

REQUEST FOR QUOTES (RFQ)
FOR
HVAC MAINTENANCE AND REPAIR SERVICES

RFQ RELEASE DATE: April 20th, 2018

QUOTE DUE DATE: May 25th, 2018



SOUTHEAST MICHIGAN COMMUNITY ALLIANCE (SEMCA)

25363 Eureka Rd.

Taylor, MI 48180

734-229-3500

Federal Contractor
Equal Opportunity Employer & Programs – Minorities/Women/Disabled/Veterans
Reasonable accommodations will be made upon request.

General Information:

Southeast Michigan Community Alliance (SEMCA) is a public, non-profit organization that is the designated Michigan Works! Agency (MWA) for Monroe County and Wayne County, excluding the City of Detroit. In this role, SEMCA procures employment, education, and training services from public and private organizations throughout the region. SEMCA administers programs that are primarily funded by the Talent Investment Agency (TIA) of the State of Michigan and delivered by SEMCA contractors who provide services for employers and residents of our designated service area.

SEMCA is seeking quotes from licensed contractors for the provision of HVAC preventative maintenance and repair service at the following locations:

Southeast Michigan Community Alliance
25363 Eureka Road
Taylor, MI 48180

Wayne Michigan Works! Service Center
35731 W. Michigan Avenue
Wayne, MI 48184

Highland Park Michigan Works! Service Center
144 E. Manchester Street
Highland Park, MI 48203

Livonia Michigan Works! Service Center
30246 Plymouth Road
Livonia, MI 48150

It is SEMCA's intent to enter into a one year contract, with an option to renew for two additional years.

Prospective bidders should submit a bid for each of the locations they are interested in providing services to. Bids will be evaluated on a per location basis and one contract per location will be awarded to the successful bidder for that location.

SEMCA is funded primarily by federal and state grants. A cancellation clause in the case of loss of funding will be required.

This RFQ does not commit SEMCA to pay any cost incurred in the preparation of the bidder's quote. This RFQ does not commit SEMCA to award a contract(s) for any of the services identified in this RFQ. SEMCA reserves the right to accept or reject any or all quotes received as a result of this RFQ, or to cancel or amend in part or in its entirety, if it is in the best interest of SEMCA to do so.

The matrix below lists the criteria the quote awarded will be based on. Make sure to provide all supporting documents in the order as presented in the matrix. For any items that may not apply, insert 1 page with an explanation.

Financial Soundness	Liability Insurance	20
	Credit Rating	
	Bank arrangements and bonding	
	Financial Audit (if available)	
Technical Ability	Experience	20
	Tools and Equipment	
	Personnel	
	Ability	
Health and Safety	Experience Modification Rating	20
	OSHA Incident Rate	
	Emergency Action Plan	
	Employee Training	
Reputation	Past or Current Complaints	20
	Testimonials/References	
	Length of Time in Business	
	Responsiveness/Promptness	
Cost	Mark up on Parts/Material	20
	Hourly Labor Rate	
	Emergency Hourly Labor Rates	
	Other Costs	

Quote Submission Instructions:

Prospective bidders must schedule an appointment to tour the facility(ies) prior to submitting a quote for services. **To schedule an appointment, please call or email Dan Williams, Facilities Administrator, at 734-229-3510 – dan.williams@semca.org. An appointment should be scheduled within 1 week of the release date of this RFQ.**

Quotes may be submitted by hand delivery or by certified mail, return receipt requested, addressed to:

Southeast Michigan Community Alliance
 RFQ – HVAC Services
 25363 Eureka Road
 Taylor, MI 48180

The deadline for submission is 5:00 p.m. **May 25, 2018**. SEMCA will not be responsible for delays caused by the method of submittal chosen by the bidder.

All submissions must include the following:

1. Documents to support matrix.
2. The Quote sheet for each of the locations that you are bidding on (see pages 5, 6, 7, and 8 of this RFQ)
3. General Business Information Sheet (see page 9 of this RFQ)
4. Signature Page (see page 10 of this RFQ)

Quotes must be submitted in the legal name of the organization. Quotes should not be submitted in the name of a project. SEMCA will only contract with the legal entity named in the quote.

The Contractor will maintain, at its own expense during the term of the contract, the following insurance:

1. Workers Compensation Insurance with Michigan statutory limits and Employer Liability Insurance with minimum limits of \$500,000.00 each accident.
2. Comprehensive/Commercial General Liability Insurance with a combined single limits of \$1,000,000.00 each occurrence for bodily injury and property damage. SEMCA shall be added as "additional insured" on general liability policy with respect to the services provided under any contract.

