

**City of Vandalia**  
**Montgomery County, Ohio**

**Request for Proposals**

**Vandalia Parks and Recreation Department Seeking Proposals for HVAC  
Maintenance**

The City of Vandalia is seeking proposals for the maintenance of HVAC equipment throughout the City at specified locations. It is important that the proposals are complete and succinct, as a contract will be awarded based on the adjudged value of the proposal.

The request for proposal is intended to encourage companies to clearly show that they are qualified to provide the necessary equipment, engineering, materials and manpower needed for HVAC maintenance and on call service. Request for Proposal packets are available on the City's website – [www.vandaliaohio.org](http://www.vandaliaohio.org). Please direct questions to Mr. Rudy Wells, Facilities Superintendent, via email at [rwells@vandaliaohio.org](mailto:rwells@vandaliaohio.org), or by phone at 937-415-2345. Interested respondents will need to participate in a tour of the locations that will be serviced. The deadline for submitting a proposal will be **Friday, February 1, 2019 at 1:00pm**.

All proposals shall be enclosed in a sealed envelope identified as "HVAC MAINTENANCE", and **MUST HAVE THE FULL NAME AND ADDRESS** of the proposer on the envelope.

The City reserves the right to waive informalities and reject any or all proposals.



## REQUEST FOR PROPOSAL

### City of Vandalia HVAC Preventative Maintenance & Service

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Proposal Closing Date: February 1, 2019 at 1:00 p.m.  
Proposal to be returned PRIOR TO date and time above.

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#### RETURN TO:

City of Vandalia  
Attention: Rudy Wells, Facilities Maintenance Superintendent  
1111 Stonequarry Drive  
Dayton, Ohio 45414  
[rwells@vandaliaohio.org](mailto:rwells@vandaliaohio.org)

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THIS IS NOT A COMPETITIVE BID. The request for proposal process allows the City to select the vendor that best meets the needs of the City, taking into consideration vendor qualifications, price, products, and service capabilities.

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#### PROPOSER'S CERTIFICATION

We offer to furnish to the City the products, services, and equipment requested in accordance with the specifications described herein:

Proposer: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone No. \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

## REQUEST FOR PROPOSAL

The City of Vandalia is seeking proposals for HVAC Preventative Maintenance and Service for period of 2 years, renewable for additional 2-year increments if mutually agreed to by both the City and the selected Contractor. Price adjustments for additional 2-year periods will be considered when submitted before the renewal date and subject to review and approval. It is important that the proposals are complete and succinct, as a contract will be awarded based on the adjudged value of the proposal.

City of Vandalia is requesting sealed proposals from qualified firms or individuals for the Maintenance and related service of HVAC equipment at City properties as listed on the attached documents. Interested respondents will be required to participate in a tour of the properties and equipment to be serviced. Interested firms will need to register for the tour by calling 937.415.2353. The tour is scheduled for 8:30am on Tuesday, January 22, and will begin at Cassel Hills Clubhouse, 201 Clubhouse Way, Vandalia, OH 45377.

Proposals are to be addressed and delivered to Rudy Wells, Facilities Maintenance Superintendent, in accordance with the Instructions to Proposers and all other requirements as referenced in this document. Proposals will be received until 1:00 PM on Friday, February 1, 2019. No public disclosure will be made until after award of contract.

The City will use the following tentative schedule for the selection process:

- Mail requests for proposals January 8, 2019
- Onsite Survey of City Buildings January 22, 2019
- Proposal Submittal Deadline February 1, 2019 at 1:00pm
- Awarding of Contract February 18, 2019

## INSTRUCTIONS TO PROPOSERS

1. Firms responding to this Request for Proposal (“RFP”) must submit their proposals in the overall format as outlined in this solicitation.
2. Each vendor proposal shall consist of one electronic copy in the format specified within Proposal Format or two hard copies delivered to the below address. The proposals are to be submitted no later than **February 1, 2019 at 1:00pm** to:

