



Request for Proposals

HVAC INSPECTION AND PREVENTATIVE MAINTENANCE SERVICES

Richland – Lexington Airport District West Columbia, SC

ISSUED DATE: June 2, 2020

ISSUED BY: Richland – Lexington Airport District
3400 Airport Commerce Drive
West Columbia, SC 29170

POINT OF CONTACT: Mr. Thomas Tapp, Facilities Manager
Email: t.tapp@flycae.com

QUESTION DEADLINE: June 10, 2020; no later than 2:00 p.m. EDT
Richland – Lexington Airport District
Attn: Thomas Tapp Facilities Manager
3400 Air Commerce Drive
West Columbia, SC 29170

PROPOSAL DEADLINE: June 16, 2020; no later than 2:00 p.m. EDT
Richland – Lexington Airport District
Attn: Thomas Tapp Facilities Manager
3400 Air Commerce Drive
West Columbia, SC 29170

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I. PURPOSE OF REQUEST

The Richland-Lexington Airport District (“District”) through this Request for Proposal (“RFP”) invites written proposals from qualified Contractors (“Contractors”) to provide **HVAC INSPECTION AND PREVENTATIVE MAINTENANCE SERVICES** at the Columbia Metropolitan Airport.

II. INSTRUCTIONS TO PROPOSERS

A. Contractors shall submit three (3) hard copies of their proposal. Proposals must be enclosed in a sealed envelope, box or package, and clearly marked on the outside with the following: DO NOT OPEN – PROPOSAL ENCLOSED, “HVAC Inspection and Preventative Maintenance Services”, Contractor’s name, address, phone, and primary contact name. Proposals must be delivered to the following address:

Columbia Metropolitan Airport
3400 Air Commerce Drive
West Columbia, SC 29170
Attention: Thomas Tapp, Facilities Manager

B. All proposals must be delivered by **2:00 p.m. EDT, June 16, 2020**. Requests for extension of time to submit will not be granted. Late proposals will be rejected. Requests to modify or withdraw a proposal after its submission will not be considered. Proposals sent via e-mail or fax will not be accepted.

C. The opening and reading of a proposal do not constitute the District's acceptance of the Contractor as a responsive and responsible Proposer.

D. It is the sole responsibility of the Contractor to ensure that the proposal arrives on time and bears the handwritten signature of an officer duly authorized to sign all five copies. The name, address and telephone number of the person to contact must be clearly identified.

E. Any questions about the RFP should be directed in writing to:

Mr. Thomas Tapp
Facilities Manager
3400 Air Commerce Drive
West Columbia, SC 29170
Email: t.tapp@flycae.com

F. No proposal may be withdrawn for a period of ninety (90) days after the proposal submission deadline.

G. Other than with written consent from the Point of Contact, all Proposers, including any persons affiliated with or in any way related to a Proposer, are strictly prohibited from contacting any Commissioners or any District personnel on any matter having to do in any aspect with this RFP after June 2, 2020. Any other contact with such persons associated with the District shall be made only through and in coordination with the Point of Contact and must be made in writing. Prohibitive or inappropriate contacts made by Proposer may result in the disqualification of the Proposer. This requirement will be strictly enforced.

H. The District may elect to issue addenda to this RFP. All addenda will be posted on the District website at the following URL:

<https://flycae.com/procurement-bids/>

I. Submission of a proposal establishes a conclusive presumption that the Contractor is thoroughly familiar with the Request for Proposal (RFP) and that the Contractor understands and agrees to abide by all of the stipulations and requirements contained therein.

J. All notations must be typed or printed in ink. No erasures are permitted. Mistakes may be crossed out and corrections must be initialed in ink by the person(s) signing the Proposal Form.

- K. All costs incurred in the preparation and presentation of the proposal are the Contractor's sole responsibility; no costs will be reimbursed to any Proposer.
- L. All documentation submitted with the proposal will become the property of the District.
- M. The proposal is to be submitted as outlined below:
 - 1. Proposer Questionnaire
 - 2. References
 - 3. Annual Price Escalation
 - 4. Proof of Insurance Coverage
 - 5. Certification
 - 6. Proposal Form
 - 7. Acknowledgment of Addendum
- N. The District reserves the right to cancel any or all solicitations, in whole or in part, as well as reject any or all proposals, or to accept or reject any proposal in part, and to waive any minor informality or irregularity in proposals received if it is determined by the Executive Director or his designee that the best interest of the District will be served by so doing. If the solicitation is canceled or all proposals are rejected by the District, a notice will be posted on the District website as identified for the posting of addenda. A proposal will not be considered from any person, firm or corporation that is in arrears or in default to the District on any contract, debt, or other obligation, or if the Proposer is debarred by the District from consideration for a contract award.
- O. Proposals are subject to public disclosure after the final ranking in accordance with state law. All information contained in any submitted bid, request for proposal, or request for qualifications document to the District will be available for public review upon Freedom of Information Act (FOIA) request. All Contractors are hereby advised that any information that they may consider to be confidential or proprietary and would give a competitive advantage if disclosed, should be identified, along with a statement as to whether or not a claim of confidential or proprietary privilege is being asserted. If such information is later sought by an FOIA request, the Contractor will be allowed to justify its claim of privilege and the District will assess the validity of the said claim in advance of any release.
- P. In the event a contract is entered into pursuant to this RFP, the Contractor shall not discriminate against any qualified employee or qualified applicant for employment because of race, sex, color, creed, national origin or ancestry. The Contractor must include in any and all subcontracts a provision similar to the above.
- Q. Any ambiguity in any proposal as a result of omission, error, lack of clarity or non-clarity by the Contractor with this RFP, instructions, and all conditions of the submission shall be interpreted in the light most favorable to the District.