The Contractor will comply with all federal, state, and local regulations, including but not limited to all applicable OSHA/MIOSHA requirements and the Americans with Disabilities Act (ADA).

This contractor shall abide by the requirements of 41 CFR §§ 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity or national origin. Moreover, these regulations require that covered prime contractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status or disability. This contractor shall also abide by 29 CFR 471, Appendix A to Subpart A, if applicable.

Quote Sheet for 25363 Eureka Road, Taylor MI 48180

- List of equipment to be maintained and serviced at this location:
 - Lennox AC outdoor condensing unit Model # HS1865384 (7 units)
 - Liebert outdoor condensing units (2 units)
 - Lennox indoor furnace Model #G1605-100-7 (7 units)
 - Liebert environmental conditioners Model #CU043A-C00 (2 units)
 - Carnes Steam Humidifier
 - **Unknown brand roof top unit on south end boardroom (1 Unit)**

Items to be maintained and/or serviced

- Two (1 Spring and 1 Fall) HVAC – Equipment Start-up Maintenance Service
- Two (2) complete filter changes using pleated filters
- One (1) complete drive belt change per year
- One (1) power wash condenser coils, which includes equipment and chemicals
- Two (2) filter changes for roof top units
- Adjustments, calibrations, cleaning or alignments
- Check and calibrate environmental Liebert computer room control on both units
- All electrical connections are tight and in good condition
- All safety and limit devices are checked for proper operation
- Start up and testing after any maintenance or repair
- Test and maintain Carnes Steam Humidifier (minimum 4 tank replacements per year)
- Perform annual furnace detailed heat exchanger CO test and document CO reading to insure safe operation

Items to be included in maintained and/or serviced equipment at no additional cost

- Consumable maintenance supplies, such as rags and grease
- Necessary tools and test equipment
- HVAC Maintenance and Service Program administration
- Complete documentation of service, repairs, recommendations, and quotes

Maintenance:

Semi-annual preventative maintenance (total for all units): \$ _____

Power wash all outdoor condensers with chemical condenser coil cleaner: \$ _____

Annual CO testing: \$ _____

Repairs:

What will you charge for parts? (for example, manufacturer cost +10%): _____

Labor (per hour): \$ _____

After hours/ Emergency Labor (per hour): \$ _____

Additional charges (for example, mileage, trip charge, service call, etc.): \$ _____

Quote Sheet for 35731 W. Michigan Avenue, Wayne, MI 48184

- List of equipment to be maintained and serviced at this location:
 - 6 Roof Mounted ICP-PGS 150 L250AA
 - AC unit-Mitsubishi Electric Wall unit – Server room

Items to be maintained and/or serviced

- Two (1 Spring and 1 Fall) HVAC – Equipment Start-up Maintenance Service
- Two (2) complete filter changes using pleated filters
- One (1) complete drive belt change per year
- One (1) power wash condenser coils, which includes equipment and chemicals
- Two (2) filter changes for roof top units
- Adjustments, calibrations, cleaning or alignments
- Check and calibrate environmental computer room controls
- All electrical connections are tight and in good condition
- All safety and limit devices are checked for proper operation
- Start up and testing after any maintenance or repair
- Perform annual furnace detailed heat exchanger CO test and document CO reading to insure safe operation

Items to be included in maintained and/or serviced equipment at no additional cost

- Consumable maintenance supplies, such as rags and grease
- Necessary tools and test equipment
- HVAC Maintenance and Service Program administration
- Complete documentation of service, repairs, recommendations, and quotes

Maintenance:

Semi-annual preventative maintenance (total for all units): \$ _____

Power wash all outdoor condensers with chemical condenser coil cleaner: \$ _____

Annual CO testing: \$ _____

Repairs:

What will you charge for parts? (for example, manufacturer cost +10%): _____

Labor (per hour): \$ _____

After hours/ Emergency Labor (per hour): \$ _____

Additional charges (for example, mileage, trip charge, service call, etc.): \$ _____

Quote Sheet for 144 E. Manchester Street, Highland Park, MI 48203

- List of equipment to be maintained and serviced at this location:
 - Direct Drive – 3 ton rooftop unit – no belts
 - Trane/American Standard – 4 ton RTU
 - Trane/American Standard – 5 ton RTU
 - Trane/American Standard – 8.5 ton RTU
 - Trane/American Standard – 12.5 ton RTU
 - American Standard System – 4 ton RTU

