FRESNO VIBRANT COMMUNITIES QUALITY HOUSING HOUSING AUTHORITY ENGAGED RESIDENTS

Quote For Small Purchase No. SP19007

HVAC Maintenance and Repair

June 13, 2019

www.fresnohousing.org 1331 Fulton Street, Fresno, California 93721 (559) 445-8400 TTY
(800) 735-2929

QSP Information at a Glance:

Fresno Housing Authority Contact Person (NOTE: Unless otherwise specified, any reference herein to "Contracting Facilitator" or "(CF)" shall be a reference to Ms. Aguigam)	Lyric Aguigam E-mail: laguigam@fresnohousing.org (559) 443-8437
Pre-Quote Site Visit & Job Walk (Voluntary, but highly encouraged)	Tuesday, June 25, 2019 – A voluntary pre-quote site visit will commence at: • **8:30AM- Pine Warehouse** 5326 E. Pine Ave, Fresno, CA • **9:15AM – Helm Home** 1749 L St, Fresno, CA • **10:00AM – Central Office** 1331 Fulton St, Fresno, CA
Deadline to Submit Questions	Tuesday, July 3, 2019 at 4:00pm
Quote submission return and deadline: Hard Copy in Person OR Email Submission will be accepted	**Thursday, July 11th, 2019 at 4:00pm** Fresno Housing Authority First Floor Reception Desk Attn: Lyric Aguigam 1331 Fulton Street, Fresno, CA 93721 OR EMAIL SUBMISSION: laguigam@fresnohousing.org

QSP Procedure: Quoters must submit proposed pricing where provided on the last page of this form only. The Agency will accept the proposed pricing in person, by fax, email or by mail delivery only. The Agency will NOT accept proposed pricing verbally or by telephone.

1.0 **Agency Contact**: All questions pertaining to this QSP shall be addressed to the Contracting Facilitator. (CF)

2.0 **Applicability:** By submitting a quote to the Agency, the firm or individual doing so (hereinafter, "the quoter") is automatically agreeing to abide by all terms and conditions listed herein, including those terms and conditions within the HUD document, *Table 5.1, Mandatory Contract Clauses for Small Purchases Other than*

Construction, which is attached hereto.

3.0 **Agency Reservation of Rights:** The Agency reserves the right to:

3.1 Reject any or all quotes, to waive any informalities in the QSP process, or to terminate the QSP process at any time, if deemed by the Agency to be in the best interest of the Agency;

3.2 Terminate a contract awarded pursuant to this QSP at any time for its convenience upon delivery of a 10-day written notice to the apparent or successful quoter;

3.3 Determine the days, hours and locations that the successful quoter shall provide the items or services called for in this QSP;

3.4 Reject and not consider any quote that does not, in the opinion of the CF, meet the requirements of this QSP, including but not necessarily limited to incomplete quotes offering alternate (not including "or equal" items) or non-requested items or services;

4.0 **Quoter's Responsibility:** Each quoter must carefully review and comply with all instructions provided herein and those provided within any named attachments.

5.0 **Deadline:** Each quoter shall submit his/her proposed costs, prior to the posted deadline, as provided for herein. Whereas this is an informal solicitation process, the Agency reserves the right to extend the posted deadline at any time prior to the deadline, if, in the opinion of the CF, it is in the best interests of the Agency to do so.

6.0 **Hold Prices/Non-Escalation**: By submitting a quote, and whereas the quote sum submitted is a firm-fixed quote, each quoter thereby agrees to "hold" or not increase the proposed quote prices during the term of the work.

7.0 **Award Criteria:** If an award is completed pursuant to this QSP, and unless otherwise instructed in writing by the CF, award shall be made to the most responsive and responsible quoter that submits the lowest cost, and other factors including past experience.

8.0 **Invalid or Alternate Quotes:** Failure to complete and submit all required information, or to add any additional requirements not acceptable to the Agency, may invalidate the quote submitted. Furthermore, the Agency shall reserve the right to reject, without consideration, alternate quotes, meaning those that do not meet the requirements of this QSP.

9.0 **Quote Costs**: There shall be no obligation for the Agency to compensate any quoter or prospective quoter for any costs that he/she may incur in responding to this QSP.

