

**HARRISONBURG REDEVELOPMENT & HOUSING  
AUTHORITY  
NOTICE OF INVITATION FOR BIDS  
HVAC MAINTENANCE CONTRACT**

**Sealed bids are invited for:**

*HVAC Maintenance Contract for residential and office properties located in Harrisonburg, VA 22802. The information needed to bid can be found at the Harrisonburg Redevelopment and Housing Authority Web site:*

<http://www.harrisonburgrha.com>

*The invitation to bid will be found under the “Doing Business” tab on the left side of the home page.*

**Scope:**

*Perform preventative maintenance which includes testing and inspection of the equipment to ensure the most efficient general operation of the systems during the operating conditions.*

**Bid Deadline:** 2:00 pm, October 19, 2018

*Harrisonburg Redevelopment & Housing Authority Office  
286 Kelley Street  
Harrisonburg, VA 22802*

**Bid Opening:** 2:30 pm, October 19, 2018

*Harrisonburg Redevelopment & Housing Authority Office  
286 Kelley Street  
Harrisonburg, VA 22802*

**All bidders are encouraged to indicate intention to bid. Contact Duane Bontrager at**

[Dbontrager@harrisonburgrha.com](mailto:Dbontrager@harrisonburgrha.com)

**All content and process questions regarding this IFB to be emailed before October 12, 2018. Each question received will be shared and answered with all other bidders who have indicated an intention to bid. Bidders who do not indicate an intention to bid will not receive the clarifications asked for by other bidders.**

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*Harrisonburg Redevelopment and Housing Authority reserves the right to reject any or all bids.*

# Harrisonburg Redevelopment & Housing Authority

## HVAC Maintenance

### Scope of Services

- 1) The successful bidder will perform preventative maintenance which includes testing and inspection of the equipment to ensure the most efficient general operation of the system(s) during the proper operating conditions. (See page 2 for a list of tasks to perform)
- 2) The services are to be provided on the following systems (see accompanying list and map for locations):
  - **Harrison/Franklin Heights**
    - Heat pump systems: 110 heat pump systems in 52 buildings
    - Gas furnace with AC units: 17 units in 6 buildings
    - Aqua-therm systems: 2 units in 2 buildings
  - **Lineweaver** - 61 apartments and 2 offices in 5 story building
    - 91 PTAC units
  - **Lineweaver Annex** – 60 apartments in 5 story addition to JR Polly
    - 95 PTAC units
  - **HRHA office**
    - 286 Kelley Street – HRHA office:
      - 3 systems: 2 heat pumps, 1 gas furnace with ac, (3 outside units with 2 units on roof).
  - **FSS Office:** 143 Reservoir St. 1 Heat pump system
  - **Bridgeport Building** – 160 N #A Mason Street 3 RTU's for upper level and 4 heat pump systems in lower level. Field verify type and quantity. *(This is subject to change as the building is currently being renovated. HVAC systems will need to be verified at time Certificate of Occupancy is granted.)*
  - **Commerce Village:** 11, 21, 31 Elon Rhodes Lane
    - 30 mini split systems
    - 3 Heat pump systems
- 3) Services will be performed in October and May. Services will be completed within 1 month of start date. Contractor will verify that all properties were serviced by submitting checklist (Addendum B) or equivalent with invoice. **2018 Fall service to be performed in November, 2018**
- 4) Services will be invoiced by project indicated in bold type in line #2 above. The contract will be for 1 year.
- 5) Bidders are encouraged to visit sites to **verify type and quantities of equipment to be serviced**, and for a visual inspection of building and site conditions.
- 6) Preferred status will be provided for emergency calls as part of the Maintenance Agreement.
- 7) Service rates (labor and material) for repairs and service calls outside the maintenance agreement will be included on the bid form.
- 8) All items and debris resulting from maintenance work is to be removed from the site and disposed of safely and legally by the contractor.
- 9) Contractor is responsible for protecting underground utilities at or near the worksite from damage.
- 10) All work will comply with all current local, state of Virginia, and National codes.
- 11) Bidding and awards will be according to **HRHA Purchasing and Contracting Policy**.
- 12) Insurance requirements are **general liability** and **workers compensations** on all employees and personnel working on jobsite.
- 13) HRHA reserves the option to extend this agreement in one (1) year increments.

