

**JAMES ISLAND PUBLIC SERVICE DISTRICT**  
1739 Signal Point Road  
Charleston, SC 29412  
Phone (843) 795-9060 / Fax (843) 762-5240

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***Invitation for Bid***

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**DATE:** 6/11/2018

**SOLICITATION NUMBER:** FAC 2018-1

**DESCRIPTION:** **Maintenance and Service of the JIPSD HVAC Systems**

**OPENING DATE/TIME:** July 12, 2018 @ 2:00 PM

**LOCATION:** 1739 Signal Point Road  
Charleston, SC 29412

**DIRECT ALL INQUIRES TO:** David Major, Facilities Maintenance Specialist.  
Email: [majord@jipsd.org](mailto:majord@jipsd.org)

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**Note(s) to Offerors:**

- This solicitation does not commit the James Island Public Service District (JIPSD) to award a contract, to pay any cost incurred in the preparation of applications submitted, or to procure or contract for the services.
- All proposals must be submitted under sealed cover and *mailed, or hand delivered* to:  
James Island Public Service District  
Attn: James G. Game, MBA, AFO  
PO Box 12140 / 1739 Signal Point Road  
Charleston, SC 29422  
Email [gamej@jipsd.org](mailto:gamej@jipsd.org)

Each sealed envelope containing a bid shall be marked on the outside with the Offeror's complete name, address, and proposal number.

If the Offeror chooses not to respond to this solicitation, you are encouraged to return the "No Bid" Response Form attached hereto.

- The Bid Form, Safety Certification, Bonding and Insurance must be included in the bid package.
- If you plan to submit a response to this solicitation, after downloading, you must send an email to James Game, AFO at the email address listed above so that

your company can be added to the mail-list to receive any future amendments. Include the solicitation number, company name, phone number, fax number and email address.

- JIPSD reserves the right to reject proposals of any bidder who does not meet the qualifications of having adequate capital, equipment, and organization to undertake the work; to reject proposals that contain any omissions, alteration, condition, or limitation, or that show any other irregularity of any kind; to accept any bid, whether or not the lowest, or to reject any or all bids as the interest of JIPSD.

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**Part II. SPECIFICATIONS Bid #: FAC 2018-1**

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It is the intention of these specifications to describe the minimum requirements for servicing and maintaining all HVAC systems for JIPSD. This will include the Signal Point complex and the 4 Fire Stations.

The bidder shall represent by his/her bid that all material is new and unused.

The bidder will conduct a site visit and will coordinate it with the Facilities Maintenance Specialist.

Each bidder is warned to inform himself in all matters which may affect his work, as no information furnished by JIPSD Officials upon such matters shall in any way relieve the contractor from risk or responsibility in fulfilling all the terms of the contract and specifications.

Each Bidder will supply three references of similar work in the last 5 years.

Omission of a detailed description or specification of any point shall be regarded as meaning that only the best commercial practice shall prevail and that only material of the first quality and correct type, size, and design are to be used.

## **SPECIFICATION**

### **I. General Specifications**

The following are for the purpose of providing inspection, service and repair services including, but not limited to, checking and cleaning coils, supply and change belts as needed and approved, checking wiring and pressures for Heating, Ventilation and Air Conditioning, at the James Island Public Service District Facilities' that includes buildings 1, 2, and 5. Also included is Fire Stations 1, 2, 3 and 4.

### **Requirements**

The contractor shall perform normal and on-call HVAC maintenance and mechanical services to designated facilities as directed by the Facilities Maintenance Specialist or their designee. The contractor shall provide cost for the task listed on the bid schedule.

It shall be the contractor's responsibility to develop and implement a routine maintenance program to effectively maintain, to the satisfaction of the JIPSD, all

aspects of HVAC systems in JIPSD defined facilities. For the purpose of this contract, the routine preventative HVAC maintenance shall be defined as scheduled routine inspection and proactive servicing of HVAC systems so as to facilitate heating/cooling with minimal downtime. The routine maintenance and all repairs shall be provided in accordance with the highest standards of the industry, skill, workmanship, applicable trade practices, meet warranties and in the conformance to all applicable laws, codes and regulations. The successful contractor's maintenance program and repairs shall, at a minimum, include but not be limited to the specifications outlined herein.