R. The District has set the following schedule :

<u>Action Item</u>	<u>Date</u>
Request for Proposal Issued	June 2, 2020
Facility Walkthrough*	June 9, 2020 at 10:00 am EDT
*The Facility Walkthrough will begin at 10:00 am in the Carolina Room at the Airport. Although attendance is not mandatory, it will be the only opportunity offered to view the equipment covered by this RFP. Face mask and gloves are , and required to enter the terminal and other facilities for the walkthrough. You must provide your own PPE in order to enter the building to complete the tour. Companies are allowed 1 Representative for the pre-bid meeting due to current restrictions concerning COVID-19.	
Deadline for Proposal Question Submission	June 10, 2020 by 2:00 pm EDT
Questions and Answers Posted to Airport Website	June 11, 2020, by 2:00 pm EDT
Deadline for Proposal Submission	June 16, 2020 by 2:00 pm EDT

III. TERMS AND CONDITIONS

- A. The District is seeking proposals from Contractors to provide HVAC Inspection and Preventative Maintenance Services for a period effective July 1, 2020 – June 30, 2023.
- B. The Contractor agrees to issue a monetary credit to the Richland – Lexington Airport District for any HVAC unit included in this RFP that is removed during the contract term. If the existing HVAC unit is replaced with a New HVAC unit, the Contractor agrees to perform Preventative Maintenance and Inspection Services on the new equipment after the warranty period ends for the remaining contract term.
- C. The District reserves the right to reject any or all proposals or to award the contract to the next most qualified Contractor if the selected Contractor does not execute a contract within fourteen (14) days after the award of the proposal.
- D. The District reserves the right to request any supplementary information it deems necessary to evaluate the Contractor's experience, qualifications, or to clarify or substantiate any information contained in the Contractor's submittal.
- E. Any proposal submitted will constitute an irrevocable offer, for a period of ninety (90) days, to sell to the District the services outlined in the enclosed Scope of Work and Specifications.
- F. If through any cause, the Contractor shall fail to fulfill in a timely and proper manner the obligations agreed to, the District shall have the right to terminate its contract by specifying the date of termination in a written notice to the Contractor at least thirty (30) days before the termination date. In this event, the Contractor shall be entitled to just and equitable compensation for any satisfactory work completed.
- G. Any agreement or contract resulting from the acceptance of a proposal shall be on forms either supplied by or approved by the District and shall contain, at a minimum, applicable provisions of the RFP. The District reserves the right to reject any agreement that does not conform to the RFP and to any District requirements for agreements and contracts.
- H. The Contractor shall not assign any interest in the contract and shall not transfer any interest in the same without the prior written consent of the District.
- I. No reports, information, or data given to or prepared by the Contractor under the contract shall be made available to any individual or organization without the prior written approval from the District.

- J. Insurance Requirements: The selected Contractor shall carry and keep in force a comprehensive general liability and employer liability insurance by an insurance company authorized to do business in the State of South Carolina with limits of liability as follows:

Employer Liability	\$1,000,000
Comprehensive General Liability	
Bodily Injury	\$1,000,000 each occurrence, and \$2,000,000 aggregate
Property Damage	\$1,000,000 each occurrence, and \$2,000,000 aggregate

The selected Contractor shall furnish certificates of professional liability insurance satisfactory to the District as to contents and carriers. Upon execution of a contract, the selected Contractor shall furnish to the District a good and sufficient Certificate of Insurance by said insurance company, and an Owner’s Protective Liability Policy naming the Richland-Lexington Airport District, the Richland-Lexington Airport Commission, and the Richland-Lexington Airport District Employees as named insured. Both policies shall contain the stipulation and agreement that the insurance provided by said policies is continually in full force and effect and is not subject to cancellation or modification in full or in part without thirty (30) days advance written notice to the District.

- K. Automobile Insurance Requirements: The selected Contractor shall carry and keep in force an automobile insurance policy by an insurance company authorized to do business in the State of South Carolina with limits of liability as follows:

Single Limit	\$1,000,000
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The selected Contractor shall furnish certificates of professional liability insurance satisfactory to the District as to contents and carriers. Upon execution of a contract, the selected Contractor shall furnish to the District a good and sufficient Certificate of Insurance by said insurance company, and an Owner’s Protective Liability Policy naming the Richland-Lexington Airport District, the Richland-Lexington Airport Commission, and the Richland-Lexington Airport District Employees as named insured. Both policies shall contain the stipulation and agreement that the insurance provided by said policies is continually in full force and effect and is not subject to cancellation or modification in full or in part without thirty (30) days advance written notice to the District

- L. Workers’ Compensation and Employer’s Liability Insurance: The Contractor shall maintain workers’ compensation and employer’s liability insurance in the amounts and form required by the laws of the State of South Carolina. The Contractor shall furnish a certification of said insurance to the District certifying that the District will be given thirty (30) days written notice of non-renewal, cancellation or other material change.

IV. SELECTION PROCESS AND CRITERIA

The District will evaluate all proposals during which time they may ask questions of a clarifying nature from the Contractor(s) and/or contact any references provided. All Proposers will be notified of the results of the selection process. The selection process used for determining the most successful proposal is best described as a “Competitive Proposal” process in which pricing is one of the most important criteria but not the only criteria. The factors in the evaluation process include:

- A. Proposer Questionnaire
- B. On-Call Availability. Location and accessibility of the business and employees.
- C. Responsiveness of the written proposal to the scope of services outlined in the District’s request
- D. Proposed fee schedule.

QUALIFICATIONS/CERTIFICATIONS

Proposals will be considered only from responsible individuals, co-partnerships, corporations, or other private organizations demonstrating that they can maintain a staff of regular employees adequate to ensure the continuous performance of the work. Labor relations measured by standards of compensation, promptness in meeting obligations, and frequency of personnel changes, among other things, will be considered in determining whether a proposer has an established operating organization.

The proposer must have the capacity and resources to design, install, and maintain new or replacement systems as required. The proposer must also employ and maintain personnel that possesses a Journeyman or equivalent technical level license during the entire contract term. The proposer must have and maintain 24/7 365 On-Call Availability for emergency calls; with a thirty (30) minute return phone call response time.