## Services to be performed:

Heat pumps, gas furnaces and mini split systems:

- Inspect control box and all electrical components, check for wear and/or damage.
- Inspect motors, belts, fans and air moving components. Clean and adjust.
- Inspect and clean blower assembly (blower housing, blower wheel and motor)
- Inspect and clean condenser coils
- Inspecting operational controls during each maintenance cycle
- Inspect and clean the condensation removal systems including evaporator coils, drain pan and condensate lines. Check for positive drainage. Remove any obstructions.
- Inspect condenser coils and cleaning during the spring maintenance cycle
- Replacement of air filters during each maintenance cycle. Some units may have washable filters that must be cleaned.
- Inspect the general condition and setting of the outdoor equipment. Clean dirt, leaves and debris from inside cabinet. Level heat pumps as needed. Clean and straighten fins as needed.
- Inspect compressor and associated tubing for damage and for correct operation
- Inspect refrigerant for proper charges, adjust as needed
- Inspect refrigerant tubing. Repair tubing and insulation as needed.
- Inspect and service the heating system during the fall maintenance cycle.
- Check thermostat, ensure correct calibration
- Check to ensure that system is operating. Perform other tasks to ensure proper operation. Make recommendations to HRHA maintenance staff for specific addresses or general maintenance
- Provide written checklist indicating each apartment/address has been serviced for each service period. Report any noticed irregularities with the systems, inside HVAC equipment rooms or irregularities on the buildings or grounds to HRHA maintenance staff.
- Necessary repairs and parts made at time of service will be billed at labor and parts rate (see below). Repairs of more than \$75 require approval by HRHA staff.

PTAC maintenance

- Clean front filters and outdoor air vent filters
- Clean front cover, inside and outside
- Inspect cord, plug and control panel
- Check caulking around sleeve. Report if units are not properly sealed to exterior
- Clean pan. Check drain outlets at rear of pan, remove any blockages
- Clean indoor evaporator coil
- Inspect blower wheel, clean as needed
- Inspect and clean condenser coil
- Place a drain pan cleaner tablet in pan
- Check for proper operation
- Provide written checklist indicating each apartment has been serviced for each service period. Report any noticed irregularities with the systems or irregularities in the apartments, buildings or grounds to HRHA maintenance staff.

Necessary repairs and parts made at time of service will be billed at labor and parts rate (see below). Repairs of more than \$75 require approval by HRHA staff.

**Bid Form**  
**Harrisonburg Redevelopment & Housing Authority**  
**HVAC Maintenance**

To: Mr. Michael Wong  
Harrisonburg Redevelopment  
And Housing Authority

From: Bidder's company: \_\_\_\_\_

Bidder's name: \_\_\_\_\_

In response to the invitation to bid, we will perform preventative maintenance which includes testing and inspection of the equipment. We have visually inspected the sites to verify type and quantities of equipment to be serviced. We herewith submit our bid proposal as follows (per annum):

- 1. Harrison/Franklin Heights \_\_\_\_\_
- 2. JR Polly Lineweaver \_\_\_\_\_
- 3. Lineweaver Annex \_\_\_\_\_
- 4. Commerce Village \_\_\_\_\_
- 5. HRHA Office \_\_\_\_\_
- 6. FSS Office \_\_\_\_\_
- 7. Bridgeport Building \_\_\_\_\_

Total Bid for spring and fall Maintenance Services (per annum) \_\_\_\_\_

Total for Bid Option for summer and winter Maintenance Services (per annum):  
\_\_\_\_\_

Service rate:

