

City of Columbus, Department Public Safety
Division of Support Services
Radio Tower Shelter Heating, Ventilation and Cooling (HVAC) Replacement
Detailed Specifications

1.0 SCOPE AND CLASSIFICATION

- 1.1 **Scope:** It is the intent of the City of Columbus, Division of Support Services to obtain formal bids to establish a contract for the purchase of eight (8) Heating, Ventilation, and Cooling (HVAC) systems to be installed at four locations.
- 1.2 **Classification:** The contract resulting from this bid proposal will provide for the purchase, delivery, removal of old equipment and installation of eight (8) HVAC units, two (2) at each radio tower shelter located at City-owned facilities of 5900 Parsons Ave., 4250 Groves Rd., 3280 Dublin Rd., and 4250 Morse Rd.
- 1.2.1 **Bidder Experience:** The offeror must submit an outline of its experience and work history in these types of equipment, installation, and warranty service for the past five years.
- 1.2.2 **Bidder References:** The offeror shall have documented proven successful contracts from at least four customers that the offeror supports that are similar in scope, complexity, and cost to the requirements of this specification.
- 1.3 For additional information concerning this bid, including procedures on how to submit a proposal, you must go to the City of Columbus Vendor Services web site at <http://vendors.columbus.gov/sites/public> and view this bid number.

2.0 APPLICABLE PUBLICATIONS AND STANDARDS

- 2.1 Must meet or exceed all City, State, Federal safety guidelines and standards.
- 2.2 All OSHA applicable guidelines and standards.
- 2.3 References to a particular trade or manufacturer's model number are made for descriptive purposes to guide the bidder in interpreting the requirements of the City. They should not be construed as excluding proposals on other types of materials, equipment and supplies.

3.0 REQUIREMENTS

3.1 General Information:

- 3.1.1 **Term:** The contract awarded as a result of this proposal is for a one time purchase.
- 3.1.2 **Pricing:** Bidders are to bid firm or fixed prices, FOB Destination, Freight Prepaid and Allowed. All pricing must include manufacturer warranty. All manufacturer warranties will be passed on to the City of Columbus.
- 3.1.3 **Quantity:** Delivery and destination of all supplies and parts necessary to complete removal and replacement of two (2) Heating, Ventilation and Cooling

City of Columbus, Department Public Safety
Division of Support Services
Radio Tower Shelter Heating, Ventilation and Cooling (HVAC) Replacement
Detailed Specifications

(HVAC) systems at each of four (4) tower site shelters at 5900 Parsons Ave., 4250 Groves Rd., 3280 Dublin Rd., and 4250 Morse Rd., in the City of Columbus, Ohio, all with service and materials warranty as specified herein.

- 3.1.4 **Quality Standards:** The City intends to purchase new, unused and the most current model. The specifications describe a minimum acceptable requirement which a bidder has to meet. However, the bidder is allowed to exceed a minimum requirement where the excess enhances the function of the unit and which the City can accept. It is not acceptable for a bidder to exceed a maximum desired limit.
- 3.2 **Bidder Requirements:** The City will use the requirements of this section to determine if each bidder meets the minimum standards to be considered a responsible bidder. **Please print, complete and attach** Reference pages and attach any supplemental pages as may be necessary to meet these requirements. **For instructions on how to attach a document to your bid, go to page 15 of the Vendor Services User Guide.**
- 3.2.1 **Experience Required:** Documentation shall include (at a minimum) information meeting the following criteria.
- 3.2.1.1 **Equipment and Warranty Capabilities:** Offerors must document, and submit in a letter attached to the bid, their capability of providing the equipment and warranty service specified herein.
- 3.2.1.2 **Manufacturer Relationship:** The offeror shall provide the history of their relationship with manufacturer(s) that will potentially be providing these types of equipment/parts and warranty service for the past five years, including but not limited to the following:
- a) Length of the relationship
 - b) Level of the relationship
 - c) A brief history of the relationship
- 3.2.2 **References:** The offeror shall have documented proven successful contracts from at least four customers that the offeror supports that are similar in scope, complexity, and cost to the requirements of this specification.
- 3.2.2.1 **Contact Information Required:** The reference contact information shall include the customer name, customer e-mail address, street address, telephone number, fax number, contact name and equipment purchase date.
- 3.2.2.2 **Equipment / Warranty Service Information:** A description of the equipment/parts provided and type of warranty service that was provided.
- 3.2.3 **Subcontractor Information Required:** If subcontractor(s) are to be used, please list names, addresses, telephone numbers and a contact person for each subcontractor. All subcontracts must have valid contract compliance certification.
- 3.2.3.1 **Subcontractor Contact:** Should the offeror use subcontractors, the City shall use the offeror as the primary contact point.

