



**CITY OF WHITE HOUSE
REQUEST FOR PROPOSALS
FOR
HVAC MAINTENANCE AND REPAIRS**

January 27, 2016

105 College Street
White House, Tennessee, 37188

CITY OF WHITE HOUSE, TENNESSEE REQUEST FOR PROPOSALS

I. INTRODUCTION

A. General Information

The City of White House is requesting proposals from qualified companies to provide HVAC maintenance and repairs for several City owned building locations.

There is no expressed or implied obligation for the City of White House to reimburse responding firms for any expenses incurred in preparing Proposals in response to this request.

To be considered, please submit one (1) original and four (4) copies of the proposal sealed in an envelope. The proposal must be received by Mr. Derek Watson, Purchasing Specialist at 105 College Street, White House, Tennessee, 37188 **before** 12:00 PM on Wednesday, February 24th, 2016. No late proposals will be accepted/evaluated.

The City of White House reserves the right to reject any or all proposals submitted.

During the evaluation process, the City reserves the right to request additional information or clarifications from proposers, or to allow corrections of errors or omissions.

The City of White House reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the company of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City of White House and the firm selected.

It is anticipated the selection of a company will be completed by March 17, 2016. Following the notification of the selected firm it is expected a contract will be executed between both parties following the March 17, 2016 meeting of the City of White House Board of Mayor and Aldermen.

B. Term of Engagement

A three (3) year contract is contemplated, subject to the annual review and recommendation of the City departments, the satisfactory negotiation of terms and the concurrence of the Board of Mayor and Aldermen of the City of White House. The agreement can be terminated with written notice within 30 days of cancellation from either party.

II. NATURE OF SERVICES REQUIRED

The selected company will be required to provide services including, but not limited to, the following:

1. Any equipment that is essential to the company’s operation must be provided by the company
2. Monthly/Quarterly/Annual maintenance for any and all City owned HVAC units listed in **Appendix A**
3. Provide a “per hour” or any other price list for any repairs that may occur to any and all City owned HVAC units during the contract term
4. Any full replacements of HVAC units will be bid out separately from this contract

III. AWARDED PROPOSAL REQUIREMENTS

1. Must submit at least three (3) references on similar projects
2. Must obtain a business license with the City of White House
3. Must have experience in managing comparably sized operations
4. **Insurance Requirement**-The Contractor shall provide Commercial liability insurance naming the City of White House as an Additional Insured. Proof of Workers Compensation insurance (if applicable) will be required as evidenced by a certificate.

IV. SUBMITTAL REQUIREMENTS

One (1) original and four (4) copies of the company’s Proposal shall be submitted to the City of White House no later than 12:00 p.m. on Wednesday, February 24th, 2016. **Please have company information on the outside of the Proposal envelope.**

City of White House--- Bid# 15-1030A—HVAC Maintenance/Repair
Attention: Derek Watson, Purchasing Specialist
105 College Street
White House, TN 37188

V. SCHEDULE

Advertisement publication date.....	February 2, 2016
RFP Deadline.....	February 24, 2016 at 12:00PM
RFP Evaluations.....	February 24 – March 4, 2016
Submit Recommendation to City Board if applicable.....	March 8, 2016
Award Contract by this date, if applicable.....	March 17, 2016
Start Date for Contractor, if applicable.....	April 1, 2016

VI. PROPOSAL OPENING AND EVALUATIONS

Sealed proposals shall be opened after the deadline with the Evaluation Committee only. Selection of a company will be made from all respondents with implementation of services to follow. However, this RFP does not indicate a commitment by the City to award a contract to any respondent. The City intends to evaluate the proposed services

based upon the information presented in response to the RFP. The candidates will then be reviewed based on qualifications, past experience, references, familiarity with services and pricing, and then rated according to which company best meets the City's requirements.

Those firms whose proposals most closely meet the needs of the City of White House may be required to attend an interview with the City of White House Administration Staff during the evaluation process.

Nothing herein is intended to exclude any responsible vendor, product or service or in any way restrain or restrict competition. All responsible vendors are encouraged to submit proposal information accordingly as described in this document.

The Tennessee Public Records Act (T.C.A. 10-7-705 (d)) is legislation giving the fullest possible public access to public records. Anyone proposing would need to consult with their attorney regarding confidential submissions and independently seek injunctions to prohibit public disclosure as may be necessary.

