to be made during normal working hours, Monday-Friday. If overtime work is authorized, the contractor shall pay the normal hourly rate and the City shall pay the premium rate. Normal service calls are to be answered within eight (8) working hours. Critical service calls (as determined by the City) shall be answered within two (2) working hours. Repair service must be available twenty-four hours a day, seven days a week, three hundred sixty-five days per year.

F. INSURANCE

The contract shall, during the entire progress of the work to be done hereunder maintain insurance by a reputable company for Workman's Compensation insurance as required by the statutes of the State of Tennessee, and Public Liability Insurance insuring against bodily injury and property damage in the amount of \$3,000,000.00 combined single limit, insuring you as contractor, as well as the City of Gatlinburg, as an additional named insured, with respect only to liability afforded by the policy. Said liability insurance shall be the Comprehensive General Liability form and include blanket contractual as well as Independent Contractor's and completed operations coverage.

G. SPECIAL NOTE

Prospective bidders are required to visit the work site on which they are to submit bids to completely familiarize themselves with the Energy Management System, the Temperature Controls and HVAC units in service and of the conditions to be met under the above maintained bids. By submitting a bid, the prospective bidder covenants and agrees that they fully understand their obligations and that

they will not make claim for, or have right to cancellation or relief without penalty of the contract because of any misunderstanding or lack of information. This is an important and irrevocable part of any resulting contract.

H. PROTECTION OF WORK AND PROPERTY

1. The successful bidder shall, during the period of inspection and/or repair, maintain good, clean, safe working conditions at all times and shall be responsible for keeping the areas free from all debris, machine parts, tools, etc. and shall leave the areas clean and orderly.
2. The contractor shall continuously maintain adequate protection for all of their items from damage and shall protect the City's property from damage, injury or loss arising in connection with this contract.
3. The contractor agrees to indemnify the City of Gatlinburg from any and all liability, loss or damage the City may suffer as a result of claims, demands, costs, or judgments against it arising from any and all work under this contract.

I. WORK INCLUDED

Energy Management System, Temperature Control Systems (Direct Digital Control), Central Air Conditioning Units, Heating Units, Gas Furnace, and all thru-the-wall equipment and evaporative cooling tower with spray pump piping. All of the electrical components of the cooling tower are to be included as well.

1. Regularly and systematically test, examine, adjust, calibrate, and clean all thermostats, humidity controls, temperature controls, pressure controls, valves, relays, motors, fans, compressors, and any other parts and accessories directly pertaining to each particular system or piece of equipment.
2. Furnish and install all necessary parts, relays, switch controls, thermostats, automatic valves, limit switches, belts, fan motors, compressors, etc. to maintain each particular system and its components in proper operating condition.
3. Furnish and install all lubricants, painting and cleaning supplies, glycol, refrigerant gas, etc. Clean all permanent filters.
4. To maintain the operating integrity and unified appearance of the systems, only parts made by the original manufacturer or other authorized replacement parts manufacturer will be an acceptable replacement.
5. Inspect, test, adjust, lubricate and clean all equipment as applicable.
6. Calibrate system as required to maintain manufacturer's specified system performance.
7. Provide and install or repair (if applicable) all parts and other attachments and materials as required to maintain manufacturer's system performance.

8. Each bid submitted shall include twice a year (spring & fall, before cooling & heating seasons begin) inspections per term of contract during normal working hours. Submit inspection schedule to the City for approval within thirty (30) calendar days after award of contract.
9. Chemically wash the evaporator and condenser coils each spring.
10. For the Anna Porter Library, the following needs to be part of the maintenance agreement and needs to be done every three (3) months.
 - a. Check blower and/or motor belts to insure proper air flow.
 - b. Check coils to make sure they are clean.
 - c. Check condenser fans for proper operation.
 - d. Check controls and all electrical components for proper operation.
 - e. Make sure refrigeration circuit is operating at 100% efficiency.
 - f. Spring and Fall Maintenance for units will require customary major servicing that is typical for these units to insure proper operation.

J. WORK NOT INCLUDED

1. Modifications to the systems to comply with recommendations or directives of insurance companies, governmental bodies or for other reasons.
2. Maintenance or service required as a result of damage due to fire, water corrosion, floods, storm, explosion, burglary, vandalism, war, accident, abuse, strikes, acts of God, the public enemy, riots, civil commotion or any other similar cause.
3. Replacement or repairs necessitated by reason of negligence, abuse or misuse.

K. WORK ITEMS

Work to be performed during spring/fall inspections:

1. Cooling Coils: Clean Coils, check coil supports for rust & paint when necessary.
2. Filter Changes: Disposable, to be the City's responsibility.
3. Condensate: Clean pan, check pipe for blockage and perform water treatment to prevent fouling.
4. Fan Assemblies: Check fan drive motor and switches. Check for belt tension and condition, replace if required. Lubricate motor bearings, fan bearing and dampers.
5. Control System: Check operation of thermostats calibration, automatic valves, relay damper operators, limit switches, and adjust if necessary. Lubricate shafts link mechanisms, update software and provide ALC (Automated Logic Corporation) factory updates as they become available.
6. Heating Coils: Clean coils, check heating coil sections for leaks.

