



BID INVITATION No. 023-013
Opening Date: Thursday, August 31, 2023
Time: 2:00 p.m.

City of Prattville
Attn: City Clerk
101 West Main Street
Prattville, AL 36067

AUG 4 23 3:47PM

Pursuant to Title 39, *Code of Alabama 1975*, as amended, sealed bids will be received by the City Clerk's Office of Prattville, Alabama, until the above date and time. Bids will be opened and read aloud at the above referenced address for the following item(s):

Item	Qty	Description/Specifications OR EQUIVALENT
1	(1) or more	HVAC PREVENTATIVE MAINTENANCE SERVICES FOR ALL CITY OWNED SYSTEMS

Length of time the bid price will be honored: _____ days/weeks/months/years UNIT BID PRICE \$ _____

08/04/2023
DATE

Bill [Signature]
PURCHASING AGENT

For information or questions regarding this bid invitation, please contact:

Lee Carter, Facilities Maintenance Superintendent 334-380-2242

BID MADE OUT IN PENCIL WILL NOT BE ACCEPTED. Any deviation from the specification(s) provided shall be outlined in writing and submitted with the bid. Brand name, catalog numbers, etc., if shown, are used to indicate levels of quality. If you are unable to furnish an item as specified and desire to offer a substitute, give a full description of the item, including descriptive literature and/or manufacturer's specifications, along with any supplemental information necessary to compare the item bid with the requirements set forth in the bid form, or your bid may be rejected. Any attachment hereto is made and becomes a part of this invitation and must be signed by the bidder. Bid errors may not be corrected after bids are opened. Prices shall not include State, Local or Federal Excise Taxes. Tax exemption certificates will be furnished upon request.

The City reserves the right to award this bid on all or none basis, or item by item basis, to waive any informality in bids, and also the right to reject any or all bids. **Bids may be awarded based on delivery date as well as cost.**

Proposals shall be accompanied by a bid bond, a cashier's check, or certified check in an amount not less than five percent (5%) of the total bid price or \$10,000 payable without recourse to the City of Prattville, Alabama. Check or bid bond shall be provided as a guarantee that the Bidder will enter into a contract and execute performance and payment bonds within fourteen (14) days after notice of award of Contract to them. The successful bidder shall furnish performance and payment bonds upon the forms provided for one hundred percent (100%) of the contract price. Performance and Payment Bonds shall be from an approved surety company holding a permit from the State of Alabama to act as surety.

I/We agree to furnish the above at the prices shown and guarantee that each item offered will meet or exceed all specifications, conditions and requirements listed for same. Terms of Payment: _____.

In order to comply with the requirements of the Beason-Hammon Alabama Taxpayer and Citizen Protection Act, Act No. 2011-535, and Act 2012-491, bidders must comply with Section 31-13-9, *Code of Alabama, 1975*, as amended.

If your company employs persons in the State of Alabama, you must provide the City of Prattville with documentation that your company is enrolled in the E-Verify program along with submission of bid. Should your company be awarded this particular bid, the award of the contract is conditioned on your company not knowingly employing, hiring for employment or continuing to employ an unauthorized alien within the State of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damage resulting therefrom.

If State Code requires bidder to have a certification/license to complete the bid requirements by either type of work or dollar amount, the bidder shall include a copy of the certification/license with the bid and include the certification/license number on the outside of the sealed bid envelope.

Each sealed bid envelope must include two (2) originals of Bid Invitation, including Bid Specifications, and show the Bid Invitation Number, Date/Time of Bid Opening, and Company's Name and Address on the outside of the envelope. If available, bidders are requested to include an electronic copy in Adobe PDF format. Enclose a signed and completed W-9 Request for Taxpayer Identification Number & Certification with bid response.

Bidders are cautioned that failure to submit proposal in the format specified shall be grounds to reject the proposal and remove bid from consideration.