City of Columbus, Department Public Safety
Division of Support Services
Radio Tower Shelter Heating, Ventilation and Cooling (HVAC) Replacement
Detailed Specifications

3.2.4 **Specification Questions:** Questions regarding this bid including any exceptions and/or suggested changes to the requirements must be submitted on the vendor services portal by 11:00 am (local time) on Monday, March 13th. Responses and any necessary addenda will be posted as an amendment to this RFQ on the City's Vendor Services portal no later than 11:00 a.m. (local time) on March 13th. The City strongly encourages bidders to submit exceptions and/or changes during this stage of the process. Bidders submitting exceptions and/or changes before this date will greatly reduce the likelihood of their bid being rejected as non-responsive to the specifications. Bidders whom have not registered and created a new user on the City's portal <http://vendors.columbus.gov/sites/public> are strongly encouraged to do so. Notice of any pre-bid notes and addenda will only be sent to Bidders whom have registered at the site.

3.2.4.1 For further instructions on how to submit "Vendor Questions" through the Vendor Portal, please see Section "Add Vendor Questions" provided on page 16 of the City of Columbus Vendor Services User Guide.

3.2.4.2 The City has instructional videos to assist bidders at the portal. Tutorial videos are available to be viewed through You Tube or by clicking the following link:

https://www.youtube.com/channel/UCTIkkGNM7GHIITzoqQVNJIA/videos?shelf_id=0&view=0&sort=dd

3.3 **Product Details and Installation Requirement Specifications:**

3.3.1 **HVAC Removal and Replacement:** Furnish all labor, material, and equipment for replacement of Heating, Ventilation and Cooling (HVAC) systems. This will include:

3.3.1.1 Removal of all existing HVAC systems at each site. The awarded vendor must dispose of all materials in accordance with City, State, and Federal regulations. The vendor will not be permitted to use City containers for disposal of any materials.

3.3.1.2 Installation at each site of two (2) 5.0 Ton Thru-Wall Mount Air Conditioners. Specifications must meet or exceed the specifications for currently installed units with the addition of an alarm relay containing normally open and normally closed dry contacts to provide the ability to signal a condition of shutdown on either high or low pressure controls:

Current Units Installed: Bard W60A2-A05XPXXXJ

3.3.1.3 Installation and connection at each site of one (1) Thermostat/Lead-Lag Controller. Controller must have the ability to switch lead/lag of HVAC units on a programmed schedule or in the event of unit failure. Controller must have dry contact outputs for remote alarms or notifications for Low Building Temperature, High Building Temperature, and smoke alarm.

City of Columbus, Department Public Safety
Division of Support Services
Radio Tower Shelter Heating, Ventilation and Cooling (HVAC) Replacement
Detailed Specifications

- 3.3.2 **Materials Required:** The supplier shall provide all parts, tools, and equipment required for a complete removal and replacement of HVAC units including but not limited to the following: All fastening hardware mechanical and electrical, all wiring, including electrical connections and modifications.
- 3.3.3 **Additional Materials:** The supplier shall provide any materials in addition to the list above that are required to complete each fully functional HVAC system at each location.
- 3.3.4 **Alternates:** Bids will be considered on units complying with the specifications. **All alternates must be detailed in an attached letter to bid and the Manufacturer and Model clearly identified.** Explanations must fully state what is to be furnished. All alternates must exceed specifications. The City of Columbus reserves the right to determine whether any proposed alternates are within the specifications.
- 3.3.5 **Installation Environment:** The units will be removed/installed in a temperature controlled telecommunications equipment room. The supplier shall be responsible for the full installation. The supplier shall be responsible for providing all equipment and manpower needed to effectively accomplish work including, but not limited to, removals and installations.
- 3.3.6 **Installation Coordination:** All services shall be coordinated with a City of Columbus point of contact at a time which has been mutually agreed upon by the Supplier and the City of Columbus. The City of Columbus requires that all work be done between the hours of **7:30 AM and 3:00 PM**, Monday through Friday, excluding any observed holidays. The locations are not regularly manned by City of Columbus personnel. It is necessary to schedule work times to meet City personnel to gain access to each location to perform work.
- 3.3.7 **Field and Maintenance Service:** The supplier shall provide warranty field maintenance service with second day coverage between the hours of 7:30 AM and 3:00 PM M-F, excluding any observed holidays.

