



**REQUEST FOR BID  
SEALED BID**

**FOR**

**HVAC REPLACEMENT**

**FOR**

**DECATUR CONFERENCE CENTER  
CITY OF DECATUR  
DECATUR, GEORGIA**

## **Bid Instructions**

One original and two signed copies of the bid must be received in a sealed envelope plainly marked "Sealed Bid HVAC Replacement" with the date and time of the bid opening in the lower left corner of the envelope.

A representative of the company submitting the bid must sign bids in blue or black ink.

Bids must be submitted to the City of Decatur City Manager's Office, 509 North McDonough Street, Decatur, Georgia 30030 prior to the bid opening.

**Bid opening will be on April 24, 2009 at 10:00am** in the Commission room of the Decatur City Hall, 509 North McDonough St., Decatur, Georgia 30030

The City of Decatur has the right to accept and or reject any and all bids.

## **Bid Inquiries**

**Inquiries about this request should be made to:**

Felix Floyd, Facility Superintendent  
Public Works Department  
2635 Talley Street  
Decatur, Georgia 30030  
Phone: (404) 377-5571  
Email: felix.floyd@decaturga.com

## **Terms and Conditions**

- The City of Decatur reserves the right to reject any and all proposals or parts of a proposal and waive technicalities, and to adjust quantities.
- All proposals will be considered final. No additions, deletions, corrections, or adjustments will be accepted after the due date.
- All delivery costs or charges shall be included in the destination price.
- State of Georgia sales tax and federal tax are not applicable to sales made to the city of Decatur and must be excluded.
- Vendors are required to clearly identify any deviations from the specifications in this document.
- The authorized officer of the company submitting the proposal must sign in blue or black ink.
- Vendors must submit three (3) copies of their proposal; one is to be an original and so marked.
- Sealed proposals received after the designated time of the receipt of the sealed proposals will be considered as “No Bid” and “Void” and will not be opened.
- The successful bidder is specifically denied the right of using in any form or medium the names of City of Decatur or any other public entity within the City of Decatur for public advertising unless express written permission is granted.
- All bidders must possess the necessary and appropriate business and or professional licenses in their field.
- All bids shall remain in effect for ninety (90) days after proposal is issued.
- Bidders shall provide a list of at least three (3) references where similar goods have been provided. Each reference shall include the name of the organization, the complete mailing address, the name of the contact person and telephone number.

1. **Introduction:**

The City of Decatur invites and will accept bids from qualified Heating, Ventilation and Air Conditioning (HVAC) companies to provide installation services for the replacement of the existing HVAC system and replacement of a compressor for an existing HVAC system at the Decatur Conference Center at 130 Clairemont Avenue, Decatur, GA 30030

2. **Notice to Bidders:**

Bidders are reminded to carefully examine the bid and specifications upon receipt. Any questions concerning this Bid must be submitted in writing by mail, fax or emailed prior to bid opening. Requests submitted after that time, **WILL NOT** be considered. **(See page 2 for contact person).**

3. **Acceptance:**

Bid shall remain fixed and valid for acceptance for (90) calendar days starting on the due date of the bid.

The City of Decatur reserves the right to accept any part of this bid deemed to be in the best interest of the City. The City also retains the right to accept or reject any or all bids.

4. **Payment Terms And Invoicing:**

The City of Decatur will pay properly submitted vendor invoices within (30) days of receipt of goods or services. Payment will not be made until goods are delivered and installed and accepted as specified. Invoices presented for payment must be submitted in accordance with instructions contained on the purchase order.

5. **Award:**

The City will award the bid to the most responsive and responsible bidder whose bid is most advantageous to the City. In determining the most advantageous bid, the City will consider criteria such as, but not limited to, cost, bidders past performance and references, customer satisfaction and service capability.

The City may opt to establish alternate selection criteria to protect its best interest or meet performance or operational standards.

**6. Ordering/Acceptance:**

Written notice of award to a vendor in the form of a purchase order or other document, mailed, faxed or delivered to the address shown on the bid will be considered sufficient notice of acceptance of bid.

**7. Warranty:**

The length, time, and conditions of warranty must be attached to or stated in the bid document. In such cases where the location of the successful bidder makes it impractical to perform subsequent warranty and check-up service, it shall be the successful bidder's responsibility to make arrangements with an authorized dealer acceptable to the City of Decatur.

The seller and/or manufacturer warrants that the goods sold will be merchantable quality, will conform to applicable specifications, and will be free from defects in material and workmanship and will be fit for the particular purpose intended.

