



REQUEST FOR PROPOSALS – PC1082

HVAC SERVICES

Issue Date: January 29, 2019

Proposals Due: February 18, 2019 at 2 PM PST

Issued by:

**Reliant Asset Management Solutions (RAMS)
680 S. Waterman Ave. Suite B-2
San Bernardino, CA 92408**



REQUEST FOR PROPOSALS

HVAC SERVICES PC1082

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RELIANT ASSET MANAGEMENT SOLUTIONS HVAC Services

I. PURPOSE

The purpose of this Request for Proposals is to solicit responses from qualified companies to furnish services to RELIANT as identified in the "Scope of Work" of this request. A complete, detailed listing of the site is included in the scope of work.

Proposers may submit bids per service area and/or the entire proposal. The Service areas are listed in Exhibit A. Proposers shall include all locations in a SERVICE AREA in their pricing for their bid and provide a cost for each location. Evaluation and awards will be made to the proposer(s) who best meet the needs of RELIANT.

VI. RFP INSTRUCTIONS

a. Contact Information

This RFP is being issued, as will any addenda by Reliant Asset Management Solutions (RELIANT). The contact person for the Reliant is:

Brandi Crutchfield, Procurement Specialist
680 S. Waterman Ave. Suite B-2
San Bernardino, CA 92408-2841
Email: bcrutchfield@Reliantams.org

b. RFP Submission and Format

By this Request for Proposals, RELIANT solicits proposals to be received **by 2PM PST on February 18, 2019** in the form outlined below. **Late submittals will not be accepted.**

1. All requested proposal items requested on this RFP document must be submitted by email to: bcrutchfield@Reliantams.org. Please make sure to include:
 - Identification of the company or individual(s) including name, address, telephone number, fax number, and email address (“Contact Form” included with bid documents – Page 38)
 - Name, title, address and telephone number of contact person during the period of the evaluation process
 - All requirements per the Scope of Work
 - Any other items requested in this RFP

If you have questions regarding this proposal, you must submit them to Brandi Crutchfield no later than **2PM PST on February 11, 2019**.

c. RFP Terms and Conditions

RELIANT reserves the right to select more than one respondent (and will accept joint venture proposals), to select a respondent(s) for specific purposes or for any combination of specific purposes, and to defer the selection of any respondent(s) to a time of RELIANT’s choosing.

e. Timetable

Release of RFP	January 29, 2019
Question Due	February 11, 2019 @ 2PM PST
Answers to Questions	February 14, 2019
Proposals Due	February 18, 2019 @2PM PST
Evaluation Process	February 2019
Presentations	If applicable
Award of Contract	February/March 2019

RAMS may insert elective choices such as site visit, oral interviews, presentations, demonstrations, shortlist, best and final offers, etc.

Questions regarding the contents of this RFP must be submitted in writing on or before time and date and directed to the RFP Contact listed in Section II, Paragraph A - Purpose. All questions submitted will be answered and posted on RAMS’s website. <https://www.Reliantams.org/>

h. Term of Contract

RELIANT intends to award a contract for its requirements as follows:

The Contract period will be for a three (3) year period beginning approximately February/March 2019 through February/March 2022, with the option to renew one (1) year at a time up to 2 years through approximately February/March 2024.

Contractor shall perform its services hereunder in a prompt and timely manner and shall commence performance upon receipt of a written Notice to Proceed from RELIANT. The Notice to Proceed shall set forth the precise date of commencement of the work.

Contractor shall make its non-exclusive services available during the entire contract period.

RELIANT may amend the contract during the contract period to add and/or delete properties or services at individual sites. In the event of an addition, Contractor will be asked to provide a quote for services for the additional site(s) or services. Contractor shall be notified in writing 30 days in advance of such changes.

RELIANT may award the contract at a time other than that stated in the Schedule. In which case RELIANT, at its option, may shorten the duration of the contract or change the beginning and end dates, but in no case will the contract exceed the duration in as aforementioned.

i. RELIANT Reserves the Right to:

1. Request an oral interview with, and additional information from, companies/individuals prior to final selection of a provider.
2. Consider information about a company/individual in addition to the information submitted in the response or interview.
3. Reject any and all responses and waive any irregularities.