4.0 SAMPLING, INSPECTION AND TEST PROCEDURES

- 4.1 **Inspection:** All parts shall be thoroughly, physically inspected upon delivery by an authorized representative of the Division Support Services for verification of conformance to the specifications. Any damaged, defective, or substandard item shall be promptly removed by the supplier, and replaced at no cost to the City of Columbus. The supplier will be responsible for all shipping costs.

5.0 ORDERING, DELIVERY and INVOICING

- 5.1 **Ordering Procedure:** A written purchase order will be established by the Director of Finance and Management. The Purchase Order will have the delivery information and invoice information.

City of Columbus, Department Public Safety
Division of Support Services
Radio Tower Shelter Heating, Ventilation and Cooling (HVAC) Replacement
Detailed Specifications

- 5.2 **Delivery/Installation days after Order:** Bidder shall insert in the "Discount" tab of the bid the Lead Time expressed as the number of calendar days after receipt of orders that delivery and installation will be complete. Vendors shall state actual delivery time in calendar days in the space provided under Delivery/Payment Terms. Lead time may be a factor in determining award of bid. Failure to deliver and install in the days proposed may lead the City to consider the contract holder in partial or full breach of the contract. In the case of such breach, the City reserves the right to pursue all remedies and actions available under this contract and relevant law.
- 5.2.1 **Delivery Location:** All equipment, including eight (8) HVAC units, two (2) at each radio tower shelter located at four (4) City-owned facilities will be delivered FOB Destination Freight Prepaid and Allowed (Seller Bears All Freight Costs) to:

5900 Parsons Ave., 4250 Groves Rd., 3280 Dublin Rd., and 4250 Morse Rd.
- 5.2.2 **Storage:** The City-owned shelters are not manned and therefore will not have someone available to receive goods or equipment. Furthermore, there will be no room or storage locations provided by the City to secure tools, supplies, or equipment provided by the supplier. The supplier must coordinate delivery of equipment and bring all necessary tools and supplies to each work site on an as-needed basis.
- 5.3 **Packaging:** All items must be packaged in the minimum standard packing material designed to protect against damage during shipment. Note the use of Environmentally Friendly materials is encouraged.
- 5.4 **Invoicing:** Each invoice shall show the City Purchase Order number, a brief description identifying the item, the unit price, and the total amount. The invoice amount must exactly match the purchase order amount in accordance with the bid proposal. All Invoices should be mailed to the bill to address listed on the purchase order to ensure proper payment.

6.0 **NOTES**

- 6.1 **Online Bidding Instructions:** Bidders are requested to quote firm or fixed prices on the corresponding line item(s) only. Within the "Comment" section of each line bidders are requested to provide the make, model and manufactured year of the unit quoted. It is understood that all parts that may not be specifically mentioned must be included to make the unit operational and complete.
- 6.1.1 **Alternates:** Bids will be considered on units complying with the specifications. All alternates must be detailed in an attached letter to bid. Explanations must fully state what is to be furnished. All alternates must exceed specifications. The City of Columbus reserves the right to determine whether any proposed alternates are within the specifications.

City of Columbus, Department Public Safety
Division of Support Services
Radio Tower Shelter Heating, Ventilation and Cooling (HVAC) Replacement
Detailed Specifications