By submitting a response to this RFP the vendor commits to be familiar with and agrees to observe and comply with all federal, state, and local laws, statutes, ordinances, and regulations.

VII. NEGOTIATIONS

The City retains the right to make an award based on initial proposals without negotiations.

VIII. CHANGES IN PROPOSAL DOCUMENTS

Any communication from the City to a Company will be transmitted simultaneously to all Companies along with written questions submitted. Any Company who fails to recognize or utilize this process of communication will be notified of its violation of the process and may be disqualified. All addenda will be numbered in sequence, dated as of the date of issue, and sent via email, fax, or mail to all Proposers.

IX. VERBAL AGREEMENTS

No verbal agreement or conversation with any officer, agent or employee of the City, either before or after execution of the Contract, shall affect or modify any of the terms or obligations contained in the Contract. Any such verbal agreement or conversation shall be considered unofficial information and in no way binding upon the City or the Contractor.

X. RESERVATION OF RIGHTS

The City reserves and holds at its discretion the following rights and options:

- a. Issue addenda to the Request For Proposals, including extending or otherwise revising the timeline for submittals;
- b. Withdraw the Request for Proposals;

- c. Request clarification and/or additional information from the Company at any point in the procurement process;
- d. Execute a Contract with a Company, on the sole basis of the original Proposal;
- e. Reject any or all Proposals, waive irregularities in any Proposal, accept or reject all or any part of any Proposal, waive any requirements of the Request, as may be deemed to be in the best interest of the City; and
- f. Reissue or modify the Request for Proposals.

In order to be considered for selection, responses must be received on or before the date and time specified. Firms mailing responses should allow normal mail delivery time to ensure timely receipt by the City. Proposals received after the stated time shall not be considered. No fax or email transmittals will be accepted.

XI. DISPOSITION OF PROPOSALS

All materials submitted in response to this Proposal will become the property of the City of White House. One (1) copy of each Proposal shall be retained for official files. It is understood that the Proposal will become part of the official file on this matter without obligation on the part of the City of White House. All Proposals become the property of the City upon submission and will not be returned to the applicant.

XII. DISCLOSURE

Any trade secrets or proprietary information submitted by a vendor in connection with this procurement shall not be subject to public disclosure. However, the vendor must invoke the protection of this section prior to or upon submission of the data or other materials by identifying the specific area or scope of data or other materials to be protected and state the reasons protection is necessary. An all-inclusive statement that the entire Proposal is proprietary is not acceptable. A statement that cost Proposals are to be protected is not acceptable. There is no expressed or implied obligation for the City of White House to reimburse responding firms for any expenses incurred in preparing Proposals in response to this request.

**CITY OF WHITE HOUSE
NONDISCRIMINATION POLICY**

It is the policy of the City of White House 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. In addition, the City of White House does not discriminate based on race, color, or national origin in federal or state sponsored programs, pursuant to Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d). With regard to all aspects of this contract, the contractor certifies and warrants it will comply with this policy.

COMPANY NAME

DATE

REPRESENTATIVE

TITLE

**CITY OF WHITE HOUSE
105 COLLEGE STREET
WHITE HOUSE, TN 37188
615.672.4350
615.672.2939 FAX**

STATE OF TENNESSEE/CITY OF WHITE HOUSE
COUNTY OF SUMNER/ROBERTSON

DRUG-FREE WORKPLACE AFFIDAVIT OF PRIME BIDDER

NOW COMES AFFIANT, who being duly sworn, deposes and says:

1. He/She is the principal officer for;

Company Name

Address

2. That the proposing entity has submitted a Proposal to the City of White House for;

Project

3. That the proposing entity employs no less than five (5) employees;
4. That Affiant certifies that the Proposing entity has in effect, at the time of submission of its Proposal to perform the construction referred to above, a drug-free workplace program that complies with 50-9-113, Tennessee Code Annotated.
5. That this affidavit is made on personal knowledge.

Further Affiant saith not.

Affiant

SUBSCRIBED AND SWORN TO before me this ____ day of _____.