VII. RFP QUESTIONS FOR PROVIDERS

a. Organizational and Personnel Background

Provide an overview of your company, emphasizing its qualifications and major organizational strengths.

b. Experience

Discuss your experience, in serving as a provider of **HVAC services**.

c. Miscellaneous Discussion Questions

1. Identify the specific individuals who would be assigned to work with RELIANT and specify which person would be the primary contact person with RELIANT.
2. Identify the specific locations for which you are proposing to provide services on Proposal Form Exhibit C.
3. Provide an estimate of the time that will be required to begin HVAC Services as outlined in Exhibit A.

d. Price

Proposers may submit pricing on a REGION/SERVICE AREA by REGION/SERVICE AREA basis (asset management point); multiple, and/or all Region/Service area's; or the entire proposal. Proposers shall include all locations in an REGION/SERVICE AREA in their pricing for their bid and provide a cost for each location. Evaluation and awards will be made to the proposer(s) who best meet the needs of RELIANT.

We realize that contractors cannot predict aspects of future prices such as fuel, fees, insurance and tipping fees. However please use an inflation factor to figure your future year bid. If there are increases to the bid that were unforeseen which are higher than the cost of inflation for the previous year period, the vendor shall be permitted to request an equitable adjustment in their fees to offset the costs. The contractor shall be required to provide documented proof of the increases through their supplier invoices or other documentation to substantiate any request for increase.

e. Affirmative Action

RELIANT requires that each respondent be an Equal Opportunity Employer:

State that the respondent complies fully with all government regulations regarding nondiscriminatory employment practices.

VIII. RFP REVIEW

At a RELIANT meeting, scheduled after such review, some of the companies that have responded may be asked to be available for interviews. If so, those companies will be given not less than three (3) business days notice, along with the date, time and place for the interviews. Expenses will be the responsibility of the respondent.

X. COMPANY QUALIFICATIONS

Proposals shall be considered from responsible organizations or individuals engaged in the performance of Landscaping Services. Proposals must include information on competency in performing comparable Landscaping Services, demonstration of acceptable financial resources, and personnel staffing. The vendor shall furnish detailed information on references, as well as background and experience with projects of a similar type and scope to include as a minimum:

- a. Brief history of company
- b. A listing of five (5) references where similar services were performed. The client reference shall include the name of organization, contact person, address, and telephone numbers. At least three (3) references must be for multi-family apartment or condominium properties. Proposers who do not provide multi-family apartment or condominium property references may be considered as non-responsive.
- c. Vendor shall describe their understanding of the project scope, their proposed approach to performing the services, and submit a proposed schedule.

XI. SELECTION CRITERIA

All proposals will be initially evaluated to determine if they meet the following minimum requirements:

Minimum Proposer Qualifications (pass/fail):

- a. Experience of organization: Have at least three (3) years experience in providing HVAC services for other similar sized entities with similar scope;
- b. Provide at least five (5) references for which like services have been performed within the past five (5) years; RELIANT reserves the right to contact any party that the Proposer has worked for in the past and to reject a Proposer based on past poor performance. Contractor references contain at least three (3) references must be for multi-family apartment or condominium properties. **Proposers who do not provide multi-family apartment or condominium property references may be considered as non-responsive.**
- c. Meet other presentation and participation requirements listed in this RFP;
- d. Have no outstanding or pending complaints as determined through the Better Business Bureau, State of California Contractor's State

License Board and State of California Department of Consumer Affairs, and have no unsatisfactory record of performance with any public agency; and

- e. Have the administrative and fiscal capability to provide and manage the proposed services.

Proposals will be evaluated based on the selection factors listed below; the relative weight that each factor will receive in the evaluation is shown below.

Selection Factors:

Contractors' submittals will be evaluated based on the criteria listed in this section. In preparing your proposal to RELIANT, it is important to clearly demonstrate expertise in the areas described in this document. Because multiple areas of expertise may be required for successfully performing projects under this RFP, the Contractor, either through in-house staff or sub-Contractors, must demonstrate expertise or have available adequate quantities of experienced personnel in all of the areas described.

Contractors are encouraged to identify and clearly label in their proposal how each criterion is being fully addressed. Evaluation of responses to this RFP will be based only on the information provided in the proposal, and if applicable, interviews, and reference responses. RELIANT reserves the right to request additional information or documentation from the firm regarding its submittal documents, personnel, financial viability, or other items in order to complete the selection process.

If a responding firm chooses to provide additional materials beyond those requested, those materials should be included in a separate section of the proposal.

In submitting a proposal, the Contractor agrees that any costs or prices proposed shall be valid for a minimum of 90 days from the date of the proposal.