Warranty does not commence until after the complete unit has been accepted and placed into service by the city.

**8. Procurement of Green products and technologies:**

The City of Decatur believes that it is in the interest of public health, safety and welfare and the conservation of energy and natural resources to use and promote environmentally responsible products. The City strives to set a good example of using government specifications and standards that are green or environmentally friendly when making its purchases. Whenever available and cost-justified, the City should purchase those materials including the purchase of recycled products containing post-consumer materials rather than residual materials resulting from the processing or manufacturing from another product. To the extent practicable, all products standards shall emphasize functional or performance criteria which do not discriminate against the use of recycled materials.

**9. Procurement of products that are ENERGY STAR qualified:**

The City of Decatur shall select, when considering life cycle and cost-effective, ENERGY STAR and other energy efficient products, when acquiring energy-using products. This information will be required by the bidder in their bid submittal.

**10. Submittals:**

Contractor shall furnish the owner two (2) copies of shop drawing along with technical cut sheet for review and approval.

Approval of shop drawings does not relieve the contractor from the contractual obligation to perform the installation of unit in according to specifications and in accordance to manufactures recommendations.

**11. Warranty:**

Minimum one (1) year on parts and labor to include a five (5) year warranty for the compressor and related parts on the compressor. Bidders must submit certification from the manufacturer approving the installer as an authorized agent to install and service the equipment to be provided.

**12. Removal/Disposal of existing equipment:**

It is the intent of the City of Decatur to dispose of the old units and equipment as a trade-in allowance for the purchase and installation of new equipment. All bids are to reflect this allowance as a part of their total bid.

**13. Permits:**

The Contractor shall comply with all codes, laws, regulations, and ordinances which concern the work, and unless otherwise provided herein shall obtain and pay\* for all applicable permits, licenses, and certificates.

Electrical permits are issued by DeKalb County.

\*Any fees to City of Decatur Development Office will be waived.

**14. Insurance Requirements:**

Upon Notice of Award, Vendor may submit this form to their insurance agent as this form contains requirements that may be non-standard in the insurance industry.

Contractor shall furnish the City of Decatur certificates of insurance as follows from company or companies acceptable to the City. The "City of Decatur" should be listed as an additional insured on the required Certificate of Insurance.

**15. Required Certificates:**

**Commercial General Liability Insurance Policy**

Contractor shall procure and maintain a Commercial General Liability Insurance Policy, including products and completed operations liability, and contractual liability coverage covering bodily injury, property damage liability and personal injury. The policy or policies must be on any "occurrence" basis unless waived by the City. The policy shall include contractual liability coverage. The policy purchased by the Contractor must be issued by a company authorized to conduct business in the State of Georgia or by a company acceptable to the City. The policy must include separate aggregate limits per project. Excess liability coverage may be used in combination with the base policy to obtain the limits listed below.

Limits

\$2,000,000 per Person

\$2,000,000 per Occurrence

Workers' Compensation Insurance

Workers' Compensation Insurance in accordance with applicable state laws.

Limits

Bodily Injury by Accident - \$500,000 each accident

Certificates to contain policy number, policy limits and policy expiration date of all policies issued in accordance with this contract.

Certificates shall contain the location and operations to which the insurance applies.

Certificates shall contain Contractor's insurance coverage. If coverage is included in General Liability, please indicate this on the Certificate of Insurance.

Certificates are to be issued to:

City of Decatur  
P.O. Box 220  
Decatur, GA 30031  
C/o David Junger

## 16. Schedule of Events:

April 1, 2009	RFP Available
April 10, 2009 10:00 AM	A Pre-BID Site Meeting
April 13, 2009	Vendors Questions Submitted via fax to 404-378-4153 by 2:00 P.M.
April 16, 2009	Vendors Questions Answered via fax and emailed by 12:00 P.M.
April 24, 2009 10:00 AM	RFP due in City Manager's Office Bid Opening
April 24, – April 29, 2009	Evaluation, and recommendation
May 4, 2009	Recommendation to City Commission
May 5, 2009	Notification to successful vendor