I hereby affirm I have not been in any agreement or collusion among bidders or prospective bidders in restraint of freedom of competition, by agreement to bid at a fixed price, or to refrain from bidding otherwise. **[Bid must be notarized.]**

Firm: _____ By: _____ Date: _____

Mailing Address: _____

Phone: _____ Fax: _____ Email: _____

Sworn to and subscribed before me this ____ day of _____, 20____

Notary Public

Notary Expires: _____

**CITY OF PRATTVILLE
 BID # 2023-013
 HVAC PREVENTATIVE MAINTENANCE SERVICES FOR ALL CITY OWNED SYSTEMS**

It is the intention of these specifications and requirements to obtain bids to perform **HVAC Preventative Maintenance and Repair Services for all systems owned by the City of Prattville**, and to obtain bids that may be easily and completely evaluated on an equal and competitive basis. Vendors are cautioned that failure to submit proposals in the format specified shall be grounds to reject the proposal and remove bid from consideration.

An awarded contract with the City of Prattville for said preventative maintenance services shall be for a term not to exceed three (3) years.

SPECIFICATIONS & REQUIREMENTS*:

The City of Prattville is soliciting bids to perform HVAC preventive maintenance and repair services for all of the systems owned by the City starting October 1, 2023. The annual agreement will be to provide the following:

- Quarterly routine maintenance, including but not limited to, complete inspection, lubrication of all moving parts, filter changes, belt adjustments, cleaning of coils, and tightening connections.
- Labor and materials required to repair/replace maintainable parts such as compressors, motors, actuators, bearings, belts, etc. at no additional cost to the City.
- Operating, diagnosing, and programming of **Honeywell** and **Johnson Controls Metasys** control systems.
- 24/7 service support with a 2-hour response time.
- Provide all associated equipment, such as cranes or lifts, required to perform repairs and maintenance with no additional cost to the City.
- Labor for refrigerant servicing will be included, but the gas will be billed to the City as a separate line.

All equipment will be covered by full coverage with the exception of ones noted below which will be noncomprehensive quarterly maintenance only.

**Any exception from the specifications/requirements provided shall be outlined in writing and submitted with the bid.*

Annual Service Fee:

Year 1:	\$ _____	Payment Frequency: _____
Year 2:	\$ _____	Payment Frequency: _____
Year 3:	\$ _____	Payment Frequency: _____

Bid includes two (2) original bid proposals with bid number, date and time, and if applicable:

Certification/License number, on the outside of the sealed envelope	YES		
E-Verify documentation included with bid proposal	YES	N/A	
W-9 Request for Taxpayer Identification Number & Certification included with bid proposal	YES		

Signature

Type	Manufacturer
Air Handling Unit-FC	Trane
Condensing Unit	Coleman
Condensing Unit	Trane
Condensing Unit	Rheem
Condensing Unit	Trane
Condensing Unit	Carrier
Condensing Unit	Carrier
Mini Split System	Carrier
Condensing Unit	Carrier
Mini Split System	Carrier
Air Handling Unit-FC	Carrier
Air Handling Unit-FC	Carrier
Air Handling Unit-FC	Carrier
Air Handling Unit-FC	Bryant
Condensing Unit	Bryant
Package Unit	Bard
Package Unit	Bard
Air Handling Unit-FC	Bryant
Air Handling Unit-FC	Rheem
Condensing Unit	Bryant
Condensing Unit	Rheem
Air Handling Unit-FC	Carrier
Condensing Unit	Carrier
Mini Split System	Carrier
Mini Split System	Carrier
Mini Split System	Carrier
Mini Split System	Carrier
Mini Split System	Carrier
Mini Split System	Johnson Controls
Mini Split System	Johnson Controls
Air Handling Unit-FC	Carrier
Condensing Unit	Bryant
Package Unit	Daikin
Air Handling Unit-FC	Bryant
Air Handling Unit-FC	Bryant
Condensing Unit	Bryant
Condensing Unit	Bryant
Package Unit	Rheem
Mini Split System	Mitsubishi
Mini Split System	Mitsubishi
Package Unit	Trane
Package Unit	Rheem
Air Conditioner	Dunham-Bush
Air Conditioner	Dunham-Bush
Boiler	Laars
Chiller, Air Cooled	Daikin
Chiller, Air Cooled	Daikin
Pump	Pentair
Pump	Pentair
Pump	Pentair
Pump	Pentair
Mini Split System	Johnson Controls
Mini Split System	Daikin