[rwells@vandaliaohio.org](mailto:rwells@vandaliaohio.org)

Or

Rudy Wells, Facilities Maintenance Superintendent  
1111 Stonequarry Drive  
Dayton, OH 45414

3. Proposals must be dated and signed by a duly authorized partner or corporate officer, with that person’s name and title clearly identified. All of the proposal contents and fees must be guaranteed for the two-year contract period.
4. The content of all proposals must conform to the following:
  - Proposers must respond to the questions in the order presented.
  - Proposers may provide additional supporting documentation pertinent to clarification of the proposal.
5. The City reserves the right to:
  - Reject any and all proposals received as a result of this RFP.
  - Waive or decline to waive any informalities and any irregularities in any proposal or responses received.
  - Adopt all or any part of the proposer’s proposal.
  - Negotiate changes in the scope of work or services to be provided.
  - Withhold the award of contract.
  - Select the proposer it deems to be most qualified to fulfill the needs of the City. The proposer with the lowest proposal will not necessarily be the one most

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qualified, since a number of factors other than price are important in the determination of the most acceptable proposal.

6. The selected proposer will be required to assume responsibility for all goods and services offered in the proposal, whether or not the proposer produces them. Further, the selected proposer shall be the sole point of contact and responsibility with regard to all contractual matters, including payment of any and all charges resulting from the contract. The selected proposer shall not assign or transfer any interest in the contract without prior written consent of the City.
7. The City shall not be liable for any costs incurred by the proposer in the preparation and production of the proposal or for any work performed prior to the execution of a contract.
8. All proposals and other materials submitted shall become the property of the City.
9. No reports, information, or data given to or prepared by the selected proposer shall be made available to any individual or organization by a respondent or the selected proposer without prior written approval of the City.
10. All changes in the RFP documents shall be through written addendum and furnished to all proposers. Verbal information obtained otherwise will not be considered in awarding of the proposal.
11. The selected proposer will be required to enter into a written contract with the City on the City's approved form. All information contained in this request for proposal and acceptable provisions of the proposer's response will be attached to and made part of the executed contract.
12. Proposers who have questions concerning the submission of proposals, the RFP process, or scope of work must contact:  

Rudy Wells, Facilities Maintenance Superintendent  
City of Vandalia  
[rwells@vandaliaohio.org](mailto:rwells@vandaliaohio.org)  
Telephone: 937.415.2345
13. The proposals will be reviewed by a selection committee. The committee may request additional information from proposers or request personal interviews with one or more proposers. Final evaluation and selection may be based on, but not limited to, any or all of the following:
  - Information presented in the proposal.
  - Ability of the proposer to provide quality and timely products and services.

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- Qualifications and experience of the proposer.
  - Reference checks.
  - Personal interview.
  - Total cost.
  - Proposed time lines.
  - Warranty on products
14. The City is an equal opportunity employer. Businesses owned and operated by minorities or women are encouraged to submit proposals. Proposers to whom a contract is awarded shall not discriminate on the basis of age, race, color, national origin, gender, creed, or disability.

## SPECIFICATIONS/SCOPE OF WORK

### Background

**City Profile:** The City of Vandalia is soliciting proposals from qualified firms to provide Maintenance and related service of HVAC equipment at City buildings as listed on the attached documents. Qualified firms that meet all criteria will be considered. There is absolutely no commitment to purchase or enter into a formal contract. Upon completion of our evaluation of your proposal, we may recommend that a formal contract be established.

The City of Vandalia properties requiring HVAC Preventative Maintenance related to this proposal are as follows: Justice Center, Municipal Building, Cassel Hills Golf Clubhouse, Golf Maintenance Building, Senior Center, Recreation Center, Cassel Hills Pool, and Park Maintenance Garage.

