



REQUEST FOR PROPOSALS

RFP#03-4004p

**HEATING VENTING AND AIR
CONDITIONING (HVAC)
SUBCONTRACTING SERVICES FOR
THE MACON COUNTY HOUSING
DEPARTMENT**

ISSUE DATE: MAY 31, 2013

ISSUING DEPARTMENT:

MACON COUNTY FINANCE DEPARTMENT

5 WEST MAIN STREET

FRANKLIN, NC 28734

PHONE: (828) 524-1640

FAX: (828) 349-2520

ATTN: LINDSAY MCCONNELL, PURCHASING AGENT

lmcconnell@maconnc.org

PROPOSALS WILL BE RECEIVED UNTIL JUNE 21, 2013 AT 3:00 p.m.

SECTION I. GENERAL INSTRUCTIONS TO PROPOSERS

- A. In order for a proposal to be considered, it shall be based on the terms and conditions contained herein and shall be a complete response to this RFP. One (1) original copy of each proposal shall be submitted to the Issuing Department. No other distribution shall be made by Proposer. Each proposal shall be bound in a single volume with all of the required documentation.
- B. The County reserves the right to make an award in whole, or in part, and to reject any and all proposals, and to waive any informality in proposals unless otherwise specified by the Proposer. The Proposer shall sign the proposal correctly and proposals may be rejected if they show omission, alterations of form, additions not called for, conditional proposals or any irregularities of any kind.
- C. Sealed proposals will be received until June 21, 2013 at 3:00 p.m. No facsimiles or electronic submissions will be accepted.
- D. After the RFP issue date, all communications between the Issuing Department and prospective Proposers shall be in writing. Email or facsimile questions will be accepted. Any inquiries, requests for information, technical questions, clarifications, or additional information shall be directed to Lindsay McConnell at the address, facsimile number, or email on page one of this RFP. All questions concerning this RFP shall reference the RFP number, section number, and paragraph (emailed questions shall also reference RFP number, section number, and paragraph in the subject line). Questions and responses affecting the scope of the proposal will be provided to all prospective Proposers by issuance of an Addendum.
- E. Requests for extension of the submission date will not be granted. Vendors submitting proposals must allow for normal mail time to ensure timely receipt of their Proposal.
- F. Proposals will be examined promptly after opening. The prices quoted must be held firm and no proposals may be withdrawn until ninety (90) days after the proposal submission deadline.
- G. All services are subject to the availability of funds for this purpose.

HVAC SPECIFICATIONS AND PRICING QUOTE

All materials used in provision of services must meet or exceed 10CFR 440

All new HVAC installations are to be performed in accordance with the most recent Universal Mechanical Code and/or local building code.

Permits shall be required as applicable by local building code. It shall be the responsibility of the Contractor to ensure that necessary permits have been secured prior to starting work. This cost shall be included in the bid response, per line item below.

The Contractor shall be responsible for ensuring properly sized gas line is supplying the heater and shall inform agency in the event that existing line is improperly sized. The Contractor shall leave all literature on the new units with the client and shall also inform the client of proper care and maintenance required on the new units.

If required by system, all venting and combustion air shall be installed in accordance with AGA and GAMA specification. New gas forced air furnaces shall have pilotless ignition.

All new unit installations shall include new thermostat.

All duct work connections and holes shall be sealed, on all sides, with a non-toxic, Department of Energy industry approved, mastic duct sealant applied per manufacturers specifications.

New conduit or gas pipe installed through the roof shall include new properly sized roof jack with 3-course seal at the roof.

All installation estimates shall include removal and proper disposal of existing equipment, recovery of refrigerant from existing system as required by law.

Contractor shall be responsible for leaving the job site clean, hauling away job debris and existing equipment (if applicable) and for properly disposing of existing equipment to meet EPA regulations.

Project commencement and completion must be accomplished within 15 working days of notice to proceed.

Subcontractor Compensation

All labor rates quoted must include all overhead cost including travel, worker compensation (at Prevailing Wage), equipment, maintenance, administrative costs, and work pay. These price categories should be adequate for installing insulation in most weatherization situations. If a particular category will not apply, indicate by stating (N/A) “not applicable” in the price sections. Please avoid adding unnecessary price categories.