V. SCOPE OF WORK

The District seeks two (2) qualified Contractors to provide inspection and preventive maintenance services to improve equipment operations, increase equipment efficiency, minimize equipment breakdowns, prolong equipment life, and to perform scheduled inspections of the systems located at the Columbia Metropolitan Airport (“Airport”). The maintenance also includes filter service and outdoor coil cleaning service. The successful Proposer shall provide all materials, equipment, and labor. A list of the Airport systems can be found in Section VI of this RFP.

Inspections, maintenance work, and/or repairs shall be performed Monday through Friday during the hours of 7:00 a.m. to 5:00 pm unless otherwise specified by the Airport Facilities Manager.

SPECIFICATIONS

The Contractor is responsible for all equipment including, but not limited to, compressors, fan blades, fan coils, condenser fan motors, all electrical parts on each HVAC unit, fuses, disconnect switches, all condensation pumps, filters, automation, strainers, refrigerant, controllers, furnace heat exchangers, combustion motors, limit switches, thermostats wires, smoke detectors, fire life safety tie-ins, insulation, and circuit boards. The Contractor shall maintain all equipment in accordance with each equipment manufacturer’s recommendation unless otherwise specified by the Airport Facilities Manager. All filters shall be pleated and meet minimum MERV 8 rating unless otherwise specified by the Airport Facilities Manager.

The Contractor must have a minimum of two (2) Certified Technicians with one (1) technician having a minimum of ten (10) years of refrigeration, mechanical, and control experience. This requirement is to ensure that the Airport always has access to at least one (1) certified technician. Both technicians shall be qualified to work on electrical systems.

The Contractor and its employees shall comply with the CFR 1910 OSHA General Industry Regulation. The Airport will not accept nor be responsible or liable for accidents caused by the lack of safety equipment and/or procedures, or the improper installation of equipment or workmanship. Equipment Lock-out/Tag-out procedures shall be followed and coordinated with the Airport Facilities Manager. Items that the Contractor will be proposing on are listed below:

- Split and Packaged HVAC
- Evaporative Coolers
- Commercial Air Handler, Exhaust Fans, Duct Work, and related components
- Commercial Chillers Units, System and Related Components

Operating Inspection

- Inspect the exterior of the Air Handler
- Visibly check for refrigerant leaks on lines
- Lubricate motor and fan bearing as required
- Check belt tension and condition
- Check filters, replace them if needed.

- On natural gas furnaces, check burner; clean and adjust; change flame and spark rods/ igniters
- Check Condensation pans and drain. Flush with hot water
- Check the Compressor operation.
- Check for lifting or yellow-tipping flames. Make adjustment required to correct the problem.,
- Check the high limit switch
- Check operation of all gas controls and valves including manual gas shutoff, gas regulator, safety shut off valve (solenoid), automatic gas valve.
- Check flue connections for tight joint and minimum resistance to airflow. Guarantee that combustion chamber, flues, breaching, and chimney are clear before firing
- Satisfactory operation and adjustments should conform to manufactures instructions

Package Unit / Split Systems

- Review Manufactures instructions
- Comply with the latest provision of the Clean Air Act and Environmental Protection Agency regulations as they apply to the protection of Stratospheric ozone.
- No intentional venting of refrigerants is permitted. If servicing requires intrusion onto the refrigerant circuit, the unit must be pumped down, or the remaining refrigerant recovered.
- Whenever refrigerant is added or removed for disposal, record the quantities on the appropriated form.
- Refrigerant oils to be removed for disposal must be analyzed for hazardous waste and handled accordingly
- Closely follow all safety procedures described in the Safety Data Sheets for the refrigerant and all labels on the refrigerant containers.
- Clean condenser coils and or grilles
- Clean Heat exchangers
- Check gauges
- Check for leaks on gas fire furnaces

The Contractor shall keep a record log of all site visits and all work performed at each site visit. The record log shall be submitted to the Airport Facilities Manager upon completion of each visit. If a problem is found that has the potential to be a major problem or require an equipment shutdown, this problem must be immediately brought to the attention of the Airport Facilities Manager so a plan of action can be formulated for the timeliest repairs to the equipment. A plan of action report by the Contractor shall be included as a condition of this RFP. All work completed must be billed within 30 days of the work being performed.

The Contractor's employees shall be required to wear clean and neat uniforms provided by the Contractor, and approved by the Airport. The contractor shall also furnish their employees with all the necessary PPE (Personal Protective Equipment) as specified by the Equipment Manufacturer. The contractor will be responsible for ensuring that their employees wear all PPE required for the safe operation of equipment.

Pricing provided shall include an annual cost for regular inspection services and a cost for additional work that is beyond the regular scope of work. The Contractor must obtain prior authorization for repairs or other work outside the scope of the inspection and preventative maintenance services work. A quote must be obtained for any work performed outside the scope of the inspection and preventative maintenance services work. In the event of repairs or other work outside the scope of the inspection and preventative maintenance services work, the Airport reserves the right to obtain additional quotes from Contractors other than the successful Proposer.

FREQUENCIES

The Contractor shall ensure that the equipment is serviced per the manufacturer's recommendations unless otherwise specified by the Airport Facilities Manager. Maintenance frequencies are dependent on the equipment type and range from quarterly, bi-annually, annually and/or as requested.

The Contractor shall meet with the Airport Facilities Manager on a monthly basis to set the date(s) and time(s) to perform scheduled maintenance as well as to review record logs of work performed and invoices for accuracy and acceptance.

Quarterly Maintenance will normally be scheduled during the month of February for the first quarter, May, for the second, August for the third and November for the fourth, unless otherwise specified by the Airport Maintenance Manager.

Bi-Annual Maintenance will normally be scheduled for the month of April for the first service and September for the second unless otherwise specified by the Airport Facilities Manager.

Annual Maintenance will normally be performed during the month of September unless otherwise specified by the Airport Facilities Manager.