### Scope:

A proposal to provide HVAC Preventative Maintenance Service to the City properties listed. Recommended repairs found during preventative maintenance visits will be noted in the field report. In order to maintain efficiency and reduce unnecessary costs to the City, minor repairs found at the time of preventative maintenance may proceed with verbal approval from the Facilities Superintendent or their representative. For more in-depth repairs, a quote will be prepared and forwarded to the Facility Superintendent for approval. More expensive repairs may be quoted by multiple vendors at the City's discretion.

The City will attempt to keep required filters/belts on site. If filters/belts are not available on site at the time of maintenance, the contractor may supply necessary filters/belts and bill the City for

the supply cost. The City requires a four-hour maximum response time for emergency service, a dedicated service technician, as well as a dedicated back-up service technician. Proposals should include labor rates for service beyond the scope of preventative maintenance, including after-hours and Holiday rates.

Each Proposer will:

- Identify pricing for each of the buildings listed.
- Identify combined pricing for all buildings.
- Provide a task procedure list for each facility to be included in the submitted proposal.
- Provide the service rates including regular time, overtime, double time, truck charges, as well as any other service fees that would pertain to performing work for the City of Vandalia.
- Provide procedures to be followed for after-hours service calls.
- Provide a list of services your company can provide the City of Vandalia, such as electrical, plumbing, etc.
- Provide hourly rates for a controls technician.
- Provide a cost for annual controls service for all (8) buildings, and specify the number of service hours included in this cost.

### **AWARD OF CONTRACT**

**Selection shall be made of one or more Offerors deemed to be fully qualified and best suited among those submitting proposals. Negotiations and interviews may be conducted with one or more qualified Offerors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each Offeror so selected, the city shall select the Offeror which in its opinion, has made the best proposal, and shall award the contract to that Offeror.**

The city may cancel this RFP; reject proposals or any portion thereof at any time prior to an award. Should the city determine at its sole discretion that only one Offeror is fully qualified, or that one Offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that Offeror.

The award shall be in the form of a firm fixed price contract. The award document will be a contract incorporating by reference all the requirements, terms, and conditions in this solicitation and the contractor's proposal as negotiated.

### **PROPOSAL TERMS & CONDITIONS**

1. All participating proposers, by their signature, agree to comply with all of the conditions, requirements, and instructions of this request for proposal ("RFP") as stated or implied herein. Should the city omit anything from this document which is necessary to a clear understanding of the work, or should it appear that various instructions are in conflict, then the proposer shall secure written instructions from the Facilities Superintendent at least 48 hours prior to the time and date of the scheduled opening of the proposals.
2. The proposer warrants that all equipment, materials, and work will conform within applicable drawings, specifications, samples, and/or other descriptions given to the city, and that they will be free from defects. Without limitation of any rights that the city may have at law or in equity, goods that are not as warranted and/or that are not in conformance with applicable drawings, specifications, samples, and/or other descriptions may be returned by the city at the proposer's expense within a reasonable time after delivery, for either credit or replacement, as the city may direct.
3. The successful proposer shall comply with all applicable federal, state, and local laws, regulations, administrative rulings, and codes, and shall secure all necessary licenses and permits in connection with this RFP and any goods or services to be provided hereunder. (There will be no fee for City of Vandalia permits.)
4. By submission of the proposal, the proposer certifies that the proposal has been arrived at independently and submitted without collusion with any other proposer, and that the contents of the proposal have not been communicated by the proposer, or to the proposer's best knowledge and belief, by any one of its employees or agents, to any person not an employee or agent of the proposer, and will not be communicated to any person prior to the official opening of the proposals.
5. All information included as part of this proposal shall be subject to the Ohio Open Records Act. Merely marking information as confidential is not necessarily sufficient to prevent disclosure. The following information concerning the proposal shall not be considered as confidential commercial information even if it is clearly marked as such: prices, non-financial information concerning compliance with specifications, guarantees, and warranties.



