



INVITATION FOR BID #2015-973

Advertised – April 1, 2015

HVAC Maintenance for City of Lynchburg Buildings

DUE: 2:00 PM, April 30, 2015

Invitation for Bid Prepared By:
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www.lynchburgva.gov

THE CITY OF LYNCHBURG
LYNCHBURG, VIRGINIA

GENERAL CONDITIONS AND INSTRUCTIONS TO BIDDERS

(Bidder: The general rules and conditions that follow apply to all purchases by the City of Lynchburg, through its Procurement Division and become a definite part of each formal solicitation, purchase order or other award issued by the Procurement Division, unless otherwise specified. Bidders or their authorized representatives are expected to fully inform themselves as to the conditions, requirements and specifications before submitting bids. Failure to do so will be at the bidder's own risk, and a bidder cannot secure relief from the conditions on the plea of error.)

Subject to all applicable laws, ordinances, policies, resolutions, regulations and all limitations imposed thereby, bids on all solicitations issued by the Procurement Division will bind bidders to the conditions and requirements herein set forth unless otherwise specified in the solicitation.

1. **DEFINITIONS:** The definitions in the Virginia Public Procurement Act and Lynchburg Public Procurement Code apply. In addition, the following definitions apply to these General Conditions and Instructions to Bidders:
 - a. **BID:** The written offer of a bidder to the City, submitted in response to a solicitation by the City, to provide the City specific goods or services at specified prices and/or other conditions specified in the solicitation, unless indicated to the contrary, as used herein, bid includes a bid submitted in response to an Invitation for Bid.
 - b. **BIDDER:** Any person who submits a bid to the City.
 - c. **CITY:** The City of Lynchburg, Virginia
 - d. **CONTRACTOR:** Any person, including without limitation, any company, individual, firm, corporation, partnership joint venture, or other organization with which the City contracts.
 - e. **INVITATION FOR BID (IFB):** A written request made to prospective vendors (bidders) for their bids on goods or services desired by the City when initiating Contractor selection by means of Competitive Sealed Bidding.
 - f. **NON-PROFESSIONAL SERVICES:** Any services not specifically identified as professional services in the definition of professional services
 - g. **PROCUREMENT MANAGER:** The Procurement Manager employed by the City.
 - h. **SOLICITATION:** The document published by the City notifying the public and prospective bidders that the City is seeking vendors to submit bids to provide goods or services to the City and providing information regarding the procurement process, the City's requirements, and terms and conditions of any resulting contract.
 - i. **STATE:** Commonwealth of Virginia.

SPECIFICATIONS

2. **QUESTIONS OR COMMENTS:** For City solicitations done through the Procurement Division, all contact between bidders or prospective bidders and the City shall be only with the Procurement Division. Any questions which may arise as a result of this solicitation may be addressed to Deborah Powell, CPPB, VCO Buyer at 434-455-3970, or by email to deborah.powell@lynchburgva.gov. Inquiries must be received at least 7 business days prior to the due date in order to be considered. Contact initiated by a bidder concerning this solicitation with any other City representative, not expressly authorized elsewhere in this document, is prohibited. No bidder or potential bidder shall initiate or engage in any discussions with any other employee of the City or any member of the City Council while a solicitation is outstanding

concerning the contents of such solicitation or with the intent to influence or interfere with the contract award authorized by and described in such solicitation. A violation hereof may result in the disqualification of such bidder.

3. **ADDENDA**: Any changes or supplemental instructions to this Invitation for Bid shall be in the form of written addenda. All addenda are downloadable from the Procurement web site at <http://www.lynchburgva.gov/current-solicitations>. Each bidder is responsible for determining that all addenda issued have been received and shall acknowledge receipt of all addenda in the space provided or by returning a copy of each signed addendum. Failure to do so may result in rejection of the bid. All addenda so issued shall become part of the IFB and any resulting contract documents. Oral answers shall not be authoritative and shall not provide any basis for reliance by a bidder.
4. **BRAND NAME OR EQUAL ITEMS**: Unless otherwise provided in the Invitation for Bid, the name of a certain brand, make or manufacturer does not restrict bidders to the specific brand, make or manufacturer named. Such a brand name conveys the general style, type, character and quality of the article desired, and any article which the City, in its sole discretion, determines to be the equal of that specified, considering quality, workmanship, economy of operation, and suitability for the purpose intended shall be accepted.
5. **FORMAL SPECIFICATIONS**: When an Invitation for Bid indicates that it is a "formal specification" (no substitute), or otherwise states that the article specified, and no other, shall be provided, then the bidder shall furnish the article in strict conformity with the specification and may not offer a purported equal or substitute. The bidder shall abide by and comply with the true intent of the specifications and not take advantage of any unintentional error or omission. The bidder shall fully complete every part as the true intent and meaning of the specifications and drawings. Whenever a specification requires articles, materials, or workmanship to conform to laws, ordinances, regulations, building codes, underwriter laboratory standards, ASTM standards, or similar law or standards, the specification shall be construed to require at least the minimum acceptable standard allowed by the cited law or standard under the circumstances unless otherwise indicated.
6. **OMISSIONS AND DISCREPANCIES**: Unless otherwise indicated, any specification for an item of equipment shall be interpreted to include not only the item of equipment specified, but also those parts, items, appurtenances and accessories reasonably necessary to make the equipment complete and working.

BID PROCESS

7. **TIME FOR RECEIVING BIDS**: All sealed bids will be received in the Procurement Division Office, Third Floor, City Hall. It is the responsibility of the bidder to ensure bids are received by Procurement Staff and time stamped prior to the deadline for bids. Bids received prior to the time of opening will be securely kept unopened. No responsibility will be attached to the Procurement Division for the premature opening of a bid not properly addressed, received, and identified. Any bid opened prematurely will be resealed and kept securely until the time of opening. Bids, to include addenda or changes to a response, shall not be accepted via a FAX machine or by Internet E-mail. Late bids will not be accepted and will be returned unopened.
8. **SIGNATURE**: All bids shall be signed on the Terms and Signature Sheet in order to be considered. Bids submitted without a signature shall be rejected. If the Bidder is a partnership or corporation, the Bidder shall show the title of the individual signing the bid, and if the individual is not an officer of the partnership or corporation, if requested, the Bidder shall submit proof that the individual has the authority to bind the partnership or corporation.
9. **BID BONDS**: Only when specifically requested in the bid documents shall each bid be accompanied by a bid bond with surety satisfactory to the City or a Cashier's or a Certified Check, made payable to the City of Lynchburg. In the event of default by the Bidder, the deposit shall be and represent liquidated damages to the City. Bids received without a bid bond, when specifically requested, shall be rejected.

10. **BID MODIFICATION AND WITHDRAWAL:** Any bidder may withdraw or modify its bid, in writing containing the original signature of the bidder, which writing must be received by the City prior to the date and time set for submission of bids. Withdrawal or modification must be in writing and be delivered by one of the following means: (i) hand delivery by the bidder itself, a courier, or other delivery service; (ii) by mail (no consideration shall be given to any postmark); or (iii) by marking(s) on the exterior of the bid submission envelope, but only if the marking is dated and includes the original signature of the bidder. Written modifications of bids should not reveal the bid price contained in the previously submitted sealed bid, but should simply provide the desired addition, subtraction or modification, so that the final price or terms of the bid will not be known to the City until the sealed bids are opened. Modifications shall be on the interior envelope and sealed prior to submittal. No bid shall be altered or amended after the specified time for opening.
11. **BIDDERS PRESENT:** At the time fixed for the opening of sealed bids, their contents will be made public for the information of bidders and other interested parties who may be present either in person or by representative. All bids will be opened at the time and place specified and read publicly and remain available for inspection in the Procurement Division during regular City business hours by bidders prior to award (unless a determination is made not to make an award) and by the general public after an award is made. The City will post all notices of award to the Procurement Website.
12. **WITHDRAWAL OF BIDS:** A bidder may withdraw its bid from consideration if the price bid was substantially lower than the other bids due solely to a mistake therein, provided the bid was submitted in good faith, and the mistake was a clerical mistake, as opposed to a judgment mistake, and was actually due to 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 can be clearly shown by objective evidence drawn from inspection of original working papers, documents and materials used in the preparation of the bid sought to be withdrawn. The following procedure as stated in Section 18.1-11 of the Lynchburg Procurement Code shall be used to request withdrawal of a bid:
 - a. To withdraw a bid after bid opening due to error, a bidder must satisfy the substantive requirements of Va. Code §2.2-4330. In addition, the following procedures shall apply:
 1. The bidder shall give notice in writing of his claim of right to withdraw his bid within two business days after the conclusion of the bid opening procedure and shall submit original work papers with such notice.
 2. The mistake may be proved only from the original work papers, documents and materials delivered as required herein.
 - b. This section shall be deemed to be incorporated automatically into all invitations to bid issued by the city pursuant to the Lynchburg public procurement code. Nonetheless, the city manager or his designee(s) should ensure that this section is set out in all invitations to bid.

If a bid is withdrawn under the authority of this section and the solicitation is not cancelled, the lowest responsive and responsible remaining bid shall be deemed to be the low bid. No bidder who is permitted to withdraw a bid shall, for compensation, supply any materials or labor to or perform any contract or other work agreement for the person or firm to whom the contract is awarded or otherwise benefit, directly or indirectly, from the performance of the project for which the withdrawn bid was submitted.
13. **ERRORS IN BID:** When an error is made in extending the total prices, the unit bid price will govern. Erasures in bids must be initialed by the bidder. Carelessness in quoting prices or in preparation of the bid otherwise will not relieve the bidder. Bidders are cautioned to recheck their bids for possible errors. Errors discovered after public opening cannot be corrected, and the bidder will be required to perform if his bid is accepted, unless the bidder successfully withdraws its bid in accordance with paragraph 12, Withdrawal of Bids.
14. **BIDDERS INTERESTED IN MORE THAN ONE BID:** If more than one bid is offered by any one person, by or in the name of their clerk, partner, firm, or corporation, all such bids may be rejected. A contractor who has quoted prices on work or supplies to a bidder is not thereby disqualified from quoting prices to other bidders or firms submitting a bid directly for the work, material or supplies.

15. **TAX EXEMPTION:** The City of Lynchburg is exempt from payment of Federal Excise Tax and State and Local Sales and Use Tax on all tangible personal property purchased or leased by the City for its use or consumption. Tax exemption certification will be furnished upon request. Sales tax, however, is paid by the City on materials and supplies that are installed by a contractor and become a part of real property. Contractors are not exempt from paying taxes on these categories, as they are considered to be a cost of doing business and should be considered in pricing when preparing a bid.
16. **PROPRIETARY INFORMATION:** Section 2.2-4342-F of the Code of Virginia states: "Trade secrets or proprietary information submitted by a bidder, offeror, or contractor in connection with a procurement transaction or prequalification application submitted pursuant to subsection B of 2.2-4317 shall not be subject to the Virginia Freedom of Information Act (2.2-3700 et seq.); however, the bidder, offeror, or contractor shall (i) invoke the protections of this section prior to or upon submission of the data or other materials, (ii) identify the data or other materials to be protected, and (iii) state the reasons why protection is necessary." Bids not in compliance with section 2.2-4342F will be subject to disclosure.
17. **GOVERNING LAW:** Any contract resulting from this Invitation for Bid shall be governed by the provisions hereof and by the laws of the Commonwealth of Virginia. Any dispute arising out of this Contract shall be resolved in the Courts of the Commonwealth of Virginia, in and for the City of Lynchburg.

AWARD

18. **AWARD DECISION:** Before the Contract is awarded, the bidder submitting the lowest responsive bid must satisfy the City that it has the requisite organization, capital, equipment, ability, resources, personnel, management, business integrity, and experience in the type municipal work for which it has submitted a bid. The bidder shall verify to the City that it has the sufficient and qualified personnel to provide for the Contract Work. Failure by the lowest responsive bidder to sufficiently satisfy the City of its ability to meet any of the above requirements may serve as grounds for rejection of the bid.