Type of Services	Frequency
Clean Evap and Condensor Coils	Annually
Compressor Operations	Bi-Annually
Motor Operation	Annually
Voltage and Amp Draws	Bi-Annually
Refrigerant Charge	Annually
Cabinets and Duct work	Annually
Heat Exchangers	Annually
Refrigerant Piping	Annually
Fan Coil Units	Quarterly
Belts and Pulleys	Annually
Blowers Motors	Annually
Operating / Safety Controls	Quarterly
Condensate Drains	Bi-Annually
Oil Levels	Annually
Reversing Valves	Annually
Electrical / Relays and Contactors	Bi-Annually
Electrical Heating strips	Annually

Maintenance Schedule

Scheduled Maintenance shall be performed from Monday through Friday between the hours of 7:00 a.m. to 5:00 pm unless otherwise specified by the Airport Facilities Manager. Basic materials and supplies needed for the normal performance of scheduled maintenance shall be included in the annual fee. Additional repairs needed shall be performed on a “Time and Materials” basis.

The Contractor shall capture and track all refrigerant activity for each piece of equipment and report the activity annually to the Airport Facilities Manager. The Airport district will supply refrigerate to contractor if the need ever arise.. All work performed on equipment listed shall be documented by the technician and reviewed with the Airport Facilities Manager after each visit.

Refrigerant Policy: The contractor’s practices and procedures shall be compliant with Federal and State Laws and Regulations concerning the proper handling, storage, and leak repair of ozone-depleting refrigerants and their substitutes according to Environmental Protection Agency regulation 40 CFR Part 82. The Contractors’ Service Technician(s) shall be Universal–Certified and use only certified recovery equipment. The Contractor shall dispose of used oil removed from Columbia Metropolitan Airport refrigeration units and dispose of in

accordance with applicable environmental regulations.

EMPLOYEE IDENTIFICATION AND ACCESS CONTROL

The Contractor shall agree that Contractor and Contractor's employees shall be required to successfully complete the CAE badge process prior to beginning work and will be required to follow all CAE, Federal Aviation Administration and Transportation Security Administration strict security rules and regulations. The badging process requires a Federal background investigation. The Contractor shall agree that the Contractor will be held responsible for the Contractor's employees. The Contractor and Contractor's employees shall not enter any of the Airports restricted areas unless authorized. The Contractor shall agree that Contractor and Contractor's employees shall have Airport badges and shall display their badges, at all times, while on Airport Property.

The Contractor shall agree that Contractor is responsible for all CAE badge fees, which shall include, but is not limited to, original badges, lost badges, replacement badges, damaged badges, and badge increases. Current background check/badge fees are \$85.00 per employee; current replacement badge fees are \$45.00 per employee, all subject to a price increase.

VI. EQUIPMENT LIST**COLUMBIA METROPOLITAN AIRPORT EQUIPMENT LIST BY BUILDING**

TYPE/DESIGNATION	MFR.	MODEL NUMBER	SERIAL NUMBER	TONS	AGE	LIFE
<u>ADMINISTRATION BUILDING (125A Summer Lake Drive)</u>						
Condenser Heat Pump # 1	Carrier	38YCC024--300	1998E24979	2	1998	15
Air Handler # 1	Carrier	FC4BNF024	0598A14828	2	1998	15
Condenser Heat Pump # 2	Carrier	38YCC036--520	0898E22230	3	1998	15
Air Handler # 2	Carrier	FC4BNF036	0598A14423	3	1998	15
Condenser Heat Pump # 3	Carrier	25HBC336A500	5012E13520	3	2012	15
Air Handler # 3	Carrier	FC4BNF036	0613A70419	3	2013	15
Condenser Heat Pump # 4	Carrier	38YCC036--520	0898E22175	3	1998	15
Air Handler # 4	Carrier	FC4BNF036	0598A14345	3	1998	15
Condenser Heat Pump # 5	Carrier	38YCC042--520	2098E00990	3.5	1998	15
Air Handler # 5	Carrier	FC4BNF042	0598A16971	3.5	1998	15
Condenser Heat Pump # 6	Carrier	38YCC036--520	0898E22177	3	1998	15
Air Handler # 6	Carrier	FC4BNF036	0598A14334	3	1998	15
Condenser Heat Pump # 7	Carrier	38YCC036--520	0898E22185	3	1998	15
Air Handler # 7	Carrier	FC4BNF036	0598A74343	3	1998	15
Condenser Heat Pump # 8	Carrier	38YCC048--520	2398E02866	4	1998	15
Air Handler # 8	Carrier	FC4BNF048	2897A24283	4	1998	15
Condenser Heat Pump # 9	Heil	N2H348AHB200	E083708228	4	2008	15
Air Handler # 9	Heil	FSM2X4800A	A093284470	4	2009	15
<u>ADMINISTRATION BUILDING - FAA SIDE (125B Summer Lake Drive)</u>						
Condenser Heat Pump # 1	Carrier	38YCC048--520	2398E02861	4	1998	15
Air Handler # 1	Carrier	FC4BNF048	2897A24284	4	1997	15
Condenser Heat Pump # 2	Trane	4TWR404B61000AA	16161L15U4F	4	2016	15
Air Handler # 2	Trane	GAM5B0C48M41EA A	16034LHRAV	4	2016	15
Condenser Heat Pump # 3	Goodman	GSZ130363AC	1301603125	3	2013	15
Air Handler # 3	Goodman	ARUF36C14BB	1304013254	3	2013	15
Condenser Heat Pump # 4	Trane	4TWA3060B3000AA	13342NBK4F	5	2013	15
Air Handler # 4	Trane	TAM4A0C6055150A	13243KW1X2V	5	2013	15
Condenser Heat Pump # 5	Carrier	38YCC036--520	0898E22118	3	1998	15
Air Handler # 5	Carrier	FC4BNF036	0598A14399	3	1998	15
Condenser Heat Pump # 6	Carrier	38YCC036--520	0898E22174	3	1998	15
Air Handler # 6	Carrier	FC4BNF036	0598A14329	3	1998	15
Condenser Heat Pump # 7	Carrier	38YCC060--520	2598E04562	5	1998	15
Air Handler # 7	Carrier	FC4BNF060	0198A04748	5	1998	15
Condenser Heat Pump # 8	Carrier	38YCC060--520	2598E04589	5	1998	15
Air Handler # 8	Carrier	FC4BNF060	0198A06576	5	1998	15
Condenser Heat Pump # 9	Trane	4TWA4060A3000AA	17244ND32F	5	2020	15
Air Handler # 9	Trane	TEM4A0C6S51SAA	0198A04746	5	2020	15
<u>AVIS CAR RENTAL (880 Ermine Road, Suite B)</u>						
Condenser Heat Pump # 3	Carrier	38YDB060--320	0404E19651	5	2004	15