The following criteria with a point system of relative importance, with an aggregate total of 100 points, will be utilized to evaluate each proposal:

Evaluation Criteria		Weighting (Max. Points)
1	<p><u>Qualifications:</u></p> <ul style="list-style-type: none"> a) Firm’s qualifications and experience with similar work including at least three years of demonstrated experience. b) Firm’s proposals demonstrates their specialized knowledge, experience for the work required, based on work history(especially in a multi-unit enviroment). c) Capability and demonstrated ability to comply with the scope of work in the RFP. d) Capability, experience, and applicable certifications and licenses of staff to be assigned to a contract based on this RFP. e) Past performance of the firm on prior work of the same of similar nature, based on the references provided. f) Staff Training g) Proposer has a clear understanding of the scope of services required by RELIANT. h) Bidder has a realistic approach to the performance of the required work. i) Bidder has proposed a sufficient number of staff and supervisors for each area they are bidding, to addequately provide the service. 	30
2	<p><u>Price Proposal:</u> (fees), weighted, based on lowest price at 60 points</p> $Score = \frac{Lowest Bidder's Price}{Bidder's Price} \times 60$	60
3	<p><u>Offeror’s Compliance with all requirements contained in this RFP:</u></p> <ul style="list-style-type: none"> a) Quality of proposal, which includes the appropriate level of detail for all tasks required to implement the requested services. b) A clear and conscise plan for accomplishing all services, including a timetable, staff assigments, and soundness of proposed methods of performing services. 	10
Maximum Total Points		100

All responses to this RFP that are received will be screened for eligibility. As time permits, an evaluation panel will rate eligible proposals, according to the criteria listed above, and may conduct reference checks as part of the process. If there is insufficient information, RELIANT reserves the right to request additional information and to interview firms to discuss their proposal.

XII. RFP REQUIREMENTS AND CONDITIONS

Minimum Requirements

This RFP sets forth the minimum requirements that all submissions shall meet. Failure to submit proposals in accordance with this request may render the proposal unacceptable.

Cost of the Proposal

Costs incurred by any proposer in the preparation of its response to the RFP are the responsibility of the proposer and will not be reimbursed by RELIANT. Proposers shall not include any such expenses as part of their proposals.

Clarification to Proposals

RELIANT reserves the right to obtain clarifications of any point in a company's proposal or to obtain additional information necessary to properly evaluate a particular proposal. Failure of a proposer to respond to such a request for additional information or clarification could result in rejection of the company's response or responses.

Cancellation of the RFP

RELIANT reserves the right to cancel this RFP at any time, for any reason, and without liability if cancellation is deemed to be in the best interest of RELIANT. The proposer assumes the sole risk and responsibility for all expenses connected with the preparation of its proposal.

Collusion

Proposer, by submitting a proposal, hereby certifies that no officer, agent, or employee of RELIANT has a pecuniary interest in this Proposal; that the Proposal is made in good faith without fraud, collusion, or connection of any kind with any other proposer; and that the proposer is competing solely in its own behalf without connection with, or obligation to any undisclosed person or company.

XIII. INSURANCE REQUIREMENTS

- A. **Proof of Insurance**, shall not be terminated or expire without thirty (30) days written notice, and are required to be maintained in force until completion of the contract. The Contractor shall require all subcontractors used in the performance of this contract to name RELIANT as an

additional insured. Following are the standard types and minimum amounts.

- General Liability:** \$1,000,000; per occurrence for bodily injury, personal injury and property damage liability; *RELIANT Additional Insured* or,
- Commercial General Liability:** \$3,000,000; combined single limit bodily and property damage liability per occurrence; *RELIANT additional named insured.*
- Comprehensive Automobile Liability:** \$1,000,000; combined single limit bodily and property damage liability per occurrence and aggregate; *RELIANT Additional Insured.*
- Errors and Omissions Liability:** \$1,000,000; combined single limit bodily and property damage liability per occurrence and \$3,000,000 aggregate or,
- Professional Liability:** \$1,000,000; per occurrence and aggregate.
- Workers' Compensation:** \$1,000,000 per accident for Bodily Injury or Disease.
- Self Insurance Program:** a State Approved program in an amount and form that meets all applicable requirements of the Labor Code of the State of California.
- Environmental Liability:** \$500,000; per occurrence and aggregate; *RELIANT Additional Insured.*
- Owner's Liability:** 100% of insurable value of the work, Builder's Risk, Extended coverage for Vandalism and Malicious Mischief, if required; *RELIANT additional named insured.*
- Fire Insurance with Extended Coverage:** 100% of insurable value of the work; Builder's Risk, Extended coverage including Vandalism and Malicious Mischief, if required; *RELIANT Additional Insured.*

B. Failure to provide proof of insurance or failure to maintain insurance as required in this bid, or by law; are grounds for immediate termination of the contract. In addition, the awarded bidder should be liable for all re-procurement costs and any other remedies under law.