The Owner reserves the right to cancel the Advertisement for Bids, reject any and all bids, waive any and all informalities, and disregard all conforming, nonconforming, conditional bids or counterproposals.
19. **FACTORS OTHER THAN PRICE IN AWARD DECISION:** The following factors in addition to price (as they apply) shall be a consideration in the award decision:
 - a. The ability to provide references which may substantiate past work performance and experience in the type of work required for the contract. The lowest responsive bidder(s) may be required to furnish a contractor qualifications statement, to include references, prior to any such award. The City may contact all references furnished by bidders. The right is further reserved by the City to contact references other than, and/or in addition to, those furnished by the bidder. If, in the sole opinion of the City, a bidder is determined to be non responsible as a result of any investigation conducted by or for the City, award will not be made to that bidder.
 - b. The previous and existing compliance by the bidder with laws and ordinances relating to the contract or services.
 - c. Whether the bidder is in arrears on a debt or contract or is in default on a security to the City or whether the bidder's county taxes or assessments are delinquent.
 - d. The quality of performance/workmanship of previous contracts for goods and/or services delivered to or performed for the City.
 - e. The timely completion of previous contracts for services or the timely delivery of past orders for goods.
 - f. The sufficiency of financial resources and its impact on ability of the bidder to perform the contract or provide the services.

- g. The City reserves the right, at its option, to conduct on-site inspections of any bidder's facilities prior to award. The results of any such inspection will be considered by the City in determining bidder's capabilities of successfully administering the contract.
 - h. The ability and availability of the bidder to provide both quality and timely maintenance, service, and/or parts.
 - i. The resale value, life cycle costing and value analysis of a product.
 - j. The availability and capability of local and regional vendor support as it affects the quantity, quality, and timeliness of the goods and/or services.
 - k. Timely delivery of goods or timely completion of services as stated by bidder.
 - l. Substantial compliance or noncompliance with specifications set forth in bid as determined by the City.
 - m. Inventory capability as it relates to a particular bid.
 - n. Results of product testing.
 - o. Such other information as may be secured by the Procurement Manager having a bearing on the decision to award the contract.
20. AVAILABLE FUNDS: If the bid from the lowest responsible, responsive bidder exceeds available funding, pursuant to Section 18.1-9 of the Lynchburg Public Procurement Code, the Owner may negotiate with the apparent low bidder to obtain a contract price within available funds.
21. NOTICE OF AWARD/CONTRACT DOCUMENTS: A Notice of Award will be posted to the City's Procurement website within the time for acceptance specified in the solicitation shall be deemed to result in a contract binding on the bidder. To the extent they are included in or incorporated by the solicitation, the following documents are hereby incorporated in and shall form a part of the resulting contract:
- a. City Solicitation Form/Award Notice and other documents which may be incorporated by reference, if applicable.
 - b. General Conditions and Instructions to Bidders.
 - c. Special Provisions.
 - d. Pricing Schedule.
 - e. Any Addenda/Amendments.
 - f. Purchase Order.
22. TIE BIDS: In the case of a tie bid, the City may give preference to goods, services, and construction produced in the City or provided by persons, firms or corporations having principal places of business in the City. If such choice is not available, preference shall then be given to goods and services produced in the Commonwealth pursuant to Section 2.2-4324 of the Code of Virginia. If no City or Commonwealth choice is available, the tie shall be decided by lot.
23. PROMPT PAYMENT DISCOUNT: If discounts for prompt payment are offered by the bidder, it is required that a minimum of twenty (20) days be allowed for payment. Discounts for prompt payment will not be considered in the evaluation of bids. Discounts for prompt payment will be shown on the purchase order/contract and taken if invoices are processed and payment made within the stipulated time frame. If discounts are not offered, payment shall be made thirty (30) days after receipt of an approved invoice by the City.
24. INSPECTION-ACCEPTANCE: The goods and/or services delivered as a result of this bid shall remain the property of the seller until a physical inspection is made, and thereafter accepted to the satisfaction of the City. In the event the goods and/or services supplied to the City are found to be defective or do not conform to specifications, the City reserves the right to cancel the order upon notice (verbal or in writing) to the seller and return goods to seller at the seller's expense.

25. DEFINITE BID QUANTITIES: Subject to the City's right to termination for convenience, where quantities are specifically stated, acceptance will bind the City to order quantities specified and to pay for, at contract prices, all such supplies or services delivered that meet specifications and conditions of the contract. However, the City will not be required to accept delivery of any balances unordered, as of the contract expiration date, unless the Contractor furnished the Procurement Manager with a statement of unordered balances not later than ten (10) days after the termination date of the contract.
26. REQUIREMENTS BID QUANTITIES: On "Requirement" bids, acceptance will bind the City to pay for, at unit bid prices, only quantities ordered and delivered.
- a. Whenever a bid is sought seeking a source of supply for a requirements contract for goods and/or services, the quantities or usage shown are estimates only. No guarantee or warranty is given or implied by the City as to any minimum or total amount that may or may not be purchased from any resulting contracts.
 - b. The City reserves the right, at its sole option, to renew the contract for consecutive terms.
 - c. The City reserves the right to award bids for requirements contracts based on the pricing of the initial term of the contract or any combination of initial and renewal terms.
 - d. The City may award a bid to a single contractor or to multiple contractors.
 - e. The City reserves the right not to renew the contract at the end of the initial term or any subsequent term.
 - f. The City reserves the right to terminate the contract upon written notice to the contractor(s).
 - g. In the event that a requirements contract is awarded for goods and/or services, the City reserves the right to bid individual bulk purchases if the City deems it will best serve their interest.
 - h. It is understood and agreed to between the parties in a resulting contract that the City shall not be obligated to purchase or pay for materials under such contract unless and until they are ordered and delivered.
 - i. Bids based on a firm price or those including a "downward escalator" clause for a requirements contract term may be given preference over lower ones bearing an "escalator" clause.
 - j. The City has the right to extend this contract up to and not to exceed one hundred eighty (180) days following any term of the contract.
27. SCHOOL BOARD: When goods and/or services are for the benefit of Lynchburg City Schools, the contract shall be entered into on behalf of the Lynchburg City School Board.

CONTRACT PROVISIONS

28. TERMINATION OF CONTRACTS: Contracts will remain in force for full periods specified and/or until all articles ordered before date of termination shall have been satisfactorily delivered and accepted and thereafter until all requirements and conditions shall have been met unless:
- a. Terminated prior to expiration date by satisfactory deliveries of entire contract requirements, or upon termination by the City for convenience or cause, or upon termination by Contractor for material breach by the City.
 - b. Extended upon written authorization of the Procurement Manager and accepted by Contractor, to permit ordering of unordered balances or additional quantities at contract prices and in accordance with contract terms.
29. TERMINATION FOR CONVENIENCE: A contract may be terminated by the City in accordance with this clause in whole or in part whenever the Procurement Manager shall determine that such a termination is in the best interests of the City. Any such termination shall be effected by delivery to the Contractor at least (5) working days prior to the termination date of a Notice of Termination specifying the extent to

which performance shall be terminated and date upon which such termination becomes effective. An adjustment in the contract price shall be made to compensate the contractor for his/her actual costs incurred in performance prior to termination that, as determined in the City's discretion, are reasonable, allocable, and allowable, plus a reasonable amount of profit on such costs. In no event shall the City be liable to the contractor for anticipated profits for unperformed work or undelivered goods or for any consequential, special, incidental, or punitive damages of any kind. In no event shall the City be liable for any amount over the contract price.

30. TERMINATION OF CONTRACT FOR CAUSE:

- a. The City may, by written notice of termination to the Contractor specifying a termination date at least five days thereafter, terminate this contract for cause in whole or in part if the Contractor (1) fails to deliver the goods or perform the services this contract requires within the time this contract specifies, or (2) fails to perform any of its other obligations under this contract or violates any provision of this contract.
- b. If this contract is terminated for cause, the Procurement Manager may require the Contractor to transfer title and deliver to the City, as directed by the Procurement Manager, any completed or partially completed goods and documents, data, studies, surveys, drawings, maps, models and reports ("deliverables") prepared by the Contractor under the contract. The City shall pay the contract price for such completed goods and deliverables. The Contractor and Procurement Manager shall agree on the amount of payment for partially-completed goods and deliverables the City requires the Contractor to transfer and deliver to it. If the parties fail to agree, then the Contractor may present a claim to the City for its reasonable costs for the partially-completed goods and deliverables. Costs recoverable shall be limited to those that, as determined in the City's discretion, are reasonable, allocable, and allowable. Such costs in no event shall exceed the contract price for the goods and deliverables if completed.
- c. Notwithstanding the above, the Contractor shall not be relieved of liability to the City for damages sustained by the City by virtue of any breach of contract by the Contractor for the purpose of setoff until such time as the exact amount of damages due to the City from the Contractor is determined.
- d. If the City terminates this contract for cause when cause, in fact, does not exist, then the termination shall for all purposes be deemed a termination for convenience under this contract, and the termination for convenience clause shall apply for all purposes.
- e. If Contractor properly terminates this contract for material breach by the City, Contractor's damages shall be limited to the amounts recoverable by Contractor for a termination for convenience.

31. CONTRACT MODIFICATIONS: No modifications in the terms of a contract shall be valid or binding upon the City unless made in writing, signed, and duly authorized by the City.

32. FUNDING: The continuation of the terms, conditions, and provisions of any resulting contract beyond June 30 of any year, the end of the City's fiscal year, are subject to approval and ratification by Lynchburg City Council and appropriation by them of the necessary money to fund said contract for each succeeding year.

33. NEW GOODS, FRESH STOCK: Unless otherwise specifically stated, the Contractor shall provide new rather than used goods, fresh stock, and the latest model, version, design or pack of any item specified.

34. NON-DISCRIMINATION: During the performance of this contract the Contractor agrees as follows:

- a. The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability or other basis prohibited by state law relating to discrimination in employment except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the Contractor. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.

- b. The Contractor, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, will state that such Contractor is an Equal Opportunity Employer.
- c. 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.
- d. The Contractor will include the provisions of the foregoing paragraphs a, b, and c above in every subcontract or purchase order of over ten thousand dollars so that the provisions will be binding upon each subcontractor or vendor.

35. DRUG FREE WORKPLACE: Section 2.2-4312 Code of Virginia. 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 in accordance with this chapter, 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.

During the performance of this contract, the contractor agrees to:

- a. Provide a drug-free workplace for the contractor’s employees
- b. 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 contractor’s workplace and specifying the actions that will be taken against employees for violations of such prohibition
- c. State in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace
- d. Include the provisions of the foregoing clauses in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor

36. MINORITY AND WOMEN OWNED BUSINESS ENTERPRISES: It is the policy of the City to undertake every effort to increase opportunity for utilization of small, minority-owned, and women-owned businesses in all aspects of procurement to the maximum extent feasible.

- a. In connection with the performance of this contract, the Contractor agrees to use his/her best effort to carry out this policy and ensure that Small, minority-owned, and women-owned businesses shall have the maximum practicable opportunity to compete for subcontract work under this contract consistent with the efficient performance of this contract.
- b. As used in this contract, the term "Small Business" is defined as a business concern which, regardless of ownership or control, (1) does not exceed fifty (50) employees, (2) gross annual income does not exceed two (2) million dollars, (3) is independently owned and operated (not subsidiary of another firm), and (4) is not dominant in its field of operation.
- c. As used in this contract, the term “Minority-Owned Business” is defined as a business that is at least 51% owned by one or more minority individuals who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51% of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more minority individuals who are U.S. citizens or legal resident aliens, and both the management and daily business operations are controlled by one or more minority individuals. (Code of Virginia 2.2-4310)
- d. As used in this contract, the term “Woman-Owned Business” is defined as a business that is at least 51% owned by one or more women who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51% of the equity ownership interest is owned by one or more women who are U.S. citizens or legal resident aliens, and both the management and daily business operations are controlled by one or more women. (Code of Virginia 2.2-4310)
- e. Where federal grants or monies are involved, it is the policy of the City through its agents and employees to comply with the requirements set forth - Standards Governing State and Local Grantee Procurement - of the U.S. Office of Management and Budget Circular N. A-102, Uniform

Administrative Requirements for Grants-in-Aid to State and Local Governments, as they pertain to small and minority business utilization.