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Air Handler # 3	Carrier	FV4BNF006	0304A70856	5	2004	15
Condenser Heat Pump # 4	Trane	4TWR4036G1000AB	19402PM2424F	3	2019	15
Air Handler # 4	Carrier	FV4BNF003	0404A73439	3	2004	15
Condenser Heat Pump # 5	Carrier	38YDB036--310	0404E01070	3	2004	15
Air Handler # 4	Carrier	FV4NF003	0404A73429	3	2004	15
<u>ENTERPRISE CAR RENTAL (880 Ermine Road, Suite A)</u>						
Condenser Heat Pump # 1	Carrier	38YDB036--310	1503E21650	3	2003	15
Air Handler # 1	Carrier	FV4BNF003	0404A73428	3	2004	15
Condenser Heat Pump # 2	Carrier	38YDB036--310	3203E03294	3	2003	15
Air Handler # 2	Carrier	FV4BNF005	0304A74068	4	2004	15
<u>NATIONAL CAR RENTAL (880 Ermine Road, Suite C)</u>						
Condenser Heat Pump # 6	Carrier	38YDB048--310	4903E01495	4	2003	15
Air Handler # 6	Carrier	FV4BFN003	0404A73430	3	2004	15
Condenser Heat Pump # 7	Trane	4TWR4036G1000AB	1902PMH4F	3	2019	15
Air Handler # 7	Carrier	FV4BNF005	0504A70765	3	2004	15
Condenser Heat Pump # 8	Carrier	38YDB024--310	4703E20648	2	2003	15
Air Handler # 8	Carrier	FV4BNF002	0204A70651	2	2004	15
<u>HERTZ CAR RENTAL (880 Ermine Road, Suite D)</u>						
Condenser Heat Pump # 9	Carrier	38YDB036--310	1503E21602	3	2003	15
Air Handler # 9	Carrier	FV4BNF005	0504A70836	3	2004	15
Condenser Heat Pump # 10	Carrier	38YDB048--310	0404E19588	4	2004	15
Air Handler # 10	Carrier	FV4BNF005	0504A70834	4	2004	15
Condenser Heat Pump # 11	Carrier	38YDB048--310	0404E19595	4	2004	15
Air Handler # 11	Carrier	FV4BNF005	0504E70790	4	2004	15
<u>THRIFTY CAR RENTAL (880 Ermine Road, Suite E)</u>						
Condenser Heat Pump # 12	Carrier	38YDB036--310	3203E03305	3	2003	15
Air Handler # 12	Carrier	FV4BNF005	0504A70782	4	2004	15
Condenser Heat Pump # 13	Carrier	38YDB036--310	1503E21647	3	2003	15
Air Handler # 13	Carrier	FV4BNF005	0304A74070	4	2004	15
<u>DOOLITTLE HANGAR (2625 Aviation Way)</u>						
Condenser Heat Pump # 1	Trane	TWA090A300FB	7393YSGAD	7.5	2007	15
Air Handler # 1	Trane	TWE090A300EL	7414LSDBD	7.5	2007	15
Condenser Heat Pump # 2	Heil	N4H336AKE100	E114415871	3	2011	15
Air Handler # 2	Heil	FSM4P3600AT	A114682230	3	2011	15
Condenser Heat Pump # 3	Payne	PH13NA036-B	2609X63650	3	2009	15
Air Handler # 3	Payne	PF4MNA037T00AAAA	2709A85270	3	2009	15
Condenser Split AC # 4	Concept	SCU10B48B-2	1602F22580	4	2002	15
Gas Furnace # 4	ICP	NHGE125CK01	N920309617	4	1992	15
Evaporator Coil # 4	ICP	EAH0048SA1	L920471853	4	1992	15
Condenser Split AC # 5	Goodman	CKL49-3	3041478397	4	2001	15
Gas Furnace # 5	ICP	NHGE125CK01	N920309616	4	1992	15
Evaporator Coil # 5	ICP	EHD2X48AAT2	X071342594	4	2007	15
Condenser Heat Pump # 6	Heil	N4H336CKA100	E114916755	3	2011	15
Air Handler # 6	Heil	EXM4P3600AT	A114582676	3	2011	15