C. Indemnification and Insurance Requirements

1. Indemnification

The Contractor agrees to indemnify, defend and hold harmless RELIANT and its authorized officers, directors, employees, agents and volunteers

from any and all claims, actions, losses, damages, and/or liability arising out of this Contract from any cause whatsoever, including the acts, errors or omissions of any person and for any costs or expenses incurred by RELIANT on account of any claim therefore, except where such indemnification is prohibited by law.

2. Additional Named Insured

All policies, except for the Workers' Compensation, Errors and Omissions and Professional Liability policies, shall contain additional endorsements naming RELIANT and its officers, employees, agents and volunteers as additional named insured with respect to liabilities arising out of the performance of services hereunder.

3. Waiver of Subrogation Rights

The Contractor shall require the carriers of the above required coverages to waive all rights of subrogation against RELIANT, its officers, employees, agents, volunteers, Contractors and subcontractors.

4. Policies Primary and Non-Contributory

All policies required above are to be primary and non-contributory with any insurance or self-insurance programs carried or administered by RELIANT.

5. Proof of Coverage

The Contractor shall immediately furnish certificates of insurance to RELIANT Procurement Department administering the Contract evidencing the insurance coverage, including the endorsements above required, prior to the commencement of performance of services hereunder, which certificates shall provide that such insurance shall not be terminated or expire without thirty (30) days written notice to the Department. Contractor shall maintain such insurance from the time Contractor commences performance of services hereunder until the completion of such services. Within sixty (60) days of the commencement of this Agreement, the Contractor shall furnish certified copies of the policies and all endorsements.

6. Insurance Review

The above insurance requirements are subject to periodic review by RELIANT. RELIANT's Risk Manager is authorized, but not required, to reduce or waive any of the above insurance requirements whenever the Risk Manager determines that any of the above insurance is not

available, is unreasonably priced, or is not needed to protect the interests of RELIANT. In addition, if the Risk Manager determines that heretofore, unreasonably priced or unavailable types of insurance coverage or coverage limits become reasonably priced or available, the Risk Manager is authorized but not required, to change the above insurance requirements, to require additional types of insurance coverage or higher coverage limits, provided that any such change is reasonable in light of past claims against RELIANT, inflation, or any other item reasonably related to RELIANT's risk. Any such reduction or waiver for the entire term of the Agreement and any change requiring additional types of insurance coverage or higher coverage limits must be made by amendment to this Agreement. Contractor agrees to execute any such amendment within thirty (30) days of receipt.

XIV. CONTRACT CONDITIONS

Americans with Disabilities Act

Proposer must comply with all applicable requirements of federal and state civil rights law and rehabilitation statutes.

Law of the State of California

The resulting contract will be entered into within the State of California and the law of said state, whether substantive or procedural, shall apply to the contract, and all statutory, charter and ordinance provisions that is applicable to public contracts within the County of San Bernardino and the State of California shall be followed with respect to the contract.

Contract Terms and Final Selection

The selected company/individual will be expected to sign RELIANT's Contract Agreement, which will specify the term of service, likely to be annually. If the selected applicant and RELIANT cannot come to terms with respect to the contract, RELIANT reserves the right to select the next most qualified applicant or to terminate this RFP and to re-issue a new RFP if no Proposer is acceptable to RELIANT.

EXHIBIT A

HVAC SERVICES AS NEEDED

SPECIFICATIONS

PART 1 GENERAL

It is the intent of this RFP is to establish a term contract, with a vendor or multiple vendors for the Reliant Asset Management Solutions for labor, materials and equipment necessary to provide HVAC Services for rental units on an “as needed” basis. RAMS owns and manages multiple public housing units in a variety of configurations, throughout the County.

All work is to be performed according to industry standards, according to the material manufacturers’ recommendations and to the satisfaction of RAMS. The Contractor will perform HVAC maintenance and repairs for buildings owned by RAMS and located throughout San Bernardino County as requested by the Property Manager or their designee. The RAMS offers no guarantee of any amount of work to be performed under the Contract.

The repeated failure of any Contractor to provide satisfactory service when contacted shall result in that Contractor's contract being canceled for non-performance. The RAMS shall document failure to maintain reasonable performance and service, and the Contractor may not be permitted to participate in future contracts for these services.

