

**CITY OF FEDERAL WAY
REQUEST FOR QUOTE
HVAC SERVICES**

I. PURPOSE OF REQUEST.

The City of Federal Way ("City") is requesting quotes for the purpose of HVAC Service work. The City's needs are outlined in the Request for Quote ("RFQ").

II. TIME SCHEDULE.

The City will follow the following timetable, which should result in a selection of a contractor by February 12, 2019:

Issue RFQ	2/08/2019
Deadline for Submittal of Quote	2/21/2019 @ 2:00 p.m.
Notify Contractor Chosen	2/26/2019

III. INSTRUCTIONS TO PROPOSERS.

A. All quotes shall be sent to:

City of Federal Way
Attn: Renee Cameron - Finance Department
33325 8th Avenue South
Federal Way, WA 98003-6325
Office (253) 835-2527
E-mail: Renee.Cameron@cityoffederalway.com

Questions and appointments to inspect equipment at each facility should be directed to Steve Ikerd at (253) 835-6911 for City Hall and Doug Nelson at (253) 835-6930 for the FW Community Center.

B. All quotes must be received by 2:00 p.m., February 21, 2019 using the attached **Quote Sheet**. Quotes may be delivered or e-mailed to Renee.Cameron@cityoffederalway.com

PLEASE CLEARLY WRITE ON THE LOWER LEFT HAND CORNER OF THE SEALED ENVELOPE, OR IF YOU E-MAIL SHOW ON THE SUBJECT LINE "RFQ HVAC SERVICES."

C. Quotes should be prepared simply and economically, providing a straight forward, concise description of provider capabilities to satisfy the requirements of the request. Special bindings, colored displays, promotional materials, etc. are not desired. Emphasis should be on completeness and clarity of content. Use of recycled paper for requests and any printed or photocopied material created pursuant to a contract with the City is desirable whenever practicable. Use of both sides of paper sheets for any submittals to the City is desirable whenever practicable.

D. The Parks Deputy Director or representative will notify the contractor selected by February 26, 2019.

E. **All quotes must include the following information:**

- The names of individuals from those firms who will be working on the project and their areas of responsibility.
- Specific experience of individuals relative to the proposed project.

- List of equipment to be used on the job site.
- References, to include similar type sites presently maintained.

IV. **SELECTION CRITERIA.** Each quote will be independently evaluated on factors 1 through 3.

<u>Factor</u>	<u>Weight Given</u>
1. Responsiveness of the written proposal to the purpose and scope of service.	25%
2. Price.	50%
3. Ability and history of successfully completing contracts of this type, meeting projected deadlines and experience in similar work.	25%
Total Criteria Weight	100%

V. **TERMS AND CONDITIONS.**

- A. The City reserves the right to reject any and all quotes, and to waive minor irregularities in any quote.
- B. The City reserves the right to request clarification of information submitted, and to request additional information from any contractor.
- C. The City reserves the right to award the contract to the next most qualified contractor, if the successful contractor does not execute a contract within thirty (30) days after the award of the quote.
- D. Any quote may be withdrawn up until the date and time set above for opening of the quotes. Any quote not so timely withdrawn shall constitute an irrevocable offer, for a period of ninety (90) days to sell to the City the services described in the attached specifications, or until one or more of the quotes have been approved by the City administration, whichever occurs first.
- E. The contract resulting from acceptance of a quote by the City shall be in a form supplied or approved by the City, and shall reflect the specifications in this RFQ. A copy of the contract is available for review. The City reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this RFQ, and which is not approved by the City Attorney's office.
- F. The City shall not be responsible for any costs incurred by the contractor in preparing, submitting or presenting its response to the quote sheet.

VI. **DEFINITIONS**

Owners; Park, Recreation & Cultural Services; City and/or City of Federal Way and their authorized representatives shall be understood to mean one and the same.

Contract Administrator shall be the City of Federal Way Parks Maintenance Divisions duly authorized representative.

Approved means approved by the owner.

Approved equal or equivalent, as hereinafter used, shall mean a material or method equal to or better than the required materials or methods.