FAA (GADO) (2823 Aviation Way)						
Condenser Split AC # 1	ICP	CAE180HAA	3003F43780	15	2003	15
Condenser Split AC # 2	ICP	CAE180HAA	2303F35203	15	2003	15
Air Handler # 1	Carrier	39ED32	7267796879	30	1980	15
Condenser Split AC # 3	Trane	TTA240E300AA	15051R63TA	20	2015	15
Air Handler # 3	M#UCCAF12A DA	ORWO1200000FECJ00D	A0000000	20	2015	15
Air compressor # 1	Speed Aire	3JR83A	967327-47	N/A	2011	15
FED EX AIR CARGO (3525 Air Commerce Drive)						
Condenser Heat Pump # 1	Lennox	13HPX-060-230-17	1912B05376	5	2006	15
Air Handler # 1	Lennox	CBX26UH-060-230-2	6012G01368	5	2006	15
Condenser Heat Pump # 2	Trane	4TWPB3060B1000CA	1328356J4F	5	2013	15
US CUSTOMS (2533A Aviation Way)						
Mini Split Condenser # 1	Daikin	RYN12NMBJU	G005860	1	2015	15
Mini Split Evaporator # 1	Daikin	FTXN12NMVJU	G009203	1	2015	15
Condensing Unit # 2	Lennox	10AC48-1P	5894C05518	4	1994	15
Gas Furnace # 2	Lennox	GS18Q4/5-140-3	4687J01088	4	1987	15
Evaporator Coil # 2	Lennox	CH3511FF	Not legible	4	1994	15
ACC BUILDING A1						
TYPE/ DESCRIPTION	MFR.	MODEL NUMBER	SERIAL NUMBER	TONS	AGE	LIF E
RTU #1- PK HEAT PUMP	Carrier	50JQ005---541EB	1194G02176	4	1994	15
RTU #2 PK GAS HEAT	TRANE	4YCC4024A1060 AA	1605014475L	NO DATA	N/A	NA
RTU #3 PK GAS HEAT	TRANE	4YCC3042B1096 AA	1132010521L	3.5	2011	15
RTU #4 PK GAS HEAT	TRANE	4YCC3030B1075 AA	114512758L	2.5	2011	15
RTU #5 CONDENSING UNIT	TRANE	4TWR3030C1000 AA	13474KT14F	2.5	2013	20
AH #5 AIR HANDLING UNIT	GOODMAN	A30-10	91074946	2.5	1991	
RTU # 6 PK GAS HEAT	BRYANT	NO DATA	NO DATA	N/A	N/A	NA
RTU # 7 PK GAS HEAT	BRYANT		Z316C78775 3			
RTU # 8 PK GAS HEAT	BRYANT	4TCC4024A1060 AB	173612384L	2.0	2017	
RTU # 9 PK GAS HEAT	BRYANT					
RTU # 10PK GAS HEAT	CARRIER	50TCQA06AZA5 A0A0A0	Z316C78775 3		2017	15
ACC BUILDNG A2						
C/U #16-1 CONDENSING UNIT	TRANE	4TTB3036D1000B A	1139353B3F	3.0	2011	15
AH #16-1AIR HANDLING UNIT	TRANE	NO DATA	NO DATA			15
C/U #16-2 CONDENSING UNIT	<u>GOODMAN</u>	<u>CK60-4</u>	<u>0403622341</u>	<u>5.0</u>	<u>2005</u>	<u>15</u>
AH #16-2 AIR HANDLING UNIT	GOODMAN	A60-20	901152028	5.0	2009	15
C/U #16-3	CARRIER	38CK048-540	1094E14618	4.0	1994	15

CONDENSING UNIT						
AH #16-3AIR HANDLING UNIT	CARRIER	FC4BNF08000AB AA	0394A02320	4.0	1994	15
RTU #16-4 PK HEAT PUMP	CARRIER	50HJQ006-521	1709G10419	5.0	2009	15
RTU #16-4AIR HANDLING UNIT	CARRIER	50HJQ004-541	3894G20163	3.5	1994	15
RTU #16-5 PK HEAT PUMP	CARRIER	50TCAOAA2A5A OAAO	4214C85437	3.5	2014	15
C/U # 16-6 – CONDENSING UNIT	CARRIER	25HBS360A310	3608E05517	3	2008	15
A/H # 16-6-AIR HANDLING UNIT	CARRIER	FC4DNF060	3308A82232	3	2008	15
RTU #20-1- PACKAGE HEAT PUMP	CARRIER	NO DATA TAG	-	-	-	15
RTU #20-2-PACKAGE HEAT PUMP	CARRIER	DATA NOT LEGIBLE	-	-	-	15
BUILDING “B”						
RTU #1-PACKAGE HEAT PUMP	TRANE	WSC036E1RDA0 PA0B2	934100136L	3	2009	15
RTU #2-PACKAGE GAS HEAT	TRANE	WSC036E1RDA0 PA0B2	934100152L	3	2009	15
RTU #3-PACKAGE ELECTRIC HEAT	CARRIER	50TJ014---501	3694G30813	12.5	1994	15
RTU #4-PACKAGE ELECTRIC HEAT	CARRIER	50TJ012---501GA	3794G30062	10	1994	15
RTU #5 –PACKAGE ELECTRIC HEAT	CARRIER	50TJ012---501GA	3794G30061	10	1994	15
C/U #6-CONDENSING UNIT	YORK	YCJD42S43S3A	W1H025020 3	3.5	-	15
A/H #6-AIR HANDLING UNIT	YORK	F6FP042H06T3X H	W1G017295 89	3.5	-	15
C/U #7- MINI SPLIT CONDENSER	mitsubishi	PUY-A30NHA2	8YU00794A	2.5	2008	15
A/U #7-MINI SPLIT AIR HANDLER	mitsubishi	PKA-A30FAL	7YA00412A	2.5	2007	15
BUILDING “C”						
RTU #1 (28C)-PKG HEAT PUMP	CARRIER	50SS024---301	1894G40388	2	1994	15
RTU #2 (28C)-PKG HEAT PUMP	CARRIER	50TJ007---601	1794G20023	6	1994	15
RTU #1 (30C)-PKG HEAT PUMP	CARRIER	50HJQ008---601	4995G30568	7	1995	15
RTU #2 (30C)-PKG HEAT PUMP	CARRIER	50HS030---311AA	0494G10070	2.5	1994	15
RTU #3 (30C)-PKG GAS HEAT	CARRIER	48TCEA07A2A6 A0A0A0	4317C80598	-	2017	15
RTU #4 (30C)-PKG GAS HEAT	CARRIER	48DJE007---610	3591G21809	6	1991	15
RTU #5 (30C)-PKG HEAT PUMP	CARRIER	50HS030---311AA	1695G10123	2.5	1995	15
RTU #6 (30C)-PKG HEAT PUMP	CARRIER	50HJQ005---601	4995G20878	4	1995	15
RTU #1 (32C)-PKG HEAT PUMP	CARRIER	50HJQ006---601	4795G20345	5	1995	15
RTU #2 (32C)-PKG HEAT PUMP	CARRIER	50HS030---311AA	4995G40741	2.5	1995	15
RTU #1 (36C)-PKG GAS HEAT	CARRIER	48TCEA07A2A6 A0A0A0	513C76116	-	2013	15
RTU #2 (36C)-PKG GAS	TRANE	TCD090C300BC	M2014955D	7.5	1996	15