37. **GUARANTEES & WARRANTIES:** Unless otherwise specifically indicated in the solicitation, by entering into the contract, the Contractor itself warrants and guarantees all goods and services furnished (1) in accordance with the General Guaranty and Service Contract Guaranty paragraphs herein, and (2) in accordance with the provisions of the Uniform Commercial Code. In addition, the Contractor shall properly transfer to the City all standard warranties given by the manufacturer(s) of any goods furnished. The Contractor shall deliver all manufacturers' warranties to the Procurement Manager before final payment on the contract.
38. **PRICE REDUCTION:** If any time after the date of the bid the Contractor makes a general price reduction in the comparable price of any material covered by the contract to customers generally, an equivalent price reduction based on similar quantities and/or considerations shall apply to the contract for the duration of the contract period (or until the price is further reduced). Such price reduction shall be effective at the same time and in the same manner as the reduction in the price to customers generally. For purpose of this provision, a "general price reduction" shall mean any horizontal reduction in the price of an article or service offered (1) to contractor's wholesalers, jobbers, retailers, etc., which was used as the basis for bidding on this solicitation. An occasional sale at a lower price, or sale of distressed merchandise at a lower price, would not be considered a "general price reduction" under this provision. The Contractor shall submit invoices at such reduced prices indicating on the invoice that the reduction is pursuant to the "Price Reduction" provision of the contract documents. The Contractor in addition will, within ten (10) days of any general price reduction, notify the Procurement Division of such reduction by letter. **FAILURE TO DO SO WILL BE A BREACH OF THE CONTRACT AND MAY REQUIRE TERMINATION OF THE CONTRACT.** Upon receipt of any such notice of a general price reduction, all ordering offices will be duly notified by Procurement.
39. **CHANGES:** The City may, at any time, without notice to any sureties, by written order indicated to be a change order, make changes within the general scope of the contract, including without limitation, changes in (1) specifications (including drawings and designs), (2) method of packing and shipment, (3) method or manner of performance, (4) place of delivery, and (5) time for performance and completion.
- a. Within fifteen (15) days of receipt of a change order, the Contractor shall submit a written proposal for any equitable adjustment to the contract price, delivery schedule, or both, that should in fairness be made due to the change order. The parties shall then agree to and sign a modification to the contract that makes an equitable adjustment to the contract price, delivery schedule, or both.
 - b. If the parties cannot agree to a modification to the contract, then the City may either cancel the change order at no expense to the City or order in writing that the Contractor proceed with the change order.
 - c. If the City orders in writing that the Contractor proceed with the change order and no adjustment is agreed upon, then the Contractor or City may submit a claim for an equitable adjustment to the contract price, delivery schedule, or both, due to the change order. Any equitable adjustment as to contract price shall be limited to the increase or decrease in cost reasonably attributable to the change order that, as determined in the City's discretion, are reasonable, allocable, and allowable. Any equitable adjustment as to delivery schedule shall be limited to an increase or decrease in schedule reasonably attributable to the change order.
 - d. Nothing shall excuse the Contractor from proceeding with the contract as changed by written change order.
 - e. No payment shall be made to the Contractor for any extra material or services or for any greater amount of money than the written contract stipulates unless the procedures of this clause have been strictly followed.
40. **PLACING OF ORDERS:** Orders against contracts will be placed with the Contractors on a Purchase Order executed and released by the Procurement Division. The Purchase Order must bear the appropriate contract number and date. Where Blanket Purchase Agreements (BPAs) have been executed and a

Purchase Order has been released by Procurement, telephonic orders may be placed directly with the Contractor by the ordering office. Such agreements (BPA) are normally reserved for the purchase of highly repetitive items on a day-to-day basis.

DELIVERY PROVISIONS

41. SHIPPING INSTRUCTIONS-CONSIGNMENT: Unless otherwise specified in the solicitation, each case, crate, barrel, package, etc., delivered under the contract must be plainly stenciled or securely tagged, stating the Contractor's name, purchase order number, and delivery address as indicated in the order. Where shipping containers are to be used, each container must be marked with the purchase order number, contract number, name of the Contractor, the name of the item, the item number, and quantity contained therein. In case of carload lots, the Contractor shall tag the car, stating Contractor's name and purchase order number. Any failure to mark items as required by the instructions will cause the Contractor to bear the risk of any resulting loss of or damage to material, or late delivery or misdelivery of material and any damages resulting therefrom. Deliveries must be made during the City's normal business day (Monday to Friday, except holidays, from 9:00 A.M. to 4:00 P.M.) and sufficiently before closing time to permit unloading, inspection, and storage, unless specific arrangements have previously been agreed upon with the City's storekeeper at the delivery point. The Contractor shall ensure compliance with these instructions for items that are drop-shipped.
42. RESPONSIBILITY FOR SUPPLIES TENDERED: The Contractor shall be responsible for the materials or supplies covered by the contract until they are delivered at the designated point, but the Contractor shall bear all risk on rejected materials or supplies after notice of rejection. Rejected materials or supplies must be removed by and at the expense of the Contractor promptly after notification of rejection, unless public health and safety require immediate destruction or other disposal of rejected delivery. If rejected materials are not removed by the contractor within ten (10) days after date of notification, the City may return the rejected materials or supplies to the Contractor at Contractor's risk and expense or dispose of them as its own property.
43. INSPECTIONS: Inspection and acceptance of materials or supplies will be made after delivery at destination herein specified unless otherwise stated. If inspection is made after delivery at destination herein specified, the City will bear the expense of inspection except for the value of samples used in case of rejection. Final inspection shall be conclusive except in regards to latent defects, fraud, or such gross mistakes as amount to fraud. Final inspection and acceptance or rejection of the materials or supplies will be made as promptly as practicable, but failure to inspect and accept or reject materials or supplies shall not impose liability on the City for such materials or supplies as are not in accordance with the specifications.
44. COMPLIANCE: Delivery must be made as ordered and in accordance with the solicitation or as directed by the Procurement when not in conflict with the bid. The decision of Procurement as to reasonable compliance with delivery terms shall be final. Burden of proof of delivery in receipt of goods by the purchaser shall rest with the Contractor. Any request for extension of time of delivery from that specified must be approved by Procurement, such extension applying only to the particular item or shipment affected.
45. DELAY: Should the Contractor be delayed by the City, there shall be added to the time of completion a time equal to the period of such delay caused by the City. However, the Contractor shall not be entitled to claim damages or extra compensation for such delay or suspension. This provision does not apply to public construction contracts.
46. METHOD AND CONTAINERS: Unless otherwise specified, goods shall be delivered in commercial packages in standard commercial containers, so constructed as to ensure acceptance by common or other carrier for safe transportation to the point of delivery. Containers become property of the City unless otherwise specified by bidder.

47. REPLACEMENT: Materials or components that have been rejected by the City in accordance with the terms of this contract shall be promptly replaced by the Contractor at no cost to the City.
48. PACKING SLIPS OR DELIVERY TICKETS-All shipments shall be accompanied by Packing Slips or Delivery Tickets, and shall contain the following information for each item delivered:
- (1) The Purchase Order Number
 - (2) The Name of the Article and Supplier's Stock Number
 - (3) The Quantity Ordered
 - (4) The Quantity Shipped
 - (5) The Quantity Back Ordered
 - (6) The Name of the Contractor

Bidders are cautioned that failure to comply with these conditions shall be considered sufficient reason for refusal to accept the goods.

PAYMENTS

49. PAYMENT: Payment shall be made after satisfactory performance of the contract, in accordance with all of the provisions thereof, and upon receipt of a properly completed invoice. The City reserves the right to withhold any or all payments or portions thereof for Contractor's failure to perform in accordance with the provisions of the contract or any modifications thereto.
50. PARTIAL PAYMENTS-Unless otherwise specified, partial payments will be made upon acceptance of materials or services so invoiced if in accordance with completion date. However, 10 percent (10%) of the value of the entire order may be retained until the completion of the contract.
51. PAYMENTS FOR EQUIPMENT, INSTALLATION, AND TESTING: When equipment involves installation (which shall also be interpreted to mean erection and/or setting upon or placing in position, service or use) and test, and where such installation or testing is delayed, payment may be made on the basis of fifty percent (50%) of the contract price when such equipment is delivered on the site. A further allowance of twenty five percent (25%) may be made when the equipment is installed and ready for test. The balance shall be paid after the equipment is tested and found to be satisfactory. If the equipment must be tested, but installation is not required to be made by the Contractor or if the equipment must be installed but testing is not required, payment may be made on the basis of seventy five percent (75%) at the time of delivery and the balance shall be paid after satisfactory test or installation is completed.
52. PAYMENTS TO SUBCONTRACTORS: Within seven (7) days after receipt of amounts paid to the Contractor by the City for work performed by subcontractor under that contract, the Contractor shall either (a) pay the subcontractor for the proportionate share of the total payment received from the City attributable to the work performed by the subcontractor under that contract; or (b) notify the City and subcontractor, in writing, of Contractor's intention to withhold all or a part of the subcontractor's payment with the reason for nonpayment. The Contractor must pay interest at the rate of one percent per month unless provided otherwise to the subcontractor on all amounts owed by the Contractor that remain unpaid after seven days following receipt by the Contractor of payment from the City for work performed by the subcontractor under that contract, except for amounts withheld as allowed in (b) above. The Contractor's obligation to pay an interest charge to a subcontractor may not be construed to be an obligation of the City.

In order to receive payment, individual Contractors must provide their social security numbers; and proprietorships, partnerships, limited liability companies, and corporations must provide their federal employer identification numbers on a completed Federal W-9 form.

GENERAL

53. GENERAL GUARANTY: Contractor agrees to:
- a. Indemnify and save the City, its agents and employees harmless from any claim or liability of any nature or kind for unauthorized use of any copyrighted or uncopyrighted compositions, secret process, patented or unpatented invention, article or appliance furnished or used in the performance of the contract.
 - b. Protect the City against latent defective materials or workmanship and to repair or replace any damages or marring occasioned in transit or delivery.
 - c. Furnish adequate protection against damage to all work and to repair damages of any kind, to the building or equipment, to his/her own work or to the work of other contractors, for which his/her workers or those providing work through Contractor are responsible.
 - d. Pay for all permits, licenses and fees and give all notices and comply with all laws, ordinances, rules and regulations of the United States, State, County, and City.
 - e. Protect the City from loss or damage to City-owned property while it is in the custody or control of the Contractor.
54. SERVICE CONTRACT GUARANTY: Contractor agrees:
- a. To furnish services described in the solicitation at the times and places and in the manner and subject to conditions therein set forth, provided, however, that the City may reduce the said service at any time.
 - b. To enter upon the performance of services with all due diligence and dispatch; assiduously press to its complete performance and exercise therein the highest degree of skill and competence.
 - c. All work performed and services rendered shall strictly conform to all laws, statutes, regulations, and ordinances and the applicable rules, regulations, methods and procedures of all government boards, bureaus, offices, and other agencies.
 - d. Said services may be inspected by an employee of the City at any reasonable time and place selected by the City. The City shall be under no obligation to compensate Contractor for any services not rendered in strict conformity with the contract.
 - e. The presence of a City/County/State Inspector shall not lessen the obligation of the Contractor for performance in accordance with the contract requirements or be deemed a defense on the part of the Contractor for infraction thereof. The Inspector is not authorized to revoke, alter, enlarge, relax, or release any of the requirements of the contract documents. Any omission or failure on the part of the Inspector to disapprove or reject any work or material shall not be construed to be an acceptance of any such defective work or material.
55. INDEMNIFICATION: Contractor shall indemnify, keep and save harmless the City, its agents, officials, employees, and volunteers against all injuries, death, loss, damage, claims, patent claims, suits, liabilities, judgements, costs and expenses, (collectively "Losses") which may or otherwise accrue against the City in consequence of the granting of a contract or which may or otherwise result therefrom, if it shall be determined that the Loss was caused through negligence or omission by the Contractor or its employees, of any subcontractor of Contractor or its employees, if any, or providing goods or services through Contractor, and the Contractor shall, at his own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefrom or incurred in connection therewith. If any judgment shall be rendered against the City in any such action, the Contractor shall at his own expense, satisfy and discharge the same. Contractor expressly understands and agrees that any performance bond or insurance protection required by this contract, or otherwise provided by Contractor, shall in no way limit the Contractor's responsibility to indemnify, keep and save harmless and defend the City as herein provided.
56. OFFICIALS NOT TO BENEFIT: Each bidder shall certify, upon signing a bid, that to the best of his or her knowledge no City official or employee having official responsibility for the procurement transaction, or member of his or her immediate family, has received or will receive any financial benefit relating to

the award of this contract. If such a benefit has been received or will be received, this fact shall be disclosed with the bid or as soon thereafter as it appears that such a benefit will be received. Failure to disclose the information prescribed above may result in suspension or debarment or rescission of the contract made, or could affect payment pursuant to the terms of the contract.

