

WEST VIRGINIA WATER DEVELOPMENT AUTHORITY
HVAC MAINTENANCE, INSPECTIONS AND REPAIRS

REQUIREMENTS

1. West Virginia Water Development Authority (the Authority) will receive sealed bids for its HVAC Maintenance Services until 2:00 PM on Tuesday, the 17th day of July 2018, at their office located at 1009 Bullitt Street, Charleston, West Virginia 25301, at which time and place all bids will be publicly opened and read aloud. Bids may be delivered to the Authority office or mailed. Contact person is Joleen Harless at (304) 414-6500 ext. 100 or emailed to jharless@wwda.org. All bids shall be labeled as follows in the lower left-hand corner of the envelope:

SEALED BID OPENING:	HVAC MAINTENANCE, INSPECTION & REPAIRS
BID OPENING DATE:	TUESDAY, JULY 17, 2018
TIME:	2:00 O'CLOCK PM

2. The Authority reserves the right to reject any or all proposals and to waive any informality in the bidding. Withdrawal of bids prior to and subsequent to the bid-opening deadline shall be permitted.
3. A contract shall be awarded to the lowest responsible bidder whose bid, experience and performance meets the requirements of the specifications.
4. The Contractor shall provide all labor, tools, equipment, and safety equipment, supplies and services necessary to provide quarterly HVAC maintenance, inspections, and repair services as needed at the following location:

The Authority's Office:	1009 Bullitt Street Charleston, WV 25301
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5. Any interested Contractor may contact the Authority to schedule a visit of the HVAC system at the above listed location, prior to the bid closing date and time.

Model Number: YHJF30S41S1A (Johnson Controls)
Model Number: J15ZRS24S4TZ10002B (York)

6. The Contractor shall be responsible for all supervision required to satisfactorily perform the requirements of the Contract and shall not engage or use services of subcontractors without prior written approval from the Authority.

7. Employees of the Contractor shall conduct themselves in a businesslike and professional manner at all times.
8. The Contractor shall not use any product, supplies or equipment, which may be injurious or damaging to the Authority's building.
9. The Contractor shall be responsible for any breakage, damage and/or loss of equipment or supplies through negligence resulting from performance of contract duties.
10. The Contractor shall be responsible for advising the Authority Management of any suspicious or unusual items of concern or problems noted while performing maintenance, inspections or repairs.
11. The Contractor shall comply with all safety instructions regarding operation of equipment and to supply and wear protective equipment where necessary. The Contractor shall exercise safety precautions at all times to prevent injury to him / herself or others.

SERVICES TO BE PERFORMED

1. **The Contractor will perform quarterly maintenance and inspections on the HVAC equipment per the manufacturer's recommendations which include cleaning the coils, checking electrical connections, clearing drain lines, changing filters, checking refrigerant levels and other items as needed.**
2. **The Contractor will perform quarterly maintenance on the server room unit during inspections of the rest of the facility. The Authority will provide access to this room while the Contractor is on site.**
3. **The Contractor will provide all material for routine maintenance. This includes filters, belts, and coil cleaner.**
4. **Repair service, if required, shall be provided at an hourly rate separate from the quarterly maintenance and inspection charges. The Contractor will provide any needed parts and bill the Authority for these parts. Cost of any part needs to be approved by the Authority before ordering and installation.**

GENERAL SPECIFICATIONS

1. The Contractor shall be required to carry and submit for approval evidence of worker's compensation (WV statutory limits), comprehensive general liability, occurrence basis policy, and licensed to do business in the state of West Virginia. The Contractor shall be

responsible for notifying the Authority in writing of any changes in insurance coverage and shall provide renewal certificates as needed.

2. The Contractor has not entered into any collusion with any person in respect to the bid for this contract.
3. Contractors shall be properly licensed for business with the State of West Virginia and City of Charleston and shall be responsible for payment of any and all fees and taxes required by State and local law with respect to this contract. The Authority is exempt from sales tax, and a tax exempt certification will be provided to the selected Contractor upon request. **Copies of current State and City Business Licenses shall be provided with the bid.**
4. The contract price shall be a fixed price not subject to increase throughout the contract duration unless the Authority requests a change in the scope of services provided. The Authority reserves the right to increase or decrease the scope of services specified herein by giving the Contractor a thirty (30) day prior written notice. A change in the contract price, whether increased or decreased, shall be negotiated on an hourly rate basis for the work item(s) involved.
5. This contract shall be in effect for a one-year period. The Authority reserves the right to negotiate the contract on an additional year by year basis, up to a limit of two additional years, pending the availability of funding and receipt of an acceptable renewal price. The contract effective and expiration dates shall be determined following the bid opening.
6. The Contractor shall be required to submit with the bid at least (1) experience reference. Such information shall include the name of the contact person, telephone number, and brief description of work performed for each reference listed.
7. Invoices for payment may be submitted as services are rendered.
8. The Authority reserves the right to terminate the contract for unsatisfactory performance or such other justifiable causes. In the event the Contractor is performing unsatisfactorily, notice of immediate termination shall be given the Contractor in writing. A thirty (30) day prior written notice shall be given of termination for other justifiable causes, e.g., loss or reduction in availability of funding.
9. The Contractor shall comply with the Copeland "Anti-Kickback" Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 CFR Part 3).

10. The Contractor shall comply with Section 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-330) as supplemented by the Department of Labor regulations (29 CFR Part 5).
11. The Contractor shall indemnify and hold harmless the Authority, its employees and agents for and against any and all liabilities, claims, demands, costs and expenses of every kind and nature, including attorney's fees, arising from injury, death or damage of any person, property or business sustained for any reason resulting or arising from the performance of this contract.
12. In accordance with federal regulations, the Authority requires a drug-free work place.
13. Any and all damages to the Authority property shall be repaired equivalent to existing by the contractor at no additional charge to WV Water Development Authority. Prompt notification must be made to the Executive Director of the Authority within three (3) days, except in emergency situations, prior to proceeding with work.
14. The Contractor shall be required to abide by all Federal, State, and/or local regulations with regard to equal employment opportunity.
15. The Contractor shall be required to abide by all applicable regulations established by the Department of Labor with regard to payment of employees, work hours and all other pertinent regulations governing employees.
16. In order to comply with the law and provisions of the Immigration and Reform and Control Act of 1986, the Contractor must verify that all its employees are United States citizens or aliens authorized to work in the United States.
17. Questions may be directed to Joleen Harless, at jharless@wwwda.org. She can also be reached at (304) 414-6500, extension 100.

**WEST VIRGINIA WATER DEVELOPMENT AUTHORITY
HVAC MAINTENANCE, INSPECTIONS & REPAIRS**

FORM OF BID

LOCATION: Office Building
1009 Bullitt Street
Charleston, WV 25301

QUARTERLY PRICE FOR MAINTENANCE & INSPECTIONS \$ _____

QUARTERS PER YEAR x _____ 4

YEARLY PRICE FOR MAINTENANCE & INSPECTIONS _____

REPAIR SERVICE PRICE PER HOUR \$ _____

1. If parts are needed for repairs, how will the price of the parts be calculated?

2. What type of warranty will you provide for your equipment and materials?

3. Do you have any experience with the Authority's HVAC system or a similar size HVAC system? _____

Our Company can meet all of the requirements, services to be performed, and general specifications listed in the request for bids. If there are any exceptions, please note them in writing and attach to this bid form.

Bid Submitted By:

Company Name _____

Address _____

Phone Number _____ Fax Number _____

Bidders Name(s) & Title _____

Signature _____ Date _____

Please attach: References
Copies of Current State and City Business Licenses