The equipment to be maintained includes but is not limited to, split systems, gas fired unit heaters, package units and forced air systems. The equipment to be maintained is of various types of manufacturers.

Prior to beginning any repair or replacement outside the scope of preventative maintenance work, contractor will troubleshoot the system to diagnose the system's problems. The JIPSD shall not incur any extra charge for this service. Contractor shall provide a quote to the JIPSD prior to any and all repairs and replacements. Repairs and replacements will not begin without authorization from the Facilities Maintenance Specialist. The JIPSD reserves the right to obtain additional work quotes and service from trade companies other than the successful bidder for repair and replacement work and materials.

Contractor shall inspect all HVAC systems for summer and winter operation each year, with seasonal startup and run inspections performed and documented.

Contractor shall provide oversight and documentation of seasonal preventative maintenance on all HVAC systems.

Contractor shall inspect all moving parts or components, belts, bearings, drives and fans, investigate noises and lubricate and adjust as recommended per manufacturers' specifications. The minimum inspection required is listed in Appendix A.

Contractor shall inspect, provide oversight and document that all JIPSD owned facilities under contract with contractor are receiving required work.

Contractor shall maintain, and service all equipment described herein using a journeyman or equivalent technical level personnel.

Contractor shall notify the Facilities Maintenance Specialist anytime the successful contractor or representatives come on site.

- Contractor must have a 24/7 on-call service availability for emergency calls or other type of outages with a 30-minute returned phone call response time.
- Maintenance work or repairs shall be performed during the regular hours of 7:00 a.m. through 5:30 p.m. Monday – Thursday unless specified by the Facilities Maintenance Specialist. The JIPSD accepts that after hours and/or holidays may be at a different rate.
- Service inspections shall be posted for each piece of equipment.

- Worksheets for all work shall be reviewed upon request by the Facilities Maintenance Specialist every month prior to billing. Work completed must be billed within 30 days of the work being completed.
- A record log of maintenance performed for the JIPSD shall be maintained by service personnel. This record shall contain only JIPSD sites and be made available for review upon request to the Facilities Maintenance Specialist.
- Contractor shall meet with the Facilities Maintenance Specialist to set specific dates and times for the scheduled maintenance.

**NO ADDITIONAL CHARGE ITEMS:**

There shall be no additional charge to the JIPSD for the contractor to provide labor, equipment and materials for:

- Contractor mobilization
- Contractor's damage (if any) to public or private

Any variance from the specifications or standards of quality must be clearly pointed out in writing by the bidder. The Contract period shall commence on date of bid award.

This contract will cover maintenance and repair of all the HVAC equipment owned by the James Island Public Service District listed in Appendix B.

**General:**

**A. New and Unused:**

All equipment, parts and material shall be new, unused, manufacturer's latest model and in current production. All materials shall have physical and chemical properties to withstand the intended service. Equipment design shall have sufficient excess capacity for durability and safety.

**B. Regulations and Codes:**

To the extent applicable, all equipment or materials shall comply with State of South Carolina regulations, Federal regulations, and OSHA requirements, to include EPA standards and City safety codes.

**C. Standard Warranty:**

Any materials and labor provided shall carry standard warranty coverage furnished by the trade in general but a one year. Bidder shall state terms and conditions of guarantee/warranty.

**D. Contractors Liability Insurance:**

The contractor shall obtain and maintain in full force and effect during the term of the contract, commercial general liability coverage with insurance carriers admitted to do business in the State of South Carolina. The insurance companies must carry a Best's Rating of A- VII or better. The policies will be written on an occurrence basis, subject to the following minimum limits of liability:

Commercial General Liability:  
Combined Single Limit: \$1,000,000 Per Occurrence  
\$2,000,000 Annual Aggregate

The contractor will provide a Certificate of Insurance to JIPSD as evidence of coverage. If at any time during the life of the contract or any extension, the contractor fails to maintain the required insurance in full force and effect, all work under the contract shall be discontinued immediately. Any failure to maintain the required insurance may be sufficient cause for JIPSD to terminate the contract.