Whenever there is reason to believe that benefit of the sort described in paragraph a has been or will be received in connection with a bid or contract, and that the Contractor has failed to disclose such benefit or has inadequately disclosed it, the City, as a prerequisite to payment pursuant to the Contractor, or at any time, may require the Contractor to furnish, under oath, answers to any questions related to such possible benefit.

In the event the bidder has knowledge of benefits as outlined above, this information should be submitted with its bid. If the above does not apply at time of award of contract and becomes known after inception of a contract, the bidder shall address the disclosure of such facts to the Procurement Manager. The relevant Invitation for Bid Number (see cover sheet) should be referenced in the disclosure.

57. CITY LICENSE: All firms doing business in the City are required to be licensed in accordance with the City's Business, Professional, and Occupational Licensing Tax Ordinance. Wholesale and retail merchants without a business location in Lynchburg are exempt from this requirement. Questions concerning the BPOL tax should be directed to the Office of the Commissioner of Revenue, phone: 434-455-3880.
58. REGISTERING OF CORPORATIONS: In accordance with the Code of Virginia, any foreign corporation, partnership or limited liability company transacting business in Virginia is required to secure a certificate of authority from the Virginia State Corporation Commission. Contractor shall ensure it is duly registered in Virginia and such status shall be maintained during the term of the contract
59. COVENANT AGAINST CONTINGENT FEES: The Contractor warrants that no person or selling agent has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by the contractor for the purpose of securing business. For violation of this warranty, the City shall have the right to terminate or suspend this contract without liability to the City, or in its discretion, to deduct from the contract price or consideration, or otherwise recover, the full amount of such commission percentage, brokerage, or contingent fee.
60. VIRGINIA FREEDOM OF INFORMATION ACT: All proceedings, records, contacts and other public records relating to procurement transactions shall be open to the inspection of any citizen, or any interested person, firm or corporation, in accordance with the Virginia Freedom of Information Act, except as provided in Virginia Code § 2.2-4342 and paragraph 16 of this bid document.
61. SECTION 2.2-4311.1 CODE OF VIRGINIA – ILLEGAL ALIENS: The Contractor agrees that he does not, and shall not during the performance of this contract knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.
62. COOPERATIVE PROCUREMENT: This procurement is being conducted by the City of Lynchburg in accordance with the provisions of 2.2-4304 CODE OF VIRGINIA. Except for contracts for architectural and engineering services, if agreed to by the contractor, other public bodies may utilize this contract. The Contractor shall deal directly with any public body it authorizes to use the contract. The City, its officials and staff are not responsible for placement of orders, invoicing, payments, contractual disputes, or any other transactions between the Contractor and any other public bodies, and in no event shall the City, its officials or staff be responsible for any costs, damages or injury resulting to any party from use of a City Contract. The City assumes no responsibility for any notification of the availability of the contract for use by other public bodies, but the Contractor may conduct such notification.
63. PRECEDENCE OF TERMS AND CONDITIONS: Any and all Special Terms and Conditions contained in this Invitation for Bid that may be in variance or conflict with these General Terms, Conditions, and Instructions shall have precedence over these General Terms, Conditions, and Instructions. If no changes

or deletions to General Terms, Conditions, and Instructions are made in the Special Terms and Conditions, then the General Terms, Conditions, and Instructions shall prevail in their entirety.

64. INSURANCE:

a. The Contractor shall purchase and maintain insurance in at least the following amounts:

1. Contractor's Comprehensive General Liability (Bodily Injury and Property Damage) shall be provided for the following minimum limits:

Bodily Injury Liability	1,000,000 dollars single limit
Property Damage Liability	1,000,000 dollars single limit

The General Liability Insurance shall include the following minimum coverages:

- (1) Comprehensive Form
- (2) Premises - Operations
- (3) Explosion and Collapse Hazard
- (4) Underground Hazards
- (5) Products/Completed Operations Hazard
- (6) Contractual Liability Insurance
- (7) Broad Form Property Damage, Including Completed Operations
- (8) Independent Contractors (Contractor's Protective Liability)
- (9) Personal Injury (All Insuring Agreements), Deleting the Employee Exclusion
- (10) Owner's Protective Liability, Separate Policy in Name of Owner.

2. Contractor's Automobile Liability (Bodily Injury and Property Damage) shall be provided for the following minimum limits:

Bodily Injury Liability	200,000 dollars each person 500,000 dollars each occurrence
Property Damage Liability	200,000 dollars each occurrence

The Automobile Liability Insurance shall include the following coverages:

- (1) Comprehensive Form
- (2) Owned
- (3) Hired
- (4) Non-owned

b. Excess catastrophe coverage shall be provided by the Contractor with a minimum limit of 3,000,000 dollars.

c. Contractor's Worker's Compensation Insurance as required by Federal, State, and Municipal laws for the protection of all contractors' employees working on or in connection with the project, including broad form all states and voluntary compensation coverage's and employers' liability coverage.

d. Fire, Extended Coverage, Vandalism, and Malicious Mischief (Completed Value Builder's Risk) Insurance. The Contractor shall purchase "All Risk" type Builder's Risk Insurance in an amount sufficient to cover all work under the Contract. The policy shall cover not less than the losses due to fire, explosion, hail, lightning, vandalism, malicious mischief, wind, water, flood, collapse, riot, aircraft, and smoke during the contract time, and until the work is accepted by the Owner. The Builder's Risk Insurance shall be for the benefit of the Owner, the Contractor, and the Subcontractors, as their interest may appear.

- e. The Contractor shall require his insurance agent to certify on the insurance certificate that the insurance coverage specified by these Supplementary Conditions is fully in effect, both in scope and amount. If insurance coverage is affected with more than one company, the individual certificates shall identify the items of insurance which the individual companies cover. The insurance certificate shall contain a provision that coverage's afforded under the policies will not be canceled or materially changed unless at least 30 days prior written notice has been given to the Owner.
- f. The insurance policies shall include or be endorsed to include the following provisions:
 - 1. Any deductibles or self-insured retentions applicable to required coverages shall be paid by the Contractor, and the Owner shall not be required to participate therewith.
 - 2. The insurance required hereunder shall be primary and any insurance or self-insurance maintained by the Owner shall be excess of the Contractor's insurance and shall not contribute therewith.
 - 3. Failure of the Contractor to comply with any reporting provisions of the insurance policies required hereunder shall not affect coverage provided to the Owner.
 - 4. All rights of subrogation against the Owner shall be waived.
 - 5. The Contractor shall provide the Owner with certificates of insurance with applicable endorsements affecting coverages, signed by a person authorized by the insurance company to bind coverage on its behalf. All required certificates of insurance shall be received by the Owner prior to commencement of any work under this contract.
 - 6. All coverages for Subcontractors of the Contractor, if any, shall be subject to all of the requirements stated herein.
- g. All insurance shall be written by insurance companies licensed to do business in the Commonwealth of Virginia.
- h. All certificates of insurance shall name the officers and employees of the City of Lynchburg as additional insured on the general liability policy.

BIDDER/CONTRACTOR REMEDIES

- 64. PROTEST OF AWARD OR DECISION TO AWARD: The following are the exclusive procedures for a bidder or offeror to protest the City's award or decision to award a contract. A protest may not be based upon the alleged non-responsibility of a person to whom the City awards or makes a decision to award a contract.
 - a. Any protest to award a contract shall be in writing and shall be delivered so that it is received by the City Manager not later than five (5) business days after announcement of the award or decision to award, whichever comes first. Otherwise any such protest shall be deemed to be waived.
 - b. Except for a protest of an emergency or sole source procurement, a protest of a City award or decision to award a contract may only be made by a person who submitted a bid or proposal for the procurement at issue and who was reasonably likely to have its bid or proposal accepted but for the City's decision. In the case of an emergency or sole source procurement, a protest may only be made by a person who can show that he was reasonably likely to have submitted a successful bid or proposal if the procurement had been other than emergency or sole source.
 - c. Protests shall only be granted if (1) the protester has complied fully with Sec. 18.1-6 of the Lynchburg Public Procurement Code and there has been a violation of law, the Lynchburg Public Procurement Code, or mandatory terms of the solicitation that clearly prejudiced the protestor in a material way, or (2) a statute requires voiding of the decision.
 - d. The City Manager shall issue a written decision on a protest within ten (10) days of its receipt by the City Manager.
 - e. If the protest is denied, the protestor may only appeal the denial or otherwise contest or challenge the procurement by then filing suit in the Lynchburg Circuit Court, Lynchburg, Virginia, and serving the city with such suit within ten (10) days of such denial. Otherwise, the City Manager's decision shall

be final and conclusive, and the protester's right to appeal the denial or to otherwise contest or challenge the procurement shall be deemed to be waived.

- f. Strictly following these procedures shall be a mandatory prerequisite for protest of the City's award or decision to award a contract. Failure by a bidder to follow these procedures strictly shall preclude that bidder's protest and be deemed to constitute a waiver of any protest.

- 65. EXHAUSTION OF ADMINISTRATIVE REMEDIES: No bidder, offeror, potential bidder or offeror, or Contractor shall institute any legal action against the City until all administrative remedies available under the above paragraphs have been exhausted and until all requirements of the Lynchburg Public Procurement Code, and, to the extent applicable, the Virginia Public Procurement Act, have been met.
- 66. CONTRACTUAL CLAIMS AND DISPUTES: Any claim by a Contractor shall be resolved in accordance with the Lynchburg Public Procurement Code.
- 67. INSPECTION AND REVIEW OF RECORDS: The City reserves the right to perform or have performed inspections and reviews of the records of the Contractor for any service contract with the City and to have copies made of such records. Contractor shall maintain and preserve all such records, at its own expense, during contract performance and for a period of at least three years after the contract has terminated. At the City's request at any time during contract performance or within a period of three years after the contract has terminated, the Contractor shall promptly make all records available, at a location within the City of Lynchburg, to the City or those retained by the City, for inspection, review and copying.

INSTRUCTIONS TO BIDDERS

Sealed bids, subject to the specifications and conditions contained herein and attached hereto, will be received in the Procurement Division Office, Third Floor City Hall, 900 Church Street, Lynchburg, Virginia, 24504, until, but no later than 2:00 p.m. Local Time Prevailing, Thursday, April 30, 2015 and then publicly opened and read aloud in the Bidder's Room.

