

Warren County, Tennessee  
Request for Proposals  
Planned Preventative Maintenance Strategy Program – HVAC Units Only – Selected County Buildings

Warren County, Tennessee Government will receive Proposals for a Planned Preventative Maintenance Strategy Program – HVAC Units Only – for Selected County Buildings up to but no later than 10:00 A.M. CT on Thursday, April 7, 2016. There will be a **MANDATORY PRE-BID CONFERENCE** held on Wednesday, March 30, 2015 at 9:00 A.M. CT beginning at the Warren County Administrative Office Building, Finance Department Conference Room, 201 Locust Street, McMinnville, TN 37110 to discuss specifications and scope of work for the proposal. All buildings to be included under the HVAC Planned Preventative Maintenance Strategy Program are identified below and will be visited during the pre-bid meeting for clarification of bid specifications and scope of work. Bidders must attend the mandatory pre-bid meeting in order to be eligible to submit a bid for consideration.

The county buildings to be included under the HVAC Planned Preventative Maintenance Strategy Program are as follows:

Warren County Administrative Office Building, 201 Locust Street, McMinnville, TN  
Warren County Jail, 108 Security Circle, McMinnville, TN  
Warren County Health Department, 1401 Sparta Street, McMinnville, TN  
Warren County Courthouse, 111 S. Court Square, McMinnville, TN

All proposals must be sealed in envelopes and addressed to:

Linda G. Hillis, Warren County Finance Director  
201 Locust Street, Suite 2  
McMinnville, TN 37110

All proposals must be plainly marked: “HVAC Preventative Maintenance Program.” **No faxed or e-mail proposals will be accepted.**

For more information regarding bids, please contact Mr. Greg Bowdoin, Warren County Maintenance Director, at (931) 474-2557, Herschel Wells, Sr., County Executive, at 473-2505, or Linda G. Hillis, Warren County Finance Director, at (931) 473-2381.

Warren County reserves the right to accept or reject any and/or all proposals received, to accept or reject any item thereon, to waive any informalities in bidding, and/or to abandon or postpone this project without any obligation to bidders. Proposals received after the deadline will remain unopened and/or returned.

Warren County, Tennessee  
Request for Proposals  
Planned Preventative Maintenance Strategy Program – HVAC Units Only – Selected County Buildings

Bid Specifications and Terms:

1. The effective date of the agreement will begin April 11, 2016 and shall continue for a period of One (1) Year ending on April 11, 2017. Termination of all obligations shall be allowed for any or no reason by either party upon written notice of at least Ninety (90) Days prior to the effective date of termination.
  
2. Scope of Work:
  - a. The Vendor will be required to service all HVAC units located at each facility (identified below) Two (2) Times Per Year (once in the Fall, 2016 and once in the Spring, 2017):

Warren County Administrative Office Building, 201 Locust Street, McMinnville, TN  
Warren County Jail, 108 Security Circle, McMinnville, TN  
Warren County Health Department, 1401 Sparta Street, McMinnville, TN  
Warren County Courthouse, 111 S. Court Square, McMinnville, TN
  
  - b. The Vendor must wash coils of each unit inside and out during each service.
  
  - c. The Vendor must check and replace any/all belts of each unit during each service. The Vendor must advise Warren County of all belts inspected but not replaced during scheduled routine maintenance. Any belt found to be defective within Sixty (60) Days of the date of inspection will be provided and replaced by the Vendor at no additional charge to Warren County.
  
  - d. The Vendor must clean and grease all bearings of each unit during each service.
  
  - e. The Vendor must add Freon to units as needed. The Vendor must provide Warren County with a list of all units checked during the scheduled preventative maintenance visit indicating the amount of Freon gauged in each unit and identifying units to which Freon was added.
  
  - f. The Vendor must service and/or replace any other components of all HVAC units for the efficient operation of units at each of the buildings included in the agreement, including the gas boiler at the Warren County Health Department and the roof exhaust fans at the Warren County Jail. Cleaning of the Chiller at the Warren County Courthouse, and any other maintenance needed on that unit, is to be performed on Saturdays, holidays or after working hours in order not to interfere with regular business.
  