1.01 SERVICE AREA LOCATIONS

Adelanto	High Desert	18185 Casaba Rd. Adelanto, CA 92301
Adelanto	High Desert	18172 Larkspur Rd. Adelanto, CA 92301
Apple Valley	High Desert	15864, 15876 & 15888 Chehalis Rd. Apple Valley, CA 92307
Apple Valley	High Desert	13162 & 13177 Mohawk Rd. Apple Valley, CA 92308
Apple Valley	High Desert	15780 Sago Rd. Apple Valley, CA 92307
Apple Valley	High Desert	13652 Yakima St. Apple Valley, CA 92307
Apple Valley	High Desert	21463 Yucca Loma Rd. Apple Valley, CA 92307
Victorville	High Desert	15230 Condor Rd. Victorville CA 92394
Victorville	High Desert	15722 Tern St. Victorville CA 92394
Joshua Tree	Low Desert	61550 Division St., Joshua Tree, # 1-9
Twentynine Palms	Low Desert	6442 Desert Queen Ave, Twentynine Palms, #1-10
Twentynine Palms	Low Desert	6443 Splitrock Ave., Twentynine Palms, #1-10

Yucca Valley	Low Desert	7441 Cherokee Trail, Yucca Valley, # 1-6
Yucca Valley	Low Desert	7333 Dumosa Ave., Yucca Valley, #1-11
Yucca Valley	Low Desert	55730 Pueblo Trail, Yucca Valley, # 1-4
Yucca Valley	Low Desert	56201 Papago Trail, Yucca Valley, #1-9
Victorville	High Desert	Desert Village - 14469 Rodeo Dr. Victorville, CA 92395
Hesperia	High Desert	17426 Sequoia Avenue Hesperia, CA 92345
Hesperia	High Desert	16015, 16062, 16188 & 16240 Juniper St. Hesperia, CA 92345
Hesperia	High Desert	16031 & 16041 Orange St. Hesperia, CA 92345
Hesperia	High Desert	14457 Welsh Ct. Hesperia, CA 92345

Bloomington	Mid Region	17668 & 17698 Marygold Ave. Bloomington, CA 92316
Bloomington	Mid Region	9878 Alder Ave. Bloomington, CA 92316
Colton	Mid Region	709 7th St. Colton, CA 92324
Fontana	Mid Region	9590 Acacia Ave. Fontana, CA 92335
Fontana	Mid Region	18291 & 18293 Athol St. Fontana, CA 92335
Fontana	Mid Region	18290 & 18292 Pine Ave. Fontana, CA 92335
Fontana	Mid Region	9164 & 9180 Maple Ave. Fontana, CA 92335
Fontana	Mid Region	8148 Cypress Ave. Fontana, CA 92335
Fontana	Mid Region	16988 Reed St. Fontana, CA 92336
Fontana	Mid Region	9045 Chantry Ave. Fontana, CA 92335
Fontana	Mid Region	9034 Pepper St. Fontana, CA 92335
Chino	West Region	12605, 12613, 12623, 12631 & 12641 Benson Ave. Chino, CA 91710
Montclair	West Region	10369 & 10379 Pradera Ave. Montclair, CA 91763
Ontario	West Region	713 North Vine Ave. Ontario, CA 91763
Ontario	West Region	1520 East Fairfield Ct. Ontario, CA 91761
Ontario	West Region	1307 W. Stoneridge Ct. Ontario, CA 91762
Ontario	West Region	1212 E. Princeton St. Ontario, CA 91764
Montclair	West Region	4649, 4659, 4651 & 4661 Oakdale St. Montclair, CA 91763
Montclair	West Region	4733 & 4743 Kingsley St. Montclair, CA 91763
Montclair	West Region	4805 & 4807 Kingsley
Montclair	West Region	5161 Bandera St. Montclair, CA 91763
Ontario	West Region	1102 Bahia Ct. Ontario, CA 91762
Montclair	West Region	Robert O Townsend - 9190 Monte Vista Ave. Montclair, CA 91763
Redlands	East Region	1320 Webster St. Redlands, CA 92374
Redlands	East Region	208, 212, 216, 220 Sun Ave. Redlands, CA 92374
Redlands	East Region	306 & 310 Sun Ave. Redlands, CA 92374