10.0 **Shipping Costs:** Each quoted sum submitted shall include completion of the specified services at the Agency site or location, as specified within this QSP or on the contract or PO issued.

11.0 **Assignment of Personnel**: The Agency shall retain the right to demand and receive a change in personnel assigned by the successful quoter to provide services to the Agency if the Agency believes that such change is in the best interest of the Agency and the completion of the work or provision of the items.

12.0 **Unauthorized Sub-Contracting Prohibited**: The successful quoter shall not assign any right, nor delegate any duty for the work proposed pursuant to this QSP (including, but not limited to, selling or transferring the ensuing PO or contract) without the prior written consent of the CF. Any purported assignment of interest or delegation of duty, without the prior written consent of the CF shall be void and may result in the cancellation of the contract with the Agency.

13.0 **Licensing and Insurance Requirements**: Prior to award (but not as a part of the quote submission) the *successful quoter* will be required to provide:

13.1 An original certificate evidencing the quoter's current industrial (worker's compensation) insurance carrier and coverage amount;

13.2 An original certificate evidencing General Liability coverage, naming the Agency as an additional insured, together with the appropriate endorsement to said policy reflecting the addition of the Agency as an additional insured under said policy (minimum of $1,000,000 each

occurrence, general aggregate minimum limit of $1,000,000, together with damage to premises and fire damage of $50,000 and medical expenses any one person of $5,000), with a deductible of not greater than $1,000;

13.3 An original certificate showing the quoter's automobile insurance coverage in a combined single limit of $1,000,000. For every vehicle utilized during the term of this program, when not owned by the entity, each vehicle must have evidence of automobile insurance coverage with limits of no less than $50,000/$100,000 and medical pay of $5,000.

13.4 If applicable, the quoters must carry a business license allowing that entity to provide such services within the jurisdiction of Fresno, California.

13.5 In addition, the quoters must carry a contractor's license issued by the State of California licensing authority allowing the quoter to provide the services detailed herein.

14.0 **Documents:** The following documents apply to this QSP (PLEASE NOTE: The following Sections 14.3 only applies to this QSP and the ensuing award if the successful quoter will provide any work; meaning, the noted sections do not apply to this QSP or the ensuing award if the successful quoter is only providing materials, supplies, commodities, or equipment.):

14.1 This QSP Document;

14.2 HUD form *Table 5.1, Mandatory Contract Clauses for Small Purchases Other than Construction* (Attachment C);

14.3 A copy of 24 CFR 135, commonly known as Section 3 (included by reference; a copy will be delivered by the Agency to any firm upon submission to the CF of a written request for such). The successful quoter hereby agrees to comply with all requirements of the HUD Section 3 Program as detailed therein. If a bidder chooses to certify as a Section 3 quoter, he/she shall receive the preference noted therein. In any case, the successful quoter shall be required to, as detailed therein, "to the greatest extent feasible . . . provide economic opportunities to low- and very-low income persons," meaning, if the successful quoter must hire anyone to help with the work, he/she must submit a work plan showing how he/she will give first preference to such jobs to Section 3 persons. The Agency reserves

the right to require the successful quoter/contractor to utilize any form required by HUD to complete the required work and by submitting his/her quote each contractor agrees to do so at no additional charge.

15.0 Technical Specifications or Scope of Work (SOW) that apply to this QSP:

The Fresno Housing Authority is requesting the services of a licensed firm to provide monthly visual equipment inspections of its HVAC units and perform quarterly preventative maintenance and repair services, when needed, on all HVAC equipment. Monthly inspections consist of removing panel(s) and performing a visual inspection of operation including verifying condensate and humidification drains are functioning. Quarterly preventative maintenance includes electric reheat inspection, electrical inspection, test, inspect, clean, align, calibrate, tighten, adjust, lubricate, paint for common corrosion control (as needed) for proper operation, and make recommendations for repairs, if needed.