## 17. Scope of Work:

### **Replacement of 20 Ton Roof top air conditioning unit ( Pre-convention Area)**

- Vendor will schedule the project with the City of Decatur staff and Holiday Inn staff to insure no conflict with Conference Center schedule.
- Vendor will follow O.S.H.A. safety regulations during the project.
- Vendor will provide a crane to perform the lifting of the existing unit off the roof and to set the new unit in place.
- All Permits.
- Vendor will recover the refrigerant from the existing roof top package unit per EPA guidelines.
- Ensure fire alarm interface is maintained during construction
- Vendor will disconnect the electrical power and gas line to the existing roof top package unit.
- Vendor will remove the existing roof top unit and properly dispose of the existing unit.
- Vendor shall be responsible for any modifications required to accommodate new 20 ton unit.
- All electrical and instrumentation wiring shall comply with manufacturer's requirements and shall be in accordance with Local and State Electrical Codes. If electrical, wiring and ductwork modification is required, it shall be vendors responsibility.
- Contractor shall replace existing thermostat with upgraded digital thermostat.
- All necessary upgrades and modifications shall be done by vendor.
- Any electrical wiring from source to the newly installed units is vendor's responsibility.
- Vendor shall connect to existing smoke detection unit (s); if smoke detector is not in existence than a new one shall be installed.
- Fire alarm interlocks and certification.
- Vendor shall maintain a clean work area free of debris.

- Any engineering modifications and calculation for structure load is the Vendor's responsibility.
- Vendor will provide and install new 20 ton roof top air conditioning unit.
- Vendor will reconnect the electrical power and gas line to new roof top unit.
- Vendor will start the unit and check operation.
- Vendor will provide 2 copies of the installation and service manuals.
- Removal and disposal of all debris related to job.

**Materials and Equipment**

Vendor will provide all materials, equipment, and labor, etc. required to complete this work. The vendor is responsible for re-routing/upgrading any electrical, plumbing, gas line and mechanical systems that will impede the installation of this unit. The vendor is responsible for verifying all dimensions and measurements. The vendor is responsible for all cutting and patching required for the installation of this unit. Any work that penetrates a structural system (i.e. wall, roof) must be completely supported by a structural system. All work must meet local and state codes for electrical, plumbing, mechanical and fire safety. All new units installed shall be manufactured by Carrier, Trane, Lennox, York or equal. Any engineering modifications and calculation for structure load is the Vendor's responsibility. The Vendor shall seal and water proof roof lines where units mount to assure no rain water/condense water penetrates inside the work area.

The unit must be at minimum meet the following specifications:

**20 TON**

**COOLING**

ARI gross cooling capacity .....240,000 (Btuh)  
 ARI net cooling.....230,000 (Btuh)  
 Refrigerant type.....R-22 or 410  
 200-230Volt/ 3-Phase

**BLOWER**

Blower air volume.....8,000-8,600 (CFM)

**Replacement of 30 ton Semi-hermetic compressor (Swanton Room)**  
**Trane Model # SFHDC304LG10B5CD and Serial # J88G72310**

- Vendor will remove existing compressor from unit.
- Vendor will install new 30 ton 460v 3 phase compressor. (Trane Factory Replacement)
- Vendor will include line drier filter.
- Vendor will recover and replace refrigerant.

- Vendor will provide crane to remove and replace compressor.
- Vendor will start the unit and check operation.

**PROPOSAL FORM**  
**HVAC REPLACEMENT**

City of Decatur, GA.

To the City of Decatur, Georgia, herein called the Owner.

The undersigned, as Bidder, declares as follows:

1. All interested in the Bid as Principals are named herein.
2. This bid is not made jointly, or in conjunction, cooperation or collusion with any other person, firm, corporation, or other legal entity.
3. No officer, agent or employee of the Owner is directly or indirectly interested in this Bid.;
4. The bidder has carefully read and examined the Bid Documents and knows and understands the terms and provisions thereof.
5. The bidder understands that the bidder will supply or perform all labor, services, plant, machinery, apparatus, appliances, tools, supplies and all other activities required by this bid process in the manner and within the time therein set forth, and that the bidder will take in full payment therefore the following item prices as set forth below.
6. Bid price shall remain firm for ninety (90) days.

Bid Price for 20 ton HVAC Replacement: \$ \_\_\_\_\_

Bid Price for 30 ton HVAC Compressor Replacement: \$ \_\_\_\_\_

Total Bid Price: HVAC Replacement: \$ \_\_\_\_\_

Target Installation Date: \_\_\_\_\_

**Price must include all items required for proper operation of systems listed in scope of work.  
Include equipment specifications and warranty information with your proposal.**

\_\_\_\_\_

Date

\_\_\_\_\_

Company

By: \_\_\_\_\_

Print Name

By: \_\_\_\_\_

Signature

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

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

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

Telephone: \_\_\_\_\_

All Bids are to be submitted on this form and in a sealed envelope, plainly marked on the outside with the Bidder's name and address and the Project name as it appears at the top of the Proposal Form.