

The City of Mount Pleasant is taking bids for HVAC maintenance/small repair services. Bid packages are available on our website at [www.mountpleasanttn.org](http://www.mountpleasanttn.org) or in person at City Hall. Sealed bids must be received in the Finance Office no later than Thursday, February 14, 2019 at 10:00 am. If you have questions, please contact Loretta Garner, CPA at (931) 379-7717 or email [lgarner@mountpleasanttn.org](mailto:lgarner@mountpleasanttn.org). The City reserves the right to reject any and all bids and to waive informalities. The City does not discriminate on the basis of race, creed, color, national origin, sex, religion, age or disability status in employment or the provision of services.

**City of Mount Pleasant  
Request for Proposal**

**RFP # 2019-02 – HVAC Maintenance/Small Repair Services**

\*City of Mount Pleasant reserves the right to reject all or any part of any RFP\*  
The City of Mount Pleasant is exempt from State Tax and Federal Exercise Tax.  
**NO PROPOSALS RECEIVED AFTER CLOSING WILL BE ACCEPTED.**

The City of Mount Pleasant invites sealed proposals for codes HVAC maintenance and/or small repairs, in accordance with the specifications and bidding instructions set forth in this Request for Proposal. Proposals will be received by the Finance Department, 100 Public Square, Mount Pleasant, Tennessee 38474, until 10:00 a.m., February 14, 2019, at which time they will be opened and read aloud.

Please identify as a sealed proposal with marked on the outside of the envelope “**RFP #2019-02-HVAC Maintenance/Small Repair Services**”

Any questions in regard to this proposal should be directed to Loretta Garner, CPA, (931)379-7717 ext 104.

A copy of the bid tabulation will be available upon completion of open records request to the Finance Department.

Any manufacturers’ names, trade names, brand names, or catalog numbers used in the specifications are for the purpose of describing and establishing general quality levels. Such references are not intended to be restrictive. Since the “City” does not wish to rule out other competition and equal brands or makes, please remember “**ANY APPROVED EQUAL**”. **HOWEVER, IF A PRODUCT OTHER THAN SPECIFIED IS BID, IT IS THE VENDORS RESPONSIBILITY TO PROVE TO THE “CITY” THAT SAID PRODUCT IS EQUAL TO OR EXCEEDS THE QUALITY OF THE SPECIFICATIONS LISTED FOR ANY ITEM.**

*The City of Mount Pleasant is an equal opportunity entity and does not discriminate on the basis of age, race, sex, national origin, religion or disability in admission to, access to, or operations of its programs, services, activities, or in its awarding of such bids in Pursuant to Title VI of the Civil Rights Act of 1964..*

**1. SCOPE AND CLASSIFICATION**

- 1.1 Scope: The intent of this Request for Proposals and resulting contract is to provide the City of Mount Pleasant with information concerning HVAC maintenance services.
- 1.2 Classification: The HVAC maintenance/small repair services specifications shall be of the following types either “equal to “or “better than”.

## 2. SPECIFICATIONS

### **SPECIFICATIONS**

#### **SECTION 1-General**

##### **A. SCOPE**

The work covered in these specifications consists of furnishing labor, equipment and materials with values of less than \$500.00 in performance of all operation to provide complete maintenance services. Small Repairs are considered to be repairs totaling less than \$2,500.00. Repairs for more than this amount are not covered in this agreement.

##### **B. LOCATIONS IN WHICH SERVICES ARE TO BE RENDERED.**

1. HVAC maintenance properties shall include all buildings owned by the City of Mount Pleasant. Some, but not necessarily all, of these buildings include City Hall, the Community Center, the Fire Hall, Community Services Building, Public Works, Sewer Plant, and the Water Plant.

##### **C. PERSONNEL**

The HVAC maintenance should employ only qualified operators and workers who are skilled in the performance of HVAC maintenance work.

##### **D. SECURITY**

The vendor should screen all employees and require satisfactory personnel references and hire only those whose honesty is above question. All personnel working in the Community Center must have a background check.

##### **E. APPEARANCE OF EMPLOYEES**

All employees of the contractor should be neatly attired at all times in a manner that would reflect credit both upon their company and the grounds on which they are working. The vendor shall furnish their employees with all the necessary PPE (Personal Protective Equipment) as specified by the Equipment Manufacturer. Contractor will be responsible for ensuring that their employee's wear all PPE required for safe operation of equipment.