The Agency reserves the right to add and delete equipment from this contract at its sole discretion. When equipment is to be added to the contract, the Vendor will be asked to provide a price for annual maintenance for the equipment. The price for added equipment shall be in line with other similar charges for equipment already on the contract. The Agency, at its sole discretion, may elect to accept the Vendor's price, negotiate a price with the Vendor, or solicit on the open market for the maintenance and repair services for the new equipment.

The successful quoter is required to use the EMS System, Metasys Launcher and/or equal.

Work to be performed will take place at:

Fresno Housing Authority Central Office
1331 Fulton Street
Fresno, Ca 93721

Pine Avenue Warehouse
5326 E. Pine Avenue
Fresno, Ca 93727

Helm Home
1749 L Street
Fresno, CA 93721

Scope of Work/Requirements

15.1 HVAC Units – Central Office and Pine Warehouse

15.1.1 Central Office

15.1.1.1 One (1) Trane Unit for the 1st floor
15.1.1.2 One (1) Trane Unit for the 2nd floor
15.1.1.3 One (1) Trane Unit for the 3rd floor
15.1.1.4 One (1) Liebert XDA Air Flow Enhancer
15.1.1.5 One (1) Boiler

15.1.2 Pine Avenue Warehouse

15.1.2.1 Four (4) Carrier Units for File Control
15.1.2.2 One (1) Fujitsu Unit for Server Room
15.1.2.3 One (1) Innovair Unit for Server Room
15.1.2.4 Three (3) Breezair Coolers
15.1.2.5 One (1) Rheem Pkg. Unit
15.1.2.6 One (1) Goodman Unit
15.1.2.7 One (1) Bard Unit
15.1.2.8 One (1) Data Air System

15.1.3 Helm Home

15.1.3.1 Two (2) Carrier Split Units on the Main House
15.1.3.2 One (1) Carrier Split Unit on the Carriage House

15.2 The Contractor shall perform preventative maintenance on a quarterly basis (four (4) visits per contract year) and a monthly visual equipment inspection (twelve (12) visits per contract year).

15.3 At a minimum, monthly visual equipment inspections shall include the following if applicable:

15.3.1 Lubricate motor bearings at required intervals per manufacturer's specifications;

15.3.2 Inspect compressor oil levels and adjust level as needed;

15.3.3 Inspect and test compressor operation: temperatures, pressures, superheat, subcooling, amperage, voltage (power & control) and, sound levels for unusual noise;

15.3.4 Inspect refrigerant site glass for low charge and moisture identification;

15.3.5 Leak check and charge, if required. No refrigerant is to be maintained on site;

15.3.6 Inspect evaporator coil and clean, if necessary;

15.3.7 Inspect evaporator fans and motor for proper operation;

15.3.8 Check supply and return air temperature;

15.3.9 Check condenser water temperature leaving and entering condenser;

15.3.10 Check all control set points and adjust as required;

15.3.11 Clean condensate pans and pump basins as required by visual inspection;

15.3.12 Clean condensate drains, as needed;

15.3.13 Inspect air-cooled condenser/dry cooler fans and clean, as needed;

15.3.14 Inspect condenser/dry cooler coils and clean, as needed;

15.3.15 Inspect pump package and expansion tanks;

15.3.16 Inspect water regulating valve bellows for leaks and correct, as needed;

15.3.17 Provide copy of service report after maintenance has been completed. This report shall show any repairs and parts used, and any necessary follow-up or recommendations by service technicians. Refrigerant loss & add to include additional cost estimates;

15.3.18 Maintain history logs on all equipment;

15.3.19 Inspect and clean strainers on water tower cooled condenser water lines;

15.3.20 Check for any unusual vibration or noise;

15.3.21 Clean outside of unit;

15.3.22 Check alarm settings;

15.4 At a minimum, quarterly preventative maintenance shall include the following if applicable:

15.4.1 Inspect air filters, furnish and install new filters as needed;

15.4.2 The Contractor shall inspect and perform preventative maintenance as required by the Manufacturer's Service Manual Specifications;

15.4.3 Inspect fan belts and adjust tension (if applicable), furnish and install new belts as needed. On fans with multiple belts, all belts shall be replaced as a set;

