

CITY OF NORTH OLMSTED
Mayor Kevin M. Kennedy



REQUEST FOR PROPOSALS
HVAC and Plumbing Maintenance - Recreation Center

1. Project Description

The City of North Olmsted invites your proposal to provide preventative maintenance services on the HVAC and plumbing equipment at the Recreation Center. Located at 26000 Lorain Road, this facility operates a fitness area, an indoor pool, an outdoor pool, two ice rinks, a gymnastics center, indoor tennis courts, a concession area, administrative offices and various meeting rooms.

This proposal involves providing a detailed scope of preventative services for each piece of HVAC and plumbing equipment listed on the attached inventory sheet, as well as, an associated price (per month) for those services.

2. Project Coordinator/Inquiries

Betsy Drenski, Recreation Commissioner, will be the contact person for this proposal. All inquiries relating to this RFP shall be addressed to:

City of North Olmsted
Betsy Drenski, Recreation Commissioner
440.716.4216
drenskib@north-olmsted.com

No questions will be reviewed after 5:00 p.m. on February 11, 2019.

3. Submittal Date and Location

Three (3) copies of each proposal must be received at the following address:

RFP HVAC Maintenance – Recreation Center
City of North Olmsted
26000 Lorain Road
North Olmsted, OH 44070

by **12:00 pm on Wednesday, February 13, 2019**. Late proposals will not be accepted and any proposal so received shall be discarded. Proposals must be submitted in a sealed envelope clearly marked "RFP HVAC Maintenance – Recreation Center"

Mandatory walk through to take place at **10:00 AM on Tuesday, February 5, 2019**.

4. Consideration of Proposals

The City does not obligate itself to accept any proposal. The City further reserves the right to reject any and all proposals and will have no liability whatsoever to any Proposer whose proposal is not accepted.

Any assumptions made by the Proposer in preparing the proposal must be listed separately and attached to the proposal in writing.

Acceptance of a proposal will not constitute an agreement between the Proposer and the City. Any proposal will not be binding on the City unless and until an agreement covering all conditions and provisions of the HVAC and plumbing maintenance agreement have been reduced to writing, executed by both the Proposer and the City.

5. Proposal Format

All proposals shall contain the following:

- A. Cover letter – The cover letter should state the name, address and phone numbers of the proposing firm. The proposal must be signed by the person having the authority to make the proposal on behalf of the company.
- B. Qualifications – Include the company profile, information on the personnel that will be assigned to fulfill the obligations of this contract and any references that can attest to the quality of work specific to pools and/or ice rinks.
- C. Maintenance schedule and scope of work – The proposed schedule for each piece of equipment listed on the attached inventory to receive preventative maintenance and specifically what maintenance tasks will be performed. Please include providing and changing all required filters.
- D. Supply list – A list of supplies to be provided by the Proposer, as well as, a list of supplies to be provided by the City.
- E. Price – A price per month of the cost to the City of North Olmsted for the performance of the preventative maintenance listed above. Service should include: trouble call labor and expenses, preventative maintenance labor and expense, testing and inspection labor and expenses and labor and expense to provide and change filters.

6. Evaluation and selection

The City will assess the proposals based on the companies' capacity, both in size of company and skill level, to fulfill the obligations of this proposal and on the final net price.

7. Attachments

This RFP includes the inventory of all equipment included in this maintenance contract.