This Certificate of insurance shall be provided to the Assistant Financial Officer, prior to commencement of this work.

**E. Subletting Work/Prime Vendor Responsibility:**

Subcontracting is the sole responsibility of the prime vendor and all sub-vendors selected by the prime vendor must be approved in advance, by JIPSD for legal, technical, performance and historical considerations, which may influence the approval or disapproval of any proposed sub-vendor.

**F. Term:**

The period of this contract shall be for a period of one year from its effective date. The JIPSD may, at its option, extend the contract on a year to year basis for up to four additional years provided, however, that either party may at any time during the life of this contract, or any extension thereof, terminate this contract by giving thirty (30) days notice in writing to the other party of its intention to cancel. Contract extensions shall be automatic, and shall go into effect without written confirmation, unless JIPSD provides advance notice of the intention to not renew. Prices shall remain firm for the first twelve-month period of the contract unless an exception is stated in the bid.

**G. Rates and Prices:**

Pricing shall be prepared with the following terms. JIPSD may exempt these requirements for extraordinary conditions that could not have been known by either party at the time of bid or other circumstances beyond the control of both parties, as determined in the opinion of the Buyer. Requests for Rate Increases must be delivered to JIPSD in accordance to the rules below. No other employee may accept a rate increase request on behalf of JIPSD. Any invoice that is sent to JIPSD with pricing above that specified by JIPSD in writing within this Contract or specified within an official written change issued by JIPSD to this contract, shall be invalid. Payment of an erroneous invoice does not constitute acceptance of the erroneous pricing, and JIPSD would seek reimbursement of the overpayment or would withhold such overpayment from future invoices.

**H. Billing/Payments:**

Vendor is to submit properly completed invoice(s) to the address specified on the purchase order. To insure prompt payment each invoice should cite purchase order number, quote number, description of item purchased, unit and total price, discount terms and include the vendor's name and return remittance address. Payment will be mailed within thirty (30) day of receipt and acceptance of quality of service and receipt of a properly completed invoice.

**JIPSD will not be financially responsible for any environmental fees, fuel surcharges or any fees of this sort, that are not already included in the base price of the items bid.**

**I. Termination - Convenience:**

This contract may be terminated by either party by giving thirty (30) days written notice of such intent and will become effective thirty (30) days from the date such written notice is delivered to the applicable party to the contract. In the event of a breach by Vendor of any of the provisions of this contract, JIPSD reserves the right to terminate the contract upon 30 (thirty) days written notice sent by certified mail to the Vendor. Vendor shall be liable for damages suffered by JIPSD resulting from Vendor's breach of contract.

**J. Incurring Cost**

The JIPSD will not be liable for any cost which any contractor may incur in connection with the preparation or presentation of its proposal(s) or demonstrations.

**K. Selection Criteria**

Awards shall be determined by and based upon the best proposal, which, in the discretion of the JIPSD is the proposal that most adequately meets the needs of the JIPSD at the lowest price. In determining the best proposal, in addition to price, the JIPSD may consider:

- Quality, availability, and functional or suitability of the personal property, or contractual services to the particular use intended;
- The ability, capacity and skill of the bidder to perform the contract or provide the service required;
- Whether the bidder can perform the contract or provide the service promptly, or within the time specified, without delay or interference;
- The character, integrity, reputation, judgment, experience and efficiency of the bidder;
- The quality of performance of previous contracts or services;
- The previous and existing compliance by the bidder with laws and ordinances relating to the contract or service;
- The ability of the bidder to provide future maintenance and service for the use of the subject of the contract, and
- The number and scope of conditions attached to the bid.

When, in response to bid proposal issued by the JIPSD, two or more proposals meets the JIPSD's bid specifications/requirements and are deemed sufficiently equal, a local bid preference shall be given to a business located within the corporate limits of the JIPSD.

After reviewing all received bids, staff will recommend the lowest responsive responsible bid for acceptance by the JIPSD and approval to enter into a contract agreement with the contractor.