Labor \_\_\_\_\_

After business hours labor rate \_\_\_\_\_

Business hours \_\_\_\_\_

Material: Cost plus \_\_\_\_\_ %

License # \_\_\_\_\_

Expiration date \_\_\_\_\_

Sign \_\_\_\_\_

Date \_\_\_\_\_

**Addendum A:** Address list of all properties with type of system

**Harrison/  
Franklin**

**Heights** includes columns 1-3 and 1st eight addresses on column 4

**Heat pumps**

401 KELLEY ST
403 KELLEY ST
405 KELLEY ST
407 KELLEY ST
409 KELLEY ST
411 KELLEY ST
413 KELLEY ST
415 KELLEY ST
417 KELLEY ST
427 KELLEY ST
429 KELLEY ST
431 KELLEY ST
402 KELLEY ST
404 KELLEY ST
406 KELLEY ST
408 KELLEY ST
410 KELLEY ST
412 KELLEY ST
262 KELLEY ST
1 LINCOLN CIRCLE
3 LINCOLN CIRCLE
5 LINCOLN CIRCLE
7 LINCOLN CIRCLE
9 LINCOLN CIRCLE
11 LINCOLN CIRCLE
13 LINCOLN CIRCLE
15 LINCOLN CIRCLE
2 LINCOLN CIRCLE
4 LINCOLN CIRCLE
6 LINCOLN CIRCLE
8 LINCOLN CIRCLE
10 LINCOLN CIRCLE
12 LINCOLN CIRCLE
14 LINCOLN CIRCLE
16 LINCOLN CIRCLE

<b>Heat pumps</b>
434 BROAD ST
438 BROAD ST
442 BROAD ST
446 BROAD ST
426 BROAD ST
430 BROAD ST
410 BROAD ST
414 BROAD ST
418 BROAD ST
422 BROAD ST
620 BROAD ST
622 BROAD ST
517 STERLING ST
519 STERLING ST
515 STERLING ST
511 STERLING ST
513 STERLING ST
508 E. GAY ST
512 E. GAY ST
516 E. GAY ST
520 E. GAY ST
462 E. GAY ST
470 E. GAY ST
438 MYRTLE ST
442 MYRTLE ST
511 MYRTLE ST
513 MYRTLE ST
515 MYRTLE ST
517 MYRTLE ST
611 MYRTLE ST
199 E. JOHNSON ST.
189 E. JOHNSON ST apt B
405 SUMMIT ST, A & B
420 HILL STREET
424 HILL STREET
430 HILL STREET
434 HILL STREET
440 HILL STREET
444 HILL STREET

<b>Heat pumps</b>
206 MYERS AVE
208 MYERS AVE
202 MYERS AVE
204 MYERS AVE
401 E. BRUCE ST
403 E. BRUCE ST
405 E. BRUCE ST
407 E. BRUCE ST
147 RESERVOIR ST
151 RESERVOIR ST
155 RESERVOIR ST
159 RESERVOIR ST
163 RESERVOIR ST
167 RESERVOIR ST
211 RESERVOIR ST
215 RESERVOIR ST
219 RESERVOIR ST
223 RESERVOIR ST
227 RESERVOIR ST
231 RESERVOIR ST
309 RESERVOIR ST
311 RESERVOIR ST
496 NORWOOD ST
498 NORWOOD ST
492 NORWOOD ST
494 NORWOOD ST
497 NORWOOD ST
499 NORWOOD ST
493 NORWOOD ST
495 NORWOOD ST
489 NORWOOD ST
491 NORWOOD ST

<b>Aqua-therm systems</b>
189 E. JOHNSON ST, apt A
243 KELLEY ST
<b>. Gas Furnace systems</b>
255 E. JOHNSON ST
374 HILL ST A,B,C,D
610 E. GAY ST A,B,C,D
631 E. GAY ST A,B,C,D
357 SUMMIT ST A & B
406 SUMMIT ST A & B

**Lineweaver Apartments**

265 N MAIN STREET  
JRPL side - 91 PTAC units  
Annex side - 95 PTAC units

**HRHA Offices**

145 RESERVOIR STREET  
286 KELLEY STREET

**BRIDGEPORT BUILDING:**

160 N MASON ST #A

**COMMERCE VILLAGE**

11, 21 & 31 ELON RHODES LANE  
30 mini-split systems  
3 heat pump systems

Note: Shading represents a single building. i.e. two or four adjacent addresses having the same shading (white or shaded) represents one duplex or one four unit apartment building. Addresses having letters represent one building with multiple apartments