Items to be maintained and/or serviced

- Two (1 Spring and 1 Fall) HVAC – Equipment Start-up Maintenance Service
- Two (2) complete filter changes using pleated filters
- One (1) complete drive belt change per year
- One (1) power wash condenser coils, which includes equipment and chemicals
- Two (2) filter changes for roof top units
- Adjustments, calibrations, cleaning or alignments
- Check and calibrate environmental computer room controls
- All electrical connections are tight and in good condition
- All safety and limit devices are checked for proper operation
- Start up and testing after any maintenance or repair
- Perform annual furnace detailed heat exchanger CO test and document CO reading to insure safe operation

Items to be included in maintained and/or serviced equipment at no additional cost

- Consumable maintenance supplies, such as rags and grease
- Necessary tools and test equipment
- HVAC Maintenance and Service Program administration
- Complete documentation of service, repairs, recommendations, and quotes

Maintenance:

Semi-annual preventative maintenance (total for all units): \$ _____

Power wash all outdoor condensers with chemical condenser coil cleaner: \$ _____

Annual CO testing: \$ _____

Repairs:

What will you charge for parts? (for example, manufacturer cost +10%): _____

Labor (per hour): \$ _____

After hours/ Emergency Labor (per hour): \$ _____

Additional charges (for example, mileage, trip charge, service call, etc.): \$ _____

Quote Sheet for 30246 Plymouth Road, Livonia MI 48150

- List of equipment to be maintained and serviced at this location:
 - 13 - 15 rooftop units – York – 5 ton RTU

Items to be maintained and/or serviced

- Two (1 Spring and 1 Fall) HVAC – Equipment Start-up Maintenance Service
- Two (2) complete filter changes using pleated filters
- One (1) complete drive belt change per year
- One (1) power wash condenser coils, which includes equipment and chemicals
- Two (2) filter changes for roof top units
- Adjustments, calibrations, cleaning or alignments
- Check and calibrate environmental computer room controls
- All electrical connections are tight and in good condition
- All safety and limit devices are checked for proper operation
- Start up and testing after any maintenance or repair
- Perform annual furnace detailed heat exchanger CO test and document CO reading to insure safe operation

Items to be included in maintained and/or serviced equipment at no additional cost

- Consumable maintenance supplies, such as rags and grease
- Necessary tools and test equipment
- HVAC Maintenance and Service Program administration
- Complete documentation of service, repairs, recommendations, and quotes

Maintenance:

Semi-annual preventative maintenance (total for all units): \$ _____

Power wash all outdoor condensers with chemical condenser coil cleaner: \$ _____

Annual CO testing: \$ _____

Repairs:

What will you charge for parts? (for example, manufacturer cost +10%): _____

Labor (per hour): \$ _____

After hours/ Emergency Labor (per hour): \$ _____

Additional charges (for example, mileage, trip charge, service call, etc.): \$ _____

General Business Information

This sheet must be completed and submitted with all quotes. Use the space provided.

Please provide a short overview and history of your company, including the number of years you have been in business.

What are your invoicing and payment requirements?

Is your company licensed with the State of Michigan?

What is your cancellation policy?

Do your employees wear uniforms or display picture ID that identifies your company?

Does your company perform background checks on new employees?

Please provide the name and contact information of at least three references with whom you have provided services during the last 12 months.

**Signature Page
For
HVAC Preventative Maintenance and Repair Services Quote(s)**

(Legal Name of Bidding Company)

Address:

(Street)

(City/State)

(Zip Code)

Telephone: (____) _____ FAX: (____) _____

Signed Statement of Authority

I, _____, the _____
(Type Name of Official) (Type Title of Official)

of _____, am authorized to make the
enclosed quote on behalf of _____.
(Legal Name of Bidding Company)

I hereby certify:

That I understand and will comply with the specific assurances and certifications contained in this quote. All responses to this Request for Quotes concerning the respondent, its operation, and proposed services are true and accurate.

That I understand this RFQ does not commit SEMCA to award a contract(s) for any of the services identified in this RFQ. SEMCA reserves the right to accept or reject any or all quotes received as a result of this RFQ, or to cancel or amend in part or in its entirety, if it is in the best interest of SEMCA to do so.

Signed: _____ Date: _____

Typed Name: _____ Title: _____

Email: _____ Fax: _____