

**TOWN OF SMITHFIELD  
INVITATION TO BID  
SMITHFIELD CENTER HVAC Maintenance Agreement**

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Posting Date: June 8, 2011

Bid Due Date: June 20, 2011 by 5:00 p.m. at the Smithfield Center,  
220 North Church Street, Smithfield, Virginia 23430

Submit: Written, Signed and Sealed Price Quotation

Inquiries: Contact Ms. Amy Musick, Conference Center Director via email at [amusick@smithfieldva.gov](mailto:amusick@smithfieldva.gov)

The Town of Smithfield has issued an Invitation to Bid and is accepting Competitive Sealed Bids for an HVAC/Mechanical Maintenance Contract that covers all maintenance and repairs for the HVAC and Mechanical systems at the Smithfield Center, 220 North Church Street for a total annual fee not to exceed \$ 10,000.

The eligibility requirements for the proposals are as follows:

- Contractor must be a fully licensed Class "A" contractor by the state of Virginia and this license must remain valid through the term of this agreement. Please submit copy with proposal.
- Contractor must have a sub-classification notation of HVAC for the previous ten years.
- The selected firm shall employ a sufficient number of qualified mechanics and technicians that hold either a valid State of Virginia Master's or Journeyman's license. Please submit the number of employees with license and type with proposal.
- Contractor shall have a written safety program and safety training shall be enforced on a monthly basis as well as having a Certified Safety Director on staff. Documentation shall be provided to include information on safety training program.
- The selected firm shall employ at a minimum of two licensed professional engineers by the state of Virginia.

The selected firm shall:

- Maintain a complete database of service and maintenance records for each

- piece of equipment in a secure database that will be provided upon request.
- Provide customer with written service reports documenting actions taken during inspections and repairs.
  - Provide service reports that document each piece of equipment serviced and repaired.
  - Have the ability to provide 24/7-365 day service and repair.
  - Repair or replace worn parts or complete components covered under this contract with new parts. **All labor, repair and replacement parts, components, devices and warranties for the mechanical systems and equipment shall be provided by the selected firm and will be included in the cost of this service program.**

The HVAC preventive maintenance contract shall include the following:

- Heating System-Boilers, burners, furnaces, pumps, pump motors and associated electrical components, cleaning of heating coils, water strainers, duct heaters, heat exchangers, humidifiers, etc (where applicable)
- Cooling System-air conditioning compressors, evaporative condensers, air cooled condensers, pumps, pump motors, and associated electrical components, water chillers, cleaning of coils, etc. (where applicable)
- Air Handling Units-fans, motors, air filters, dampers, induction units, mixing boxes, valves, actuators, etc. (where applicable)
- Miscellaneous Equipment-exhaust fans, direct expansion valves, magnetic starters, manual motor starters, pump and fan motor drives, belts and refrigerant, etc. (where applicable)

**This preventive maintenance work shall be provided no less than four times per year, including start-up and shut down if applicable. All parts, components, or devices for the mechanical systems covered under this solicitation that are worn or are not in proper operational condition shall be repaired or replaced with new parts components or devices as part of the contract maintenance agreement.**

The town invites any qualified service provider to respond to this Invitation to Bid.

Quotations must be valid for thirty (30) days. Quotations must be submitted in writing and placed in a sealed envelope in accordance with the specifications herein.

Quotations received by telephone, facsimile or e-mail shall not be accepted. The Town of Smithfield in its sole discretion shall determine if a vendor is qualified and acceptable.

In evaluating the written quotations/sealed bids, the town shall consider the qualifications of the service providers, whether or not the quotations comply with the prescribed requirements, and the quoted prices. If the contract purchase is to be awarded, it will be awarded to the lowest responsive and responsible party as determined by the Town of Smithfield. It is the intent of the Town of Smithfield to award this contract purchase to the lowest responsive and responsible service provider(s).

The right is reserved, as the best interest of the town may require, to revise or amend these specifications prior to the due date set for receipt of written quotations. That date may be delayed if deemed necessary by the town. Any revisions and/or amendments will be in the form of an addendum to this document.

By submitting their quotations, service providers certify that their quotations are made without collusion or fraud and that they have not conferred on any public employee having official responsibility for this procurement transaction, any payment, loan, subscription, advance, deposit of money, service or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.

By submitting their quotations, service providers also certify that they are not currently debarred by the Commonwealth of Virginia from submitting quotations or proposals on contracts for the type of material covered by this solicitation, nor are they an agent of any person or entity that is currently so debarred.

The Town of Smithfield reserves the right to reject any and all quotations, to waive any informalities and/or technicalities in quotations received, to negotiate should the lowest responsive and responsible quotation exceed budget limitations, and to accept the quotation(s) which may best serve the interest of the Town of Smithfield.

Payment(s) to the successful service provider shall be made in accordance with the provisions of the resultant contract or purchase order subject to final approval by the town. Invoices in the amount of \$10,000 or greater require approval by the Smithfield Town Council at a regular monthly meeting (first Tuesday of each month).

Invoices shall be submitted to: Ellen D. Minga, Treasurer  
Town of Smithfield  
P.O. Box 246  
Smithfield, Virginia 23431