Specifications shall mean these specifications and all addenda thereto.

VII. SCOPE OF SERVICES

- A. The Contractor will furnish all labor, tools, specialized equipment, materials, and disposal of waste material generated by the work, unless other arrangements have been made with the Contract Administrator or appointed designee. Contractor shall provide supervision and transportation to perform services work as specifically outline in the Scope of Services.
- B. Fieldwork shall be performed by or under the supervision of an experienced journeyman. Contractor and employees shall be trained and skilled to perform all related HVAC services in public settings. Laborers shall be licensed for all related functions.
- C. The Contractor must have a dedicated controls service division with a minimum of four Niagara AX, and N4 certified technicians. Must provide a list of three controls service contacts where you are currently providing controls service. Control Technicians must have experience with Siemens Talon, Honeywell Webs Tridium based front-ends and ability to service and program Siemens 4-loop controllers, Siemens VAV brick LON based controls, Honeywell SPYDER controllers, and JCI UCM proprietary based zone controllers.
- D. The Contractor will ensure that employees comply with all applicable City of Federal Way, Washington State and Federal standards, regulations and practices with respect to work performed.
- E. The Contractor's personnel will conduct themselves on site in a professional manner at all times.
- F. Each employee will wear or display the company's name and/or logo. Vehicles working on City sites will have company name and phone number displayed.
- G. The Contract Administrator or appointed designee will inspect work performed by the Contractor. In the event of work performance deficiencies, the Contract Administrator will notify the Contractor. Notification may be verbal or written. The City may choose to: **Require the Contractor to rectify the deficiency within 48 hours, or hold payment.**
- H. Equipment intensive work using such equipment as; pressure washers, blowers, lift trucks shall not commence before 7:00 a.m. and end by 8:00 p.m. on weekdays, (weekend work not allowed without prior approval).
- I. Report any damage, or potential hazard, involving City property immediately to the City of Federal Way Parks Department, (253) 835-6960. After hours emergencies should be reported to the Police/Fire Communications Center - 911.
- J. Hazardous conditions shall be immediately remedied or secured to prevent further damage and/or protect public from injury. It is the Contractor's responsibility to provide close supervision of operations and management of the site.
- K. Incidents, altercations, or accident involving the public shall be reported to the Contract Administrator within 24 hours. The Contract Administrator, at his or her discretion, may require a written report from the Contractor describing the incident or accident.
- L. The Contractor, at his or her expense, will remedy in a timely manner any damage to Public or Private Structures or plant material due to Contractor negligence.
- M. Contractor will coordinate with the Parks and Facilities Dept. when any repair services are to be performed.

VIII. SPECIFICATIONS

- A. City Hall – see attached specifications, equipment list and minimum standards.
- B. Federal Way Community Center – see attached specifications, equipment list and minimum standards.

IX. INSURANCE


The Contractor agrees to carry insurance for liability which may arise from or in connection with the performance of the services or work by the Contractor, their agents, representatives, employees or subcontractors for the duration of the Agreement and thereafter with respect to any event occurring prior to such expiration or termination as follows:

Minimum Limits. The Contractor agrees to carry as a minimum, the following insurance, in such forms and with such carriers who have a rating that is satisfactory to the City:

- a. Commercial general liability insurance covering liability arising from premises, operations, independent contractors, products-completed operations, stop gap liability, personal injury, bodily injury, death, property damage, products liability, advertising injury, and liability assumed under an insured contract with limits no less than \$1,000,000 for each occurrence and \$2,000,000 general aggregate.
- b. Workers' compensation and employer's liability insurance in amounts sufficient pursuant to the laws of the State of Washington;
- c. Automobile liability insurance covering all owned, non-owned, hired and leased vehicles with a minimum combined single limits in the minimum amounts required to drive under Washington State law per accident for bodily injury, including personal injury or death, and property damage.