6. The successful proposer shall indemnify and hold the city harmless from any and all claims, causes of action, suits and liabilities, including attorneys' fees and costs, arising out of or relating to disclosure of any information included in the successful proposer's proposal.
7. The city is exempt from sales, use, and excise taxes. Certification of tax exemption will be issued upon request. Any appropriate taxes shall be shown as a separate item in the proposal.
8. The city reserves the right to cancel without penalty, at any time, any awards occurring as a result of this RFP. Time is of the essence. When a date is set for the delivery of goods or the performance of work, the goods must be delivered, and/or the work must be performed, in accordance with the proposal specifications or description on or before that date, or the order to the delinquent proposer may be canceled and re-awarded.

### PROPOSAL RESPONSE FORMAT

In order to maintain comparability and consistency in review and evaluation of responses, all proposals shall be organized as specified below. Avoid any elaborate promotional materials and provide only information that is required. All supporting materials should clearly reference the portion of the RFP to which they pertain. Each vendor proposal shall consist of one marked original copy and hard copy/USB in the format specified within this section. Proposals not meeting the requirements below may be determined to be non-responsive, non-responsive proposals will receive no further consideration.

- A. **Table of Contents:** Please clearly outline and identify the material and responses by tab and page number. Outline in sequential order the major areas of the proposal, including enclosures. All pages must be consecutively numbered and correspond to the table of contents.
- B. **Cover Letter:** Provide a cover letter indicating your firm's understanding of the requirements/scope of services of this specific proposal. The letter must be a brief formal letter from the Proposer that provides information regarding the firm's interest in and ability to perform the requirements of this RFP. A person who is authorized to commit the Proposer's organization to perform the services included in the proposal must sign the letter. Please provide a list of all persons authorized to give presentations for Proposer. Please provide name, title, address, telephone numbers (including fax) and email address.
- C. **Qualifications:** Summarize the qualifications of the firm. Where the project team includes subcontractors or sub-consultants, qualifications of the proposed subcontractors or sub-consultants shall also be provided. Past working relationships on similar projects should be indicated.

Provide the credentials of the individual(s) from your firm that will administer the day-to-day operations of the city contract. Proposal must identify the person or persons to perform work with the city and give the percent of the contract each person would be expected to perform. It is expected that the services provided will require a close, positive working relationship with the city and that the personnel identified would not be changed without the prior written approval of the city. The city will reserve the right to terminate the contract if key personnel are changed or if working relationships are not satisfactory. The proposed personnel shall be available throughout the duration of the entire contract. Should this person become unavailable, the back-up person will assume the lead technician role in providing service.

- D. **References:** Please provide three (3) references. Include name of customer, address, contact name, telephone numbers (including fax number), and email address. Please include only references within the current calendar year and previous two (2) calendar years. The city may contact these references during the evaluation process.

Each Proposer should include under this tab, in tabular form, summary information for all contracts of similar size and scope performed by the firm, or team, within the past five (5) years. Information provided for each job shall include:

1. Contract/Project name
2. Agency/department/office for which performed
3. Dates of contract
4. Owner's contract/project manager or other representative
5. Contact person
6. Dollar value of contract

The city reserves the right to contact any and all references and to obtain, without limitation, information on the Proposer's performance on the listed jobs.

- E. **Scope of Services:** The Proposer must acknowledge agreement with the specific requirements of the specifications starting on page 6 or provide an alternative for the city to consider. Indicate any exceptions to the scope of services of the RFP. Summarize your approach and understanding of the services and any special considerations of which the city should be aware.
- F. **Appendices:** The content of this tab is left to the Proposer's discretion. However, the Proposer should limit materials included here to those that will be helpful to the city in understanding the services provided for this specific contract.

