



CITY OF BEREA

**REQUEST FOR PROPOSAL
HVAC SERVICE AND PREVENTATIVE MAINTENANCE**

Contact:	Direct Questions to: Amanda Haney Email: ahaney@bereaky.gov Phone: 859-986-8528
Submit Proposals to:	An electronic version of the proposal on a USB drive plus three (3) hard copies should be mailed or delivered to: City of Berea Attn: City Clerk, Robin Adams 212 Chestnut Street Berea, KY 40403 "HVAC Service and Preventative Maintenance" shall be clearly marked on sealed envelope.
Issue Date:	Wednesday, March 20, 2024
Deadline for Questions:	Wednesday, April 24, 2024
Proposal Due Date and Time:	Wednesday, May 1, 2024 no later than 4 pm delivered to City Clerk 2 nd floor City Hall
Anticipated Selection Date:	Tuesday, May 7, 2024

CITY OF BEREA
REQUEST FOR PROPOSAL – HVAC SERVICE AND PREVENTATIVE MAINTENANCE

I. INTRODUCTION

A. Invitation to Submit Proposal

The City of Berea (City) is requesting proposals (RFP) from qualified contractors interested in service and preventative maintenance of HVAC systems in City of Berea owned property to include three divisions: Administration, Tourism, and Berea Municipal Utilities.

There is no expressed or implied obligation for the City to reimburse the responding contractors for any expenses incurred in preparing proposals in response to this request. Materials submitted by respondents are subject to public inspection pursuant to open record laws. Any language purporting to render the entire proposal confidential or proprietary will be ineffective and disregarded.

The City reserves the right to revise or amend this RFP prior to the date set for receipt of the proposals. The date set for receipt of proposals may be changed if deemed necessary by the City. Any proposer requiring clarification of the information provided in this solicitation must submit specific questions or comments in writing (preferably email) to the Contact shown on page 1 of this document. If the City determines that additional information or clarification to the RFP is necessary, or if changes are made to the RFP, such information will be supplied in addenda. Addenda shall have the same binding effect as though contained in this RFP. Any revisions and/or addenda will be available on the City's website at <https://bereaky.gov/forbusiness/bids-rfps-rfqs/>.

It is anticipated that the City Council will be informed of the selected contractor at the May 7, 2024, meeting.

II. NATURE OF SERVICES REQUIRED

A. Scope of Work

The City is seeking a contractor to provide the necessary equipment, tools, material, and labor to perform the following maintenance and preventative maintenance work for HVAC equipment. All known HVAC equipment in city owned facilities and buildings is listed in Exhibit A Administration, Exhibit B Tourism, and Exhibit C Utilities, and will be available for viewing at <https://bereaky.gov/forbusiness/bids-rfps-rfqs/>. Paper copies are available upon request.

Proposals shall be provided for each of the three divisions Administration, Tourism, and Utilities.

1. LG VRF systems

- a. Collect LGMV (LG Monitoring View) data bi-annually for warranty validation.
- b. Grease bearings and fan motors as needed.
- c. Inspect belts for proper tension and wear; replace belts as needed.
- d. Overall visual inspection and cleaning of indoor and outdoor units twice per year.
- e. Inform City of Berea of any recommended repairs after each inspection.

2. LG Mini-Split systems
 - a. Overall visual inspection and cleaning of indoor and outdoor units once per year.
 - b. Inspect units for unusual noise and / or vibration, ensure good working order.
 - c. Inspect belts for proper tension and wear; replace belts as needed.
 - d. Inspect fan and motor assembly for proper alignment.
 - e. Provide lubrication as necessary.
 - f. Ensure tightness of electrical connections.
 - g. Inform City of Berea of any recommended repairs after each inspection.
3. Exhaust Systems, MUA, conventional split systems, unit heaters and other equipment
 - a. Overall visual inspection and cleaning of indoor and outdoor units once per year.
 - b. Inspect units for unusual noise and / or vibration, ensure good working order.
 - c. Inspect belts for proper tension and wear; replace belts as needed.
 - d. Inspect fan and motor assembly for proper alignment.
 - e. Provide lubrication as necessary.
 - f. Ensure tightness of electrical connections.
 - g. Inspect dampers.
 - h. Check exhaust fan intake grills for dirt & debris; clean as necessary.
 - i. Check refrigerant level; repair and recharge as required.
 - j. Inform City of Berea of any recommended repairs after each inspection.

Alternate #1 – Clean washable filters (installed in LG VRF systems in City Hall and as indicated in Exhibit) or replace disposable filters for units 4 times per year, includes one MUA rooftop unit.