Notary Public

My commission expires:_____

APPENDIX A
City of White House
Request for Proposals
HVAC Maintenance/Repair

HVAC Listing

Department	Location	Manufacturer	Model Number	Model Year	Any other Information
Building Maintenance	City Hall - Gym	Trane	VCH360BELL2B1 BE7A0000000H000000T	2014	Package
Building Maintenance	City Hall - Lobby	American Standard	TTA120D300AA	2014	Split System
Building Maintenance	City Hall - Codes	Trane	TWR024C100A1	1995	Split System
Building Maintenance	City Hall - Admin/Finance	York	H3CE120A25A	-	Split System Condenser Serial# N0F7912675
Building Maintenance	City Hall - Admin/Finance	Rheem	RAWL120CAZ	2012	Split System
Building Maintenance	City Hall - Parks/Codes	York	H5CE090A25A	-	Split System Condenser Serial# N007607727
Building Maintenance	City Hall - Senior Ctr/Café	Trane	TTA090D300AA	2010	Split System
Building Maintenance	City Hall - Senior Ctr/Café	Trane	TTA120D300AA	2010	Split System
Building Maintenance	City Hall - Auditorium	Rheem	RANL-049CAZ	2010	Split System
Building Maintenance	City Hall - Auditorium	Rheem	RANL-049CAZ	2010	Split System
Building Maintenance	City Hall - Auditorium	Rheem	RANL-049CAZ	2010	Split System
Library	Chamber/Museum - Museum	Payne	PY3PNA030060AB	-	Larger unit

Department	Location	Manufacturer	Model Number	Model Year	Any other Information
Library	Roof	Trane	VPEF0600P**DD95FD2100L-WWE04015W-021	2015	VAV FAN POWERED TERMINAL UNITS
Library	Roof	Trane	VPEF0800P**DD95FD2100L-WWE04015W-21	2015	VAV FAN POWERED TERMINAL UNITS
Library	Roof	Trane	VPEF0500P**DD95FD2100L-WWE02515W-021	2015	VAV FAN POWERED TERMINAL UNITS
Library	Roof	Trane	VPEF0800Q**DD95FD2100L-WWJ07515W-021	2015	VAV FAN POWERED TERMINAL UNITS
Library	Roof	Trane	VPEF0800Q**DD95FD2100L-WWJ06515W-021	2015	VAV FAN POWERED TERMINAL UNITS
Library	Roof	Trane	VPEF0800Q**DD95FD2100L-WWJ06515W-021	2015	VAV FAN POWERED TERMINAL UNITS
Library	Roof	Trane	VPEF0800Q**DD95FD2100L-WWJ07015W-021	2015	VAV FAN POWERED TERMINAL UNITS
Library	Roof	Trane	VPEF0600P**DD95FD2100L-WWE04515W-021	2015	VAV FAN POWERED TERMINAL UNITS
Library	Roof	Trane	VPEF0600P**DD95FD2100L-WWE03015W-021	2015	VAV FAN POWERED TERMINAL UNITS
Library	Roof	Trane	VSEF088R**DD95FD2100L-WWJ09015W	2015	VAV FAN POWERED TERMINAL UNITS
Library	Roof	Trane	VSEF0800R**DD95FD2100L-WWJ09015W-021	2015	VAV FAN POWERED TERMINAL UNITS
Library	Roof	Trane	VSEF1000S**DD95FD2100L-WWJ06515W-021	2015	VAV FAN POWERED TERMINAL UNITS
Library	Roof	Trane	VPEF1000R**DD65FD2100L-WWJ10015W-021	2015	VAV FAN POWERED TERMINAL UNITS
Library	Chamber/Museum - Chamber	Mitsubishi	MUZ-GE15NA	2012	
Library	Chamber/Museum - Museum	Rheem	RAKA-037JAZ	-	

