



ROANOKE COUNTY

FINANCE & MANAGEMENT SERVICES DEPARTMENT PURCHASING DIVISION

INVITATION FOR BID

IFB # 2023-091

HVAC Maintenance Agreement for Green Ridge Recreation Center and RCACP

**OPENING DATE: June 6, 2023
OPENING TIME: 2:00 P.M.**

The Invitation to Bid and related documents may be obtained during normal business hours from the Purchasing Division, at the Roanoke County Administration Building, 5204 Bernard Drive, Suite 300F, Roanoke, VA 24018. This document may be viewed and/or downloaded from the County of Roanoke Purchasing Division's website at <https://www.roanokecountyva.gov/bids.aspx>. If you have any problems accessing the documents, you may contact Purchasing at (540) 772-2061.

Mandatory Pre-Bid Meeting: on May 22, 2023 at 9:00 AM. We will start at Regional Center for Animal Care & Protection (RCACP) at 1510 Baldwin Ave NE, Roanoke VA 24012 then travel to Green Ridge Recreation Center (GRRRC) at 7415 Wood Haven Rd, Roanoke, VA 24019

**THIS PUBLIC BODY DOES NOT DISCRIMINATE
AGAINST FAITH-BASED ORGANIZATIONS**

DATE of IFB: May 15, 2023

INVITATION FOR BID (IFB)

IFB No. 2023-091

Issue Date: May 15, 2023

Title: HVAC Maintenance agreement for Green Ridge Recreation Center and RCACP

Issued By: **County of Roanoke**
Roanoke County Administration Building
Purchasing Division
5204 Bernard Drive, SW, Suite 300-F
Roanoke, VA 24018-0798
Phone (540) 283-8150

Email: drago@roanokecountyva.gov

Sealed Bids will be received on or before 2:00 P.M., June 6, 2023 for furnishing the services and/or items described herein. The time of receipt shall be determined by the time clock stamp in the Purchasing office.

All questions must be submitted before 5:00 p.m., **May 26, 2023**. If necessary, an addendum will be issued and posted to the County website on the Current Bids/RFP Requests tab at <https://www.roanokecountyva.gov/bids.aspx>.

If proposals are hand delivered or mailed, send directly to the Purchasing Division at the address listed above. If the Roanoke County Administration Building is closed for business at the time scheduled for the proposal opening, the sealed proposal will be accepted and opened on the next business day of the County, at the originally scheduled hour.

THIS PUBLIC BODY DOES NOT DISCRIMINATE AGAINST FAITH-BASED ORGANIZATIONS.

The County reserves the right to cancel this IFB and/or reject any or all proposals and to waive any informalities in any proposal.

This section is to be completed by the Offeror and this page must be returned with the bid. In compliance with this Invitation For Bid and subject to all terms and conditions imposed herein, which are hereby incorporated herein by reference, the undersigned offers and agrees to furnish the services and/or items requested in this solicitation if the undersigned is selected as the successful Bidder. No Bid may be withdrawn within a period of sixty (60) days after Bid opening except for clerical errors, as set forth in part (1) of Section 2.2-4330(B), Virginia Code, 1950, as amended. Notices of bid withdrawal must be submitted in writing to the Purchasing Division.

My signature certifies that the bid as submitted complies with all requirements specified in this Invitation for Bid ("IFB"). If this Bid is accepted by the County, to provide the services and/or items in accordance with this Invitation for Bid and to execute a Contract/Purchase Order substantially similar to the attached Contract/Purchase Order Terms and Conditions for such services and/or items. My signature also certifies that by submitting a bid in response to this IFB, the Bidder represents that in the preparation and submission of this bid, the Bidder did not, either directly or indirectly, enter into any combination or arrangement with any person or business entity, or enter into any agreement, participate in any collusion, or otherwise take any action in the restraining of free, competitive bidding in violation of the Sherman Act (15 U.S.C. Section 1) or Sections 59.1-9.1 through 59.1-9.17 or Sections 59.1-68.6 through 59.1-68.8 of the Code of Virginia.

I hereby certify that I am authorized to sign as a legal representative for the business entity submitting this bid.

Legal Name and Address of Firm:

_____ Date: _____

_____ By: _____

(Signature in Ink)

_____ Name: _____

(Please Print)

_____ Zip: _____ Title: _____

Phone: _____ FAX: _____

Email: _____ Business License# _____

Virginia State Corporation Commission Identification Number: _____

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**COUNTY OF ROANOKE, VIRGINIA
INVITATION FOR BID NO. 2023-091**

HVAC Maintenance Agreement for Green Ridge Recreation Center and RCACP

SECTION 1. PURPOSE

The purpose of this Invitation for Bid (IFB) is the procurement for HVAC Maintenance agreement for Green Ridge Recreation Center and RCACP the firms must be qualified to establish an exclusive contract to provide “All Efforts and Materials Necessary” for the annual maintenance and services of HVAC and other mechanical equipment and related components as specified herein, for Roanoke Counties Parks, Recreation and Tourism’s Green Ridge Recreation Center and Regional Center for Animal Care and Protection.

The firm will provide materials and labor to perform scheduled HVAC, mechanical and control system preventive maintenance, technical support and 24-hour on call maintenance/repair. Contractor will have staff qualified to inspect, maintain and repair the building heat, heating water system, domestic water system, building automation system and all systems associated to the buildings HVAC and mechanical systems listed.

SECTION 2. BACKGROUND

Green Ridge Recreation Center “the Center” serves the citizens of Roanoke and the general public as a wellness and conference facility.

The Center was constructed in 2009 by English Construction Company in the Northeast section of Roanoke County adjacent to the intersection of I-81 and 581 with funding provided by the County of Roanoke.

The approximately 74,000 square foot facility entails a gym, multipurpose rooms, kitchen, day care, activity room, lobby, administrative offices, conference room and Wellness center. It also contains an indoor pool with adjoining locker rooms and a pool party room. Next to the center is Splash Valley, an outdoor water park that offers its own locker rooms, locker rental area and concessions housed within a separate structure a central mechanical/electrical room contains the Centers heating systems and electrical services. A pool pump room contains all of the pool pumps, filters and chemical control systems. The majority of the centers HVAC systems are roof top units (RTU).

The Center contains a total of ten Carrier RTU’s, two Desert Air dehumidification units, four Energy Recovery Ventilators (ERV), nine exhaust fans, two split system package units, ten Energy Recovery Units (ERU), two Lochinvar boilers for building heat, three Lochinvar boilers for pool water heat, two Lochinvar boilers for heating domestic water, various pumps and VFD’s. All systems are monitored and controlled by a Tridium Niagara N4 Building Automation System.

IFB#: 2023-091 HVAC Maintenance agreement for Green Ridge Recreation Center and RCACP
Revised 4/2019

The Regional Center for Animal Care and Protection is the local Government Animal Shelter that houses stray and abandoned animals in the Roanoke Valley. The building is approximately 17,555 square feet and has administrative offices, a lobby, and animal kennels.

RCACP has three four-year-old Carrier RTUs located on the rooftop. Two mini-split units are also located on the roof, and one heat pump with a heating element is found in the large animal holding. RCACP has nine exhaust fans situated on the rooftop.

SECTION 3. SERVICES AND/OR ITEMS REQUIRED

A description and/or listing of the services and/or items that the Successful Bidder will be required to provide to the County under this IFB are those that are set forth below and/or referred to in any way in the sample contract, any terms and conditions, and/or any attachments referred to in this IFB. Each Bidder should carefully read and review all such documents.

Mandatory Pre-Bid Meeting: on May 22, 2023 at 9:00 AM. We will start at Regional Center for Animal Care & Protection (RCACP) at 1510 Baldwin Ave NE, Roanoke VA 24012 then travel to Green Ridge Recreation Center (GRRRC) at 7415 Wood Haven Rd, Roanoke, VA 24019

A. Requirements

1. Contractor shall furnish all labor, supervision, tools, materials and equipment necessary to fully maintain all HVAC listed in Attachment A in accordance with all terms, conditions, provisions and schedules of this specification and to keep them in first class operating condition.
2. All work performed under this contract shall be performed in accordance with all applicable Codes and with the standards, which are incorporated into this contract in their entirety.
3. All materials, equipment and workmanship shall comply with the provisions, recommendations and requirements of the Electrical Code, Mechanical Code, Plumbing Code and Building Code, NEC, ASHRAE, Fire Underwriters and all State and Federal agencies having jurisdictions. The Contractor shall secure all permits and pay all fees required for his work.
4. All materials shall be new and completely designed and manufactured to meet the quality standards and tolerances recommended by the original equipment manufacturer. All materials, repairs and workmanship shall be of the highest quality and equal to the best standards and practices of the industry.

5. All work will be scheduled with Facility Contact. The Contractor will report in when arriving at the center and check-out when leaving, ensuring that appropriate reporting or documentation of work accomplished is dropped off before departing the center.
6. Reporting and Delivery Requirements
 - a. The Contractor will report to the Front desk when arriving at the facility.
 - b. Contractor vehicles are not to be parked in fire lanes at any time. Vehicles can be parked along the curb opposite the fire lane in front of the building.
 - c. All workers will sign into the Contractor log at the front desk and will receive Contractor badge to be displayed while in the facility.
 - d. Crew Supervisor can check out access key from front desk if Center staff are unavailable to provide access or if work requires frequent relocation within the building.
 - e. Contractor staff will sign out when leaving building for lunch or to pick up supplies. Keys must not leave facility and will be checked back into front desk before leaving facility.
 - f. Contractor staff will sign out and return all badges and keys at end of work day or when work completed.
7. Procedures for Normal Working Hours, Emergency Service Call and Emergency/Non-Scheduled repairs and services may be requested and provided on an 'as needed' basis, as follows:
 - a. Payment will be based on established hourly labor rate(s);
 - b. All necessary materials shall be provided at cost.
 - c. Percentage reduction on materials cost should be indicated in writing.
 - d. Contractor will provide parts list as part of quotation process.
 - e. Contractor shall provide a toll-free number or equivalent that is accessible 24 hours per day;
 - f. Contractor shall have fully equipped radio or cellular telephone dispatched service vehicles available 24 hours per day, 7 days per week;
 - g. Contractor shall have service technician(s) with qualifications that meet or exceed those described herein, on the premises within two (2) hours after receipt of call to respond to any repair or service request(s);
 - h. Contractor shall provide written quotation within two (2) days for any notification or request for Emergency/Non-Scheduled Repairs and Services.

8. All Quotes should have parts and labor costs included.
9. At the conclusion of the work, the Contractor shall demonstrate to the authorized Center representative that the work is fully operational and in compliance with contract specifications and codes. Any deficiencies shall be promptly and permanently corrected by the Contractor at the Contractor's sole expense prior to final acceptance of the work.
10. Except as otherwise specified, all work shall be guaranteed by the Contractor against defects resulting from the use of inferior materials, equipment, or defective parts and or labor or one (1) year from the date of final acceptance of the entire project by the owner in writing.
11. The Center reserves the right to conduct any test or inspection it may deem advisable to assure goods and services conform to the specification.
12. The Center, the Centers inspectors and other testing personnel shall have access to the work at all times. The Contractor shall provide proper facilities for access and inspection.
13. The contractor shall provide the Center a clean set of reproducible "as built" drawings and wiring diagrams, marked to record modifications to existing equipment or installation of any new equipment.
14. Contractor will provide Desert Air trained staff to manage and trouble shoot the pool dehumidification system and coordinate with pool dehumidification system manufacturer.
15. The chosen firm will provide maintenance, repair, design and installation for the Centers Carrier, Desert Air, Lochivar, Tridium building automation system, water system, RPZ's, equipment and all other specified County facility systems on a scheduled and as-needed basis.
16. Contractor will provide Desert Air trained staff to manage and trouble shoot the pool dehumidification system and coordinate with pool dehumidification system manufacturer.

B. Repair Service (Non-Emergency)

1. The Contractor shall provide all labor, tools, equipment, materials and all incidentals required and/or implied for the complete and satisfactory performance of repair servicing for all HVAC systems listed in Attachment A.
2. Regular working hours are 7:30 AM – 5:00 PM.
3. Repairs, which are not included in preventative maintenance, may be paid for on an hourly labor rate basis according to final contract negotiation.

4. The Contractor shall be required to provide a not-to-exceed (NTE) estimate of the cost and descriptive information of the necessary repairs to the Facility contact at the time of the service call. No repair work shall be performed until approval is given by the Facility contact.

C. On-Call Repair Service (Emergency)

1. Emergency or after-hours service is service performed outside the normal hours of operation of Monday thru Friday from 7:30 AM to 5 PM. If deemed an emergency by the Facility Contract, the Contractor shall provide service within two (2) hours of the time of the call. If the Contractor exceeds this time parameter, the Center reserves the right to call another vendor to provide the needed services and bill the Contractor for the difference in price.
2. The provisions of this section shall apply twenty-four (24) hours a day, seven (7) days a week.
3. Call backs for on-call repairs for the same problem within a twenty-four (24) hour period shall be at the Contractor's expense.

D. Qualifications

1. The importance of maintaining this equipment in line with its original design and performance and in proper and safe operating condition requires the service to be performed by an experienced and competent Contractor who has satisfactorily maintained equipment of this type and to the degree included in these specifications. Contractor shall have all tools (including software and interface means) required to properly maintain and service the HVAC equipment listed in Attachment A.

Personnel Qualifications

1. The personnel used by the Contractor for the performance of this work shall be experienced and trained in the maintenance and repair of this type of equipment, and shall be capable and qualified in performing the work, and at a minimum must have a minimum of ten (10) years' experience as a mechanic in the maintenance and repair of the HVAC equipment. Contractor will provide resume for all staff.

2. Use of personnel without these qualifications may be considered on a case-by-case basis and must be approved in writing by the Facility contract. A qualified HVAC Mechanic shall be present during the performance of any work under this contract. Qualifications for HVAC Mechanics shall be submitted with the proposal documents and approved by the Center prior to performing any work under this contract.

HVAC Maintenance Helpers

1. HVAC Maintenance “Helpers” should be capable of providing assistance to the Mechanics and shall be equipped with all tools, equipment, safety equipment and other incidentals necessary for the performance of the work.
2. The Contractor shall have and maintain technical support personnel who are specifically trained and experienced in the adjusting and testing of equipment similar to the type covered by this contract.
3. The Contractor’s technical support personnel shall be available at all times to support or assist assigned Mechanics.

Personnel Changes

1. Any changes that may occur in personnel during the term of this contract shall be submitted in writing by the Contractor to the Contract Administrator five (5) working days prior to such change.
2. All Mechanics’ training and experience credentials shall be provided along with the notice of change in the Mechanics’ assignments.
3. The Center will notify the Contractor of approval or disapproval of the Contractor’s request within five (5) working days after receipt of notice of Mechanic change.
4. The Center reserves the right to refuse assignment of any personnel deemed by the Center to have inadequate training, credentials, or who shows an inability to effectively maintain the equipment.
5. Only those Mechanics specifically named and approved by the Center shall be allowed to perform service under this contract, excluding the five

(5) day notification of mechanic change period and the five (5) day approval of change period.

E. Standards

1. All work shall be performed in a professional manner according to the standards of the industry. The Contractor shall be responsible to maintain all equipment under this contract in safe operating condition in accordance with the latest version of ANSI/ASHRAE/ACCA Standard 180-2008 – Standard Practice for Inspection and Maintenance of Commercial Building HVAC Systems.
2. Green Ridge Recreation Center is a smoke-free facility. Use of tobacco products is not allowed in the facility.
3. Each vehicle must have the Contractor's name clearly marked on each side of the vehicle.
4. Contractor's personnel shall wear an appropriate uniform that identifies the company performing the work. All personnel must wear a name badge or other form of identification with credentials.

F. NTE Estimates of Work

1. Upon requests by the Center, and for work with adequate plans and specifications or written directions, the Contractor should prepare and submit to the Center a written not to exceed estimate (quantity of each contract billable unit) required to perform the work specified under this contract. The Contractor should also provide an estimate of the costs for equipment, materials and supplies needed to perform the repair. Estimate to include time to make repair and percentage off of list price. The Contractor, only with the Facility contact written authorization, may then perform this work.

G. Reports

1. The Contractor shall submit a written report to the Facility contact upon the completion of, and on the same day as, water treatment, energy management, Preventative HVAC Maintenance and/or Repair service call. The report may be made on the Contractor's form, to be approved by the Center and should include the following:

A. Company Name, Mechanic(s) Name(s); Helper(s) Name(s) (if applicable); Time and Date of Service or Repair Work.

- B. Identification of HVAC Equipment serviced or repaired; Checklist of Examinations Made and Work Performed; Time Worked; Type and Quantity of Material and Parts needed.
- C. Certification that work was performed in accordance with the specifications, signed by the Mechanic.
- D. Needed repair work, problems, failures or malfunctions discovered during repair work.

H. Method of Payment

- 1. Contractor shall invoice the Center after approved work is completed.
- 2. Invoices and reports shall be sent to the Facility contact and shall show detail of work completed.

No payment will be issued prior to the receipt of the report(s).

I. Preventive Maintenance Service

- 1. The Contractor shall provide all labor, tools, equipment, materials and all incidentals required and/or implied for the complete and satisfactory performance of regularly scheduled preventative maintenance servicing and needed repairs for all systems listed in Attachment A.
- 2. This is a preventative maintenance agreement contract to include regularly scheduled preventative maintenance and repairs on all HVAC and mechanical systems in Attachment A. At a minimum, HVAC equipment preventative maintenance shall be provided as stated in Attachment A and shall include, but not be limited to, the latest revision of ANSI/ASHRAE/ACCA Standard 180-2008.
- 3. Typical maintenance should include testing for excessive vibration, motor winding resistance, refrigerant charge, fan RPM, refrigerant oil (acid), water condition, flue gas analysis, safety controls, combustion and draft, crankcase heaters, control systems, etc.
Inspecting for worn, failed or doubtful parts, mountings, drive couplings, oil level, rotation, soot, flame composition and shape, pilot and ignitor, steam, water and/or refrigerant leaks etc.

Cleaning condenser and evaporator coil surfaces, unit cabinet, fan impellers and blades, electrical contacts, burner orifices, passages and nozzles, pilot and igniter etc.

Lubricating motors, fan and damper bearings, valve stems, damper linkage, etc.

Adjusting belt tension, refrigerant charge, super heat, fan RPM, water chemical feed and feed rate, burner fuel/air ratio, gas pressure, set point of controls and limits, damper close off, sump floats etc.

Aligning belt drives, drive couplings, air fins etc.

Tightening electrical connections, mounting bolts, pipe clamps, refrigerant piping fittings, damper sections, etc. Calibrating safety controls, temperature and pressure controls, etc.

SECTION 4. REQUIRED QUALIFICATIONS FOR BIDDERS /OR NOT USED

Not Used

SECTION 5. TERM OF CONTRACT OR TIME OF PERFORMANCE OR NOT USED

- A. The term of any resultant Contract will be for one (1) year, from June 7, 2023, through June 6, 2024, at which time it will terminate, unless sooner terminated pursuant to the terms of the Contract or by law or unless renewed as set forth in such Contract.
- B. Upon the mutual agreement of the parties, the Contract may be renewed for up to four (4) additional one (1) year periods or any combination thereof. If either party wants to renew the Contract that party shall give a written request to renew to the other party within 60 days of the expiration of the original term or any renew term of the Contract. The party receiving such request shall either accept or reject in writing such request within 10 days of receipt of that request, provided, however, if the party receiving the request to renew fails to respond within 10 days, the request to renew may be deemed to be rejected.
- C. All terms and conditions shall remain in force for the term of the Contract and for any renewal period unless modified by mutual agreement of both parties. Prices shall not be increased during the initial term of the Contract. Prices for any renewal periods will be subject to the mutual agreement of both parties.

SECTION 6. PAYMENT FOR SERVICES

Payment(s) to the Successful Bidder shall be made in accordance with the provisions of the resultant Contract, subject to final approval by the County.

SECTION 7. GENERAL INSTRUCTIONS TO BIDDERS

- A. Bids, to be considered, must be received by the County of Roanoke Purchasing Division, at the Roanoke County Administration Building, 5204 Bernard Drive, Suite 300F, Roanoke, VA 24018, at or before 2:00 p.m., local time, on 6/6/2023, at which time all Bids received will be publicly opened and read. **Bids received after 2:00 p.m. will NOT be accepted or considered.** The time of receipt shall

be determined by the time clock stamp in the Purchasing Office, or if it is not working, such time shall be determined by the Purchasing official who is to open the bids.

Each Bid, one (1) **original**, marked as **such** and two (2) **copies**, marked as **such**, must be appropriately signed by an authorized representative of the Offeror, and must be submitted in a **SEALED** envelope or package. A removable media storage device (USB) containing two (2) digital copies of the proposal, one as submitted, and one **redacted to remove all confidential and proprietary material**, must be included in the proposal packet. The notation "**HVAC MAINTENANCE AGREEMENT FOR GREEN RIDGE RECREATION CENTER AND RCACP**", IFB No. **2023-091**, and the specified opening time and date must be clearly marked on the front of that sealed envelope or package.

FAXED OR E-MAILED BIDS ARE NOT ACCEPTABLE.

The Invitation for Bid and related documents may be obtained during normal business hours from the Purchasing Division, at the Roanoke County Administration Building, 5204 Bernard Drive, Suite 300F, Roanoke, VA 24018. This document may be viewed and/or downloaded from the County of Roanoke Purchasing Division's website at <https://www.roanokecountyva.gov/bids.aspx>.

If you have any problems accessing the documents, you may contact Purchasing at (540) 283-8150.

If proposals are hand delivered or mailed, send directly to the Purchasing Division at the address listed above. If the Roanoke County Administration Building is closed for business at the time scheduled for the Bid opening, the sealed bid will be accepted and opened on the next business day of the County, at the originally scheduled hour.

All questions must be submitted before 5:00 P.M. on 5/12/2023. If necessary, an addendum will be issued and posted to the County website on the Current Bids/RFP Requests tab at <https://www.roanokecountyva.gov/bids.aspx>.

- B. If you download this IFB from the County website and intend to submit a proposal, you should notify Purchasing that you have done so. However, each Bidder is solely responsible for ensuring that such Bidder has the current, complete version of the IFB documents, including any addenda, before submitting a bid. Receipt by the bidder of such addendum should be acknowledged on the Bid Form and/or addendum. The County Purchasing Division or its designee will issue Addenda that will be posted to the County website on the Current Bid Opportunities tab at <https://www.roanokecountyva.gov/bids.aspx>.

C. **IMPORTANT NOTICE - ADDENDUMS AND NOTICES OF AWARD**

Vendors may visit <http://roanokecountyva.gov/list.aspx> to sign up to receive emails or text message notices about bids, proposals, addendums, bid tabulation and awards. Vendors can sign up to receive notification in selected commodity/service categories. It

is the vendor's responsibility to keep information current in the system in order to receive the notifications. The sign up only requires an email address and/or a cell phone number for receiving text messages (if your phone is capable) and your choice of categories.

Although '**Notify Me**' will be the only way to receive automatic notification, all BIDS/RFP Information will continue to be posted on our website, and can be picked up at the Purchasing Division, 5204 Bernard Drive, Suite 300F, Roanoke, VA 24018. Phone # (540) 772-2061.

The County is not responsible for any IFB obtained from any source other than the County. Contact Dawn M. Rago, by phone at 540-283-8150, or by email at drago@roanokecountyva.gov.

- D. Payment terms and delivery date(s) must be shown on the submitted Bid, if applicable.
- E. All Bids are to be submitted in accordance with all terms, conditions, rules, regulations, requirements and specifications identified in and by this IFB.
- F. Bids are to be on the Form as provided with **OR** as **otherwise specified** in this IFB. If a Bid Form is provided, **no changes are to be made to the Bid Form**. Any changes to Bid amounts must be initialed.
- G. All Bids shall be signed by a person on behalf of the responding Bidder who is appropriately authorized to do so. The printed name of that authorized person should be shown as well. Any Bid submitted should be in the complete legal name of the Bidder responding. No Bid will be considered from any Bidder not properly licensed as may be required by law.
- H. Except in cases of emergency, all bids for construction contracts shall be accompanied by a bid bond from a surety company selected by the bidder, which is legally authorized to do business in Virginia.
 - (1) A bid, payment or performance bond for contracts for goods or services other than construction may be required if provided in the Invitation for Bid.
 - (2) The amount of the bid bond shall not exceed five percent (5%) of the total amount of the bid.
 - (3) In lieu of a bid bond, a bidder may furnish a certified check or cash escrow in the face amount required for the bond.
 - (4) Upon award of any public construction contract exceeding \$100,000 awarded to any prime contractor, such contractor shall furnish:
 - i. Performance bond in the sum of the contract amount.
 - ii. Payment bond in the sum of the contract amount.
 - (5) Performance and/or payment bonds may be required for construction contracts below \$100,000 at the discretion of the County.
 - (6) In cases of emergency performance bonds/payment bonds are required within ten (10) calendar days of notice to proceed or project commencement.

- I. Bids that have been appropriately opened cannot be changed, adjusted, corrected or modified in any way other than complete withdrawal. The County's procedures for withdrawal of bids (whether construction or other than construction) is that set forth in Code of Virginia, §2.2-4330(A)&(B)(1), which allows withdrawal of a Bid due to an error such as an unintentional arithmetic error or an unintentional omission of a quantity of work, labor or material made directly in the compilation of a Bid, which unintentional arithmetic error or unintentional omission can be clearly shown by objective evidence drawn from inspection of original work papers, documents and materials used in the preparation of the Bid. Withdrawal must be requested within two days of the Bid opening by delivering to the County original work papers, documents, and materials used in preparation of the Bid.
- J. All Bids, appropriately received, will be evaluated by considering the requirements set forth in the IFB, the quality, workmanship, economy of operation, suitability for intended purpose, delivery, payment terms and price of product or service being requested in this Bid.
- K. Bids are to be submitted on the type, brand, make, and/or kind of product and/or service requested or its approved equal, to be solely determined by the County, unless otherwise specified. Should a Bid be for a product and/or service as an equal, the name, make, model and type of that which is being Bid must be clearly stated. The Bid must also be accompanied by descriptive literature of the product or service Bid to allow for evaluation. Failure to provide this information may result in the Bid being considered non-responsive and may not be considered.

It is not the intent of the specifications to be proprietary, nor to exclude any manufacturer or dealer. Deviations will be given consideration if they are considered to be suitable and acceptable for comparison. Any deviations must be submitted, in writing, with your bid. Deviations discovered after bid award or material receipt, not stated in your bid, shall be grounds for disqualification and nullification of order. It is the responsibility of the Offeror to prove that the deviation is equal to the product/service specified. The County of Roanoke will make the final determination as to whether the product is equivalent.

- L. If an award is made for the item(s) and/or services requested, a notice of award will be made which will be posted for public review on the County of Roanoke Purchasing Division's website under Current Bid Opportunities at <https://www.roanokecountyva.gov/bids.aspx> or you may contact Purchasing directly at (540) 283-8150 to request a copy of the award notification.

Upon completion of the Contract, payment will be made only to the Successful Bidder at the address as shown on the Contract. If the remittance address is other than the address on the Bid, it must be clearly noted and explained in the Bid. Contract will be paid only when the items and/or services have been supplied to and approved by the County.

- M. All items, identified in this IFB, are to be quoted and provided **F.O.B. DESTINATION-INSIDE DELIVERY**, unless otherwise stated in this IFB. All furniture items, if any, are to be put together and set in place.

- N. The County reserves the right to cancel this IFB or reject any or all Bids, to waive any informalities in any Bid and to purchase any whole or part of the items and/ or services listed in the IFB.
- M. Each Bidder is to notify in writing the Purchasing Division if any of Bidder's owners, officers, employees, or agents, or their immediate family members, is currently or has been in the past year, an employee of the County of Roanoke or has any responsibility or authority with the County that might affect the procurement transaction or any claim resulting therefrom. If so, please provide the Purchasing Division with the complete name and address of each such person and their connection to the County of Roanoke. Each Bidder is advised that the Ethics in Public Contracting and Conflicts of Interests Act of the Code of Virginia, as set forth in this IFB, apply to this IFB. Such information should be provided in writing before the Bid opening date or may also be provided with the Bid response.
- N. **The attention of each Bidder is directed to VA Code Sections 54.1-1100 et seq. which requires certain licenses for contractors, tradesmen and others. Each Bidder is required to determine which license, if any, it is required to have under such sections. Each Bidder shall so state on the Bid Form, or in its response, if no Bid Form is provided, whether it has a VA license under such sections and, if so, the type of license and/or license number. Failure to include this information may result in the Bid being rejected as non-responsive.**
- O. **Bid Submittals shall include:**
1. **Page 1, Invitation for Bid**
 2. **Page 18, The Bid Form (Unit Price shall include all labor, material, delivery costs and travel)**
 3. **Any Addendums**
- Failure to do so may result in the Bid being determined as non-responsive.**
- Questions or concerns may be addressed by contacting Dawn M. Rago by phone at 540-283-8150, or by email at drago@roanokecountyva.gov.
- P. Ethics in Public Contracting. The provisions, requirements, and prohibitions as contained in Sections 2.2-4367 through 2.2-4377, of the Virginia Code, pertaining to bidders, offerors, contractors, and subcontractors are applicable to this IFB.
- Q. Conflict of Interests Act. The provisions, requirements, and prohibitions as contained in Sections 2.2-3100, et seq., of the Virginia Code are applicable to this IFB.
- R. The procurement provisions of the Virginia Public Procurement Act as well as the County Procurement Manual, apply to this RFP, unless specifically modified herein. The County's Procurement Manual can be reviewed on the County's electronic procurement website.
- S. The County may request clarification from any of the Bidders after review of the Bids received.

- T. The County is not liable for any costs incurred by any Bidder in connection with this IFB or any response by any Bidder to this IFB. The expenses incurred by a Bidder in the preparation, submission, and presentation of the Bid are the sole responsibility of the Bidder and may not be charged to the County.
- U. General and/or technical questions regarding the Scope of Services and/or items required, or procurement questions under this IFB may be directed to Dawn M. Rago, Buyer, by phone at 540-283-8150, or by email at drago@roanokecountyva.gov.
- V. Each Bidder is required to state if it has ever been debarred, fined, had a contract terminated, or found not be a responsible bidder or Offer or by any federal, state, or local government and/or private entity. If so, please give the details of each such matter and include this information with Bidder's response.
- W. **Data on Convictions for Certain Crimes and Child Abuse and Neglect Certification of Contractor:** The Consultant certifies that none of the persons who will provide services requiring direct contact with students on school property during school hours or during school-sponsored activities has been convicted of any of the following felony or misdemeanor offenses: felony sex or violence offenses, other felony offenses or misdemeanor sex offenses within the past ten years.

The Consultant further understands and acknowledges (1) that if he makes a materially false statement regarding any of the above offenses, he will be guilty of a Class 1 misdemeanor and may forfeit profits derived from the contract. Further, the Consultant understands and acknowledges that before any person is permitted to provide such services subsequent to this certification, he must complete a new certification regarding such person in a form satisfactory to Roanoke County and the Roanoke County School Board. **Data and Convictions information will be requested before the County of Roanoke/Schools enters into a contract when required.**

- X. Each Bidder who is a stock or Nonstock Corporation, Limited Liability Company, business trust, or a limited partnership or other business entity shall be authorized to transact business in the Commonwealth of Virginia as a domestic or foreign business entity if required by law. Each such Bidder shall include in its bid response the Identification Number issued to it by the Virginia State Corporation Commission (SCC) and should list its business entity name as it is listed with the SCC. Any Bidder that is not required to be authorized to transact business in the Commonwealth as a domestic or foreign business entity as required by law shall include in its bid response a statement describing why the Bidder is not required to be so authorized. (See Va. Code Section 2.2-4311.2).
- Y. Unless participating in a pending solicitation, vendors/prospective vendors may visit County departments without advance approval of the Purchasing Division to make sales calls, drop off literature, or conduct demonstrations. Advance appointments must be confirmed with the Director or their designee for the department to be visited.

Direct contact with any County employee without the permission of the Purchasing Division, on the subject of this solicitation, is strictly forbidden.

During an active solicitation all communications (email, phone, text, letter) must be conducted through the Purchasing Division. Purchasing staff will coordinate responses

to any inquiries, as necessary. If any vendor involved in a pending solicitation or bid violates this communication protocol, any submittals from the vendor may be rejected/disqualified at the discretion of the Purchasing Division.

SECTION 8. MISCELLANEOUS

- A. Ownership of all data, materials, and documentation originated and prepared for the County pursuant to the IFB shall belong exclusively to the County and be subject to public inspection in accordance with the *Virginia Freedom of Information Act*. The trade secrets or proprietary information submitted by the Bidder shall not be subject to public disclosure under the *Freedom of Information Act*, unless otherwise required by law or a court. **However, the Bidder must invoke the protection of Section 2.2-4342(F) of the Code of Virginia, in writing, either before or at the time the data or other material is submitted.** The written notice must SPECIFICALLY identify the data or materials to be protected and state the reason why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. The classification of an entire proposal document, line item prices, and/or total proposal prices as proprietary, or trade secrets, is NOT ACCEPTABLE and may result in REJECTION of the Bid.
- B. All Bidders shall be solely responsible for making sure that they have the most current and complete version of this IFB and all addenda that may have been issued for this IFB and that such Bidder has examined all such documents and data. Any interpretation, correction, or change of the IFB will be made by an addendum. Interpretations, corrections or changes of this IFB made in any other manner will not be binding and Bidders must not rely upon such interpretations, corrections, or changes. The County Purchasing Division or its designee will issue Addenda that will be posted to the County website on the Current Bid Opportunities tab at <https://www.roanokecountyva.gov/bids.aspx>.
- C. No Bidder shall confer on any public employee having official responsibility for a purchasing transaction any payment, loan, subscription, advance, deposit or money, service, or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value is exchanged.
- D. The County may make investigations to determine the ability of the Bidder to perform the work and/or provide the services and/or items as described in this IFB. The County of Roanoke reserves the right to reject any Bid if the Bidder fails to satisfy the County of Roanoke that it is qualified to carry out the obligations and requirements requested in this IFB.
- E. The Successful Bidder must comply with the nondiscrimination provisions of Virginia Code Section 2.2-4311, which are incorporated herein by reference.
- F. The Successful Bidder must comply with the drug-free workplace provisions of Virginia Code Section 2.2-4312, which are incorporated herein by reference.
- G. It is the policy of the County of Roanoke to maximize participation whenever possible by minority and women owned business enterprises in all aspects of County contracting opportunities.
- H. The Successful Bidder shall comply with all applicable County, State, and Federal laws,

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codes, provisions, and regulations. The successful Bidder shall not during the performance of any resultant contract knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.

- I. Providers of any outside services and/or items shall be subject to the same conditions and requirements as the Successful Bidder in regards to law, code, or regulation compliance. The County reserves the right of approval for any subcontract work, including the costs thereof.

SECTION 9. EVALUATION FOR LOWEST RESPONSIVE AND RESPONSIBLE BIDDER

To determine the lowest responsive and responsible Bidder with respect to this Bid, the following factors, among such others as will protect and preserve the interest of the County may be considered:

- A. Total extended Bid price as set forth on the Bid Form; The specified terms and discounts, if any, of the Bid;
- B. The ability, capacity and skill of the Bidder to perform the Contract and/or provide the services and/or items required;
- C. Whether the Bidder can perform the Contract and/or perform the services and/or provide the items promptly, or within the time specified, without delay or interference;
- D. The character, integrity, reputation, judgment, experience and efficiency of the Bidder;
- E. The quality of performance on previous contracts or services;
- F. The previous and existing compliance by the Bidder with laws and ordinances relating to other contracts, purchase orders, items and/or services provided by Bidder in other matters;
- G. The equipment and facilities available to the Bidder to perform the Contract and/or provide the services and/or items requested in the IFB;
- H. The sufficiency of the financial resources and ability of the Bidder to perform the Contract and/or provide the services and/or items requested in the IFB;
- I. The quality, availability, and adaptability of the supplies, materials, equipment and/or services the Bidder can provide for the particular use and/or work requested in the IFB; and
- J. The ability of the Bidder to provide future maintenance, parts, and service for the items requested in the IFB.

SECTION 10. CONTRACTOR'S AND SUBCONTRACTOR'S INSURANCE

Successful Bidder, and any of its subcontractors, shall, at its sole expense, obtain and maintain during the life of the resulting Contract/Purchase Order the insurance policies and/or bonds required. Any required insurance policies and/or bonds shall be effective prior to the beginning of any work or other performance by Successful Bidder, or any of its subcontractors, under any resultant Contract/Purchase Order. All such insurance shall be primary and noncontributory to any insurance or self-insurance the County may have. The policies and coverages required are those as may be referred to in the sample contract and/or the terms and conditions attached to this IFB, but shall include workers' compensation coverage regardless of the number of employees, unless otherwise approved by the County's Risk Manager.

SECTION 11. NEGOTIATIONS WITH LOWEST RESPONSIVE AND RESPONSIBLE BIDDER

If the bid by the lowest responsive and responsible bidder exceeds available funds, the County reserves the right to negotiate with the apparent lowest responsible bidder pursuant to County Code Chapter 17 (Ord. No. 3350, S2-30,12-14-82). State Code 2.2.4318. The conditions and procedures under which such negotiation may be undertaken are that the appropriate County officials shall determine that the lowest responsive and responsible bid exceeds available funds and notify such bidder in writing of its desire to negotiate. Thereafter, negotiations with the apparent low bidder may be held to obtain a Contract within available funds involving discussions of reduction of quantity, quality, or other cost saving mechanisms. Any such negotiated Contract shall be subject to final approval of the County, in the sole discretion of the County.

SECTION 12. BID AWARD

If an award of a Contract is made, it will be awarded to the lowest responsive and responsible bidder. If an award of a contract is made, notification of such award will be posted for public review on the County of Roanoke Purchasing Division's website under Current Bid Opportunities at <https://www.roanokecountyva.gov/bids.aspx> or you may contact Purchasing directly at (540) 772-2061 to request a copy of the award notification.

SECTION 13. FAITH BASED ORGANIZATIONS

Pursuant to Virginia Code Section 2.2-4343.1, be advised that the County does not discriminate against faith-based organizations.

SECTION 14. HOLD HARMLESS AND INDEMNITY

Successful Bidder shall indemnify and hold harmless the County and its officers, agents, and employees against any and all liability, losses, damages, claims, causes of action, suits of any nature, costs, and expenses, including reasonable attorney's fees, resulting from or arising out of Successful Bidder's or its employees, agents, or subcontractors actions, activities, or omissions, negligent or otherwise, on or near County's property or arising in any way out of or resulting from

any of the work or items to be provided under the Contract, and this includes, without limitation, any fines or penalties, violations of federal, state, or local laws or regulations, personal injury, wrongful death, or property damage claims or suits. Successful Bidder agrees to and shall protect, indemnify, and hold harmless all the parties referred to above from any and all demands for fees, claims, suits, actions, causes of action, settlement or judgments based on the alleged or actual infringement or violation of any copyright, trademark, patent, invention, article, arrangement, or other apparatus that may be used in the performance of the Contract.

SECTION 15. PROTESTS

Any Bidder who wishes to protest or object to any award made or other decisions Pursuant to this IFB may do so only in accordance with the provisions of Sections 2.2-4357, 4358, 4359, 4360, 4363, and 4364 of the Code of Virginia, and only if such is provided for in such Code section. Any such protest or objection must be in writing signed by a representative of the entity making the protest or objection and contain the information required by the applicable Code Sections set forth above. Such writing must be delivered to the County Manager within the required time period.

SECTION 16. COOPERATIVE PROCUREMENT

The procurement of goods and/or services provided for in this procurement is being conducted in accordance with Virginia Code Section 2.2-4304 and on behalf of other public bodies in Virginia. Unless specifically prohibited by the Successful Bidder, any resultant contract may be used by other public bodies in Virginia as allowed by Section 2.2-4304. The Successful Bidder shall deal directly with each public agency or body seeking to obtain any goods and/or services pursuant to this procurement or from this procurement and in accordance with Virginia Code Section 2.2-4304. The County of Roanoke shall not be responsible or liable for any costs, expenses, or any other matters of any type to either the Bidder or the public agency or body seeking to obtain any goods and/or services pursuant to this cooperative procurement provision.

SECTION 17. INFORMATION ON CONTRACT/PURCHASE ORDER TO BE AWARDED

The **Sample Contract** marked as Attachment E to IFB No. 2023-091 contains terms and conditions that the County will include in any Contract that may be awarded, but such terms and conditions may be added to, deleted, or modified as may be agreed to between the County and the Successful Bidder. However, if a Bidder has any objections to any of the terms or conditions set forth in the Sample or any changes or additions thereto that the Bidder wants to discuss before submitting a bid, the Bidder should set forth such objections, changes, or additions in written correspondence to the Purchasing Division at least five (5) days before the bid opening date for this IFB. Otherwise, submission of a bid by a Bidder will obligate such Bidder, if it is the Successful Bidder, to enter into a Contract containing the same or substantially similar terms and conditions as contained in such Attachment, and to comply with such terms and conditions. Also, such terms and conditions, together with the requirements of this IFB, shall be deemed to be a part of any resultant Contract/Purchase Order that may be issued by the County to the Successful Bidder.

END.

IFB # 2023-091 HVAC Maintenance agreement for Green Ridge Recreation Center and RCACP

ATTACHMENT A: BID FORM/SPECIFICATIONS

1. Green Ridge Recreation Center \$ _____
2. Regional Center for Animal Care and Protection: \$ _____

The County reserves the right to add, delete, or adjust quantities as deemed necessary by the County.

Bids containing any conditions, omissions, unexplained erasures, alterations or items not called for in the bid, or irregularities of any kind, may be rejected by the County as being nonresponsive. No changes are to be made to the Bid Form. Any changes to a Bid Amount must be initialed by the person signing the Bid Form.

I/We hereby propose to furnish and provide, in accordance with the enclosed general terms, conditions and specifications contained in IFB No. **2023-091**. The Bid Form must be completed in blue or black ink. Discrepancies in the multiplication of units of work and the unit prices will be resolved in favor of the correct multiplication of the unit prices. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum. My/Our prices are as follows:

PRICES QUOTED SHALL BE FOB DESTINATION. Freight charges shall be included in the bid price.

My/Our payment terms are: Net 30. If Bidder offers a cash discount for prompt payment, it will only be considered in determining the lowest responsible Bidder if the Bidder allows at least twenty (20) days for the prompt payment after the goods or services are received or after the invoice is rendered, whichever is later.

I/We can furnish and deliver all items within _____ calendar days after the date of the written notice to proceed with the contract from the County.

To aid in the evaluation of bids, bidders must submit the original Bid Form and one copy of the Bid Form, Attachments, and detailed specification sheets, if applicable. If you fail to do so, your bid may be considered non-responsive and rejected.

Have you complied with this requirement? ☐ Yes / ☐ No.

Indicate whether your business _____ IS or _____ IS NOT located in Roanoke County. If it is, please include a copy of your Roanoke County business license with your bid.

I/We acknowledge the receipt of:

Addendum No. _____ Dated _____.

Addendum No. _____ Dated _____.

Addendum No. _____ Dated _____.

Addendum No. _____ Dated _____.

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ATTACHMENT B: Virginia State Corporation Commission (SCC) Registration Information

The attention of each Bidder is directed to VA Code sections 54.1-1100, et seq. which requires certain licenses for contractors, tradesmen, and others. Each Bidder is required to determine which license, if any, it is required to have under such sections. Complete the following:

Bidder ___ does have *or* ___ does not have a Virginia Contractor's License. (Check appropriate block)

If Bidder has a Virginia Contractor's License, circle the class Bidder has and list the number.

Licensed "Class A", "Class B", or "Class C" Virginia Contractor Number: _____

If Bidder has another type of Virginia License, please list the type and number:

Type of license: _____ and number: _____.

Bidder is a ___ resident or ___ nonresident of Virginia. (Check appropriate blank.) See VA Code Sections 54.1-1100, et seq.

The attention of each Bidder is directed to Virginia Code Section 2.2-4311.2 which requires a bidder organized or authorized to transact business in the Commonwealth of Virginia pursuant to Title 13.1 or Title 50 of the Code of Virginia, as amended, or as otherwise required by law, shall include in its bid the Identification Number issued to such bidder by the Virginia State Corporation Commission (SCC). Furthermore, any bidder that is not required to be authorized to transact business in the Commonwealth of Virginia as a domestic or foreign business entity under Title 13.1 or Title 50 or as otherwise required by law shall include in its bid a statement describing why the bidder is not required to be so authorized. Please complete the following by checking the appropriate line that applies and providing the requested information:

A. _____ Bidder is a Virginia business entity organized and authorized to transact business in Virginia by the SCC and such bidder's/offeror's Identification Number issued to it by the SCC is: _____.

B. _____ Bidder is an out-of-state (foreign) business entity that is authorized to transact business in Virginia by the SCC and such bidder's Identification Number issued to it by the SCC is: _____.

C. _____ Bidder does not have an Identification Number issued to it by the SCC and such bidder is not required to be authorized to transact business in Virginia by the SCC for the following reason(s):

Please attach additional sheets of paper if you need more space to explain why such bidder is not required to be authorized to transact business in Virginia.

Signature page required with submittal of bid

ATTACHMENT D: NOTICE OF PROPRIETARY INFORMATION FORM

Confidentiality References Protection in Accordance with the Code of Virginia, Section 2.2-4342

Section Title	Page #	Reason(s) for Withholding from Disclosure

INSTRUCTIONS: Identify the data or other materials to be protected and state the reasons by using the codes listed below. Indicate the specific words, figures, or paragraphs that constitute trade secrets or proprietary materials. The classification of an entire bid or proposal document, line item prices, and/or total bid or proposal prices as proprietary or trade secret is not acceptable and will result in rejection of the bid or proposal.

- A) This page contains information relating to "trade secrets", and "proprietary information" including processes. Operations, style of work, or apparatus. Identify confidential statistical data. Amount or source of any income...of any person (or) partnership. See Virginia Public Procurement Act. Section 2.2-4342. Unauthorized disclosure of such information would violate the Trade Secrets Act 18 U.S.C. 1905.
- B) This page contains proprietary information including confidential, commercial or financial information, which was provided to the Government on a voluntary basis and is of the type that would not customarily release to the public. See Virginia Public Procurement Act, Section 2.2-4342; 5 U.S.C. 552 (b) (4); 12 C.F.R. 309.5(c) (4).
- C) This page contains proprietary information including confidential, commercial or financial information. The disclosure of such information would cause substantial harm to competitive position and impair the Government's ability to obtain necessary information from contractors in the future. 5 U.S.C. See Virginia Public Procurement Act. Section 2.2-4342; 552 (b) (4)12 C.F.R. 309.5(c) (4).

ATTACHMENT E: SAMPLE CONTRACT and TERMS AND CONDITIONS



**COUNTY OF ROANOKE, VIRGINIA
SAMPLE CONTRACT BETWEEN COUNTY OF ROANOKE AND**

**FOR HVAC MAINTENANCE AGREEMENT FOR GREEN RIDGE RECREATION
CENTER AND RCACP**

This Contract # 2023-091 is dated _____, between the County of Roanoke, Virginia, hereinafter referred to as the "County" or "Owner", and legal name/address of contractor, hereinafter referred to as the "Contractor," Choose an item. .

WITNESSETH:

WHEREAS, Contractor has been awarded this Contract by the County for furnishing all equipment, materials, goods, labor, and services necessary for HVAC Maintenance agreement for Green Ridge Recreation Center and RCACP and associated work in accordance with this Contract and the documents referred to herein, all such items or services also being referred to hereinafter as the Work or Project.

NOW, THEREFORE, THE COUNTY AND THE CONTRACTOR AGREE AS FOLLOWS:

SECTION 1. WORK/ SERVICES TO BE PROVIDED AND DOCUMENTS.

For and in consideration of the money hereinafter specified to be paid by the County to the Contractor for the Work provided for in this Contract to be performed by the Contractor, the Contractor hereby covenants and agrees with the County to fully perform the services, provide any materials called for to construct, and complete the Work called for by this Contract in a good and workmanlike manner in accordance with this Contract and the documents referred to herein in order to fully and properly complete this Contract within the time stipulated, time being made of the essence for this Contract. It is also agreed by the parties hereto that the documents to this Contract consist of this Contract and the following documents listed below (Contract Documents), all of which are and constitute a part of this Contract as if attached hereto or set out in full herein, viz:

1. Insurance Requirements (Exhibit 1).
2. Scope of Work/Fee Schedule (Exhibit 2).
3. Bid Form Completed by Contractor and dated _____ (Exhibit 4). **(To be provided after selection of Successful Bidder.)**
4. Invitation for Bid No. 2023-091, which is incorporated herein by reference.

The parties agree that if there are any differences between the provisions of the above referenced documents, the provisions of the County documents and this Contract will control over any Contractor supplied documents or information.

SECTION 2. CONTRACT AMOUNT.

The County agrees to pay the Contractor for the Contractor's complete and satisfactory performance of the Work/ Service, in the manner and at the time set out in this Contract, but the total amount for all such requests will not exceed the Bid price as stated in the Vendors proposal, as provided for in this Contract and that this Contract amount may be increased or decreased by additions and/or reductions in the Work as may be authorized and approved by the County, and the Contract amount may be decreased by the County's assessment of any damages against the Contractor, as may be provided for in this Contractor or by law, and the County retains the right of setoff as to any amounts of money the Contractor may owe the County. However, Contractor further acknowledges and agrees that any request for Contractor to perform Work under this Contract is in the sole discretion of the County and that there is no guarantee of any minimum amount of Work that may be requested by the County and that no Work may be requested.

SECTION 3. TERM OF CONTRACT. –

- A. The term of any resultant Contract will be for one (1) year, from June 7, 2023, through June 6, 2024, at which time it will terminate, unless sooner terminated pursuant to the terms of the Contract or by law or unless renewed as set forth in such Contract.
- B. Upon the mutual agreement of the parties, the Contract may be renewed for up to four (4) additional one (1) year periods or any combination thereof. If either party wants to renew the Contract that party shall give a written request to renew to the other party within 60 days of the expiration of the original term or any renew term of the Contract. The party receiving such request shall either accept or reject in writing such request within 10 days of receipt of that request, provided, however, if the party receiving the request to renew fails to respond within 10 days, the request to renew may be deemed to be rejected.
- C. All terms and conditions shall remain in force for the term of the Contract and for any renewal period unless modified by mutual agreement of both parties. Prices shall not be increased during the initial term of the Contract. Prices for any renewal periods will be subject to the mutual agreement of both parties.

SECTION 4. TIME OF PERFORMANCE.

The Contractor shall commence the Work to be performed under this Contract on such date as is established and fixed for such commencement by written notice (which may be initially given verbally in an emergency situation) to proceed given by the County representative to the Contractor, and the Contractor covenants and agrees to fully construct, perform, and complete the Work and/or provide the goods called for by this Contract established by such notice. The Contractor further agrees that the Work shall be started promptly upon receipt of such notice and shall be prosecuted regularly, diligently, and uninterruptedly at a rate of progress that will ensure

full completion thereof in the shortest length of time consistent with the Contract Documents and that Contractor will cooperate and coordinate with the other County contractors or employees doing other work or using the area where Contractor is working.

SECTION 5. PAYMENT.

- A. The County and Contractor agree that the County will only pay the Contractor for time actually spent and materials actually provided on the Project requested and accepted by the County. Invoices for services rendered and accepted shall be submitted by Contractor directly to the payment address of the requesting County department/division. Payment of such invoices shall be the responsibility of the department/division.
- B. The County agrees to pay Contractor for the Contractor's complete and satisfactory performance of the Work, in the manner and at the time set out in this Contract. The County retains the right to setoff as to any amounts of money Contractor may owe the County. A written progress report may be requested by the County to accompany payment request and, if so, such progress report shall detail the work completed. Also, sufficient documentation of all costs, expenses, materials supplies, and/or hours worked may be requested by the County and, if so, may be required prior to the processing of any such request for payment. Payment will only be made for work actually performed, services actually supplied, and/or materials or goods furnished to the County, all of which need to be approved and accepted by the County prior to such payment, unless otherwise provided for in the Contract documents. Once a payment request has been received the County, the County will process such payment request. If there are any objections or problems with the payment request, the County will notify the Contractor of such matters. If the payment request is approved and accepted by the County, payment will be made by the County to the Contractor not more than 30 days after such request has been approved.
- C. The terms of this Contract provide for Vendor to remit a certain portion of its gross sales proceeds from sales of Vendor's product on County owned or leased property to the County. County shall have the right to conduct an annual audit of Vendor's revenues as part of a true-up process to ensure

SECTION 6. SALES TAX EXEMPTION.

The County is exempt from payment of State Sales and Use Tax on all tangible personal property purchased or leased for the County's use or consumption. The Virginia Sales and Use Tax Certificate of Exemption number is 217-074292-9. The County's tax-exempt status shall not inure to the benefit of Vendor. Vendor shall be liable for all applicable local, state and federal taxes that may arise or be due under this Agreement.

SECTION 7. FREE ON BOARD, RISK OF LOSS, AND TITLE.

All prices include F.O.B Destination, inside delivery, unless otherwise noted in this Contract. The risk of loss from any casualty, regardless of cause, shall be on the Contractor until the items have been delivered to County personnel making the request and accepted by the County. The risk of

loss shall also be on the Contractor during the return of any items to the Contractor. Title to the items shall pass to the County upon receipt and acceptance of such items by the County.

SECTION 8. INSPECTION.

The County shall have a reasonable time after receipt of items / services provided and before payment to inspect all items for conformity to this Contract. If all or some of the items delivered to the County do not fully conform to the provisions hereof, the County shall have the right to reject and return such nonconforming items, at the sole cost of the Contractor.

SECTION 9. WARRANTY OF MATERIAL AND WORKMANSHIP.

Contractor agrees that all items provided to the County will be new, or if an item is refurbished or remanufactured, such item will meet the industry standards for such item and the item shall be clearly labeled as refurbished or remanufactured, and that all such items include such warranties as may be provided by Virginia law together with any warranties provided by the manufacturer of the item. Contractor shall use reasonable commercial efforts to assist the County in processing warranty claims against a manufacturer. Contractor also agrees that the services provided under this Contract shall be completed in a professional, good and workmanlike manner, with the degree of skill and care that is required by like contractors in Virginia. Further, Contractor warrants that such services shall be completed in accordance with the applicable requirements of this Contract and shall be correct and appropriate for the purposes contemplated in this Contract. Contractor agrees that Contractor shall repair or replace, at Contractor's sole expense, and to the satisfaction of the County, any items, material, equipment, or part of the item that is found by the County to be defective or not in accordance with the terms of this Contract.

SECTION 10. PAYMENTS TO OTHERS BY CONTRACTOR.

The Contractor agrees that Contractor will comply with the requirements of Section 2.2-4354 of the Virginia Code regarding Contractor's payment to other entities and the Contractor will take one of the two actions permitted therein within 7 days after receipt of amounts paid to Contractor by the County. Contractor further agrees that the Contractor shall indemnify and hold the County harmless for any lawful claims resulting from the failure of the Contractor to make prompt payments to all persons supplying the Contractor equipment, labor, tools, or material in connection with the work provided for in the Contract. In the event of such claims, the County may, in the County's sole discretion, after providing written notice to the Contractor, withhold from any payment request or final payment the unpaid sum of money deemed sufficient to pay all appropriate claims and associated costs in connection with the Contract and make such payment, if the County determines it to be appropriate to do so.

SECTION 11. HOLD HARMLESS AND INDEMNITY.

Contractor shall indemnify and hold harmless the County and its officers, agents, and employees against any and all liability, losses, damages, claims, causes of action, suits of any nature, costs, and expenses, including reasonable attorney's fees, resulting from or arising out of Contractor's

or its employees, agents, or subcontractors actions, activities, or omissions, negligent or otherwise, on or near County's property or arising in any way out of or resulting from any of the work or items to be provided under this Contract, and this includes, without limitation, any fines or penalties, violations of federal, state, or local laws or regulations, personal injury, wrongful death, or property damage claims or suits. Contractor agrees to and shall protect, indemnify, and hold harmless all the parties referred to above from any and all demands for fees, claims, suits, actions, causes of action, settlement or judgments based on the alleged or actual infringement or violation of any copyright, trademark, patent, invention, article, arrangement, or other apparatus that may be used in the performance of this Contract.

SECTION 12. COMPLIANCE WITH LAWS AND REGULATIONS, AND IMMIGRATION LAW.

Contractor agrees to and will comply with all applicable federal, state, and local laws, ordinances, and regulations, including, but not limited to all applicable licensing requirements, environmental regulations, and OSHA regulations. Contractor further agrees that Contractor does not and shall not during the performance of its Contract; knowingly employ an unauthorized alien as defined in the Federal Immigration Reform & Control Act of 1986.

SECTION 13. INDEPENDENT CONTRACTOR.

The relationship between Contractor and the County is a contractual relationship. It is not intended in any way to create a legal agency or employment relationship. Contractor shall, at all times, maintain its status as an independent contractor and both parties acknowledge that neither is an agent, partner or employee of the other for any purpose. Contractor shall be responsible for causing all required insurance, workers' compensation (regardless of number of employees) and unemployment insurance to be provided for all of its employees and subcontractors. Contractor will be responsible for all actions of any of its subcontractors, and that they are properly licensed.

SECTION 14. REPORTS, RECORDS, AND AUDIT.

Contractor agrees to maintain all books, records, electronic data, and other documents relating to this Contract for a period of five (5) years after the end of each fiscal year covered by this Contract. The County, its authorized employees, agents, representatives, and/or state auditors shall have full access to and the right to request, examine, copy, and/or audit any such materials during the term of the Contract and such retention period, upon prior written notice to Contractor. This includes the County's right to audit and/or examine any of the Contractor's documents and/or data as the County deems appropriate to protect the County's interests.

SECTION 15. INSURANCE REQUIREMENTS.

Contractor and any of its subcontractors involved in this Contract shall maintain the insurance coverage's set forth in Exhibit 1 to this Contract and provide the proof of such insurance coverage as called for in Exhibit 1, including workers' compensation coverage regardless of the number of Contractor's employees. Such insurance coverage shall be obtained at the Contractor's sole expense and maintained during the life of the Contract and shall be effective prior to the beginning of any work or other performance by the Contractor under this Contract. Additional insured

endorsements, if required, must be received by the County within 30 days of the execution of this Contract or as otherwise required by the County's Risk Manager.

SECTION 16. DEFAULT.

If Contractor fails or refuses to perform any of the terms of this Contract, including poor services, work or materials, the County may, by written notice to Contractor, terminate this Contract in whole or in part. In addition to any right to terminate, the County may enforce any remedy available at law or in equity in connection with such default, and Contractor shall be liable for any damages to the County resulting from Contractor's default. The County further reserves the right to immediately obtain such work or services from other entities in the event of Contractor's default.

SECTION 17. NONWAIVER.

Contractor agrees that the County's waiver or failure to enforce or require performance of any term or condition of this Contract or the County's waiver of any particular breach of this Contract by the Contractor extends to that instance only. Such waiver or failure is not and shall not be a waiver of any of the terms or conditions of this Contract or a waiver of any other breaches of the Contract by the Contractor and does not bar the County from requiring the Contractor to comply with all the terms and conditions of the Contract and does not bar the County from asserting any and all rights and/or remedies it has or might have against the Contractor under this Contract or by law.

SECTION 18. FORUM SELECTION AND CHOICE OF LAW.

This Contract shall be governed by, and construed in accordance with, the laws of the Commonwealth of Virginia, without application of Virginia's conflict of law provisions. Venue for any litigation, suits, and claims arising from or connected with this Contract shall only be proper in the Roanoke County Circuit Court, or in the Roanoke County General District Court if the amount in controversy is within the jurisdictional limit of such court, and all parties to this Contract voluntarily submit themselves to the jurisdiction and venue of such courts, regardless of the actual location of such parties. The provisions of this Contract shall not be construed in favor of or against either party, but shall be construed according to their fair and customary meaning as if both parties jointly prepared this Contract.

SECTION 19. SEVERABILITY.

If any provision of this Contract, or the application of any provision hereof to a particular entity or circumstance, shall be held to be invalid or unenforceable by a court of competent jurisdiction, the remaining provisions of this Contract shall not be affected and all other terms and conditions of this Contract shall be valid and enforceable to the fullest extent permitted by law.

SECTION 20. NONDISCRIMINATION.

- A. During the performance of this Contract, Contractor agrees as follows:
- i. Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state or federal law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the Contractor. Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
 - ii. Contractor in all solicitations or advertisements for employees placed by or on behalf of Contractor will state that Contractor is an equal opportunity employer.
 - iii. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
- B. Contractor will include the provisions of the foregoing Section A (i, ii, and iii) in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

SECTION 21. DRUG-FREE WORKPLACE.

- A. During the performance of this Contract, Contractor agrees to (i) provide a drug-free workplace for Contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of Contractor that Contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.
- B. For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a contractor, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

SECTION 22. FAITH BASED ORGANIZATIONS.

Pursuant to Virginia Code Section 2.2-4343.1, be advised that the County does not discriminate against faith-based organizations.

SECTION 23. DATA ON CONVICTIONS FOR CERTAIN CRIMES

The Vendor certifies that none of the persons who will provide services requiring direct contact with students on school property during school hours or during school-sponsored activities has been convicted of any of the following felony or misdemeanor offenses: felony sex or violence offenses, other felony offenses or misdemeanor sex offenses within the past ten years. Upon request by the Schools, Vendor shall provide specific documentation to verify that it has conducted requisite criminal conviction checks on its employees, agents, sub-contractors, and assigns. Schools reserve the right to remove or deny entrance to any employee, agent, sub-contractor, or assign of Vendor when School determines, in its sole discretion, that such person poses a risk to health or safety of others on School property.

The Consultant further understands and acknowledges (1) that if he makes a materially false statement regarding any of the above offenses, he will be guilty of a Class 1 misdemeanor and may forfeit profits derived from the contract. Further, the Consultant understands and acknowledges that before any person is permitted to provide such services subsequent to this certification, he must complete a new certification regarding such person in a form satisfactory to Roanoke County and the Roanoke County School Board. Data and Convictions information will be requested before the County of Roanoke/Schools enters into a contract / when required.

SECTION 24. ASSIGNMENT.

Contractor may not assign or transfer this Contract in whole or in part except with the prior written consent of the County, which consent shall not be unreasonably withheld. If consent to assign is given, no such assignment shall in any way release or relieve the Contractor from any of the covenants or undertakings contained in this Contract and the Contractor shall remain liable for the Contract during the entire term thereof.

SECTION 25. CONTRACTUAL DISPUTES.

Contractual claims, whether for money or for other relief, including any disputes as to change orders or extra work, shall be submitted, in writing, no later than sixty (60) calendar days after final payment or payment designated as a final payment; however, written notice of the Contractor's intention to file such claim must be given at the time of the occurrence or beginning of the work upon which the claim is based. Such notice is a condition precedent to the assertion of any such claim by the Contractor. A written decision upon any such claims will be made by Board of Supervisors or designee (hereafter BOS) within thirty (30) calendar days after submittal of the claim and any practically available additional supporting evidence required by the BOS. The Contractor may not institute legal action prior to receipt of the County's decision on the claim unless the BOS fails to render such decision within one hundred twenty (120) calendar days from submittal of its claim. The decision of the BOS shall be final and conclusive unless the Contractor within six (6) months of the date of the final decision on a claim or from expiration of the 120 day time limit, whichever occurs first, initiates legal action as provided in Section 2.2 -4364, of the Code of Virginia. Failure of the County to render a decision within said one hundred twenty (120) calendar days shall not result in the Contractor being awarded the relief claimed nor shall it result in any other relief or penalty. The sole result of the County's failure to render a decision within said one hundred twenty (120) calendar days shall be Contractor's right to immediately institute

legal action. No administrative appeals procedure pursuant to Section 2.2 -4365, of the Code of Virginia, has been established for contractual claims under this Contract.

SECTION 26. SUCCESSORS AND ASSIGNS.

The terms, conditions, provisions, and undertakings of this Contract shall be binding upon and inure to the benefit of each of the parties hereto and their respective successors and assigns.

SECTION 27. HEADINGS.

The captions and headings in this Contract are for convenience and reference purposes only and shall not affect in any way the meaning and interpretation of this Contract.

SECTION 28. COUNTERPART COPIES.

This Contract may be executed in any number of counterpart copies, each of which shall be deemed an original, but all of which together shall constitute a single instrument.

SECTION 29. AUTHORITY TO SIGN.

The persons who have executed this Contract represent and warrant that they are duly authorized to execute this Contract on behalf of the party for whom they are signing.

SECTION 30. NOTICES.

All notices must be given in writing and shall be validly given if sent by certified mail, return receipt requested, or by a nationally recognized overnight courier, with a receipt, addressed as follows (or any other address that the party to be notified may have designated to the sender by like notice):

To County:	County of Roanoke Parks and Recreation 1206 Kessler Mill RD Salem, VA 24153
Email:	evest@roanokecountyva.gov
To County:	County of Roanoke RCACP 1510 Baldwin Ave NE Roanoke, VA 24012
Email:	mwarner@roanokecountyva.gov

Copy to: County of Roanoke
Purchasing Division
Attn: Dawn M. Rago, Buyer
5204 Bernard Drive, SW, Suite 300-F
Roanoke, Virginia 24018
Email: drago@roanokecountyva.gov
Contractor: _____
Attn: _____, Title: _____

Email Address: _____
Phone: _____

Notices shall be deemed to be effective one day after sending if sent by overnight courier or three (3) days after sending it by certified mail, return receipt requested.

SECTION 31. PROTECTING PERSONS AND PROPERTY.

The Contractor expressly undertakes both directly and through its subcontractors, to take every reasonable precaution at all times for the protection of all persons and property at the location of the Work or in the vicinity of the Work or that may be affected by the Contractor's operation in connection with the Work. The Contractor will maintain adequate protection of all Contractor's Work to prevent damage to it and shall protect the County's property from any injury or loss arising in connection with this Contract and to protect adjacent property to prevent any damage to it or loss of use and enjoyment by its owners. Contractor agrees to be responsible for the entire Work and will be liable for all damages to the Work, including, but not limited to, damages to any property of the County or to any property in the vicinity or adjacent to the Work. All damage with respect to the Work caused by vandalism, weather, or any other cause, other than resulting from the sole negligence of the County shall be the responsibility of the Contractor. Contractor shall also be responsible for any inventory shortages and discrepancies of any type.

SECTION 32. CONTRACT SUBJECT TO FUNDING.

This Contract is subject to funding and/or appropriations from federal, state, and/or local governments and/or agencies. If any such funding is not provided, withdrawn, or otherwise not made available for this Contract, the Contractor agrees that the County may terminate this Contract on seven (7) days written notice to Contractor, without any penalty or damages being incurred by the County. Contractor further agrees to comply with any applicable requirements of any grants and/or agreements providing such funding.

SECTION 33. SUSPENSION OR TERMINATION OF CONTRACT BY COUNTY.

The County, at any time, may order Contractor to immediately stop work on this Contract, and/or by seven days (7) written notice may terminate this Contract, with or without cause, in whole or in part, at any time. Upon receipt of such notice, the Contractor shall immediately discontinue all

services affected (unless the notice directs otherwise), and deliver to the County all data (including electronic data), drawings, specifications, reports, project deliverables, estimates, summaries, and such other information and materials as may have been accumulated by the Contractor in performing this Contract whether completed or in process (unless otherwise directed by the notice).

1. If the termination or stop work order is due to the failure of the Contractor to fulfill any of its Contract obligations, the County may take over the Work and prosecute the same to completion by contract or otherwise. In such case, the Contractor shall be liable to the County for any damages allowed by law, and upon demand of County shall promptly pay the same to County.
2. Should the Contract be terminated or work is stopped not due in any way to the fault of the Contractor, the Contractor shall only be entitled to compensation for services actually performed and materials actually supplied prior to notice of termination or to stop work and which are approved by the County and any applicable federal or state approving agency. No profit, overhead, or any other costs of any type are allowed after the date of such notice of termination or stop work order.
3. The rights and remedies of the County provided in this Section are in addition to any other rights and remedies provided by law or under this Contract and County may pursue any and all such rights and remedies against Contractor as it deems appropriate.

SECTION 34. ETHICS IN PUBLIC CONTRACTING.

The provisions, requirements, and prohibitions as contained in Sections 2.2-4367 through 2.2-4377, of the Va. Code, pertaining to bidders, offerors, contractors, and subcontractors are applicable to this Contract.

SECTION 35. COMPLIANCE WITH STATE LAW; FOREIGN AND DOMESTIC BUSINESSES AUTHORIZED TO TRANSACT BUSINESS IN THE COMMONWEALTH OF VIRGINIA.

Contractor shall comply with the provisions of Virginia Code Section 2.2-4311.2, as amended, which provides that a contractor organized as a stock or nonstock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership shall be authorized to transact business in the Commonwealth as a domestic or foreign business entity if so required by Title 13.1 or Title 50 or as otherwise required by law. Contractor shall not allow its existence to lapse or its certificate of authority or registration to transact business in the Commonwealth, if so required under Title 13.1 or Title 50, to be revoked or cancelled at any time during the term of the Contract. The County may void the Contract if the Contractor fails to remain in compliance with the provisions of this section.

SECTION 36. OWNERSHIP OF REPORTS AND DOCUMENTS.

IFB#: 2023-091 HVAC Maintenance agreement for Green Ridge Recreation Center and RCACP
Revised 4/2019

Contractor agrees that all reports and any other documents (including electronic data) prepared for, obtained in connection with, and/or required to be produced in connection with this Contract shall be delivered by the Contractor to the County and all such items shall become the sole property of the County. The Contractor agrees that the County shall own all rights of any type in and to all such items, including but not limited to copyrights and trademarks, and the County may reproduce, copy, and use all such items as the County deems appropriate, without any restriction or limitation on their use and without any cost or charges to the County from Contractor. Contractor hereby transfers and assigns all such rights and items to the County. Contractor further agrees Contractor will take any action and execute any documents necessary to accomplish the provisions of this Section. The Contractor also warrants that Contractor has good title to all materials, equipment, documents, and supplies which it uses in the Work or for which it accepts payment in whole or in part.

SECTION 37. ENTIRE CONTRACT.

This Contract, including any attachments, exhibits, and referenced documents, constitutes the complete understanding between the parties. This Contract may be modified only by written agreement properly executed by the parties.

SIGNATURE TO FOLLOW

THIS AGREEMENT may be modified in writing by mutual agreement of both parties.

IN WITNESS WHEREOF, the parties hereto have signed this Contract by their authorized representatives.

(Full Legal Name of Vendor)

By_____

Printed Name and Title:

Date:

COUNTY OF ROANOKE, VIRGINIA

By_____
Dawn M. Rago, VCO, Senior Buyer

Date

**CONTRACT 2023-091
BETWEEN COUNTY OF ROANOKE AND [VENDOR NAME]
FOR HVAC MAINTENANCE AGREEMENT FOR GREEN RIDGE RECREATION
CENTER AND RCACP**

EXHIBIT 1: SAMPLE CONTRACTOR'S INSURANCE AND BOND REQUIREMENTS

REFERENCE: IFB # 2023-091

INSURANCE REQUIREMENTS SECTION

The Contractor shall comply with the insurance requirements set forth in the Contract, including the items set forth below:

- A. Neither the Contractor nor any subcontractor shall commence work under this Contract until the Contractor has obtained and provided proof of the required insurance coverages to the County, and such proof has been approved by the County. The Contractor confirms to the County that all subcontractors have provided Contractor with proof of such insurance, or will do so prior to commencing any work under this Contract.
- B. Contractor, including all subcontractors, shall, at its and/or their sole expense, obtain and maintain during the life of this Contract the insurance policies and/or coverages required by this section. The County and its officers, employees, agents, assigns, and volunteers shall be added as an additional insureds, by endorsement, to the general liability and automobile coverages of any such policies and such insurance coverages shall be primary and noncontributory to any insurance and/or self-insurance such additional insureds may have. The Contractor shall immediately notify in writing the County of any changes, modifications, and/or termination of any insurance coverages and/or policies required by this Contract. The Contractor shall provide to the County with the signed Contract an Acord certificate of insurance which states in the description of operations section one of the two paragraphs below:
 - (1) The County and its officers, employees, agents, assigns, and volunteers are additional insureds by endorsement as coverage under this policy includes ISO endorsement CG 20 33 which provides that the insured status of such entities is automatic if required by a contract or a written agreement. (If additional insured status is automatic under a different coverage form, Contractor must attach a copy of the coverage form to its certificate. Any required insurance policies shall be effective prior to the beginning of any work or other performance by Contractor and any subcontractors under this Contract).

OR

- (2) ISO endorsement CG 20 10 will be issued, prior to the beginning of any work or other performance by Contractor under this Contract, to the County and its officers,

employees, agents, assigns, and volunteers naming them as an additional insured under the general liability coverage. (A copy of the binder confirming the issuance must be attached to the certificate. Any required insurance policies shall be effective prior to the beginning of any work or other performance by Contractor and any subcontractors under this Contract).

However, if B (1) or (2) cannot be provided, the County's Risk Manager, in such Manager's sole discretion, may approve such other certificate of insurance or insurance document(s) that the Risk Manager deems acceptable. The County of Roanoke shall also be named as the Certificate Holder.

C. **The following insurance coverages and limits are required in order to provide services or materials to Roanoke County general government agencies and the Roanoke County Public Schools. These limits may be adjusted depending on the type of service or materials being provided and the exposure to risk.**

The Successful Offeror shall carry Liability Insurance in the amount specified below, including contractual liability assumed by the Successful Offeror, and shall deliver a Certificate of Insurance from carriers acceptable to the owner specifying such limits. The Certificate shall show the County of Roanoke and Roanoke County Public Schools, their supervisory boards and members thereof, officers, agents, employees and volunteers as additional insureds by endorsement, on the Commercial General Liability, Automobile Liability and Excess/Umbrella Liability coverage. The additional insured status shall be endorsed to the coverage with the provision that this coverage "is primary to all other coverage the County of Roanoke and/or Roanoke County Public Schools may possess." A Certificate of Insurance evidencing the additional insured status must be presented to the County of Roanoke and/or Roanoke County Public Schools along with a copy of the Endorsement prior to work or services beginning.

The coverage shall be provided by a carrier(s) rated "Excellent" by A.M. Best. In addition, the insurer shall agree to give the County 30 days' notice of its decision to cancel coverage.

(1) **Workers' Compensation**

Statutory Virginia Limits

Employers' Liability Insurance

- \$100,000 for each Accident by employee
- \$100,000 for each Disease by employee
- \$500,000 policy limit by Disease

(2) **Commercial General Liability - Combined Single Limit**

- \$2,000,000 each occurrence including contractual liability for specified agreement
- \$5,000,000 General Aggregate (other than Products/Completed Operations)
- \$2,000,000 General Liability-Products/Completed Operations
- \$1,000,000 Personal and Advertising injury

- \$ 100,000 Fire Damage Legal Liability

Coverage must include Broad Form property damage and (XCU) Explosion, Collapse and Underground Coverage

- (3) **Business Automobile Liability** – including owned, non-owned and hired car coverage
- Combined Single Limit - \$1,000,000 each accident

Compliance by the Contractor with the foregoing requirements as to carrying insurance shall not relieve the Contractor of their liabilities provisions of the Contract

- D. Contractual Liability covers the following indemnity agreement: “The Successful Offeror agrees to indemnify, defend and hold harmless the County of Roanoke and Roanoke County Public Schools, their supervisory boards and members thereof, officers, agents, employees and volunteers from any claims, damages, suits, actions, liabilities and costs of any kind or nature, including attorneys’ fees, arising from or caused by the provision of any services, the failure to provide any services or the use of any services or materials furnished (or made available) by the Successful Offeror, provided that such liability is not attributable to the County or School Division’s sole negligence.”
- E. The continued maintenance of the insurance policies and coverages required by the Agreement is a continuing obligation, and the lapse and/or termination of any such policies or coverages without approved replacement policies and/or coverages being obtained shall be grounds for termination of the Consultant/Contractor for default.
- F. Nothing contained in the insurance requirements is to be construed as limiting the liability of the Consultant/Contractor, and/or its subcontractors, or their insurance carriers. The County does not in any way represent that the coverages or the limits of insurance specified are sufficient or adequate to protect the Consultant/Contractor’s interest or liabilities, but are merely minimums. The obligation of the Consultant/Contractor, and its subcontractors, to purchase insurance shall not in any way limit the obligations of the Consultant/Contractor in the event that the County or any of those named above should suffer any injury or loss in excess of the amount actually recoverable through insurance.
- G. The classification code numbers appearing on the Commercial General Liability coverage parts shall not exclude the symbols "X-C-U".
- H. The intent of this insurance specification is to provide the coverage required and the limits expected for each type of coverage. With regard to the Business Automobile Liability and Commercial General Liability, the total amount of coverage can be accomplished through any combination of primary and excess/umbrella insurance. However, the total insurance protection provided for Commercial General Liability or for Business Automobile Liability, either individually or in combination with the Excess/Umbrella Liability, must total \$1,000,000 per occurrence. This insurance shall apply as primary insurance with respect to any other insurance or self-insurance programs afforded the County of Roanoke

and Roanoke County Public Schools. This policy shall be endorsed to be primary with respect to the additional insured.

- I. The certificate holders on the Accord form Certificates of Insurance shall be:

County of Roanoke Projects

Roanoke County Board of Supervisors
5204 Bernard Drive, Suite 300F
Roanoke, VA 24019-0798
Attn: Purchasing Dept.

J. **Claims Made Policies**

If the liability insurance has been issued on a "claims made" basis, the Successful Offeror must either:

- (1) Agree to provide certificates of insurance evidencing the above coverage for a period of three (3) years after final payment under the Agreement for General Liability policies. This certificate shall evidence a "retroactive date" no later than the beginning of the Offeror's work; or
- (2) Purchase the extended reporting period endorsement for the policies and provide certificates of insurance and a copy of the endorsement.

BOND REQUIREMENTS SECTION

The Contractor shall comply with the bond requirements set forth in the Contract, including the items set forth below:

- A. Except in cases of emergency, all bids for construction contracts shall be accompanied by a bid bond from a surety company selected by the bidder, which is legally authorized to do business in Virginia.
- (1) A bid, payment or performance bond for contracts for goods or services other than construction may be required if provided in the Invitation for Bid.
 - (2) The amount of the bid bond shall not exceed five percent (5%) of the total amount of the bid.
 - (3) In lieu of a bid bond, a bidder may furnish a certified check or cash escrow in the face amount required for the bond.
 - (4) Upon award of any public construction contract exceeding \$100,000 awarded to any prime contractor, such contractor shall furnish:
 - i. Performance bond in the sum of the contract amount.

ii. Payment bond in the sum of the contract amount.

(5) Performance and/or payment bonds may be required for construction contracts below \$100,000 at the discretion of the County.

(6) In cases of emergency performance bonds/payment bonds are required within ten (10) calendar days of notice to proceed/project commencement.

END

ATTACHMENT A
INVENTORY OF EQUIPMENT-GREEN RIDGE REC. CENTER

QTY	EQUIPMENT	MANUFACTER	MODEL	RATING	LOCATION
HVAC SYSTEM					
1	RTU-1	Carrier-Constant Velocity RTU	48PGDC08-DJ6-BP	7.5 ton	Roof
1	RTU-2	Carrier-Constant Velocity RTU	48PGDC08-DJ6-BP	7.5 ton	Roof
1	RTU-3	Carrier-Constant Velocity RTU	48PGDC16-B-6-B1	15 ton	Roof
1	RTU-4	Carrier-Constant Velocity RTU	48PGDC16-B-6-B1	15 ton	Roof
1	RTU-5	Carrier-Constant Velocity RTU	48TCDD08A2G6	7.5 ton	Roof
1	RTU-6	Carrier-Variable Velocity RTU	48A3DO25A1V611HH	24 ton	Roof
1	RCACP RTU 1	Carrier	48A25030-NG52AVE	15 ton	Roof
1	RCACP RTU 2	Carrier	48HCFD08A1M5A2F0F0	7.5 ton	Roof
1	RCACP RTU 3	Carrier	48AZTo4oPG52AFR	7.5 ton	Roof
1	RCACP 4	LG mini-split AC/Heat	801KAUU02H02	2 ton	Roof
1	RCACP 5	LG mini-split AC/Heat	AS4NW12JL1DA	2 ton	Roof
9	RCACP	Exhuast Fans	Unknown		Roof
1	RCACP	Goodman AC/Heat	407598090	2 ton	Side of building
1	ERV-6	Carrier-Energy Recovery	62EEGEETO-6-ED		Roof
1	TU 6-1/6-5	Carrier-Terminal units	35E	varies	Above ceiling-varies
1	RTU-7	Carrier-Variable Velocity RTU	48A3DO3042Q611HH	30 ton	Roof
5	TU 7-1 / 17	Carrier-Terminal units	35E	varies	Roof
1	RTU-8	Carrier-Constant Velocity RTU	48PGEC24-C-6-B1	20 ton	Roof
17	ERV-8	Carrier	62EEGEETD-6-ED		Roof-Concessions
1	RTU-9	Carrier-Constant Velocity RTU	48PGEC24-C-6--B1	20 ton	Roof
1	ERV-9	Carrier	62EEG		Roof
1	RTU-10	Carrier-Constant Velocity RTU	48TCDD08A2G6-2B0A0	5 ton	Roof
1	ERU-1	Greenheck	ERCH-45H-15-12.5		Roof
1		Nelson-heat trace thermostat	TF4X40		Roof
1	DHU-1	Desert Air-Dehumid w/hot water heat	SA50R4MCH21E	50 ton	Roof
1	ACC-1	Desert Air-Remote condensation unit	ROCH021D04		Mechanical Room
1	DHU-2	Desert Air-Dehumid w/hot water heat	SA50R4MCH21E	50 ton	Roof
1	ACC-2	Desert Air-Remote condensation unit	ROCH021D04		Tele-Data Room 129
1	DHP-1	Armstrong-Pool Water to DHU circulation pum	1.5B 4360B-00	3 HP	Roof
1	DSS CU-1	Carrier	38HDF024-3	2 ton	Data Room 210
1	DSS AHU-1	Carrier	40QNC01824-3	2 ton	Mechanical Room
1	DSS CU-2	Carrier	38HDF024-3	2 ton	Vestibule 133A

ATTACHMENT A
INVENTORY OF EQUIPMENT-GREEN RIDGE REC. CENTER

1	DSS AHU-2	Carrier	40QNC01824-3	2 ton	Stair S1
1	GUH-1	Modine	BTS175	175,000 BTU/HR	Stair S3
1	EWB-1	Markel - Electric wall heater	G3325	3000 watts	Locker rooms-above ceiling
1	EWB-2	Markel - Electric wall heater	G3325	3000 watts	
1	EWB-3	Markel - Electric wall heater	G3325	3000 watts	LOCATION
1	ERU-DH1,2	Warren Custom Duct heater-ERU	CBK-141616	14 kw 460 3 ph	
1					Roof-Natatorium
2	EQUIPMENT	MANUFACTURER	MODEL	RATING	Roof-1st Floor Restrooms
					Wall-Mechanical Room
QTY	EF-1	Greenheck	CUBE-180-20	2 HP	Wall-Acid Room
C SYSTEM -CONTINUED	EF-2	Greenheck	GB-081-4-X	1/6 HP	Roof-Pool Mech. Room
1	EF-3	Greenheck	SBE-3L24-5	1/2 HP	Roof-2nd Floor Restrooms
1	EF-4	Greenheck	CW-095-D	1/8 HP	Roof-Elevator Equipt. Room
1	EF-6	Greenheck	GB-220-5	1/2 HP	Roof-Concessions
1	EF-8	Greenheck	GB-101-4	1/4 HP	Roof-Outdoor Locker Rooms
1	EF-9	Greenheck	GB-071-6	1/6HP	
1	EF-10	Greenheck	GB-071-6	1/6 HP	Roof-ERU
1	EF-11	Greenheck	GB-141-3	1/3 HP	Roof
1					Roof
1	ERU-VFD	Yaskawa	J1000		
HVAC-VFD	RTU-6 -VFD	ABB	ACH550-CARUH		Operations Office
1	RTU-7-VFD	ABB	ACH550-CARUH		Operations Office
1					Operations Office
1	JACE1.608252	Honeywell AX Site Supervisor	Tridium N4 Web-8000	Niagra framework	Varies
BAS	MISC MECHRM	Honeywell-SPYDER	Tridium N4		Varies
1	HW SYSTEM	Honeywell-SPYDER	Tridium N4		2nd floor -above ceiling tiles
1		Carrier	Lon Card	Web -8000	COM-IT
1		Honeywell -unitary/VAV controllers	PVL6436AS	Web -8000	
10		KELE-3 valve manifold	DPW-3VLV		
25		External Hard drive			
1					
1					

ATTACHMENT A
INVENTORY OF EQUIPMENT-GREEN RIDGE REC. CENTER

					LOCATION
					Mechanical Room
	EQUIPMENT	MANUFACTER	MODEL	RATING	Mechanical Room
					Mechanical Room
QTY	DWBP-1,2	Armstrong-domestic water booster pump	3x3x6,4382		Mechanical Room
WATER SYSTEM	DWBP	Armstrong-VFD controller	6000V		
2	DWBP-VFD1,2	SIEMENS	MICROMASTER 420		Mechanical Room
1	EXP-1	B&G expansion tank	B-200	53 gallon 12 PSI	Mechanical Room
2					Mechanical Room
1	GWH-1,2	Lochinvar-Armor-Domestic water heater	AWN500PM		Mechanical Room
MESTIC HOT WA	xx	Lochinvar-Domestic water Storage tank-	RJA175	170 Gal,150 PSI	Mechanical Room
2	xx	Wessels-Domestic water pressure tank	FXA-400	106 Gal/66 PSI	Mechanical Room
1	xx	Watts-Domestic hot water expansion tank	PTL35	150 PSI	Mechanical Room
1	TMV	Leonard-Thermostatic Mixing Valve	TM-186-20050-PRV-RF		
1	DWHRP-1	B&G return pump	1BL013		Mechanical Room
1	xx	B&G circuit setter balance valve			Mechanical Room
1	LDING HEAT SYSTEM				Mechanical Room
1	B-1,2	Lochinvar-condensing water heater	SYNC-SBN1500	1,500,000 BTU/HR	Mechanical Room
	EXV-1,2	HeatFab-double wall -Boiler vent	Saf-T Vent CI PLUS	6" x 45'	Mechanical Room
2	HWP-1,2	Armstrong-building heat circulation pump	3x2.5x10	7.5 HP	Mechanical Room
2	HWP- VFD 1,2	ABB	ACH550-VCR-012A-4		Mechanical Room
2	FS-1,2	United Electric Controls-Flow Switch	P/N 24-014	4-45 PSID/.3-3.1 bar	Mechanical Room
2	AS-1	Wessles-Building heat thermal expansion tank	R-4F	300 GPM	Mechanical Room
2	AS-1 arv	American Wheatley-air release valve	FIG ARV075	3/4"	Mechanical Room
1	xx	Armstong reducing valve-heat loop fill water	RD-40	12 PSI	Mechanical Room
1	xx	Wessles-Building heat Pressure tank	NLA-200		Pool Storage Room
1	xx	Wingert-By pass feeder	DB-5HD		Chlorine Room
1	xx	B&G circuit setter balance valve	1174		Mechanical Room
1	UH-1	Modine-Hot water heater w/fan	HSB/HC-47	450 CFM	varies

ATTACHMENT A
INVENTORY OF EQUIPMENT-GREEN RIDGE REC. CENTER

1	UH-3	Modine-Hot water heater w/fan	HSB/HC-33	400 CFM	
1	UH-4	Modine-Hot water heater w/fan	HSB/HC-47	450 CFM	
1	xx	B&G circuit setter balance valve	1174		
1					
3					
					Concessions
					Concessions
R SYSTEM - CONT	GWH-2A,2B,2C	Takazi-flash water heater	T-K3	199,000 BTU	Mechanical Room
IONS HOT WATER	xx	B & G- circulation pump	Series-LR	150 PSI/225 F	Mechanical Room
3					Mechanical Room
1	PWH-1	Lochinvar-Copper Fin2-indoor pool heater	CPN0991	990,000 BTU/HR	Mechanical Room
. HOT WATER SYS	PWH-2	Lochinvar-Copper Fin2-indoor pool heater	CPN0991	990,000 BTU/HR	Mechanical Room
1	PWH-3	Lochinvar-Copper Fin2-spa heater	CPN751	990,000 BTU/HR	Mechanical Room
1	PWH-1,2	Baldor-heater circulation pump motor 3/4hp	VL3504		Mechanical Room
1	PWH-3	Baldor-heater circulation pump motor 1/4hp	KL3403		
2	PWH-1,2	circulation pump			Mechanical Room
1	PWH-3	circulation pump	ARM3024PABTE		Mechanical Room
2					Mechanical Room
1	RPZ-1	Wilkins-B1,2 make up line	975XL		Pool Pump Room
RPZ'S	RPZ-2	Wilkins-Dom.Water by pass line	975XL		Fire Pump Room
1	RPZ-3	Wilkins-Dom.Water main RPZ	375ADA		
1	RPZ-4	Wilkins-Spa Fill line	975XL		
1	RPZ -5	Colt-Backflow Special Check	200	175 PSI	
1					
1					

ATTACHMENT B
PREVENTIVE MAINTENANCE

HVAC SYSTEM QUARTERLY MAINTENANCE

1. Change filters
2. Check/adjust belts
3. Lubricate all moving parts
4. Inspect/record alarms and trouble alerts
5. Inspect/test system operation
6. Inspect unit exterior and test doors for function
7. Inspect condensate pan, lines and traps-add
8. Clean condensate pan
9. Install controlled release anti-microbial or pan cleaner
10. Inspect coils and lines for leaks
11. Inspect exhaust fans operation
12. Inspect fan blades for wear or damage
13. Inspect pressure switches
14. Inspect refrigerant levels and pressures
15. Inspect motors operation
16. Clean motors
17. Inspect pump operation
18. Inspect energy wheel operation and condition
19. Inspect line insulation
20. Record/report unit condition and issues
21. Inspect exhaust fan fasteners

HVAC SYSTEM SEMI ANNUAL MAINTENANCE

1. Change filters of the following units
 - a. Dehumidification Units OA filters
 - b. ERVs
2. Check/adjust belts
3. Inspect unit exterior and test doors for function
4. Inspect/record alarms and trouble alerts
5. Inspect/test system operation
6. Inspect condensate traps
7. Inspect lines for leaks
8. Record/report unit condition and issues

HVAC SYSTEM ANNUAL COOLING MAINTENANCE

1. Clean coils
2. Clean condensate pan, lines, traps
3. Replace belts
4. Clean unit
5. Inspect VFD controls and perform/record diode test.
6. Lubricate motors
7. Clean blower assembly
8. Inspect and clean evaporator
9. Perform annual inspection and provide written report
10. Check and calibrate unit safety and operating controls
11. Check and tighten all electrical terminals and replace contacts as needed
12. Tighten motor terminals and control panel terminals
13. Check starter operation, voltage and current
14. Check crankcase heater
15. Visually inspect condenser tubes or air cooled condenser
16. Start unit-check unit controls and calibrate

ATTACHMENT B
PREVENTIVE MAINTENANCE

17. Check refrigerant and oil level
18. Check operation and refrigerant pressures
19. Check water/air flow of evaporator and condenser

HVAC SYSTEM ANNUAL HEATING MAINTENANCE

1. Inspect condensate line insulation and heat tape operation
2. Inspect/test heater
3. Inspect/clean combustion inlets, burners, orifices, flame sensors, igniter
4. Clean exterior of heat exchanger tubes, check wiring, gas valves
5. Clean unit as needed
6. Lubricate motors
7. Clean blower assembly
8. Inspect and clean evaporator
9. Perform annual inspection and provide written report
10. Check and calibrate unit safety and operating controls
11. Check and tighten all electrical terminals and replace contacts as needed
12. Tighten motor terminals and control panel terminals
13. Check starter operation, voltage and current
14. Check crankcase heater
15. Visually inspect condenser tubes or air cooled condenser
16. Start unit-check unit controls and calibrate
17. Check refrigerant and oil level
18. Check operation and refrigerant pressures
19. Check water/air flow of evaporator and condenser
20. Electric heaters: wall mount, duct etc require visual inspection for burnt wires, contactor wear, tighten electrical connections

BAS QUARTERLY MAINTENANCE

1. Inspect and adjust operation of BAS and all associated HVAC points and controls
2. Inspect and adjust graphics, overrides, service history and controllers
3. Inspect and adjust operation of VAV system controls, sensors, actuators, CO2 sensors
4. Inspect and adjust HVAC thermostats, thermistors and all other controls
5. Inspect and adjust operation of hot water loop flow switch

WATER SYSTEM MAINTENANCE-ANNUAL INSPECTION

Domestic Water system

1. Inspect mixing valves annually for leaks, balance system, inspect limit stop, disassemble valve, inspect internal parts and valve coil for foreign deposits and smooth operation, replace packing and gaskets.
2. Inspect circuit setter for operation and leaks
3. Inspect reducing valve for operation and clean strainer
4. Inspect balance valve for operation and leaks. Adjust operation
5. Perform annual inspection of RPZ and DC valves and provide written report
6. Perform annual inspection of domestic water booster pump, VFD and check valves and provide written report
7. Check and clean pressure tanks

Boiler Water system

Perform quarterly inspection of water chemistry which uses sodium nitrite as inhibitor and provide written report;

8. Inspect and replace quarterly filter of boiler loop water treatment system;

ATTACHMENT B
PREVENTIVE MAINTENANCE

9. Routine chemistry (sodium nitrite maintained at a range of 600-1200 ppm)

Water /Heaters: Perform maintenance services 'annually' during annual indoor pool shutdown between July 1st and September 30th of each subsequent contract period. Allowing 24 hour cool down period before beginning inspections. Coordinate inspection with water treatment specialist who will collect water samples for lab analysis and inspect heat exchanger tubes for scaling or corrosion. Services to be provided as follows:

1. Perform annual inspection and provide written report;
2. Check heating surfaces and waterside for corrosion, pitting, scale, blister, bulges and soot;
3. Inspect refractory;
4. Disassemble, clean and inspect low water cutoff control(s);
5. Check blow down valve packing and lubricate;
6. Test safety/relief valve(s) after start-up (full pressure test);
7. Clean burner fan wheel and air dampers;
8. Clean flame safeguard scanner and clean and adjust ignition electrode;
9. Clean and adjust ignition electrodes;
10. Check all burner linkage for excessive wear, tighten all linkage set screws;
11. Lubricate pump motors and shaft bearings;
12. Check gas valves against leakage (where test cocks are provided);
13. Clean contacts in program timer;
14. Check operation of flame safeguard control, operation of modulating motor, and operation of low water cutoff and feed control(s); and
15. Check settings and test all operating and limit controls.
16. Replace RTV caulking in connecting joints of stainless steel exhaust lines.
17. Check and adjust condensate drainage system.
18. Check and replace condensate drainage neutralization system.
19. Inspect operation of and clean boiler loop water pressure regulators;
20. Inspect operation of and clean differential pressure sensor sensors;

Flash water heater

Annual maintenance & Inspection

1. cold water inlet filter
2. Check combustion and ventilation for blockage
3. Check exhaust vent pipe
4. Check gas pressure

Pumps

Annual Maintenance & Inspection

1. Check voltage & amperage of motor
2. Check & tighten all electrical connections
3. Check starters/contactors for wear & free & smooth operation
4. Verify water flow thru pump, use suction & discharge gauges (check gauges), and operation
5. Check all operating & safety controls
6. Inspect coupling for wear
7. Check mechanical seals for leaks
8. Check seal packing for proper drip rate
9. Lubricate motor bearings per manufactures recommendations
10. Lubricate pump bearings per manufactures recommendations
11. Check pump & motor alignment
12. Check & clean strainers

ATTACHMENT B
PREVENTIVE MAINTENANCE

13. Check, exercise & operate hand valves
14. Check mounts and vibration pads

RPZ MAINTENANCE

1. Inspect operation of RPZ's and test annually.

ATTACHMENT C
AIR FILTER SERVICE

UNIT	QUANTITY	SIZE	TYPE	CHANGES/YR
FILTER DETAILS				
RTU-1	4	20X25X2	TRI PLEAT MERV-13	4
RTU-2	4	20X25X2	TRI PLEAT MERV-13	4
RTU-3	8	20X20X2	TRI PLEAT MERV-13	4
RTU-4	4	20X20X2	TRI PLEAT MERV-13	4
RTU-5	4	16X20X2	TRI PLEAT MERV-13	4
RTU-6	10	20X24X2	TRI PLEAT MERV-13	4
RTU-7	10	20X24X2	TRI PLEAT MERV-13	4
RTU-8	9	16X25X2	TRI PLEAT MERV-13	4
RTU-9	9	16X25X2	TRI PLEAT MERV-13	4
RTU-10	2	16X25X2	TRI PLEAT MERV-13	4
RCACP RTU 1	10	20X24X2	TRI PLEAT MERV-13	4
RCACP RTU 2	4	16X24X2	TRI PLEAT MERV-13	4
RCACP RTU3	10	20X24X2	TRI PLEAT MERV-13	4
ERV-6	4	20X25X2	TRI PLEAT MERV-13	6
ERV-8	4	20x25x2	TRI PLEAT MERV-13	6
ERV-9	4	20x25x2	TRI PLEAT MERV-13	6
ERU-1	6	20X25X2	TRI PLEAT MERV-13	4
DHU-1	9	25x29x4	TRI PLEAT MERV-13	4
	3	24x24x4	TRI PLEAT MERV-13	6
	1	20x24x4	TRI PLEAT MERV-13	6
DHU-2	9	25x29x4	TRI PLEAT MERV-13	4
	3	24x24x4	TRI PLEAT MERV-13	6
	1	20x24x4	TRI PLEAT MERV-13	6
GHU-1	3	10X24X1	POLY	4
PWH-1	1	16X16X1	POLY	4
PWH-2	1	16X16X1	POLY	4
PWH-3	1	12X12X1	POLY	4

PRICING	
Description	Cost
Furnish all equipment, materials, goods, labor and services necessary including mileage to provide Preventative Maintenance for HVAC, BAS, RPZ, and Water Systems as specified in Attachment B .	Annual \$ _____ Quarterly \$ _____
Labor	Hourly Rate
Monday-Friday 7:30 A.M. - 5:00 P.M.	_____/hr
Emergency Hours	_____/hr
Materials	Cost
Material Cost	_____ % off

ATTACHMENT
BELT SIZES

UNIT	QUANTITY	SIZE
BELT DETAILS		
RTU-1	1	AX64
RTU-2	1	AX64
RTU-3	1	BX42
RTU-4	1	BX42
RTU-5	1	AX51
RTU-6	1	5VX530
RTU-7	2	5VX490
RTU-8	1	BX42
RTU-9	1	BX42
RTU-10	1	AX38
RCACP RTU 1	1	TBD
RCACP RTU 2	1	TBD
RCACP RTU 3	1	TBD
ERV-6	1	TBD
ERV-8	1	TBD
ERV-9	1	TBD
ERU-1	1	AX53
DHU-1	2	5VX1120
DHU-2	2	5VX1120
GHU-1	1	A48
EF-1	1	AX26
EF-2	1	3L190
EF-3	1	AX25
EF-6	1	AX31
EF-8	1	3L200
EF-10	1	3L190
EF-11	1	AX22