## Addendum B

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Checklist to be given to HRHA after services performed



HRHA Service Checklist for Commerce Village

HRHA Service Checklist for non residential systems

**Dates of service**\_\_\_\_\_

**Dates of Service**\_\_\_\_\_

	Service	Repairs			Service	Repairs	
	Provided	needed			Provided	needed	

11 Elon Rhodes Lane							
101				286 Kelley			
102				Front office			
103				Rear office			
104				Shop system			
105							
201				143 Kelley			
202							
203				Bridgeport Building			
204				160 N Mason			
205				1. upper level			
				2. upper level			

21 Elon Rhodes Lane							
101				1 lower level			
102				2 lower level			
103				3 lower level			
104				4 lower level			
105							
106							
201							
202							
203							
204							
205							
206							

Systems for common areas							
1st floor							
2nd floor north							
2nd floor south							

31 Elon Rhodes Lane							
101							
102							
103							
104							
201							
202							
203							
204							

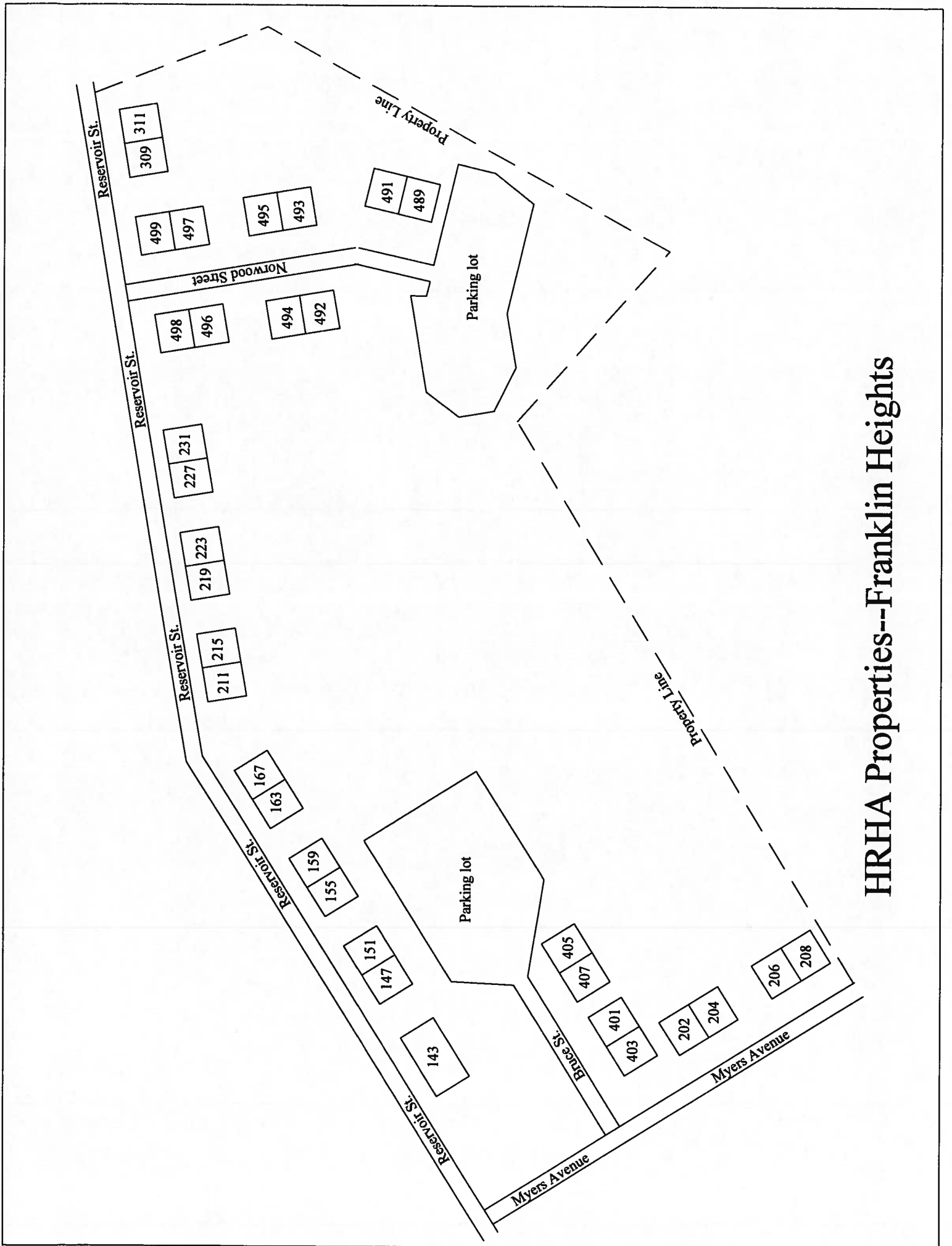
Indicate date in 'service provided' column when maintenance was done. If repairs are needed, please describe/invoice on a separate sheet





**Addendum C**  
**Maps of property locations**





# HRHA Properties--Franklin Heights

Shopping Center

E Washington St

Commerce Village

HRHA Office

Rhodes Lane  
3121

Commerce Dr

E Washington St

Simms Ave

Harrisonburg  
Redevelopment

Lucy F. Simms  
Continuing Education...

Kelley St



## **Addendum D**

The provisions #1-4 below are made a part of the HVAC MAINTENANCE CONTRACT as required by the Virginia Public Procurement Act and the Harrisonburg Redevelopment Housing Authority Procurement Policies:

**1. Non-Discrimination/Equal Opportunity Employer.** During the performance of this contract, the contractor agrees as follows:

a. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

b. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.

c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.

d. The contractor shall not (i) discriminate against a faith-based organization on the basis of the organization's religious character or (ii) impose conditions that (a) restrict the religious character of the faith-based organization, or (b) impair, diminish, or discourage the exercise of religious freedom by the recipients of such goods, services, or disbursements.

**2. Compliance with Federal, State, and Local Laws and Federal Immigration law.** During the performance of this contract, the contractor agrees that the contractor does not, and shall not during the performance of the contract for goods and services in the Commonwealth, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.

**3. Compliance with State Law Business Authorized and Licensed to Transact Business in the Commonwealth:** During the performance of this contract, the contractor agrees a contractor organized as a stock or nonstock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership shall be authorized to transact business in the Commonwealth as a domestic or foreign business entity if so required by Title 13.1 or Title 50 or as otherwise required by law. Contractor further agrees that it shall not allow its existence to lapse or its certificate of authority or registration to transact business in the Commonwealth, if so required under Title 13.1 or Title 50, to be revoked or cancelled at any time during the term of the contract, and understands and agrees that Owner

may void any contract with a business entity if the business entity fails to remain in compliance with the provisions of this section.

**4. Drug-Free Workplace and Tobacco-Free Workplace.** During the performance of this agreement, the Contractor shall:

a. provide a drug-free workplace and tobacco free workplace for the Contractor's employees;

b. post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana or use of tobacco products is prohibited in the Contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition;

c. state in all solicitations or advertisements for employees placed by or on behalf of the Contractor that the Contractor maintains a drug-free workplace and tobacco-free workplace; and

d. include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, "drug-free workplace and tobacco-free workplace" means a site for the performance of work done in connection with this Agreement at which site the Contractor's employees are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana or use of tobacco products during the performance of this Agreement.

**WHEREAS**, this Project is governed by federal, state, and local laws and regulations, and numerous documents have been made a part of this Agreement, the Owner and Contractor agree as follows:

Where there is an inconstancy or dispute among or between the Contract Documents as to any provision, term, or issue, HUD and Harrisonburg Redevelopment Housing Authority documents/provisions, and any provisions required by federal, state, or local law shall take precedence over and control any inconsistent standard within this contract.

Witness the following signatures.

**Harrisonburg Redevelopment  
and Housing Authority**

**Subcontractor:**

By: \_\_\_\_\_  
Michael G. Wong, Executive Director

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