HEAT						
RTU #3 (36C)-PKG GAS HEAT	TRANE	TCD090C300BC	M20104041D	7.5	1996	15
<u>BUILDING “C”</u>						
RTU #1-PACKAGE ELECTRIC HEAT	CARRIER	50TC-A06A2A6A0A0A0	2014C77290	-	2014	15
RTU #2-PACKAGE ELECTRIC HEAT	CARRIER	50TH006---A601BA	2008G50213	5	2008	15
RTU #3-PACKAGE ELECTRIC HEAT	TRANE	TSC06CE4E0A1M000000000000000B	151710730L	-	2015	15
RTU #4-PACKAGE ELECTRIC HEAT	CARRIER	50DJ006630	3591G22230	-	1991	15
RTU #5-PACKAGE ELECTRIC HEAT	CARRIER	50TM006---A601BA	2008G30351	5	2008	15
RTU #6-PACKAGE ELECTRIC HEAT	CARRIER	50TJ006---611	2108G50304	5	2008	15
RTU #7-PACKAGE ELECTRIC HEAT	CARRIER	50TC-A07A2A6A0A0A0G0	2218C78802	-	2018	15
RTU #8-PACKAGE ELECTRIC HEAT	CARRIER	50TM006---A601BA	3299G21283	5	1999	15
RTU #9-PACKAGE ELECTRIC HEAT	CARRIER	50TJ006---611	2008G50209	5	2008	15
RTU #10-PACKAGE ELECTRIC HEAT	CARRIER	50TM006---A601BA	2008G50214	5	2008	15
RTU #11-PACKAGE ELECTRIC HEAT	CARRIER	50TM006---A601BA	2008G50208	5	2008	15
RTU #12-PACKAGE ELECTRIC HEAT	CARRIER	50TM006---A601BA	2108G20183	5	2008	15
RTU #13-PACKAGE ELECTRIC HEAT	CARRIER	50TM006---A601BA	2008G50212	5	2008	15
RTU #14-PACKAGE ELECTRIC HEAT	CARRIER	50TM006---A601BA	2008G30352	5	2008	15
RTU #15-PACKAGE ELECTRIC HEAT	CARRIER	50TM006---A601BA	2008G30350	5	2008	15
RTU #16-PACKAGE ELECTRIC HEAT	YORK	DM300E54D4AA C2B	N0F8953035	25	2008	15
RTU #17-PACKAGE ELECTRIC HEAT	YORK	DF072E15N4AAA 2B	N0F8991334	6	2008	15
RTU #18-PACKAGE ELECTRIC HEAT	YORK	DJ060E15N4AAA 3B	N0F8988609	5	-	15
RTU #19-PACKAGE ELECTRIC HEAT	YORK	DJ036E10N4AAA 2B	N0F8988918	-	-	15
RTU #20-PACKAGE ELECTRIC HEAT	YORK	DJ060E15N4AAA 3B	N0F8988610	6	2008	15
<u>WEATHER STATION</u>						
TRANE VOYAGER UNIT #1	TRANE	TCD360B40L0B2 EEAA0C0000HJ B0M00R0	C14A00051	30	-	15
TRANE VOYAGER UNIT #2	TRANE	TDC360B40L0B2 EEAA0C0000HJ B0M00R0	C14A00050	30	-	15
BARD UNIT #3	BARD	W70A2-B09WXXXXJ	404H143128 464-02	-	-	15
BARD UNIT #4	BARD	W70A2-B09WXXXXJ	404H143128 465-02	-	-	15

EXHAUST FANS FOR ACC BUILDING						
EXHAUST FAN-#1 (4L220) (A-20)	COOK	-	-	-	-	15
EXHAUST FAN #2 (A20)	COOK	150ACRU150R6B	419SI63662- 00/0004601	-	2020	15
EXHAUST FAN #3 (A- 20)	COOK	-	-	-	-	15
EXHAUST FAN #4 (4L200)	COOK	-	-	-	-	15

<END OF EQUIPMENT LIST>

VII. PROPOSER QUESTIONNAIRE

1. Furnish the Company name, principal address, and phone number:

2. How many years has your organization been in business?

3. How many years of experience has your organization had with related work to this RFP?

4. List the equipment that you possess that will enable you to perform the contract. Use additional sheets if necessary.

5. How many employees does your organization have?

6. How many on-call employees does your organization have and what is their proximity to the Airport?

7. What are your organization’s technical capabilities and approaches to meeting the specification requirements? Use additional sheets if necessary.

8. List the name(s) and contact number(s) for the supervisor(s) that will oversee this account.

9. What are the capabilities and experience of the supervisor(s) that will oversee this account?

10. Does the Contractor have or can they obtain the insurance coverage for this project as described in the “Terms and Conditions” section of the RFP?

() Yes () No

11. In the last five years has any insurance carrier, for any form of insurance, refused to renew the insurance policy for the Contractor?

() Yes () No

If “yes,” give name, the insurance carrier, the form of insurance and the year of the refusal.

12. At the time of submitting this Questionnaire, is the Contractor ineligible to bid on or be awarded a public contract in the state of South Carolina?

() Yes () No

13. Has South Carolina OSHA cited and assessed penalties against the Contractor for any “serious,” “willful” or “repeat” violations of its safety or health regulations in the past five years?

() Yes () No

NOTE: If you have filed an appeal of a citation, and the Occupational Safety and Health Appeals Board has not yet ruled on your appeal, you need not include information about it.

If “yes,” provide a brief explanation of the citation. Use additional sheets if necessary.

14. Has the federal OSHA cited and assessed penalties against the Contractor Firm in the past five years?

() Yes () No

NOTE: If you have filed an appeal of a citation, and the Occupational Safety and Health Appeals Board has not yet ruled on your appeal, you need not include information about it.