##### **F. DAMAGE AND/OR THEFT**

Items/vehicles damaged by the service personnel shall be replaced or reported to the satisfaction of the individual by the vendor at no cost to the City of Mount Pleasant. It shall be the responsibility of the vendor/individual to agree upon the condition of item, vehicle or facility in the event of damage. The same shall apply to theft. Any damage or theft claims against the vendor shall require proof of damage or theft by the complainant.

**G. SPECIFIC INFORMATION**

1. Service calls for repairs where the HVAC system is not working or is at risk of damaging property must be made within 4 hours of notification from the office of the City Manager.
2. Service calls for minor repairs must be made within one week of notification by the Department Head requesting the work.
3. Normal maintenance must be scheduled by office of the City Manager or City Recorder based on the suggested maintenance from the manufacturer of the HVAC system.
4. Purchase orders are required for any work of \$500 or more prior to the start of the work.
5. Separate invoices are to be sent to the Accounting department for work completed within 5 work days after the work is completed.

**H. WORK HOURS**

The schedule of work hours for accomplishment of HVAC maintenance/small repairs shall be generally from 8:00 a.m. to 8:00 p.m. No HVAC maintenance/small repairs work shall be performed on Sunday unless pre-approved by the Department Head of the building where the work is to take place.

**I. SAFETY PRECAUTIONS**

The vendor shall be solely and completely responsible for initiating and supervising all safety precautions and programs in connection with the work. The Vendor shall comply with all applicable laws, ordinances, rules, regulations, and orders of any public body having jurisdiction for safety of persons or property to protect them from damage, injury or loss.

**J. BUSINESS LICENSE AND INSURANCE**

All bidders must hold a business license with the City of Mount Pleasant, Maury County and/or vendor's local City and hold liability insurance before you can be considered as a qualifying vendor. It is recommended that vendors consult with their insurance agent or agents to assure themselves that they can obtain the required insurance coverage and that their insurance agent or agents are authorized to execute the required Certificate of Insurance Coverage. All vendors of service contracts for the City of Mount Pleasant are required to provide Worker's Compensation Insurance for all employees, regardless of the number of employees, as per amended TCA 50-9-102(a) (4), 50-9-114, 113,50-6-106(4) and 50-6-113. This requirement is effective July 1, 1997. Should the worker's compensation rule not apply to the vendor, it is the vendors responsibility to receive such certification from the State of Tennessee.

**A. INSPECTION**

All work, performed per these specifications shall be subject to inspection at any and all times by the City of Mount Pleasant personnel.

**B. TERM OF SERVICES**

This agreement shall continue in effect from the date services are to being **February 20, 2019 through February 28, 2020** but may be terminated by either party by giving a thirty (30) days written notice by registered mail addressed to the other party at the address below its name. This agreement contained all of the covenant and agreements between the City of Mount Pleasant and \_\_\_\_\_ with respect to the subject matter of this agreement. Term may be extended up to two (2) years with the mutual consent of both parties.

**The City of Mount Pleasant reserves the right to renew or extend the HVAC maintenance/small repair at the end of the term, as long as provisions are met by the HVAC company, during the previous agreement.**

**The City has the right to reject any or all bids and waive formalities.**

**C. EXCEPTIONS**

The above are minimum specifications. If there are any exceptions to these specifications, please make any notations to the right of that spec. and the exceptions will have to be approved by the City Manager.

**F. SPECIAL INSTRUCTIONS**

1. Purchase orders are required for any work of \$500 or more prior to the start of the work.
2. Invoices must be made out and delivered to the City of Mount Pleasant, Attention: Accounts Payable, PO Box 426, Mount Pleasant, Tennessee 38474.
3. All invoices will be paid within 30 days. Please do not harass the Accounting Department for payment unless it has been over the allotted 30 day time period.
4. The City Manager or Department head will inform the vendor of the location and the tasks to be performed. Each location may have different specifications of the tasks, being performed, that is why the rate structure is to be bid below.

**VENDOR'S BID PRICE**

**NORMAL YEARLY SERVICE RATE :**

City Hall \$ \_\_\_\_\_

Community Center \$ \_\_\_\_\_

Fire Hall \$ \_\_\_\_\_

Community Services Building \$ \_\_\_\_\_

Public Works Building \$ \_\_\_\_\_

Water Plant \$ \_\_\_\_\_

Sewer Plant to be added at a later date after construction is complete.

Total Yearly Service \$ \_\_\_\_\_

**SMALL REPAIR SERVICES:**

Hourly Rate for labor \$ \_\_\_\_\_ per hour

Cost of materials plus \_\_\_\_\_ %. (to be evidenced by invoice of part)

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Company Name, Authorized Representative

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Address and Phone Number