An optional pre-bid meeting will be held at 9:00 a.m., Wednesday, April 15, 2015 in the Bidders Room, 3rd Floor of City Hall, 900 Church Street. Sites visits for Group 1 locations will be held directly after the pre-bid meeting.

Site visits for Groups 2, 3, 4, 5 & 6 will be on Thursday April 16, 2015 between 8:30 am and 4:00 pm by appointment only. Contacts for each group listed below:

Group 2 – Department of Water Resources – Kris Keese at 434-455-4265

Group 3 - Waste Water Treatment Plant – Alvin Rucker or Stephen Dunn at 434-455-6240

Group 4 – Emergency Communications – Morris Younger at 434-455-4284

Group 5 – Juvenile Detention Home – Loyd Johnson at 434-455-7878

Group 6 – Lynchburg Regional Airport – Mike Robertson at 434-455-6220

Any questions which may arise as a result of this solicitation may be addressed to Deborah Powell, CPPB, VCO Buyer at 434-455-3970, or by email to Deborah.powell@lynchburgva.gov. Inquiries must be received at least 7 business days prior to the due date in order to be considered. Contact initiated by a bidder concerning this solicitation with any other City representative, not expressly authorized elsewhere in this document, is prohibited. Any such unauthorized contact may result in disqualification of the bidder.

To be considered, your bid must be submitted on a copy of this Invitation for Bid. Bidders shall sign in the space provided on the Terms and Signature Sheet and return all required documents with bid. Mark outside of your envelope with Invitation for Bid # 2015-973 and opening date of bid. Bids, to include addenda or changes to a response, shall not be accepted via Fax machine or by Internet E-mail. Any bid received after the announced time and date for submittal, whether by mail or otherwise, will be rejected. The time of receipt shall be determined by the time clock stamp in the Procurement Division. Bidders are responsible for ensuring that their bids are stamped by Procurement personnel before the deadline indicated.

Nothing herein is intended to exclude any responsible vendor, his product or service or in any way restrain or restrict competition. All responsible vendors are encouraged to bid.

For information pertaining to this solicitation, including bid documents, addenda, bid tabulation and notice of award, bidders may access public notification electronically on the Procurement website: <http://www.lynchburgva.gov/current-solicitations>.

PURPOSE

The purpose of this Invitation for Bid (IFB) is to obtain bids for HVAC Systems service and maintenance at Various City of Lynchburg Buildings

TERM OF CONTRACT

The initial term of this contract shall be 1 year from the date of award, with the option to re-new for four (4) additional years in one (1) year increments.

BASIS OF AWARD

Award will be made to the lowest responsive and responsible bidder based on the total base bid per location group. Contracts may be awarded to one or multiple vendors.

HVAC Maintenance City Of Lynchburg Buildings

The City of Lynchburg (hereinafter the “City”) is soliciting bids from Licensed HVAC Maintenance/Repair Companies, authorized to conduct business in the Commonwealth of Virginia, for various maintenance, inspections and repairs to HVAC Systems in the locations listed below.

The City of Lynchburg, Va., is interested in receiving bids for annual preventive maintenance services as described for HVAC Systems throughout the City of Lynchburg. This Invitation for Bids (IFB) shall be the basis for establishing multi-year annual contracts for full maintenance, preventive maintenance services and repairs as needed during the period and renewal options specified.

I. DEFINITIONS:

1. “Contractor” shall be the office or authorized representative for the Contractor providing the HVAC and control Maintenance Agreement.
2. “Contractor’s Representative” shall be personnel in the employ of the Contractor qualified for and assigned to maintaining the HVAC and Control Equipment in the Facility.
3. “City’s Representative” shall be the City’s Public Works Director or his authorized representative.
4. “Quarterly” shall be every three months (4 times per year).
5. “Bi-Monthly” shall be every two months (6 times per year).
6. “Major Component” shall be defined as that individual piece of equipment having a replacement cost (equipment only) in excess of \$6,500.00.
7. “Replacement Cost” shall be defined as contractor’s cost and labor- as priced to the city at the agreement labor rate as quoted in the document.
8. “Facilities” shall be defined as the City Buildings commonly referred to as:

Group 1

Fire Station #1, 8th & Clay Street
Point of Honor, Cabell Street
Point of Honor Carriage House, Cabell Street
City Hall, 900 Church Street
Human Services Building, 9th & Commerce Street
Courthouse Museum, 901 Court Street
IT Building, 3500 Young Place
Circuit Court Building, 900 Court Street
Public Safety Building, 905 Court Street
Public Health Center, 1900 Thomson Dr.
Public Library and Jones Memorial Library, 2315 Memorial Ave.
Monument Terrace Building, 901 Church Street
Kemper Street Station, 825 Kemper Street
Public Works Admin. Building, 1700 Memorial Avenue

Group 2

Department of Water Resources – 6th and Taylor Streets

Group 3

Waste Water Treatment Plant – Concord Turnpike

Group 4

Emergency Communications Facility - Candler Mountain Road

Group 5

Juvenile Detention Home – 1400 Florida Avenue

Group 6

Lynchburg Regional Airport Facilities – Terminal Drive

II. HISTORY:

The City of Lynchburg carries a boiler and machinery insurance policy with a \$2,500.00 deductible. Under terms of the Full Maintenance Agreement the contractor would be responsible for the maximum of \$2,500.00 on covered equipment if damage is the result of a covered risk.

In the event that a Major Component of the covered system cannot be repaired, under a Full Maintenance Agreement, the city will be responsible for replacement cost. It should also be noted that this replacement cost figure applies only to individual components per occurrence, and costs of multiple component replacements may not be added together to exceed the dollar limit.

III. SCOPE OF WORK:

It is the intent of the City to award Single or multiple Contracts to the contractor for the HVAC maintenance on these city facilities.

Each facility shall be bid as a Full Maintenance Agreement, Preventive Maintenance Agreement, Preventive Chemical Treatment, or Building Automated Control System Service as indicated.

- In addition, if deemed an emergency, the contractor will provide service within two (2) hours of the time of call. The provisions of this paragraph shall apply twenty-four (24) hours a day, seven (7) days a week. If the building in question is outside of the service contract, or under a Preventative Maintenance Agreement, this would be billable service call as per the quoted hourly rates.

It is the city's intent that Full Maintenance Agreements cover all expenses related to the inspection, service, repair, and/or overhaul including replacement to the HVAC and control equipment. Preventive maintenance services and inspections shall be at a minimum, specifically include items listed under that section. The contractor shall be responsible for full service HVAC maintenance, preventive maintenance, and repairs, included in this contract as follows:

1) **PART 1: Full Maintenance Agreement**

- Full Maintenance Agreement shall include emergency service (including overtime service). Response to such calls for emergency service shall be commensurate to the effect the problem encountered has on the proper operation of the system as determined by the Building and Grounds Division. When such person indicates the problem is urgent and needs immediate attention the contractor shall provide service within two (2) hours of the time of call. The provisions of this paragraph shall apply twenty-four (24) hours a day, seven (7) days a week.

Full Maintenance Agreement shall include, but not be limited to, the following services listed for preventive maintenance, and preventive chemical treatment and also any equipment repairs or replacements as required keeping the building HVAC system online and operating properly.

2) **PART 11: Preventive Maintenance Agreement:**

Preventive Maintenance Agreement shall include, but not be limited to, the following services as required to keep the system operating properly.

A) **Air conditioning System Services** - observe, check, clean and/or inspection of the following:

1. Obtain operating data and document compressor suction and discharge pressure.
2. Check low pressure, high pressure, oil pressure, crankcase heaters cut in, and cutout setting.
3. Check oil level and condition (dirty or foamy) and change when needed.
4. Check for moisture present in refrigerant and correct as required if site glass is provided.
5. Check refrigerant charge and re-charge as required.
6. Check refrigerant piping and compressor for leaks.
7. Check and clean switch contacts and motor starter contacts.
8. Motor voltage and amperage
9. Check temperature and noise level of motors, bearing, and compressor.
10. Check conditions of coil's air side surface and clean.
11. Ascertain that proper freeze protection exists.
12. Annually, all coils shall be properly cleaned with a coil cleaning solution.

B). Air Handling and Fan Coil Units

1. Check bearings for play, excessive temperature, and lubricate and adjust where possible.
2. Check housing for rust. Clean and paint as required.
3. Check condition and alignment of drive shaft and couplings, sheaves, fan wheels, blades, and belts. Change and/or align as required.
4. Check and tighten mounting bolts.
5. Check motor air passages. Clean as required.
6. Lubricate bearings per manufacturer's instructions.
7. Check conditions of coil's air side surface and clean.
8. Ascertain that proper freeze protection exists.
9. Once a year, all coils shall be properly cleaned with a coil cleaning solution.
10. The contractor shall also provide full filter service to all units. Bag filters are to be maintained and changed twice per year using minimum 65% efficiency filters. All other filters to be changed at indicated service intervals. FME 40% efficiency pleated filters are required.

C. Boilers - General — During Heating Season

1. Affirm water level rate of change and water conditions and adjust.
3. Record temperature and pressure, compare with record.
4. Check automatic make-up water control for proper operation and adjust as needed.
5. Review and note blow down procedures (Steam) take proper action when required.
6. Examine for corrosion.
7. Check operation of feed water regulator of water level control and adjust as needed. Disassemble, inspect clean and repair if necessary.
8. Check operation and safety or relief valve.
9. Check operation of low water fuel cutoff. Disassemble, inspect, clean and repair if necessary.
10. Check all wiring to units for grounds and tighten connections.
11. Check operation of contactors, switches, relays, and clean and/or replace as needed.
12. Ensure enclosures are dust free and covers are in place.
13. Ascertain controls and connecting lines are protected from freezing. Examine operation of all control valves in fuel lines. Dismantle to check if necessary. Repair or replace as needed.

D. Hot Water Valves

1. Inspect manual shutoff valves for leakage and adjust where possible
2. Inspect manual throttling valves and assure proper operation.
3. Check automatic control valves for operation packing and diaphragms for leakage.
4. Internally inspect automatic valves if performance warrants.
5. Tighten or replace packing washer if leaking.
6. Check for noise. Establish cause and correct.

E. Hot Water Pumps

1. Check pump and motor bearings. Note excess bearing temperature.
2. Check bolt down, drive alignment, coupling condition or belt condition and tension and adjust as required.
3. Check packing and mechanical seals for leakage and adjust for proper operation.
4. Check for noise or vibration, establish cause and correct.

F. Electric Motors

1. Check air passages. Clean as required.

3. Lubricate bearings per manufacturer's instructions.

G. Automatic Temperature Controls for HVAC System

1. Air Compressor

- a. Drain moisture from tank.
- b. Check air pressure switch setting adjust as needed.
- c. Check oil pressure and oil level, fill when needed.
- d. Check pulley tightness, belt tension and adjust. Check belt condition, change as required.
- e. Change suction filter as needed.
- f. Wipe down and clean compressor.

H. Filters and Pressure Reductions

- a. Check reduction valve pressure settings and adjust accordingly.
- b. Operate safety valve.
- c. Check oil filter, cartridge and replace as needed.
- d. Check automatic trap operations for proper operation.
- e. Clean and lubricate traps.
- f. Drain moisture from air filter.
- g. Replace air filter element as needed.

I. Refrigerated Air Drier

- a. Check automatic traps for proper operation.
- b. clean and lubricate traps.
- c. Clean condenser tubes.
- d. Clean cover grills as needed.
- e. Check expansion valve setting and adjust.
- f. Check refrigerant charge and Re-charge if necessary.

J. Electrical Controls

- a. Lubricate motor bearings.
- b. Take motor amp reading.
- c. Check starters.
- d. Check operation and setting of clocks.
- e. Check operation of all set back systems.
- f. Clean equipment surfaces.