Redlands	East Region	48 San Mateo St. Redlands, CA 92374
Yucaipa	East Region	12171, 12173, 12181, 12183 14th St. Yucaipa, CA 92399
Yucaipa	East Region	12626 14th St. Yucaipa, CA 92399
Yucaipa	East Region	35152 Eureka Ave. Yucaipa, CA 92399
San Bernardino	East Region	Kendall Park - 2490 Kendall Dr. San Bernardino, CA 92407
San Bernardino	East Region	1353 & 1355 Sepulveda Ave. San Bernardino, CA 92404
San Bernardino	East Region	1592 & 1594 Belle St. San Bernardino, CA 92404
San Bernardino	East Region	1405 N. Lugo Ave. San Bernardino, CA 92404
San Bernardino	East Region	7207,7209,7211,7213,7215,7217 Garden Dr.San Bern. CA 92404
Loma Linda	Mid Region	24514, 24516, 24518, 24520, 24526, 24528, 24530, 24532,
Loma Linda	Mid Region	24538, 24540, 24542 & 24544 Canada St. Loma Linda, CA 92354
Ontario	West Region	1054 Elma St. Ontario, CA 91764
Ontario	West Region	1409 S. Euclid Ave. Ontario, CA 91762
Ontario	West Region	319 & 323 W. Francis St. Ontario, CA 91762
Ontario	West Region	753 Ralston St. Ontario, CA 91762
Rancho Cucamonga	Mid Region	9395 & 9405 La Grande St. Rancho Cucamonga, CA 91701
San Bernardino	East Region	Kendall Drive - 1416 Kendall Dr. San Bernardino, CA 92407

Proposals will be accepted and may be awarded by service area locations. Contractors may submit proposals for all or some of the service areas. Successful Contractor(s) awarded for a service area will be required to provide their services to all locations within the geographic service area. It is the intent of the RAMS to award multiple contracts for the Agency and/or individual service areas.

HVAC provider shall perform the following service requirements:

- Provide schedule of quarterly (2) inspections for fan coil and chill water systems.
- Renew filters; check all drive belts for tension and wear, and replace as needed.
- Check all controls for loose connections; tighten as required; blow off dust, lint, grease and grime.
- Check drip pan for scale; scrape and clean; check and clean condensation and Y strainer.
- If equipped with condensation pump, clean pump out, lube pump.
- Lubricate unit bearing and pillow blocks.

- Check fans, tension, alignment and rotation.
- Inspect and wash condenser fan coils and fresh-air intake filters at each service.
- Wash evaporator coils annually.
- All motor amperages should be checked and adjusted accordingly.
- Check out condenser and cooling coil motor air intake and outlet, assuring that all ports are free and clear of any lint, dust, and debris.
- Check anti-freeze with hydrometer (to-10F Temp) and add additional anti-freeze when necessary at current price (where applicable).
- Check refrigerant charge, leak test; repair and recharge if necessary.
- Lubricate automatic dampers and check operation.
- Check all electrical connections, contacts and fuses.
- Make note of any malfunctions and any corrective action taken.
- Make note of all recommendations.
- Seasonal changes shall coincide with the service inspection provided for that period.

EQUIPMENT AT EACH LOCATION

Will Provide spread sheet unit location, make, model, and serial numbers and filter sizes at each location.

1.02 REGULAR SERVICE CALLS

- A. Service requests made to Contractor prior to 12:30 P.M. shall be responded to within four (4) hours after notification to Contractor.
- B. Work which exceeds five hundred dollars (\$2500), the Contractor shall furnish to the a report, which shall include a scope of work, bill of materials, fixed price, and time required for completion, and request written authorization

1.03 EMERGENCY SERVICE CALLS

- A. Contractor will not provide services for. The services shall additionally include, but not be limited to:
 - Expediting services
 - Regular service calls
 - Emergency service calls
- B. Repair, replacement, stoppage removal and installation services provided by the Contractor shall comply with and conform to all applicable Federal, State, and local regulations, laws and codes.

PROJECT COORDINATORS

1. The RAMS project coordinator for this project is the Property Manager at each site, who can be contacted via telephone numbers, which will be provided to the awarded contractor(s). Any work at the site shall be scheduled through RAMS at least forty-eight (48) hours in advance of the work.

2. The contractor shall provide a Project Coordinator for the duration of the term of this agreement.
3. The contractor's Project Coordinator shall have a cellular telephone, which number shall be provided to RAMS. The Project Manager or Coordinator shall establish a routine for communications with RAMS to provide a prompt and timely response to any concerns or problems that may arise. Time and frequency of direct meetings may vary as determined by RAMS. When the contractor or its agents are on the site, the Project Manager shall contact RAMS at least daily to review overall performance, receive special instructions regarding the scope of work or other pertinent items regarding the contract, and the contractor's performance.
4. Before the work commences, the contractor must provide a work schedule that is approved by RAMS.