If “yes,” provide a brief explanation of the citation. Use additional sheets if necessary.

REFERENCES

References: Please provide at least five (3) current commercial/institutional customer references that have HVAC Inspection and Preventative Maintenance Services of a similar type, size, complexity, and use.

1. Business Name: _____
Contact Name: _____ Title: _____
Address: _____
Email: _____ Phone: _____
Type and # of units: _____
Length of relationship: _____

2. Business Name: _____
Contact Name: _____ Title: _____
Address: _____
Email: _____ Phone: _____
Type and # of units: _____
Length of relationship: _____

3. Business Name: _____
Contact Name: _____ Title: _____
Address: _____
Email: _____ Phone: _____
Type and # of units: _____
Length of relationship: _____

ANNUAL PRICE ESCALATION:

Requirements for Allowance of Annual Price Escalation: The prices proposed for any Goods and/or Services shall not increase during the initial term of the contract. However, if you anticipate that you will not be able to maintain firm prices for any renewal period, a change in price based on a fixed percentage as indicated below **will be considered** if the following conditions are met:

Any annual price escalation you choose will be considered in the evaluation of your proposal. You must notify CAE, in writing, no later than 120 days before the initial contract period ends, or any renewal period ends, of your intent to exercise your request for a price escalation. **Failure to notify CAE will result in CAE denying any price escalation.** In no event can the proposed escalation exceed the fixed percentage stipulated in the proposal. The notice may be sent by certified mail to Mr. Gregg Hornsby, Director of Finance, 3250 Airport Blvd, Suite 10, West Columbia, SC 29170.

Your stipulated fixed percentage price escalation: _____ %

Company Name: _____

Authorized Signature: _____

Title: _____

PROOF OF INSURANCE COVERAGE

Proposer shall provide the District with satisfactory evidence of the Proposer’s Professional Liability Insurance and Automobile Insurance from a company satisfactory to the District and licensed to transact business in the State of South Carolina. If the two insurances are with different companies, submit a form for each company. Proposer shall submit this form with its proposal.

INSURER:

COMPANY NAME: _____

COMPANY ADDRESS: _____

CONTACT NAME AND PHONE: _____

Proposer is required to submit a letter or certificate from the Company providing insurance certifying that the Contractor has professional liability insurance in accordance with the terms set forth in this RFP.

Date: _____

Corporate Proposer:

Business Name _____

Proposer Name: _____

Proposer Title: _____

Corporate Secretary/Assistant: _____

Secretary (Seal)

Non-Corporate Proposer

Business Name _____

Proposer Name: _____

Proposer Title: _____

Notary Public: _____

My Commission Expires: _____

Notary Public (Seal)

CERTIFICATION

I, undersigned, on behalf of the Contractor, certify and declare that I have read all the foregoing answers to this Proposer’s Questionnaire and know their contents. The matters stated in the answers are true of my own knowledge and belief, except as to those matters stated on information and belief, and as to those matters, I believe them to be true. I declare under penalty of perjury under the laws of the State of South Carolina that the foregoing is correct.

(Signature)

(Printed name)

(Title)

(Date)

VIII. PROPOSAL FORM

**COLUMBIA METROPOLITAN AIRPORT (CAE)
HVAC INSPECTION AND PREVENTIVE MAINTENANCE SERVICES**

A. These following proposal prices are based on the services requested in this RFP for normal hours¹.

	Annual Preventative Maintenance HVAC Services Rates	Annual Rates
1	Administration Airport 125A Summer Lake Dr.	
2	Administration FAA 125B Summer Lake Dr.	
3	Avis Rental Facilities	
4	Enterprise Rental Facilities	
5	National Rental Facilities	
6	Hertz Rental Facilities	
7	Thrifty Car Rental	
8	Doo-Little Hangar	
9	FAA Gado	
10	FedEx Air Cargo	
11	COD Facility	
12	US Customs	

B. The following proposal prices are based on services performed outside the Scope of Work listed for units other in this RFP.

	Annual Preventative Maintenance HVAC Services Rates	Annual Rates (Hourly)
1	Certified Technician - Normal Hour ¹	
2	Certified Technician - Overtime Hours	
3	Certified Technician – Emergency Call Out	
4	Certified Technician - Holiday Hours ²	
5	Helper Technician - Normal Hour (if necessary)	
6	Helper Technician - Overtime Hours (if necessary)	
7	Helper Technician - Emergency Call Out (if necessary)	
8	Helper Technician - Holiday Hours (if necessary)	

1. Normal business hours are from 7:30 am to 5:00 pm Monday through Friday.

2. Attach your holiday schedule

C. Guaranteed Response Time(s)

Please define your guaranteed response time(s):

D. Exception(s) or Assumption(s)

Please list any exception(s) or assumption(s):

**Technician
Service Schedule for On-Call Repair**

	Year 1	Year 2	Year 3
Normal Working Hours (Please state) _____AM To _____PM	Per Hour	Per Hour	Per Hour
After Normal Working Hours (Please state) _____AM To _____PM	Per Hour	Per Hour	Per Hour

All items shall be proposed in their entirety. Proposals submitted without prices for all items listed will be considered non-responsive and will be rejected.

ACKNOWLEDGMENT OF ADDENDUM

Proposers must initial each applicable Addendum below and complete the designated Corporate or Non-Corporate Proposer section and submit this form with their Proposal as an acknowledgment of receipt of all issued Addendum.

This is to acknowledge receipt of the following **Addendum(s)** for **Request for Proposals (RFP) / HVAC Inspection and Preventative Maintenance Services**

1. _____; 2. _____; 3. _____; and 4. _____.

Dated the _____ day of _____, 20_____

Corporate Proposer:

Business Name _____

Proposer Name: _____

Proposer Title: _____

Corporate Secretary/Assistant: _____

Secretary (Seal)

Non-Corporate Proposer

Business Name _____

Proposer Name: _____

Proposer Title: _____

Notary Public: _____

My Commission Expires: _____

Notary Public (Seal)