K. HVAC Unit Controls

- a. Review cycle and sequence of operation and make adjustments as needed.
- b. Check controllers and recalibrate as required. Repair controllers as required
- c. Check damper operation and adjust as needed. Clean and lubricate dampers as needed.
- d. Check operation and spring range of damper operations adjust as needed.
- e. Repair damper operators as required.
- f. check operating range of pilots, adjust as needed. Repair pilots as required.
- g. check operation and spring range of valve. Repair valves as needed.
- h. Check operation of safety controls- repair as needed.
- i. Change filter as needed.

- j. Clean all instruments, covers, gages, etc.

L. Room and Zone control

- a. Check operation of controllers and/or thermostats and adjust as needed.
- b. check operation of unit valves or dampers. Repair or adjust as needed.
- c. Clean all instruments, gages, etc.

M. Fan System Controls

- a. Check operation of controls and adjust as needed.
- b. Recalibrate controllers and stats as needed. Repair controllers as needed.
- c. Check operation & sequence of dampers and valves, adjust or repair as needed.

N. Chillers and Chiller Controls.

- a. Check all refrigerant joints and valves for refrigerant leaks, repair as necessary. Recharge as necessary
- b. Check moisture indicating sight glass for possible refrigerant loss and presence of moisture.
- c. Check oil filter pressure drops, replace as necessary.
- d. Check chilled water flow switch operation.
- e Annual Winter Maintenance -Once a year, a thorough preventive maintenance schedule will be performed, during the months of December - January, including the following:
 - a. Check all electrical connections. Tighten if necessary.
 - b. Check accuracy of all transducers for each circuit, replace if necessary.
 - c. Checks accuracy of all thermistors, replace if greater than +/- 2degrees F (1.2 degrees C) variance from calibrated thermometer.
 - d. Obtain and test oil sample, change if necessary.
 - e. Clean cooler tubes if appropriate.
 - f. Check all refrigerant strainers and filter dryers for pressure drops, replace/clean if necessary
 - g. Check chill water strainers, clean if necessary.
 - h. Oil sample and analysis for wear metals, acid contents and moisture
 - i. Inspect condenser tubes; furnish labor for visually inspecting condenser tubes.
 - j. Report any uncorrected deficiencies noted.

O. Cooling Towers and Cooling Tower controls.

- 1. Check the strainer on the bottom of the collection basin and clean if necessary.
- 2. Operate the make-up water float switch to ensure proper operation
- 3. Check all moving parts such as drive shafts, pulleys, and belts
- 4. During cold weather operations check all winterization equipment such as sump heaters. Make sure any ice accumulation is within acceptable limits.
- 5. Check the distribution spray nozzles, drift eliminators air intake louvers, casing, basin and piping.
- 6. In the spring of the year, prior the cooling season start up, clean and remove any sludge from the collection basin and check for corrosion.

3) Part III: Preventive Chemical Treatment

Preventive chemical treatment shall include, but not be limited to, the following services as required to keep the system operating properly.

- A.** Provide chemicals and service program for maintaining optimum conditions in the circulating water for inhibiting corrosion, scale, and organic growths in the condenser water systems, chill water piping, steam boiler systems and hot water piping. Services include the following:
 - 1. Initial water analysis and recommendations.

2. Startup assistance.
 3. Periodic field service at a minimum of twice a month and consultation with written and verbal communication to owner representative.
 4. Customer report charts and log sheets.
 5. Laboratory technical assistance.
 6. Analyses and reports of all chemical items concerning safety and compliance with government regulations.
 7. Local warehousing of chemicals.
 8. Local water treatment representative.
 9. Full service, including no handling of chemicals or containers by City of Lynchburg personnel.
 10. No on-site container storage and no chemical container disposal by City of Lynchburg personnel.
 11. Chemical feed stations will be kept clean from chemical spills or leakage.
 12. Water treatment contractor shall supply binder containing all MSDS and contingency plan at each chemical feed station.
- B.** Closed loop systems will have one bypass feeder per systems. Contractor will introduce chemical treatment through bypass feeder when required or when indicated by test.
- C.** Open loop, Condenser water systems; Contractor will automatically introduce agent biocides and scale/corrosion inhibitor from a double walled spill containment tank into condenser water supply to tower
1. Automatically feed all chemicals and control tower bleed off with electronically based microprocessor based solid state controller. (Provided by city)
 2. Intermittently feed biocide to condenser water to achieve a toxic level of the chemical to kill the organism present.
 3. Alternate biocides at each feeding to avoid biological immunity.
 4. Provide adjustable extended bleed lock-out for a period after biocide feed to effect maximum kill from the biocide dosage.
 5. Provide adjustable biocide pre-bleed to lower system conductivity prior to biocide feed and bleed lock-out.
 6. The chemical solution pump is activated from a contact head water meter in makeup water line to cooling tower when condenser water pumps are running. Water meter contact count starts an adjustable countdown timer to regulate chemical pump run time.
 7. Spill containment tanks will be provided on a loan basis by the water treatment contractor as part of the proposal.
 8. Spill containment tanks will be properly labeled to meet all regulatory requirements.
 9. Any recommended upgrade or additional feed and control equipment will be provided on a loan basis by the water treatment contractor as part of the proposal.
- D.** Maintain water quality for HVAC systems to control corrosion and build-up of scale and biological growth for maximum efficiency of water-using equipment while minimizing the chance for any hazard to operating personnel or the environment.
- E.** Base chemical treatment performance requirements on quality of water available at site, HVAC system equipment material characteristics and functional performance characteristics, operating personnel capabilities, and requirements and guidelines of authorities having jurisdiction.
1. Closed Systems: Maintain system essentially free of scale, corrosion, and fouling to sustain the following water characteristics

- a. Conductivity: 3500 mm/cm maximum
 - b. pH : 8-11
 - c. Molybdenum at 50-200 ppm, or Nitrate at 500-1000-ppm. If Nitrite is used, a biocide shall be added to provide adequate protection from biological growth within the closed system.
2. Condenser Water, Cooling Tower Systems: Maintain system essentially free of scale, control total suspended solids, and fouling. Maintain system at maximum cycles of concentration to provide efficient water utilization. Maintain corrosion rates as follows:
- a. Copper: .1-.3 MPY
 - b. Iron: 2-4 MPY
 - c. Total bacteria count <20,000 CFU
3. Condenser water systems shall be tested for Legionella pneumophila at a minimum of once per 180 days of operation. Test shall include:
- a. Total bacteria count
 - b. F/A positive Legionella
 - c. Cultured Legionella
4. Steam Boiler systems: Furnish chemicals recommended by the water treatment system manufacturer that are compatible with the piping system components and connected equipment. Chemical will include oxygen scavengers, scale/corrosion inhibitors and stem line return amine.
5. Contractor shall deliver water treatment products and transfer to proper secondary containment tanks. Contractor shall remove original container from customer facility immediately for proper disposal. No chemical drums shall be left on-site.
6. Contractor shall be responsible for ordering and delivering all products and not allow on-site chemicals to be depleted at any time.
- F. Provide product data, rated capacities, shipping, installation, and operating instructions of any furnished product as listed.
1. Pumps.
 2. Chemical solution tanks.
 3. Control equipment and devices.
 4. Chemicals.
 5. Filters.
 6. Chemical feeders.
- G. Wiring Diagrams: Detail power and control wiring and differentiate between manufacturers installed and field wiring.
- H. Water analysis: Submit a copy of the water analysis to illustrate water quality available at project site along with boiler and cooling tower water conditions showing cycles of concentrations.
- I. Field test reports: Indicate and interpret test results for compliance with performance requirements. Show all system analysis indicating compliance with projected cycles of concentration.
- J. Test Kits: Manufacturer recommended equipment and chemicals, in a carrying case, for testing inhibitor, pH, and total dissolved solids (conductivity). Test kits and replacement reagents will be provided by the contractor as part of the contract. The following shall be included.
1. Cooling Towers Systems:
 - a. Calcium hardness
 - b. Total Alkalinity
 - c. Inhibiter
 - d. Conductivity
 2. Closed Loop Systems:

- a. Inhibiter
- b. pH
- c. Conductivity

1. Steam Boiler Systems:

- a. Inhibiter
- b. pH

K. Also required is the installation of corrosion Test Coupon Assembly for open Condenser water systems constructed of anti-corrosive material, complete with piping, valves, and mild steel, galvanized and copper coupons. Locate copper coupon downstream from mild steel coupon in the test coupon assembly.

IV: Building Automated Control System:

Building Automated Control System Service shall include, but not be limited to, the following services as required to keep the system operating properly.

A. Remote activities:

1. View and analyze the system using internet access to the graphics and programming.
2. Evaluate trend logs, alarm and event logs; make minor adjustments to the system to evaluate smooth operation of control loops.
3. All of the above may be employed to provide guidance for the on site activities.

B. On-site activities:

1. Coordinate with B&G maintenance staff to determine comfort and/or energy issues.
2. Verify Database saved
3. Correct day light saving time and dates
4. Verify all sensors are reliable
5. Verify flow deviation errors are less than 50 CFM
6. Replace the network battery as recommended by manufacturer
7. Visually verify the filter DP is operational
8. Release all equipment overrides and verify operation.
9. All factory software up-grades

V: Qualifications:

The Contractor shall have, in his employ, a minimum of five persons trained and certified to maintain HVAC equipment.

These persons shall each have a minimum of five years experience in maintaining HVAC equipment of the general type used in the facility. Certifications shall include at least one each of the following:

- Master Mechanical
- Master Electrician
- Virginia State Air Conditioning and Refrigeration Certification — Master Level.

The service provider shall also:

- Have immediate access to replacement parts needed to maintain equipment included in this contract.
- Have access to manufacturers systems and component engineering support to maintain equipment included in this contract.
- Have the in-house ability to perform major re-builds of Chillers.
- Have the ability to mobilize and set up an emergency stand-by chiller.
- Have the ability to mobilize and set up an emergency stand-by boiler.

- Provide service technician having master mechanical certification for responding to chiller service requests.
- Provide control technician qualified to repair and service Honeywell, Johnson, and Metasys controls. Also be AX and R2 certified for Tridium controls.
- Provide technicians qualified to diagnose and service HVAC chemical treatment systems.
- The Contractor shall provide names and addresses of a minimum of four customers with whom he has Full Maintenance Agreements for the last five years on HVAC and control equipment in the State of Virginia.
- The Contractor shall comply with all new EPA and ASHRAE standards and certification requirements while performing service work. The proper removal, handling, and disposal of any refrigerants or used centrifugal chiller oil shall be responsibility of the Contractor. The Contractor shall provide the city with written documentation indicating that any hazardous waste has been disposed of in an approved site.

VI. General

- The contractor shall, in accordance with the terms and conditions set forth, furnish all labor, including supervision, all materials including repair parts, replacement components, lubricants, etc. and all tools and equipment to maintain all HVAC and control equipment. All supplies and parts are to be new and of good quality.
- The contractor shall use only trained personnel directly employed and supervised by him. Work may be subcontracted out only with prior written approval of the city's representative.
- Minimum time and scheduling requirements shall be determined by the manufacturer's maintenance and repair recommendations unless actual experience with any of the components of the covered equipment indicated additional time or more frequent scheduling is needed. If this should occur, minimum time and scheduling requirements shall be determined by the need of our system in lieu of the maintenance and repair sheets.
- All maintenance shall be performed during regular working hours of the regular working day of the city 7:30 a.m. to 5:00 p.m. Monday through Friday.
- The contractor, on an as needed basis, shall provide repair service where not part of Full Maintenance Agreement. The City does not represent that it will utilize the successful contractors services any guaranteed number of times for repair over the course of a year. The contractor understands that any not covered repair, including material and labor, exceeding two thousand dollars (\$2,000.00) shall be submitted to the city's representative for review prior to any repairs being made. The City reserves the right to solicit quotes from other contractors for any job estimated to go over this amount.
- The Contractor shall make repair/callback services available on a twenty-four (24) hour a day, seven days per week basis. In the event of a failure of the equipment, or to operate properly, the City of Lynchburg, at its option, will notify the Contractor and request immediate repair. If these repairs are not part of a Full Maintenance Agreement the costs associated with these repairs will be paid to the Contractor at the price indicated in the agreement.
- The Contractor shall supply material invoices, indicating mark-up percentage, when submitting invoices to the City of Lynchburg, for work performed under this agreement.
- Travel time and mileage for preventive maintenance and for repair calls (regardless of where mechanic was dispatched from) shall be included as part of this agreement at no additional charge.
- The Contractor shall meet with City of Lynchburg, as deemed necessary by the city, to discuss the maintenance program, repair schedules, callback reports or any other HVAC problem.