15.4.4 Lubricate motor bearings at required intervals per manufacturer's specifications;

15.4.5 Inspect humidifier, quartz lamps, furnish and install new lamps as necessary, clean pan as necessary, inspect water level and adjust as required, inspect water flow and adjust as needed, change humidifier water filter as applicable, and add humidifier Dias Aid treatment as needed. Change oil and oil filters as recommended by the manufacturer;

15.4.6 Inspect compressor oil levels and adjust level as needed;

15.4.7 Inspect and test compressor operation: temperatures, pressures, superheat, subcooling, amperage, voltage (power & control) and, sound levels for unusual noise;

15.4.8 Inspect refrigerant site glass for low charge and moisture identification;

15.4.9 Leak check and charge, if required. No refrigerant is to be maintained on site;

15.4.10 Inspect evaporator coil and clean, if necessary;

15.4.11 Inspect evaporator fans and motor for proper operation;

15.4.12 Check supply and return air temperature;

15.4.13 Check condenser water temperature leaving and entering condenser;

15.4.14 Check all control set points and adjust as required;

15.4.15 Perform electronics/microprocessor testing and diagnostics as applicable;

15.4.16 Inspect all electrical controls for visual damage, chattering, loose connections, pitting and heat damage;

15.4.17 Tighten all electrical connections semi-annually;

15.4.18 Check and tighten all accessible set screw semi-annually on pulleys, fans and bearings;

15.4.19 Clean condensate pans and pump basins as required by visual inspection;

15.4.20 Clean condensate drains, as needed;

15.4.21 Inspect air-cooled condenser/dry cooler fans and clean, as needed;

15.4.22 Inspect condenser/dry cooler coils and clean, as needed;

15.4.23 Inspect pump package and expansion tanks;

15.4.24 Change system sequence switches to equalize run times;

15.4.25 Check and adjust as applicable hot gas bypass semi-annually;

15.4.26 Megohm test compressor motor windings for proper insulation integrity annually;

15.4.27 Perform glycol/water analysis semi-annually;

15.4.28 Inspect glycol/water cooled condenser end bells for leaks and re-torque bolts annually;

15.4.29 Inspect water regulating valve bellows for leaks and correct, as needed;

15.4.30 Provide copy of service report after maintenance has been completed. This Report shall show any repairs and parts used, and any necessary follow-up or recommendations by service technicians. Refrigerant loss & add to include additional cost estimates;

15.4.31 Maintain history logs on all equipment;

15.4.32 Inspect and clean strainers on water tower cooled condenser water lines;

15.4.33 Check for any unusual vibration or noise;

15.4.34 Clean outside of unit;

15.4.35 Check alarm settings;

All work performed under this bid shall be accomplished in a professional manner and in accordance with best practices applicable within the industry.

Each quoter shall submit his/her quote on this form only, which shall be completed and returned to the Agency.

All quantities entered within the corresponding pricing items are for calculating purposes only; actual quantities may vary.

Monthly Check		
Central Office		
Item No.	Description	$ Quote
1	Cost to perform monthly check per Trane unit, Liebert unit, and boiler at the Central Office location.	
2	Cost of preventative maintenance on a quarterly basis at the Central Office.	
Pine Warehouse		
3	Cost to perform monthly check per Carrier unit, Fujitsu unit, Innovair unit, Breezair Cooler, Rheem Pkg. unit, Goodman unit, Bard unit, and Data Air System at the Pine Warehouse location.	
4	Cost of preventative maintenance on a quarterly basis at the Pine Warehouse.	
Helm Home		
5	Cost to perform monthly check per Carrier Split Units on the Main House and Carriage House at the Helm Home location.	
6	Cost of preventative maintenance on a quarterly basis at the Pine Warehouse.	
Hourly Rates		
7	Labor cost rate for normal work hours, per hour.	
8	Labor cost rate for overtime work hours, per hour.	

The undersigned quoter hereby quotes the above amounts to complete the required work. Further, by submitting this quote, the undersigned quoter agrees to abide by all terms and conditions listed within any document issued by the Agency pertaining to this issue.

COMPLETED BY:

_____	_____	_____
Signature	Date	Printed Name
_____	_____	_____
Company Name	Address	(Street; City; State; Zip)