REGULAR SERVICE CALLS

- C. Service requests made to Contractor prior to 12:30 P.M. shall be responded to within four (4) hours after the RAMS notification to Contractor.
- D. Work which exceeds five hundred dollars (\$500), the Contractor shall furnish to the RAMS a report, which shall include a scope of work, bill of materials, fixed price, and time required for completion, and request written authorization from the RAMS.

EMERGENCY SERVICE CALLS

- A. Emergency service requests made to Contractor shall be responded to within three (3) hours of notification to Contractor.
- B. Work which exceeds five hundred dollars (\$3000), the Contractor shall furnish to the a report, which shall include a scope of work, bill of materials, fixed price, and time required for completion, and request written authorization

WARRANTY/GUARANTEEE

- A. All work provided by any Contractor pursuant to any contract that ensues from this RFP shall be warranted or guaranteed by that Contractor for a period of time of not less than 180 days.

CONTRACTORS EMPLOYEES

1. The contractor shall ensure that personnel are knowledgeable of all the requirements of these specifications. The contractor shall be responsible for instructing his employees in safety measures considered appropriate. CAL OSHA safety requirements shall be complied within all activities under this award.

SITE CONTROL

1. Any areas being worked in shall be secured from public access, clearly marked, and barricaded, if necessary. At all times, work shall not interfere with ingress or egress of the building or normal operations by tenants, RAMS employees or vehicles. All surrounding surfaces and vegetation shall be protected from contact with any materials used in this project.
2. The contractor is solely responsible for damage to surrounding surfaces, facilities, vegetation, vehicles, or persons caused by its materials, equipment, workers, or agents. The contractor shall make every effort to maintain a clean, quiet, and orderly work area throughout the term of this project. No materials or equipment shall be left on the site when the contractor's workers are not present. The contractor is responsible for protecting the work from damage from any source prior to final acceptance.

WORK SCHEDULE

- A. The Contractor shall perform work when needed and requested, including day and night hours as well as weekends and holidays. The Contractor shall be required to visit the potential job site and submit a written quotation prior to the authorization of work, at no additional charge. The quotation shall be provided within three (3) business days of the original request, and shall include a detailed summary in accordance with the contract rates. If the quotation is accepted and the work performed, the Contractor's invoice shall not exceed the quoted

CLEAN UP

- A. At the completion of work, remove all materials, supplies, debris and rubbish and leave each area in a clean, acceptable condition. All trash must be removed from the property and cannot be disposed in company dumpsters.

PART 2—CONTRACT PROVISIONS

2.01 MINIMUM PROPOSER REQUIREMENTS

1. The Contractor shall be a full time, commercial HVAC/building contractor. Contractors not meeting this requirement will not be considered. The RAMS does not consider general contractors as meeting this requirement.
2. The Contractor shall possess and maintain a valid State of California contractor's License, Class B or appropriate specialty contractor's license.
3. The Contractor shall provide evidence of his existence in the HVAC business for a minimum of three (3) years.
4. The Contractor shall provide references from at least five (5) commercial facilities and/or municipalities for which work has been completed in the past 12 months. References shall be indicated in the BID FORM.

2.02 CONTRACT PRICING

1. Cost shall include all materials, equipment and labor for standard application.
2. Contractor shall provide rates for: Normal Work Rates, Holiday Rates, and Weekend Rates. Overtime work shall be performed only upon the RAMS's request. The Contractor will be compensated at a rate of 1.5 times the quoted hourly rate; this rate will also apply to work performed on holidays.
3. Supplies and materials shall be provided to the RAMS at manufacturer's suggested retail price, less discount. The discount shall be indicated on the BID FORM.
4. The following shall apply to all hourly rate pricing:
 - 4.01 Regular time is defined as the RAMS's normal business hours, 7:30 a.m. to 4:30 p.m., Monday through Friday.
 - 4.02 Overtime work shall be performed only upon the RAMS's request by the Property Manager or their designee.
5. Holiday work shall be performed only upon the RAMS's request. Holidays that qualify for holiday rate billing are as follows:

New Year's Day	Labor Day	Christmas Day
Memorial Day	Thanksgiving Day	
Independence Day		
6. All hourly rates quoted "must include" overhead, profit, travel and all administrative costs. Trip charges are not permitted under this contract.
7. The Contractor may be required to have the hours worked certified by RAMS personnel at the job site.