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**Part II. Bid Form**

**SOLICITATION NUMBER:** FAC 2018-1

**SERVICING AND MAINTAINING HVAC SYSTEMS**

PLEASE BID YOUR LOWEST PRICE FOR THE FOLLOWING. BID ON EACH ITEM FOR ALL UNITS LISTED IN THIS DOCUMENT PRICES. JIPSD RESERVES THE RIGHT TO REJECT ANY OR ALL BIDS AND TO ACCEPT ANY OR ALL ITEMS AT THE PRICE BID.

Cost to perform the following services including labor and materials

DESCRIPTION		TOTAL
Summer Service for units	\$	
Winter Service for units	\$	
Labor Rate per Hour	\$	
Overtime Rate per Hour:	\$	
Holiday Rate per Hour:	\$	
Parts and Materials Costs Markup	%	

The undersigned, having fully familiarized itself with the information contained within this entire solicitation and applicable amendments, submits the attached response, and other applicable information to JIPSD, which it verifies to be true and correct to the best of its knowledge. The undersigned further certifies that this response is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a response for the same materials, supplies or equipment, and is in all respects, fair and without collusion or fraud. The undersigned agrees to be bound by all conditions set forth in this solicitation and certifies it has signature authority to bind the company listed herein.

<b>Company Name</b>	<b>Printed Primary Contact Name</b>	
<b>Mailing Address</b>	<b>Title</b> /	<b>Email</b>
<b>City, State, Zip</b>	<b>Telephone Number</b> /	<b>Fax Number</b>
<b>Date</b>	<b>Authorized Signature</b>	

**Minority business: Are you a minority business?**

- Yes** (Women-owned / Disadvantaged) If yes, please submit a copy of your certificate with your response.
- No**

## **APPENDIX A**

### **Minimum Inspection Requirements**

1. Check cooling/heating system for proper operation
2. Inspect general condition
3. Tighten electrical connections at equipment
4. Check and inspect start and contacts
5. Test equipment control systems
6. Test compressor protection device
7. Check current draw of compressor
8. Check refrigerant operating pressure
9. Check exposed equipment and pipes for leaks
10. Check compressor function
11. Check outdoor coil
12. Check indoor coil
13. Clean drain line
14. Add drain line cleaner as needed

#### **Gas furnaces:**

15. Test gas valve operation
16. Test safety devices
17. Test limit switches
18. Test combustion draft motors
19. Check pilot and burner assembly for proper operation
20. Check connection of vent pipe at furnace

## APPENDIX B

### Facilities HVAC Listing

#### Building #1

<u>Model #</u>	<u>Serial #</u>	<u>MFG</u>
KGA09254B535	5617J12921	Lennox

#### Building #2

<u>Unit #</u>	<u>Model #</u>	<u>Serial #</u>	<u>MFG</u>
#1 Offices	BAYHTR15088BKC	1806B1B68X	Trane
#2 Conf. Room	NXH524GKA200	E151401015	Tempstar

#### Building #5

<u>Model #</u>	<u>Serial #</u>	<u>MFG</u>
FC4DNF036	2806A84255	Bryant
213RNA036-A	0206E03609	

#### Station #1

<u>Unit #</u>	<u>Model #</u>	<u>Serial #</u>	<u>MFG</u>
1st Floor	BCRMA22185002	6003G34081	ADP Grenada
1st Floor	AC10B18	4275110325	Duncane
2nd Floor	EDM4X48JA2	6003G34081	
2nd Floor	H4A448GKA100	E061828722	ICP
Front Bldg	FBF125J20A5	L011842434	ICP
Front Bldg	T2AA-360-CA757	W101408305	

#### Station #2

<u>Model #</u>	<u>Serial #</u>	<u>MFG</u>
GUCA048BX30	210160322	Amana
GSC130301FC	1403007230	Goodman

#### Station #3

<u>Model #</u>	<u>Serial #</u>	<u>MFG</u>
	EKEM390059	York
HC3A060F1A	WOD6187326	Coleman

#### Station #4

<u>Model #</u>	<u>Serial #</u>	<u>MFG</u>
G8MXN1352420A2	A14186870	Heil
NXA648GKA100	E141911949	Heil