  - g. All scheduled service shall be performed during normal working hours unless otherwise stipulated, as above.
  
  - h. All services shall be performed with qualified personnel.
  
  - i. The vendor must submit a signed checklist verifying all work performed during the scheduled preventative maintenance visit and provide the checklist to Mr. Herschel Wells, Sr., Warren County Executive.
  
  - j. Prior to inspections, successful bidder must contact Warren County Executive Herschel Wells, Sr. to confirm the scheduling of the date of inspection.
  
3. The HVAC Planned Prevention Maintenance Strategy Program will not include any replacement parts required for the efficient operation of units other than belts and Freon discovered during the scheduled preventative maintenance visit.

4. Please identify any additional services provided by your company during the normal course of preventative maintenance included in your bid price and not identified in the specifications previously listed.
5. Bidder must provide a Certificate of Insurance verifying liability and worker's compensation insurance coverage.
6. The agreement shall apply only to scheduled preventative maintenance programs for the county buildings identified above and shall in no way exclude the use of other vendors for necessary repairs and/or parts for all units in county buildings.
7. One-half of the payment will be made after the first inspection with the remaining half to be paid upon completion of final inspection.

There will be a **MANDATORY PRE-BID CONFERENCE** held on Wednesday, March 30 2016 at 9:00 A.M. CT beginning at the Warren County Administrative Office Building, Finance Department Conference Room, 201 Locust Street, McMinnville, TN 37110 to discuss specifications and scope of work for the proposal. All buildings to be included under the HVAC Planned Preventative Maintenance Strategy Program are identified below and will be visited during the pre-bid meeting for clarification of bid specifications and scope of work. Bidders must attend the mandatory pre-bid meeting in order to be eligible to submit a bid for consideration.

Warren County, Tennessee  
Request for Proposals  
Planned Preventative Maintenance Strategy Program – HVAC Units Only – Selected County Buildings

PROPOSAL FORM  
BIDS MUST BE SIGNED AND DATED TO BE VALID

DATE: \_\_\_\_\_  
COMPANY NAME: \_\_\_\_\_  
BY (SIGNATURE): \_\_\_\_\_ PRINT NAME: \_\_\_\_\_  
TITLE: \_\_\_\_\_  
COMPANY ADDRESS: \_\_\_\_\_  
PHONE NO.: \_\_\_\_\_ FAX NO.: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

- ANNUAL BID WARREN COUNTY ADMINISTRATIVE BUILDING: \_\_\_\_\_
- ANNUAL BID WARREN COUNTY JAIL: \_\_\_\_\_
- ANNUAL BID WARREN COUNTY HEALTH DEPARTMENT: \_\_\_\_\_
- ANNUAL BID WARREN COUNTY COURTHOUSE: \_\_\_\_\_

TOTAL ANNUAL BID (ALL BUILDINGS): \_\_\_\_\_

NOTICE

Pursuant to T.C.A. § 50-9-114, Warren County, Tennessee has adopted a Drug and Alcohol Testing Program and is required to include this information in our bid specifications. Warren County, Tennessee requires Alcohol and Controlled Substances testing for Safety-Sensitive Positions as required by the Federal Omnibus Transportation Employee Act of 1991 and related United States Department of Transportation rules and regulations set forth in 49 CFR Federal Regulations Parts 40 and 382.

BIDDERS MUST SUBMIT AN AFFIDAVIT THAT THE BIDDER OPERATES A DRUG AND ALCOHOL TESTING PROGRAM WITH REQUIREMENTS AT LEAST AS STRINGENT AS THAT OF THE PROGRAM OPERATED BY WARREN COUNTY, TENNESSEE.

PUBLIC NOTICE  
TITLE VI OF THE 1964 CIVIL RIGHTS ACT

“No person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.”