- 6.1.1.1 **Attachments:** For instruction on attaching documents to online quotes, please see page 15 of the "City of Columbus Vendor Services User Guide", made available through the Vendor Portal.
- 6.2 **Warranty:** The equipment specified herein shall be covered by the manufacturer's warranty at no additional charge. Bidders shall submit warranty on a separate sheet attached to the bid proposal.
- 6.2.1 **Warranty Period:** The warranty period shall be a minimum of 12 months at no additional charge. Bidders shall submit copies of the warranty as an attachment with the bid proposal.
- 6.2.2 **Delayed Warranty:** Bidder shall submit on a separate sheet attached to the bid a procedure for delayed warranty for starting dates to cover the interval between time of delivery of the complete vehicle and the actual date that the equipment is placed in service by the City. This delayed time period will cover inspection, operator and mechanic training, etc.
- 6.2.3 **Fully Franchised:** The bidder shall contract with a warranty service provider whose primary business is the sale and/or repair of the equipment proposed in this bid proposal. Warranty service must be performed by a franchised OEM dealer that is authorized by the manufacturer(s) to perform warranty service. The warranty work shall be the responsibility of the successful bidder and the successful bidder shall coordinate all warranty work. Any defects shall be corrected and the equipment returned to the City within ten (10) days fo written (mail, email or fax) notification of the service need. Any defects shall be corrected without cost to the City of Columbus. Under no circumstances shall the "out of operation" time of the equipment exceed ninety (90) days. Warranty work is not deemed complete until Fleet Management has accepted work as satisfactory.
- 6.2.4 **Warranty Service Logistics:** Cost of transport of equipment for warranty purposes shall be the responsibility of the successful bidder. The successful bidder will be required to pick-up the equipment and transport it to the warranty service location. At the successful bidder's discretion, the equipment may be transported (not towed) to a location within Franklin or contiguous counties. For a warranty service location outside of a contiguous county, the equipment must be transported (not towed).
- 6.3 **Literature:** To aid in the evaluation of bids, all bidders are to furnish with this bid current published literature and manufacturer's specifications that best explains the unit offered, model and identification of the options that meet or exceed the specifications. Published literature shall include pictures and complete descriptive matter.
- 6.4 **Manuals:** The successful bidder shall supply two (2) copies of all parts lists, service, maintenance, and operation manuals upon completion of installation to the City of Columbus. The City of Columbus would prefer that all parts and service manuals be supplied on CD-ROM.
- 6.5 **Insurance Requirements and Workers Compensation:** Successful Bidder is required to provide the following before final execution of the contract:

City of Columbus, Department Public Safety
Division of Support Services
Radio Tower Shelter Heating, Ventilation and Cooling (HVAC) Replacement
Detailed Specifications

6.5.1 **Liability Insurance:** The contractor shall take out and maintain during the life of the contract, such Public Liability (bodily injury and property damage) Insurance as shall protect him from claims from damages for personal injury, including accidental death, as well as from claims for property damage which may arise from operations under the contract, whether such operation be by himself or any subcontractor or by anyone directly or indirectly employed by either of them. Such insurance policy shall include the city as named insured. The Contractor shall maintain coverage of the types and in the amounts specified below. Submitting a certificate of insurance shall evidence proof of such insurance coverage. A contractor's "umbrella" type policy with limits specified below may be submitted for this requirement, with the City as named insured.

The amount of such insurance shall be as follows:

Bodily Injury Liability	
Each Person\$ 1,000,000.00
Each Accident\$ 1,000,000.00
Property Damage Liability	
Each Person\$ 1,000,000.00
Each Accident\$ 1,000,000.00

Such insurance shall remain in full force and effect during the life of the contract. Insurance may not be changed or cancelled unless the insured and the City are notified in writing not less than thirty days prior to such change or cancellation. If any part of the contract is sublet, the Contractor is responsible for the part sublet being adequately covered by insurance herein above described.

Contractor assumes all risk of loss and damage to the equipment provided unless loss or damage occurs at the time the operator and equipment are being operated for the purpose designated by the city and such loss or damages is caused by an act of the city or its employee which constitutes gross negligence or wanton misconduct.

6.5.2 **Workers Compensation:** The successful contractor obtain and maintain during the life of this contract, adequate worker's compensation insurance for all his employees employed at the site of the project and, in case any work is sublet, the contractor shall require the subcontractor similarly to provide worker's compensation insurance for the latter's employees, unless such employees are covered by the protection afforded by the contractor. The successful contractor shall furnish one (1) copy of the worker's compensation certificate showing that the contractor has paid his industrial insurance premium.

6.6 **Correspondences:** During the bidding and evaluation process Offerors are strictly prohibited from communicating with any City employees or officers regarding the solicitation. Any communication from the vendor to the City should be limited to only the contact(s) listed in the RFQ and/or below. A violation of this section on the part of the Offeror may lead to disqualification.

City of Columbus, Department Public Safety
Division of Support Services
Radio Tower Shelter Heating, Ventilation and Cooling (HVAC) Replacement
Detailed Specifications

All correspondences regarding this bid should be sent via email to
tfowler@columbus.gov, or:

Support Services
750 Piedmont Rd- South Entrance
Columbus, OH 43224
ATTN: Tracena Fowler