Department	Location	Manufacturer	Model Number	Model Year	Any other Information
Library	Chamber/Museum - Museum	Payne	PY3PNA048115AB	-	Beside Emergency Exit
Fire	Station# 2 /HP 1	Climate Master	TTH060AHC40CRPS	2008	S/N L13169207
Fire	St. 2 /HP 2	Climate Master	TTH049AHC40CRPS	2008	S/N L14089421
Fire	St.2/HP 3	Climate Master	TTH038AHC40CLWS	2008	S/N L13986203
Fire	St.2/HP 4	Climate Master	TTH038AHG40CLPS	2008	S/N L13169199
Fire	St.2/ HP 5	Climate Master	TTH026AGC40CLPS	2008	S/N L14089342
Fire	St. 2/ HP 6	Climate Master	TTH026AGC40C1WS	2008	S/N L14089344
Fire	St. 2/ HP 7	Climate Master	TTH026AGC40CLPS	2008	S/N L1369169
Fire	St.2/ HP 8	Climate Master	TTH026AGC40CLPS	2008	S/N L14089343
Fire	St.2/ HP 9	Climate Master	TTV026AGC40CRRS	2008	S/N L13169403
Fire	St.1/ Bay	Solaronics	STG-130	2008	
	Fire Side				
Fire	Station# 1/ Bay	American Standard	AUC100C948BA	2005	S/N 5043SEC7G
Fire	St.1/ Outside Unit	Rheem	RAKA-030JAZ	Jun-98	S/N 5428M2598 14749
Fire	St.1/ Inside Bottom Unit	Rheem	RGRA-07EMAES	1997	S/N EJ5D702F359806865
Fire	St.1/ Inside Top Unit	Rheem	RCBA-3765GG17	1997	S/N M3298
	EMS Side				
Fire	Station# 1/ Bay	American Standard	AUC100C948BA	Jan-05	S/N 6041PGS7G
Fire	St.1/ Outside Unit	Rheem	RAPL-030JEZ	Jun-08	S/N 7709M2308 11494
Fire	St.1/ Inside Bottom Unit	Rheem	RGPH-05EAUER	Jul-08	S/N FD5D302F400104366
Fire	St.1/ Inside Top Unit	Rheem	RCFL-HM3617AC	Jul-08	S/N M270818961
Parks and Rec	Soccer Complex	American Standard	ITWA3060B4000AA GAM2A0C60S515BA	2013	Split Unit
Parks and Rec	Jr Pro Tower	Amana	PTH53650AXXXA	2014	PTAC Unit
Parks and Rec	Quad Concession	Westing House	DF65E-X36K072C	-	-
Police	above ceiling	Florida Heat Pump	EMO48-3HZ	2002	-

Department	Location	Manufacturer	Model Number	Model Year	Any other Information
Police	Police Station	Florida Heat Pump	EMO31-1HZ	2002	above ceiling
Police	Police Station	Florida Heat Pump	EMO36-1HZ	2002	above ceiling
Police	Police Station	Florida Heat Pump	EMO24-1HZ	2002	above ceiling
Police	Police Station	Florida Heat Pump	EMO24-1HZ	2002	above ceiling
Police	Police Station	Florida Heat Pump	EMO24-1HZ	2002	above ceiling
Police	Police Station	Florida Heat Pump	EMO24-1HZ	2002	above ceiling
Police	Police Station	Florida Heat Pump	EMO36-1HZ	2002	above ceiling
Police	Police Station	Florida Heat Pump	EMO60-3HZ	2002	above ceiling
Police	Police Station	Florida Heat Pump	EMO31-1HZ	2002	above ceiling
Police	Police Station	Florida Heat Pump	EMO24-1HZ	2002	above ceiling
Police	Police Station	Florida Heat Pump	EMO24-1HZ	2002	above ceiling
Police	Police Station	Florida Heat Pump	EMO24-1HZ	2002	above ceiling
Police	Police Station	Raywell	F2F5105N	2002	5 KW Elect Unit Heater
Police	Police Station	Warren	CBK	2002	7.5 KW Elect Duct heater
Police	Police Station	Warren	CBK	2002	1 KW Elect Duct Heater
Police	Police Station	Warren	CBK	2002	1 KW Elect Duct Heater
Public Service	Public Works Building	York	D6NZ024D05606NXA	2015	Serial#: W1L4200369
Public Service	Equipment Building	Mitsubishi	MXZ2B20NA	2015	-
Public Service	Equipment Building- Bathroom	Mitsubishi	M5ZGEO9NA8	2015	Serial#: 4027743T
Public Service	Equipment Building- Office	Mitsubishi	-	2015	Serial#: 54E15915
Public Service	WW Treatment Plant	Trane	YSC090E3EMA0D00000	-	Serial#: 110710147L