Alternate #2 – Inspect radiant heater systems annually for proper working order.

Bid Alternates shall be divided into three divisions Administration, Tourism, and Utilities.

B. Additional Services

Hourly rate shall be included for service / repair work. Rate shall include labor only; equipment and material quotes will be obtained depending on the scope of work for repair.

D. Payment

Payment shall be made annually for PM contract. Service work will be paid within 30 days of the invoice date.

III. PROPOSAL REQUIREMENTS AND INFORMATION

A. Contents of Proposal

The purpose of the proposal is to demonstrate qualifications, competence, cost-effectiveness, and capacity of the contractor seeking to undertake the HVAC PM / Service contract for the City in conformity with the requirements of this RFP.

While additional data may be presented, the areas detailed below must be included. They represent the criteria against which the proposal will be evaluated.

1. Company Qualification and Experience

The proposal should briefly introduce the company, state the size of the company, availability of staff for emergency repairs, and location of the office from which the work is to be performed. A list of the following licensed individuals shall be included: KY Licensed HVAC Master; KY Licensed HVAC Journeyman; and LG Certified Technician.

LG certified technician shall provide PM and Service work for LGVR systems. Work performed on all other systems and equipment shall be by a competent individual with KY HVAC licensing as required.

2. References

Include references for at least three service / maintenance contracts this contractor currently services or has serviced in the past. Include the name, phone number, and email address of the principal client contact. The City reserves the right to contact any or all listed references.

3. Price

The cost proposal shall specify the annual contract price for Preventative Maintenance contract terms for the three divisions Administration, Tourism, and Utilities; labor rate per hour for service / repair work; and pricing for the two bid alternates.

B. Proposal Key Action Dates

1. Distribution of RFP

Request for Proposals will be sent by the City on March 20, 2024.

2. Pre-bid walkthrough

City buildings and facilities will be open and city staff will be onsite for a pre-bid walkthrough on Wednesday, April 3, 2024, at 9:00 AM. Bidders shall meet in the Community Room at City Hall and will be taken through Administration, Tourism, and Utilities facilities.

3. RFP Submission

To be considered, an electronic version of the proposal on a USB drive plus three (3) hard copies of the sealed proposal must be received by the City Clerk by **4:00 P.M. on Wednesday, May 1, 2024**. Proposals received after this time will not be considered and will be returned to the proposer unopened. It shall be the proposer's responsibility to ensure that their proposal is received by the City Clerk within the time limit indicated. It is the proposer's responsibility to ensure that they have received all addenda related to this proposal. The City reserves the right to reject any or all proposals submitted and to re-solicit for services.

Submissions should be mailed, or hand delivered to:

City of Berea Attn: City Clerk, Robin Adams 212 Chestnut Street Berea, KY 40403

All proposals must be submitted in a sealed envelope and clearly marked HVAC Service and Preventative Maintenance. Proposals will be opened by the selection committee in the Community Room at City Hall at 4:15 on Wednesday, May 1, 2024.

IV. EVALUATION PROCESS

A. Selection Committee

City staff will review and evaluate each proposal. Upon this review, the list of responding contractors will be narrowed to the two or more best qualified based on the criteria listed below. These contractors may be invited to an interview with a selection committee consisting of City staff members on the selection committee. Contractors participating in interviews will be asked to make a brief presentation and to answer the questions of the selection committee. It is anticipated that the City Council will be informed of the selected contractor at the May 7, 2024, meeting.

The contractor successful in obtaining the contract will be required to provide and maintain WC / GL Insurance and City of Berea Business License.

B. Evaluation Criteria

Proposals will be evaluated using the following sets of criteria. Contractors meeting the mandatory criteria will have their proposals evaluated and scored for both technical qualifications and price. The following (not listed in priority order) represents the principal selection criteria that will be considered during the evaluation process:

Technical Qualifications

1. Expertise and experience of company and assigned personnel.
2. Past experience and performance on comparable government and private contracts.
3. Availability for emergency / repair work.

V. Inquiries

Inquiries concerning the request for proposals and the subject of the request for proposals must be addressed in writing to:

Amanda Haney, Codes & Planning Administrator
212 Chestnut Street
Berea, KY 40403
ahaney@bereaky.gov (preferred communication method)

All responses, questions, and correspondence should be directed to Amanda Haney. In the interest of fairness to all respondents, do not contact other staff or elected officials.

Written questions on the RFP will be accepted until Wednesday, April 24, 2024, at 4:00 PM to allow time for staff to respond in writing to all holders of this RFP. Written questions submitted after that date may go unanswered.