2.03 WORK AUTHORIZATION

The Contractor shall be required to visit the potential job site and submit a written quotation prior to the authorization of work, at no additional charge to RAMS.

Exhibit B

Contact Information Form

To: Brandi Crutchfield, Procurement Specialist
E-mail: bcrutchfield@Reliantams.org.

This email is to acknowledge that we are in receipt of your RFP# PC1082 and have noted our intention to bid.

Vendor Name: _____

Address: _____

Contact/Title: _____

Phone: _____

Fax: _____

Email: _____

I PLAN TO SUBMIT A BID.

- Yes, I will be submitting a bid.
- Maybe, I need to research and get more information (contact RELIANT-information listed above)

NO BID. Indicate *any* of the following. We:

- Do NOT desire to be retained on the vendor list.
- Desire to be retained on the vendor list, but decline to bid based on the following:
 - Cannot comply with specifications/scope of work, Explain: _____

 - Cannot meet delivery requirements, Explain: _____

- Do not regularly provide this type of product/service
- Other, Explain: _____
- Please update my information as listed above.

HOW YOU FOUND OUT ABOUT THE BID. Indicate *any* of the following. We:

- Checked the agency website
- Received notice by fax or e-mail
- Newspaper Ad, please list paper: _____
- Trade Publication, please list: _____
- Plan Room, please list: _____
- Other, Explain: _____

**EXHIBIT C
PROPOSAL FORM**

Proposal: **HVAC Services PC1082**

Vendor Name: _____

To: Reliant Asset Management Solutions (RAMS)
680 S. Waterman Ave. Suite B-2
San Bernardino, CA 92408

1. The undersigned, having familiarized themselves with the local conditions affecting the cost of the work, and with the Specifications, if any thereto, hereby proposes to furnish all labor, materials, equipment and services required to provide such service(s) described in the Scope of Work in accordance therewith, for the sum of:

Item	Description	Yr1 2019-20	Yr 2 2020-21	Yr 3 2021-22
	Provide pricing per the specifications of RFP PC1082 for:			
1	Straight time rate (per hour)			
2	Overtime rate (per hour)			
3	Holiday and Sunday Rate (per hour)			
4	Material Cost markup (percentage)			
5	Transportation charges (if any)—list by lot if variance			
6	Additional charges/services (please list—attach to sheet)			

2. In submitting this proposal it is understood that the right is reserved by Reliant Asset Management Solutions to reject any and all proposals. If written notice of the acceptance of this proposal is mailed, telegraphed, faxed, or delivered to the undersigned within thirty (30) days after the opening thereof, or at any time thereafter before this proposal is withdrawn, the undersigned agrees to a contract/agreement in the prescribed form and furnish any required insurance requirements within ten (10) days after the contract is presented to him for signature.

3. In submitting this proposal I assert that my staff has visited the sites for which I am bidding, as I understand that if I am awarded a contract for those sites, I will be responsible to perform the services listed in this RFP.

NOTE: The penalty for making false statements in offers is prescribed in 18 U.S.C. 1001.

Date _____, 20____

(Company Name)

(Official Address)

(By)

(Title)

(Contractors State License Number)

(Telephone Number)

CURRENT CLIENT REFERENCES (REQUIRED)

Submit this form with the BID, failure to do so is grounds for disqualification.

Company _____
Address _____
City, ST, Zip _____
Fax/Phone Numbers/email _____
Contact Name/Title _____
Type of Engagement _____

Company _____
Address _____
City, ST, Zip _____
Fax/Phone Numbers/email _____
Contact Name/Title _____
Type of Engagement _____

Company _____
Address _____
City, ST, Zip _____
Fax/Phone Numbers/email _____
Contact Name/Title _____
Type of Engagement _____

Company _____
Address _____
City, ST, Zip _____
Fax/Phone Numbers/email _____
Contact Name/Title _____
Type of Engagement _____

Company _____
Address _____
City, ST, Zip _____
Fax/Phone Numbers/email _____
Contact Name/Title _____
Type of Engagement _____

Bidder's Company Name _____
Legal Structure _____
Principle Office Address _____
City, State, Zip _____
Phone Number & Fax Numbers _____
Email _____
Federal Employer Identification _____
Title of Person Authorized to Sign _____
Print Name of Person Authorized to Sign _____