X. COMPENSATION

- A. Please present detailed information on the contractor's proposed quote for the specifications proposed and for any variation for non-routine services, inclusive of Washington state sales tax and any other applicable governmental charges. Please provide specifics as to definitions of routine versus non-routines tasks, what is fixed as opposed to variable, and how costs are adjusted according to that classification.
- B. Payment by the City for the services will only be made after the services have been performed, an itemized billing statement is submitted in the form specified by the City and approved by the appropriate City representative, which shall specifically set forth the services performed, the name of the person performing such services, and the hourly labor charge rate for such person. Payment shall be made on a monthly basis, thirty (30) days after receipt of such billing statement.

**CITY OF
Federal Way**
Quote Sheet - City Hall HVAC Service
33325 8th Ave S. 98003-9718

Company name: _____ Authorized Signature: _____

Address _____ City/State: _____ Zip: _____

Telephone: _____ E-mail: _____

PROJECT: The City of Federal Way Parks & Facilities Division is requesting quotes for HVAC maintenance, repairs and hourly additional services rates for **2019–2021**; to include but not limited to: inspections, maintenance, trouble shooting and replacement of approved parts & components. Your company must be able to demonstrate knowledge, ability and resources to perform the required task in a secure public setting. Contractor must be able to respond to emergencies within **6-8 hrs.** and respond to request within **24 hrs.**

LOCATION: City Hall – 33325 8th Ave S. Federal Way, WA 98003

SPECIFICATIONS: See attached minimum typical specifications and checklist for equipment to be covered in a Maintenance and Labor Agreement.

QUOTES: Please submit prices based on the following options: (prevailing wage applies)

Lump sum; Standard preventative service. \$ _____ per year

Extra Repair rates: up to 8 hrs. \$ _____ per hr. Over 8 hrs. \$ _____ per hr.

Overtime rates: - Saturday \$ _____ per hr. Sunday \$ _____ per hr.

Materials/parts at wholesale plus _____%

Optional: Pricing for a Comprehensive service. \$ _____ per year

Emergency response within 6-8 hrs. - Y or N Service calls response within 24 hrs. - Y or N

Can your Company service and program Staefa II controllers and Siemens equipment. - Y or N

COMMENTS:

SELECTION CRITERIA:

Responsiveness to quote - 25%, Ability and history to provided professional service – 25%, Price – 50%

All quotes must be received no later than **2:00 PM, February 21, 2019**. Questions referred to Steve Ikerd, Park Deputy Director at (253) 835-6911



Quote Sheet – FW Community Center HVAC Service
876 S.333rd St., Federal Way, WA 98003-9718

Company name: _____ Authorized Signature: _____

Address _____ City/State: _____ Zip: _____

Telephone: _____ E-mail: _____

PROJECT: The City of Federal Way Parks & Facilities Division is requesting quotes for HVAC maintenance, repairs and hourly additional services rates for 2019–2021; to include but not limited to: inspections, maintenance, trouble shooting and replacement of approved parts & components. Your company must be able to demonstrate knowledge, ability and resources to perform the required task in a secure public setting. Contractor must be able to respond to emergencies within 6-8 hrs. and respond to request within 24 hrs.

LOCATION: FW Community Center – 876 S.333rd St., Federal Way, WA 98003

SPECIFICATIONS: See attached minimum typical specifications and checklist for equipment to be covered in a Maintenance and Labor Agreement.

QUOTES: Please submit prices based on the following options: (prevailing wage applies)

Lump sum; Standard preventative service. \$_____ per year

Extra repair rates: up to 8 hrs. \$_____ per hr. Over 8 hrs. \$_____ per hr.

Overtime rates: Saturday \$_____ per hr. Sunday \$_____ per hr.

Materials/parts at wholesale plus _____%

Optional: Pricing for a Comprehensive service. \$_____ per year

Emergency response within 6-8 hrs. - Y or N

Service calls response within 24 hrs. - Y or N

Can your Company service and program Honeywell Spyder & JCI zone controllers? - Y or N

COMMENTS:

SELECTION CRITERIA:

Responsiveness to quote - 25%, Ability and history to provided professional service – 25%, Price – 50%

All quotes must be received no later than 2:00 PM, February 21, 2019. Questions referred to Steve Ikerd, Park Deputy Director at (253) 835-6911