WASTE WATER TREATMENT PLANT (Group 3) - Additional Specifications

A. General

The WWTP operates 24 hours per day year round and certain areas require controlled environments. The complex is a full function Waste Water Treatment Plant which must operate 24 hours per day 7 days per week. The complex consists of 26 buildings or stations of varying size some above and some below ground (see Map) with varying types of HVAC equipment of varying ages. Some areas of the complex, such as the lab and electrical switch gear rooms have requirement for very consistent temperature conditions.

B. Scope of Work

It is the intent of this request to acquire a multi-year full comprehensive maintenance service contract that shall include labor and materials for all repairs, as well as emergency services, repair and replacement, filter changes, carbon replacement, preventative; maintenance, repair and inspection of HVAC equipment in most of the building in the Lynchburg Regional Waste Water Treatment Plant complex, and to provide service for other units on an as needed basis.

Maintenance services shall include all mechanical, electrical components and associated hardware integral to the HVAC energy and environmental control systems. Annual services shall consist of regular scheduled preventive maintenance, inspections, component replacements, filter replacements, performance reviews and any other related system services deemed necessary. All work shall be performed under the guidance and supervision of a certified energy and environmental control systems technician. Documentation supporting certifications shall be performed under the guidance and supervision of a certified energy and environmental control systems technician. Documentation supporting certifications shall accompany your bid.

Any supplies, parts or equipment delivered must be standard new and unused equipment, latest model, except as otherwise specifically stated in the bid. Where any part of the normal accessories of equipment is not described it shall be understood that all the equipment and accessories that are usually provided in the manufacturer's stock model shall be furnished. Exceptions to this will be in case where different or used parts are agreed to by superintendent or his designee.

The Successful contractor must be able to provide printouts of maintenance history based on each individual piece of equipment where the unit functions independent of other units or the full system for multi-unit systems. Printouts shall include description of work performed along with parts and be kept for the full period of service provided. With exception of listed filters carbon filters will be changed on 6 month cycle all other filters including pre filters to carbon will be changed every 3 months. If the vendor desires to store filters and other spare materials for the WWTP on site a designated area can be arranged. Vendor employees will be responsible for placing materials in and out of storage and keeping shelves neat and all old materials disposed of properly and in timely manner.

C. Buildings

Control Building (Map # 42) - This building contains lab, main control room, admin offices, and locker rooms for employees. The labs are required to maintain a consistent temperature and maximum humidity 24 hours per day to meet stringent test requirements of regulatory agencies. The building consists of 8 temperature zones in the system plus areas that are heated or cooled by independent systems. Major portions of the system were replaced in January of 2006. 2 new split systems added July 2014. The building is to have full coverage 24 hours 7 days per week with after hour repairs. Supply air fan is equipped with carbon filters. Carbon filters to be replaced or changed twice per year normally in April and October.

Sludge Dewatering/ Stabilization Building (Map # 50) - The odor control exhaust fans and odor control systems are not included in the maintenance program. Portions of this building are set up for heating for freeze protection others parts have continuous occupation by staff. Air handling units in Control room and electrical room use carbon filters. Carbon filters to be replaced or changed twice per year normally in April and October.

Gravity Belt Thickener Building (Map # 51) - Building is heated mostly for freeze protection of chemical and liquids in use.

Odor Control Building (Map # 48) - Building is heated for freeze protection of chemical and liquids in use. Roof top equipment is heated for freeze protection of chemical and liquids.

Main Electrical Building (Map # 41) - This building is cooled and conditioned to protect the electrical switchgear enclosed in the building with Carbon filters. Carbon filters to be replaced or changed twice per year normally in April and October.

Aeration Electrical Building (Map # 31) - This building is cooled and conditioned to protect the electrical switchgear enclosed in the building. Carbon filters to be replaced or changed twice per year normally in April and October.

Blower Control Room - In Blower Building (Map # 29) - This room is cooled and conditioned to protect the electrical and instrumentation enclosed in the room. By a roof top heating and cooling unit with carbon filters. Carbon filters to be replaced or changed twice per year normally in April and October.

Head Works Building (Map # 3) - The Headworks building heated for freeze protection, when furnaces are operating in winter mode, when in summer mode the units supply forced air for ventilation along with 2 roof mounted exhaust fans in the pump motor- switchgear room, 1 roof mounted exhaust fan in the west grit pump room, 1 wall mounted exhaust fan in the grit classifier room, 1 Stack (duct) mounted exhaust fan in the pump motor-switchgear room for the lower pump room, 1 stack (Duct) mount exhaust fan on the roof for multiple areas. 2 supply air fans located outside on ground level for wet well and influent channel. The Headworks Control room is cooled and conditioned to protect the electrical and instrumentation enclosed in the room by a split system heating and cooling unit with carbon filters. Carbon filters to be replaced or changed twice per year normally in April and October.

Maintenance Building (Map # 1) - This office area of building is cooled and conditioned by a roof top heating and cooling unit with carbon filter. The shop and storage area of the building is cooled by through the wall AC units with Carbon filters and heated by gas fired fan unit heaters.

Secondary Clarifiers 1 & 2 Electrical Building (Map # 34) - This Building is cooled and conditioned to protect the electrical and instrumentation enclosed in the room. By a roof top heating and cooling unit with carbon filters. Carbon filters to be replaced or changed twice per year normally in April and October.

Sodium Hypochlorite Building (Map # 44) - This building has heaters for freeze prevention.

- D. Confine Space Permits** - Any confine space entry permits will be the responsibility of the contractor performing the work. The contractor shall ensure that they have properly trained employees, provide appropriate entry equipment and test and monitor conditions in the confine space while their employees are conducting the work.

As requested, the city will provide information on known hazards but the contractor is responsible for making his employees aware of the possible hazards of an industrial work site and Wastewater Treatment Plant.

- E. Evacuation Training** - Contractor's personnel shall participate in 30 minutes evacuation training prior to working on site. Training is required on an annual basis.
- F. Emergency Rescue System** - Contractor is required to have an emergency rescue system in place. DWR participate in the PIER program with the Lynchburg Fire Department and the Contractor may utilize this service under the city's program. The fire department personnel will be available if needed, however, the confine space work may need to be delayed or stopped if the rescue team is on another emergency incident in the city.

HVAC EQUIPMENT LIST

Group 1 - Buildings & Grounds

Fire Admin Building (FIRE STATION #1)

PREVENTIVE MAINTENANCE AND CHEMICAL TREATMENT

The Fire Station #1 is heated by two direct vent gas fired hot water boilers. This supplies hot water to heating coils located in four air handling units. The cooling of the building is achieved by a Chiller and an air cooled condensing unit located outside the first floor Mechanical Room. This supplies chill water to cooling coils located in air handling units.

A Quarterly maintenance schedule is required and shall apply to all of the HVAC and Control Equipment including, but not limited to, the following:

EQUIPMENT LIST

- (1) Air Cooled Chiller Carrier Model 30HL-050-D-511
- (1) Condenser Carrier Model 09DK054
- (1) Air Compressor Powerex Model ADO101A2
- (1) Air Dryer Hankinson Model FE401.RFD
- (1) Pump B&G Model 15311
- (1) Pump B&G 5 HP
- (2) Pumps Armstrong Model 42801VF
- (2) Boilers Lochinvar Model KBN701
- (3) Air Handling Units
- (3) Cabinet Unit Heaters
- (2) Heat pump Carrier Model 25HBR36A
- (1) Heat pump Gibson Model JS3BA-048KA

POINT OF HONOR

PREVENTIVE MAINTENANCE

The Point of Honor is heated and cooled by four Lennox and one Trane Split A/C systems with electric resistance heat. Two of the AHU's are located in the attic, two of the AHU's are located in the basement Mechanical Room, and one is in the crawl space. Four of the AHU's have a humidifier. All five condensers are located in the back of the building. .

A Quarterly maintenance schedule is required and shall apply to all of the HVAC and Control Equipment including, but not limited to, the following:

EQUIPMENT LIST

- (2) Lennox Air Handling Units, Model # CB28UH-042-230 -01, Located in attic
- (2) Lennox Air Handling Units, Model # CB28UH-042-230 -01, Located in basement
- (1) Trane Air Handling Unit, Located in crawl space
- (4) Lennox Humidifiers, Model # WP2-18
- (4) Lennox Heat Pump Condensers, Model 10ACC-042-230-03
- (1) Trane Heat Pump Condenser, Model TWN 024 C100 A3

POINT OF HONOR CARRIAGE HOUSE

PREVENTIVE MAINTENANCE

The Point of Honor Carriage House is heated and cooled by three Trane Split A/C systems with three Trane gas furnaces. Two ten ton AHU's with two duct mounted gas furnaces are located in the attic; one furnace with an A/C coil is located in the first floor Mechanical Room. All three condensers are located in the back of the building.

A Quarterly maintenance schedule is required and shall apply to all of the HVAC and Control Equipment including, but not limited to, the following:

EQUIPMENT LIST

- (1) Trane gas furnace, Model # 4TXCD050 BCEHCAA with A/C coil, located on first floor
- (1) Trane Condenser, Model 4TTA3036A3000AA

CITY HALL

PREVENTIVE MAINTENANCE WITH CHEMICAL TREATMENT

City Hall is heated by three direct vent gas fired hot water boilers located in the ground floor mechanical room. Two hot water pumps supply heating water from the boilers to the Air Handling Units located in the Mechanical Room and the Attic.

The existing new chiller replaced the original chiller the summer of 2008. The existing new cooling tower replaced the original in the spring of 2008

A Quarterly maintenance schedule is required and shall apply to the boilers, the chiller, the cooling tower, the hot water, chill water, and condenser water loops.

EQUIPMENT LIST

- (3) Direct Vent Gas Boilers
 - (1) B-1 Lochinvar KBN 801 Serial Number G11H10194099
 - (1) B-2 Lochinvar KBN 801 Serial Number G11H10195191
 - (1) B-3 Lochinvar KBN 801 Serial Number G11H10195199
- (1) Chiller, Carrier Model # 30HXC186RY-661 Serial # 3208Q16301 Order # 0160223
- (1) Cooling Tower, Marley Model # NC8302E
- (1) Chilled Water, Shot Feeder
- (1) Hot Water, Shot Feeder
- (1) Condenser Water, Water Treatment Controller, Lakewood Model #1575E

HUMAN SERVICES BUILDING

PREVENTIVE MAINTENANCE WITH CHEMICAL TREATMENT AND BUILDING AUTOMATED CONTROLS MAINTENANCE

The Human Services Building is heated and cooled by three direct vent gas fired hot water boilers located in the ground floor mechanical room and two roof top package units with gas heat. Three hot water pumps supply heating water from the boilers to 105 fan powered air terminal units located in duct systems on all six floors of the building. HVAC system also includes two roof top exhaust fans and four electric unit heaters. Controls include a Honeywell DDC control system with a Tridium communication system.

A Quarterly maintenance schedule is required and shall apply to all of the HVAC and Control Equipment including, but not limited to, the following.

EQUIPMENT LIST

- (2) Hot Water Boilers, Lochinvar Model KBN 801
- (1) Hot Water Boiler, Lochinvar Model KBN 601
- (2) Base Mounted End Suction Hot Water Pumps, B&G Series 510, 7.5 HP
- (2) Roof Top Units, Mcquay
- (105) Air Powered Terminal Units
- (3) Grundfos Boiler Circulation Pumps Part # 96402836
- (2) Trane rooftop exhausts fans- Fractional HP
- (4) Electric unit heaters
- (1) Hot Water, Shot Feeder
- (1) Condenser Water, Water Treatment Controller
- (1) Greenheck combustion air fan, Model # CSP275QD, Serial # 02E23699, located in Boiler Room

Honeywell DDC control system with a Metasys communication system.

