

**TOWN OF PINE RIDGE
2757 Fish Hatchery Road
West Columbia, SC 29172
Phone: (803)755-2500 / Fax: (803)955-0605**

REQUEST FOR PROPOSALS

RFP 2022-09

December 13, 2022

PROPOSAL FOR: HVAC Maintenance and Repairs

The Town of Pine Ridge, SC is pleased to offer a request for proposal for HVAC Maintenance and Repairs at the Pine Ridge Complex located at 2757 Fish Hatchery Road, West Columbia, SC 29172.

Proposals must be received by the Town of Pine Ridge, 2757 Fish Hatchery Road, West Columbia, SC 29172 by 5:00 PM, Friday, January 6, 2023.

Subject to the conditions, provisions and the enclosed specifications, sealed proposals with "RFP22-09" clearly marked on envelope, will be received at this office until the stated date and time and then publicly opened on January 10, 2023, at 6:45pm. Any proposal received after the scheduled deadline, will be immediately disqualified. The Town assumes no responsibility for delivery of proposals which are mailed. No faxed proposals will be permitted.

Direct all inquiries: Brittany Burns, (803)755-2500 prclerkofcourt@sc.rr.com

The Town of Pine Ridge is soliciting proposals for HVAC maintenance and Repairs for a term contract to begin January 17, 2023 and end December 31, 2023, with an option to renew for a period of one year. The proposal is asking for qualified contractors to submit proposals for performing scheduled quarterly maintenance and inspections as well as any repair work needed on the Town owned heating, ventilation and air conditioning systems. Contractor must be able to make non-scheduled repairs on a timely basis, within one business day. All repairs will be quoted before work is done, including hourly rates. Proposers are invited to inspect the building and HVAC systems that are town owned prior to submitting their proposal.

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SUMMARY WORKSHEET

This form must constitute the first page of the response to the Request for Proposals. Any response that does not contain this form as its first page shall be considered nonresponsive.

Date: _____

Proposing Organization: _____

The above submits herewith our Proposal in response to RFP 2022-09 and in compliance with the description and/or specifications within and attached hereto for: HVAC MAINTENANCE AND REPAIRS

Signature of Proposer's Representative: _____
Name (Please Print): _____

Phone: _____ Title: _____

Fax: _____ Email: _____

Annual Maintenance & Inspection Fee: _____

Hourly Journeyman Rate: _____

Hourly Helper Rate: _____

Minimum Service Call Rate: _____

Please see attach References Sheet and any additional information or details needed to clarify your proposal.

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SCOPE OF SERVICES

The Town of Pine Ridge seeks a firm to:

- Provide labor necessary to keep equipment in proper operating condition.
- Provide two inspections calls yearly on Air Conditioning Equipment.
- Provide two inspection calls yearly on Heating Equipment.
- Timely non-scheduled repairs as needed should be responded to within one business day (repairs will be quoted before work is done including hourly rates)

Included in the Inspection:

1. Inspect entire system.
2. Lubricate all moving parts.
3. Check operation temperatures and pressures.
4. Check and adjust: Motors, starters, valves, safety controls, compressors.
5. Start up and pump down air conditioning once per season.
6. Start up and check heating systems.
7. Air Filter Service – Provide Filters and change four times per year.
8. Furnish any quotation for any necessary work not covered by this Agreement as request by the Town of Pine Ridge.
9. For security purposes, the Contractor shall provide a statement agreeing to submit all workers to a criminal background check. In addition, all staff assigned to the Town of Pine Ridge premises must be bonded and insured. All staff shall wear a work uniform type shirt or smock that clearly displays the company name.
10. All work performed shall comply with the current building codes mandated by the State of South Carolina.
11. Clean site of all waste including, but not limited to, parts, screws or nuts, and other debris.

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General Instructions to Proposer's

1. Submit one (1) original proposal and five (5) copies.
2. Taxes: The Town pays applicable South Carolina State Sales Taxes. All applicable taxes should be shown as separate line items on the proposal form.
3. Guarantee with Proposal & Warranties: Proposer shall provide information on their product and service warranties.
4. Contractor will provide a certificate of liability insurance and workman's comp, showing the town as insured.
5. Company background to be provided: Company's location, Company's local business license information if company located in the Town of Pine Ridge, Company's stability and length of time in business, Company's size and ability to dedicate staff to the service, Company's bonding information.
6. The Town of Pine Ridge reserves the right to accept or reject any/or all bids, to waive irregularities and technicalities, and to request resubmission.
7. Bids must be submitted on the designated Summary Worksheet, completed in ink or typed and signed by an authorized representative.
8. Envelopes containing bids shall be in a sealed envelope marked "RFP 2022-09".
9. An invitation to bid or request for proposals may be canceled by notice at any time prior to the opening of bids.
10. The determination of award of a contract for more than \$5,000 to the low responsible bidder shall be made by council after receiving the recommendation of the Property & Recreation Committee.
11. A tie bid shall be awarded to the firm selected by a majority vote of council.
12. Any actual or prospective Bidder who is aggrieved in connection with the solicitation or award of a contract may protest to the Town Council. A protest with respect to this Invitation to Bid shall be submitted in writing prior to the scheduled opening date of this proposal, unless the aggrieved person did not know and could not have been reasonably expected to have knowledge of the facts giving rise to such protest prior to the scheduled opening date of this proposal. The protest shall be submitted within seven calendar days after such aggrieved person knows or could have reasonably been expected to know of the facts giving rise thereto.
13. If awarded bid, Contractor will be required to purchase a Business License with the Town of Pine Ridge.
14. The Town of Pine Ridge reserves the right to terminate this agreement for nonconformance with RFP 2022-09 requirements.

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VENDOR CHECKLIST for RFP 2022-09

- Summary Worksheet**-The first page of the RFP response must be the Summary Worksheet, which is found on page 2. Any response that is submitted without this worksheet shall be considered nonresponsive.

- Company Background** – Information regarding the following:
 - Company’s location
 - Company’s local business license information if company located in the Town of Pine Ridge
 - Company’s stability and length of time in business
 - Company’s size and ability to dedicate staff to the service
 - Company’s bonding information
 - Company’s certificate of insurance (workers’ compensation and liability)

- Client References** – Provide at least two client references that are similar in nature, size or complexity to that described in this RFP.

- Criminal Background** – Provide a statement agreeing to submit all workers to a criminal background check.

The successful Vendor to this RFP will be required to obtain a Town of Pine Ridge Business License prior to commencing work inside the Town limits.

- Acquisition of a Business License: