



Central Virginia Radio & Communications Board
SOLICITATION FOR QUOTES
HVAC PM SERVICES
May 3, 2023

Purpose:

The purpose of this solicitation for quotes is to obtain from qualified vendors who are licensed HVAC (heating, ventilation, air conditioning) contractors pricing to establish a time and materials contract for heating and air conditioning service and semi-annual preventative maintenance services for the Central Virginia Radio & Communications Board (CVRCB), or Radio board hereafter, a regional emergency services organization serving Amherst County, Bedford County, Bedford Town, Campbell County and the City of Lynchburg. The nineteen (19) radio communication tower/building sites that are subject to the terms of a contract are located throughout Amherst, Bedford, Campbell counties and the City of Lynchburg.

The Central Virginia Planning District Commission (CVPDC), or Commission hereafter, serves as the financial agent for the Radio Board. The contract will be between the Commission and the successful contractor.

Requirements:

The Contractor shall furnish HVAC Preventive Maintenance Service for related equipment and supplies (including all necessary parts, labor, supervision, materials, and equipment) and “on-call” repair services on all heating, ventilation, and air conditioning (HVAC) equipment. Preventive maintenance shall include all adjustments and servicing required in maintaining systems and equipment in good operating condition in accordance with the manufacturer's specifications. Unit types at all locations similar to those shown in Attachment 2. All unit specifications unknown at this time.

Scope of Services / Pricing Proposal:

A. Preventive Maintenance Service Protocol:

Contractor should be prepared to begin on-call and preventive maintenance service on HVAC equipment on or about July 1, 2023 or at such a time mutually agreed to in writing by both parties.

***Contractor shall provide to the Commission with this proposal their service protocol (checklist/guidelines) for preventive maintenance. _____

B. Pricing Proposal:

***Contractor shall provide proposed costs for semi-annual preventive maintenance per site in the space provided for in Attachment 1. _____

***Contractor should provide proposed costs for “on-call” repairs and service as requested on Attachment 1. _____

Award to Multiple Bidders:

The Commission reserves the right to make multiple awards resulting from this solicitation. The Commission reserves the right to remove or add location/sites as deemed in the Commission’s best interest. Final determination of service sites will be part of final contract.

Minimum Insurance Coverage and Limits Required:

The contractor will maintain in force such insurance as will protect him, the Radio Board, and the Commission from claims which may arise out of, or result from the execution of work, whether such execution be by himself, his employees, agents, or by anyone for whose acts any of them may be liable. The insurance coverage shall be such as to fully protect the Commission and the public from all claims for injury and damage resulting by any actions on the part of the contractor or his forces as enumerated above. The minimum requirements shall be:

Comprehensive General Liability:

Bodily Injury Liability	1,000,000	dollars single limit
Property Damage Liability	1,000,000	dollars single limit

Automobile Liability:

Bodily Injury	250,000	dollars each person
	500,000	dollars each occurrence
<u>Property Damage Liability:</u>	250,000	dollars each occurrence

Contractor’s Workman's Compensation Insurance as required by Federal, State, and Municipal laws for the protection of Contractors’ employees working on or in connection with the project. The successful contractor shall be required to furnish a copy of the original Certificate of Insurance naming the Commission as additional insured and it shall be stated on the insurance certificates that this coverage is primary to other coverage Commission may possess. Should any of the policies be canceled before the expiration date, the issuing company will mail 30 days written notice to certificate holder.

***Contractors shall submit with this proposal insurance coverage documents (declaration page) indicating coverage levels. _____

Contractor Qualifications:

***Contractors shall submit with this proposal company business license and contractor’s license, if applicable, indicating appropriate designations for the type of work described and solicited herein. _____

Subcontracts:

No portion of the work shall be subcontracted without prior written consent of the Commission.

Warranty (Commercial):

The contractor agrees that the goods or services furnished under any award resulting from this solicitation shall be covered by the most favorable commercial warranties the contractor gives any customer for such goods or services and that the rights and remedies provided therein are in addition to and do not limit those available to the Commission by any other clause of this solicitation. Contract to successful contractor shall incorporate this warranty.

Warranty of Materials and Workmanship:

The contractor warrants that, unless otherwise specified, all materials and equipment incorporated in the work under the contract shall be new, in first class condition, and in accordance with the contract documents. The contractor further warrants that all workmanship shall be of the highest quality and in accordance with contract documents and shall be performed by persons qualified at their respective trades.

This warranty of materials and workmanship is separate and independent from and in addition to any of the contractor's other guarantees or obligations in this contract.

Work Site Damages:

Any damage to existing utilities, equipment or finished surfaces resulting from the performance of this contract shall be repaired to the Commission's satisfaction at the contractor's expense.

Other Specific Bid Requirements:

Many of the locations referenced herein are remote, mountain top, locations. It should be considered that roads leading to the site are often the type similar to logging trails or remote access roads. The successful proposer should understand that it is their responsibility to access the site. Additionally, any successful proposer shall indemnify, keep and hold harmless the Commission and Radio Board, and all of their agents, officials, and employees from and against all injuries, death, claims, damages, losses, suits, liabilities, judgments, and costs and expenses, including reasonable attorney's fees arising from the granting of a contract or from any such activity in the exercise of the providing or delivering of any action in scope of services detailed herein to the extent allowable by law.

Proposer/Contractor/Vendor may submit any additional information that they deem necessary or that may be helpful in Radio Board understanding, but not limited to, company qualifications and experience.

Evaluation/Selection Criteria:

The Radio Board will evaluate each fully completed proposal by examining bidders understanding of the scope of the work; price; qualifications; ability of contractor to perform successfully under the terms and conditions of a contract. References may be requested by Commission. Award of contract may go to the lowest responsive and reasonable bidder; however, price may not be the deciding factor in award determination.

The Commission further reserves the right to reject any bid if the evidence submitted by, or investigations of, such bidder fails to satisfy the Commission that such bidder is properly qualified to carry out the obligations of a contract or to provide the services and/or furnish the goods contemplated therein.

It is strongly encouraged, but not necessary, for one contractor to service every location. Contractors may bid on only selected locations or may bid on all locations.

Submission Information:

Proposals may be sent via email to Kelly Hitchcock at: kelly.hitchcock@cvpdc.org, and subject line of email must read "2023 HVAC Service Proposal" or sent by mail to: Central Virginia Planning District Commission, Attn: Kelly Hitchcock – Central VA Radio Board, 828 Main Street, 12th Floor, Lynchburg, VA 24504.

Proposals must be received on May 24, 2023 by 4:00 p.m. EST. Proposals received after this date and time will not be considered.

Questions concerning this solicitation shall be directed in writing to Kelly Hitchcock, Deputy Director of Planning, Central Virginia Planning District Commission, 828 Main Street, 12th Floor, Lynchburg, VA 24504, or by email to: kelly.hitchcock@cvpdc.org by May 11, 2023. All questions and responses received will be posted to the CVPDC website at: <https://www.cvpdc.org/procurements.html> by 4:00 p.m., May 15, 2023.

All bids must be signed and dated where indicated. Incomplete submissions will not be considered. This solicitation document in its entirety, including Attachment 1, and the request information must be returned to be considered as a complete submission.

Contact initiated by a contractor concerning this solicitation with any other representative of the Radio Board or the Commission, not expressly authorized elsewhere in this document, is prohibited.

Nothing herein is intended to exclude any responsible vendor, their product or service or in any way restrain or restrict competition. All responsible vendors are encouraged to bid.

Contract Information:

Once the Radio Board has decided on an award to the successful contractor, a contract will be issued. In the event an agreement cannot be reached within 30 days of the Radio Board's decision, the Radio Board may elect to select another contractor in which to enter into an agreement.

The initial term of the established contract between Contractor and Commission shall be for one year, with the option of up to four (4) additional one-year renewals as determined by the Radio Board.

Proposer's Contact Information and Proposal Authorization:

Company Full Legal Name: _____

Company Address: _____

Phone: (____) _____ Federal ID No.: _____

Primary Contact Name: _____

Email: _____ Phone: (____) _____

Are you a subsidiary firm? Yes No

If yes, list the name and location of your parent affiliation.

Authorizing Signature: _____

Printed Name / Title: _____

Date: _____

Items denoted by () indicate required submissions with returned proposal.***

ATTACHMENT 1
HVAC Preventative Maintenance Service Locations
Central Virginia Radio and Communications Board (as of April, 2023)

Part 1: Proposed Cost Per Site for Semi-Annual PM Service

Site Name	County/City	Site Location	Proposed Cost Per Site for semi-annual PM Service
High Peak	Amherst County	1915 Mistover Dr Monroe, VA 24574	
Larkin Mountain <i>(aka: Buffalo Ridge)</i>	Amherst County	1589 Larkin Mountain Rd Amherst, VA 24521	
Rocky Mountain	Amherst County	2821 Wiggins Spring Road Vesuvius, VA 24483	
Panther Mountain	Amherst County	1241 Franklin Creek Rd Amherst, VA 24521	
AEP/Stewartville	Bedford County	7064 Jeter's Chapel Rd Vinton, VA 24179	
Penhook	Bedford County	1895 Jasmine Rd Sandy Level, VA 24161	
WSET	Bedford County	2968 Flat Top Rd Thaxton, VA 24174	
Helm Street	Bedford County	904 Helm St Bedford, VA 24523	
Bedford Control Point	Bedford County	1191 Falling Creek Rd Bedford, VA 24523	
No Business Mountain	Bedford County	3523 No Business Mountain Rd Big Island, VA 24526	
Dumpling Mountain	Bedford County	1964 Headen's Bridge Rd Bedford, VA 24523	
Foster's Knob	Bedford County	3829 Mountain View Church Rd Blue Ridge, VA 24064	
Campbell Dispatch	Campbell County	74 Communications Lane Rustburg, VA 24588	
Altavista	Campbell County	1620 Melinda Drive Altavista, VA 24517	
Brookneal	Campbell County	191 Booker Rd Brookneal, VA 24528	
Long Mountain	Campbell County	1336 Tower Hill Rd Rustburg, VA 24588	
Johnson Mountain	Campbell County	1850 Uphill Trail Evington, VA 24550	
Lynchburg Filtration Plant	Lynchburg City	525 Taylor Street Lynchburg, VA 24501	
Candler's Mountain	Lynchburg City	2550 Candler's Mountain Rd Lynchburg, VA 24502	
TOTAL			

Part 2:

HVAC On-CALL Services Rates

Standard Time

HVAC Mechanic	1 hour @	\$_____ / per hour
Helper/Assistant	1 hour @	\$_____ / per hour

Overtime

HVAC Mechanic	1 hour @	\$_____ / per hour
Helper/Assistant	1 hour @	\$_____ / per hour

Company Name: _____

Authorizing Signature: _____

Printed Name / Title: _____

Date: _____

ATTACHMENT 2
HVAC Preventative Maintenance Facility Examples

Types and Styles of Shelter HVAC Units

for references purposes only

Foster's Knob



Candler's Mountain