7. Valves and Controls: Check all valves and controls for proper operation.
8. Ducts: Check automatic dampers for freedom of operation. Lubricate damper bearings. Check position of outside and return air dampers for normal setting. Check duct insulation for missing or loosened sections and report findings.
9. Chillers and Separate Condensing Units: Check operation of pressure controls and unloading devices and observe back and head pressures. Compare to manufacturer's requirements. Correct condition, if required.
10. Thermal Valves: Check operation and record and report suction superheat. Adjust only when necessary.
11. Refrigerant Charge: Find leaks, Repair and add refrigerant as required.
12. Compressor Motors, Drives, and Bodies: Check motor bearings; lubricate only when necessary. Check drives for belt tension; wipe dirt and oil from pulleys, flywheel and belt. Check shaft seal for leaks. Check oil level and condition of oil in crankcase.
13. Fan Assemblies: Check fan drive motor and switches. Check belt tension and correct if required. Replace if required. Lubricate motor bearings and fan bearings as required.
14. Pump Assemblies: Check motor and pump bearings and glands. Lubricate only when necessary. Clean suction screen. Check pump drive for belt tension.
15. Water Supply: The chiller system shall have glycol in proportion to water system capacity so that it will not freeze at -20 degrees Fahrenheit. Systems shall not be drained.
16. Clean Water: Cooled condensers as required with acid. Be sure to flush and alkalize with neutralizer.
17. Casings: Clean casings, pans and eliminator.
18. Valve Stems: Replace valve packing material to prevent leakage, as required.

L. LOG SHEET

The contractor shall be required to sign in and out on the service log sheet that is kept in the City Hall Complex Mechanical Room.

M. START-UP MEETING

The contractor shall meet with the Facilities Maintenance Supervisor within ten (10) calendar days after receipt of contract award notification. This meeting will be for discussion of responsibilities, required paperwork, scheduling, etc.

N. SCHEDULE

The contractor shall submit to the city for approval, a written work schedule. This schedule is to be submitted within thirty (30) calendar days after award of the contract. No payment will be made to the contractor until the following is received and approved:

1. Work Schedule, 2. Pre-existing conditions report.

P. REFERENCES

Each bidder shall return with their bid, the information listed below. This information should be attached to the bid sheet.

- 1) Reference Sheet
- 2) Contractor Data Sheet
- 3) Overtime Hourly Rate Sheet

Delea Patterson, AP/Purchasing
Gatlinburg City Hall
1230 Parkway East, Suite 2
P.O. Box 5
Gatlinburg, TN 37738

RE: Temperature Control/HVAC Maintenance Agreement for City Hall

We have reviewed your specifications and have familiarized ourselves with the requirements thereof and do hereby propose to provide maintenance services as specified for the annual fee of:

\$ _____
per twenty-four month period

Any Deviations from the Specifications are listed below:

We will not withdraw this bid for thirty (30) days.

Signed/

Print Name

Date

Company Name

Telephone Number

Address

Fax

City

State, Zip

Email

REFERENCE SHEET

1. Name _____
Address _____
Title _____
Telephone _____
Length of Service _____

2. Name _____
Address _____
Title _____
Telephone _____
Length of Service _____

3. Name _____
Address _____
Title _____
Telephone _____
Length of Service _____

CONTRACTOR DATA SHEET

1) List the number of years your company has been in the ATC/HVAC maintenance business: _____

2. List the names of service technicians who will be responsible for this account and their years of experience:

_____	_____
_____	_____
_____	_____
_____	_____

3. List the address of your facility that will service this account:

OVERTIME HOURLY RATE SHEET

Straight Time Mechanic: _____
(NORMAL WORKING HOURS)
 Helper: _____

Overtime Rate
(PREMIUM RATE PER HOUR OTHER THAN NORMAL WORKING HOURS)

Mechanic: _____
Helper: _____

BIDDER'S LIST

Del-Air Mechanical Contractors
135 Chickamauga Avenue
Knoxville, TN 37917
865-525-4119 Fax 521-7043
randylay@delairmechanical.com
jimmccampbell@delairmechanical.com

The Trane Company
5220 S. Middlebrook Pike
Knoxville, TN 37921
Kristi.hayes@trane.com

Cherokee Group
P.O. Box 6248
Sevierville, TN 37864
865-428-6919 Fax 428-6984
cmccarty@thecherokeegroup.net

Archer Air
2503 West Beaver Creek Dr
Powell, TN 37849
865-859-9082
service@archerac.com

AirTech
7140 Small Creek Way
Powell, TN 37849
jreagan@airtech-service.com