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### **Certification Regarding Debarment and Suspension**

The respondent to this BID/RFP certifies to the best of its knowledge and belief that it and its principals:

- A. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
- B. Have not within a three year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- C. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (B) of this certification; and
- D. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

Where the respondent is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

Signature of Official: \_\_\_\_\_

Name (typed): \_\_\_\_\_

Title: \_\_\_\_\_

Firm: \_\_\_\_\_

Date: \_\_\_\_\_

Required Maintenance for Air Conditioning, Heating, and/or Exhaust Equipment:

1. Inspect and replace filters (if needed). Filters to be supplied by City.\*
2. Measure and verify correct refrigerant charge, and record data.
3. Perform visual inspection for refrigerant leaks.
4. Measure and verify volt/amps of motors and compressors, and record data.
5. Oil and grease motor(s) and fan bearings where applicable
6. Check belts for proper condition, tension and alignment where applicable. Adjust as needed.
7. Check and adjust motor/fan sheave and fan bearing alignment where applicable.
8. Check and adjust motor/fan bearing supports and hold-down bolts where applicable.
9. Inspect starters and contact surfaces.
10. Check and tighten all electrical connections.
11. Check all electrical and safety controls for proper operation.
12. Inspect and clean condensate drains/pans and pumps, where applicable.
13. Check fans/blowers for dirt accumulation damage, brush clean where accessible.
14. Check fans/blowers alignment, vibration and security to shaft.
15. Inspect outdoor/indoor coils for damage and dirt build-up, brush clean where accessible.
16. Inspect manual outside air damper and/or economizer for proper operation and for dirt accumulation, where applicable. Clean and adjust as needed.
17. Inspect heat exchanger and flue.
18. Check pilot assembly/spark ignition system and clean, where applicable.
19. Inspect burner assembly and clean, where applicable.
20. Check ignition system and safety controls for proper operation.
21. Check combustion fan, where applicable.
22. Inspect humidifier, where applicable.
23. Check and verify correct operation of all simple temperature controls/thermostats.
24. Perform biannual water analysis and make adjustments as needed. Document findings.
25. Check cabinetry, hardware, and structural integrity of the unit.
26. Complete all required paper documentation and report findings to the Facilities Superintendent.
27. Provide an individual service sheet for each piece of equipment serviced, which will include any notes and/or list additional services provided.

\*In the event that the City does not have required filters/belts stocked, vendor may supply filters/belts and bill the City accordingly.

List any additional HVAC equipment maintenance recommended by your firm:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Required Maintenance for Boilers, Water Heaters and/or Pumps:

1. Check main safety shut-off valves for proper operation.
2. Check for fuel leaks and overall security.
3. Check and record fuel pressure regulator setting.
4. Perform burner operation tests and any needed cleaning and adjustments.
5. Perform combustion analysis, where applicable.
6. Check electrical connections and tighten as needed.
7. Perform controls and safety limits tests and services (low water cut-off, high temperature/pressure safety limit, flame failure safety, high/low fuel pressure cut-off).
8. Measure and verify volt/amp draw of blower/fan/pump motors.
9. Check boiler room air supply to assure proper airflow.
10. Inspect boilers and pumps for leaks.
11. Check make-up/feed water system.
12. Perform biannual water analysis and make adjustments as needed. Document findings.
13. Inspect boiler room floor drains to insure traps are full.
14. Inspect refractory for cracking and erosion, where applicable.
15. Inspect all gaskets and joint connections.
16. Perform inspection and service condensation return system as needed.
17. Perform visual inspection of non-mechanical/electrical items.
18. Perform inspection of flue condition and proper function.
19. Steam boilers: Flush and remove sludge from boiler and clean tubes.
20. Oil-fired boilers: clean and/or replace oil nozzles, replace all filters\*, check oil pump pressures and adjust as needed.
21. Lubricate motor bearings, check linkages, etc., where applicable.
22. Verify that all gauges are functional and accurate.
23. Reinstall all panels, etc. that were removed during service.
24. Complete all required paper documentation and report findings to the Facilities Superintendent.
25. Provide an individual service sheet for each piece of equipment serviced, which will include any notes and/or list additional services provided.

\*In the event that the City does not have required filters/belts stocked, vendor may supply filters/belts and bill the City accordingly.

List any additional related equipment maintenance recommended by your firm:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_