TASK 1: Evaluate, clean and tune (ECT) heating/cooling equipment per ACCA/ANSI Standard 4 and North Carolina standards, providing full documentation of tests performed and recommendations.

Labor rate (Dollars and cents (\$#.##) per man-hour)	
Typical crew size (number of persons)	

TASK 2: Service heating/cooling equipment with repairs and/or parts replacement, as necessary.

Labor rate (Dollars and cents (\$#.##) per man-hour)	
Typical crew size (number of persons)	

TASK 3: Replace existing non-functioning heating/cooling equipment with new HVAC equipment. This should include labor rate for sizing calculations if rate differs from installation rate.

		Option 1*	Option 2*	Option 3*
Electric Heat Pump	Make/Model			
	Size/Rating			
	Material Cost			
	Labor Cost			
Natural Gas Furnace	Make/Model			
	Size/Rating			
	Material Cost			
	Labor Cost			

Natural Gas Vented Space Heater	Make/Model			
	Size/Rating			
	Material Cost			
	Labor Cost			
Propane Furnace	Make/Model			
	Size/Rating			
	Material Cost			
	Labor Cost			
Propane Vented Space Heater	Make/Model			
	Size/Rating			
	Material Cost			
	Labor Cost			
Fuel Oil Furnace	Make/Model			
	Size/Rating			
	Material Cost			
	Labor Cost			
Fuel Oil Vented Space Heater	Make/Model			
	Size/Rating			
	Material Cost			
	Labor Cost			
Vented Solid Fuel Oven (Wood/Coal)	Make/Model			
	Size/Rating			
	Material Cost			
	Labor Cost			
Other	Make/Model			
	Size/Rating			
	Material Cost			
	Labor Cost			

* Please describe options for variously sized site-built vs. manufactured homes. Note that the Weatherization Assistance Program does not install electric furnaces.

Task 4: Install/replace, in accordance with North Carolina Building Codes, bath continuous ventilation fan and variable timing switch and vent fan to outside of home. Of home, obtain permit(s)

Labor rate (Dollars and cents (\$#.##) per man-hour)	
Typical crew size (number)	

of persons)	
Permit Cost: \$ _____	

Task 5: Install/replace, in accordance with North Carolina Building Codes, range ventilation fan and vent to outside of home.

Labor rate (Dollars and cents (\$#.##) per man-hour)	
Typical crew size (number of persons)	
Permit Cost: \$ _____	

Macon County Housing Department
Weatherization Assistance and Heating Air Repair and
Replacement Programs
Evaluate, Clean & Tune Heating Systems Agreement

Applicable Units: all heating and cooling units except non-vented fuel heaters and electric space heaters.

Work to be Performed:

- 1) Inspect/evaluate entire system checking for electrical shorts, fan failure, compressor failure, improper combustion, improper combustion by-products venting, fouled filters (fuel and air), unstable/unsafe unit and/or component mounting.
- 2) Clean grills, fans, squirrel cages, electrical contacts case interior.
- 3) Tune fuel fired systems to provide for maximum efficiency and safety. Install air filters provided by the Housing Department leaving five replacements with the client.

Response Time:

The Housing Department will request services and the HVAC contractor will have fifteen (15) working days to perform the work. Failure to complete the services within the prescribed amount of time may result in cancellation of the contract for the remainder of the fiscal year.

Questions:

Any questions regarding specifications shall be directed to Beau Bishop at (828)369-2605.

Bid:

Bid should be based on providing the above described services within twenty (20) miles of the Macon County Housing Department, 1419 Old Murphy Road, Franklin, NC 28734. Actual mileage in excess of the twenty (20) miles will be compensated for at the applicable federal mileage rate at the time of the travel. Services will be required from July 1, 2013 through June 30, 2014.

Bid to provide services as described above to individual HVAC units:

\$ _____

HVAC Contractor

Date

North Carolina HVAC License Number