COURTHOUSE MUSEUM

PREVENTIVE MAINTENANCE WITH CHEMICAL TREATMENT AND BUILDING AUTOMATED CONTROLS MAINTENANCE

The Courthouse Museum is heated and cooled by two multizone Air Handling Units with chilled and hot water heating coils. One of the AHU's is located in the first floor Mechanical Room; the other is located in the attic. Hot water for the heating coils is supplied by a natural gas fired boiler located in the first floor mechanical room.

Chilled water for the cooling coils is supplied by a chiller and evaporative cooler located in the first floor mechanical room. The control system is a DDC Johnson "Metasys" system with a Tridium communication system.

A quarterly maintenance schedule is required and shall apply to all of the HVAC and Control Equipment including, but not limited to, the following.

EQUIPMENT LIST

- (1) Carrier Chiller component system with 4 compressors, Model # 30 HWA018-D-521KA
- (1) Baltimore Air Coil Evaporative Cooler, Model # VCL-065
- (1) Bryan Boiler natural gas fired boiler, Model # CLM120-W-FDG
- (2) Carrier Multizone Air Handlers
- (1) Model # 39MN17B0055MZ33XSX
- (1) Model # 39MN14B01015Z11XGS
- (6) Humidifiers, located in attic
- (4) Humidifiers, located in basement Mechanical Room
- (1) Chilled Water, Shot Feeder
- (1) Hot Water, Shot Feeder
- (2) Condenser Water, Water Treatment Controllers (dual biocides)
- (1) Inline Chilled Water pump
- (1) Inline Hot Water pump

DDC Johnson “Metasys” system with a Tridium communication system.

IT BUILDING

PREVENTIVE MAINTENANCE

The IT Building is heated and cooled by eleven split system air conditioners with gas furnaces, and a ductless split system serving the Meeting Room. The Computer Room is cooled by a 20 ton air handler, dual circuited, with (2) condensers.

A Monthly maintenance schedule is required on the computer room server in addition to a Bi-Monthly maintenance schedule required on the balance of the HVAC and Control Equipment including, but not limited to, the following.

EQUIPMENT LIST

- (13) A/C Condensers
- (8) Trane TTA060C300AO
- (2) Trane TTA090A300FA
- (1) Trane TTA3048A300AA
- (1) Trane TTA048C300AO
- (1) Trane TTA036C300AO
- (1) Air Handling Unit, Trane Model # 2WE240B300FA
- (11) Gas furnaces
 - (9) Trane XE90 with American Standard A/C coil Model # TXC061C5HPBZ
 - (2) Trane XR90 with American Standard A/C coil Model # TXC061C5HPBZ
- (1) Ductless split system, LG Model # LSN182HE, Condenser Model # LSU182HE

CIRCUIT COURT BUILDING

FULL MAINTENANCE WITH CHEMICAL TREATMENT

The Circuit Court Building is heated and cooled by eleven Air Handling Units with chilled and hot water heating coils. Four of the AHU’s are located in the first floor Mechanical Room; three are located in the penthouse Mechanical Room and four blower coil AHU’s in the ceiling at other locations.

Hot water for the heating coils is supplied by a natural gas fired boiler located in the first floor mechanical room. Chilled water for the cooling coils is supplied by a chiller located in the first floor mechanical room and two roof top mounted air cooled condensers. There is also a Trane roof top mounted heat pump and nineteen fan coil units.

The control system is a total energy management system and must be maintained as designed, including thirty pneumatic thermostats, pneumatic controls, valves, and actuators, and the computer terminal.

A Quarterly schedule of maintenance is required and shall apply to all of the HVAC and Control Equipment including, but not limited to, the following:

EQUIPMENT LIST

- (11) Air Handling Units -
 - (3) Carrier 39840 — 40
 - (1) Carrier 39MN03B01028H22XGS

- (2) Carrier 39B40 — 60
 - (1) Trane K96K86589
 - (2) Model # BCHBO361EDOL22121B3G, Trane Blower Coil AHU (located in ceiling of corridor outside lock up)
 - (1) Model # BCHBO361EDOL22121B3G, Trane Blower Coil AHU (located in ceiling of sally port)
 - (1) Model # BCHBO361EDOL22121B3G, Trane Blower Coil AHU (located in ceiling of Clerk's Office)
 - (1) "Burnham" Boiler Model #V910, Serial #. 29000567w/gas fired Burnham Burner
 - (1) MULTISTACK Chiller Serial Number ASR70X6A1A0
 - (2) "Taco" Hot Water Pumps, Model # BB-2506 550A5B2CL0, 75GPM
 - (2) "Taco" Chill Water Pumps, Model # BB2508 6-3 B5B2ELO
 - (2) "Products, Inc." Air Compressors, Model # ACP-C2116HP.3
 - (1) "Hankison" Air Dryer, Model # 8018
 - (1) "Nortec" Humidifier, Model # MP200, Serial # 712221533A (non-functional- not included in contract)
 - (1) Computer Terminal P.I.M. -800-1 (non-functional- not included in contract)
- Controls - Pneumatic Controls, (30) Pneumatic thermostats, associated controls, valves and actuators, also Johnson "Metasys" DDC control system.
- (19) Fan Coil Units
 - (1) HEATCRAFT Roof Top Air Cooled Condenser Serial Number HNHD04A034
 - (1) Booster Fan (in duct)
 - (1) Trane Roof Top Heat Pump Unit, Model # SACBB5O6C
 - (1) Chilled Water, Shot Feeder
 - (1) Hot Water, Shot Feeder

PUBLIC SAFETY

FULL MAINTENANCE WITH CHEMICAL TREATMENT AND BUILDING AUTOMATED CONTROLS MAINTENANCE

The Public Safety Building is heated by three gas fired hot water boiler (replaced in 2007). This supplies hot water to heating coils located in air handling units and to reheat coils located throughout various building duct systems.

The cooling of the building is achieved by a chiller (replaced in 2006) with a roof mounted air cooled condenser. This supplies chill water to cooling coils located in air handling units. Some areas are cooled by split system A/Cs with direct expansion coils. The controls for the air handling units with chill water are pneumatic by Johnson controls. The air handling units with direct expansion cooling are controlled by electric thermostats. This building also has a Tridium communication system.

A Quarterly schedule of maintenance is required and shall apply to all of the HVAC and Control Equipment including, but not limited to, the following:

EQUIPMENT LIST

- (3) Hot Water Boilers, Lochinvar Knight Model KBN285
- (2) Base Mounted End Suction Hot Water Pumps, Armstrong Series 4030
- (1) Remote Condenser Scroll Compressor Chiller, McQuay Model # WGZ 030AA-120AA
- (2) Base Mounted End Suction Chilled Water Pumps, Bell & Gossett Series 1531
- (5) Air Handling Units
 - (1) Trane Type CPL 2997-3055-01 Penthouse Climate Changer AHU #3 Serial # K02J48310A
 - (1) Trane Type CPL 2997-3056-01 Penthouse Climate Changer AHU #4 Serial # K02J48321A

- (1) Trane - MCCO8 (DDC Controlled)
- (1) Trane - MCCO6 (DDC Controlled)
- (1) Trane - MCCAIOU BOS0000U
- (1) RTU - Trane Model TTA18OB400DA
- (8) Exhaust Fans, Penn Ventilating
- (1) Fan Coil - Trane
- (1) Unit Ventilator - Trane
- (2) Hot Water Pumps, Taco
- (2) Air Handlers
 - (1) Trane Model TWEO60A400CA (Records area)
 - (1) Trane Model TWEO42P13OBO (Computer room)
- (2) Condensers
 - (1) Trane Model TTAO60D400A1 (Records area)
 - (1) Trane Model TTAO36D400AO
- (1) General Electric (computer room)
- (1) Trane Roof top Package Unit, Model SAH FC3040K3 6 F3AD3 FO1BDEGRT8
- (2) Boilers #1, Model CB M2 175N, Heatmaker 9600CB
- (1) Chilled Water, Shot Feeder
- (1) Hot Water, Shot Feeder
- (10) Fan powered boxes
- (1) Control air compressor with 1 HP motor

Controls - Pneumatic Controls for the air handling units with chill water, associated controls, valves and actuators, also Johnson "Metasys" DDC control system for the air handling units with direct expansion cooling. This building also has a Tridium communication system.

PUBLIC HEALTH CENTER

FULL MAINTENANCE WITH CHEMICAL TREATMENT

The Public Health Center is heated by a gas/oil fired hot water boiler. This supplies hot water to heating coils located in air handling units, fin-tube baseboard radiators located around the perimeter of the building and to unit heaters located in the first floor Mechanical room.

The cooling of the building is achieved by a Chiller and a Cooling Tower located in the Penthouse Mechanical Room. This supplies chill water to cooling coils located in air handling units. The existing new Cooling Tower replaced the original in the winter of 2006.

A Quarterly schedule of maintenance is required and shall apply to all of the HVAC and Control Equipment including, but not limited to, the following:

EQUIPMENT LIST

- (1) Trane centrifugal chiller, 125 tons Model PCV-1C-C2-D3
- (1) Baltimore Air Company Cooling Tower, VLT-137
- (3) Air Handling Units
 - (2) Trane Air handling units Model H-21
 - (1) Trane Air handling unit Model H-25

- (1) Toshiba International AHU Fan motor - 30 HP Model BO3O4FLF3UM
- (1) Lincoln AHU Fan motor - 30 HP SERIAL U1931214917
- (1) U.S. Electrical AHU Fan motor - 25 HP Type R ID#R-9441-O0-781
- (1) Leland Faraday rerun air fan - 5 H.P MODEL LFI 84050c
- (2) U.S. Electrical return air fan motors -5 HP Type A ID#R-3466-02-735
- (1) Weil-McLain Boiler. Dual Fuel, Model # PL986-W
- (1) Armstrong pump company Condenser water pump - 10 HP Model # 819359-002
- (1) Armstrong pump company Chilled water pump 15HP
- (4) Hot Water Pumps
 - (1) Armstrong pump company pump - 2 HP Model# 819359-002
 - (1) Armstrong pump company pump - 3 HP Model 1.564380
 - (1) Armstrong pump company pump - Fractional HP Model H-63
 - (1) Armstrong pump company pump - Fractional HP Model 201000
- Trane unit heaters, Model 8-CU---60-S
- (3) Trane in-line exhaust fans- Fractional HP
- (2) Trane rooftop exhaust fans- Fractional HP
- (2) Trane utility set exhaust fans - Fractional HP
- (1) Speedaire by Dayton Control compressor, Model# 5Z702A with refrigerated air dryer.
- (3) Hot water radiant unit heaters
- (14) Hot water baseboard radiation units
- (1) Chilled Water, Shot Feeder
- (1) Hot Water, Shot Feeder
- (1) Condenser Water, Water Treatment Controller
- Complete Robert Shaw & Johnson environmental control system

LYNCHBURG PUBLIC LIBRARY AND JONES MEMORIAL LIBRARY

FULL MAINTENANCE WITH CHEMICAL TREATMENT AND BUILDING AUTOMATED CONTROLS MAINTENANCE

The Library is heated and cooled by six constant volume split system Heat pumps, One of these units has a steam humidifier. All of the AHU's are located in the second floor Mechanical Room.

The computer lab is served by a ductless split system. The original pneumatic control system has recently been replaced with a new Honeywell DDC control system with a Tridium communication system.

A Quarterly schedule of maintenance is required and shall apply to all of the HVAC and Control Equipment Including, but not limited to, the following:

EQUIPMENT LIST

- (6) Air Handling Units
 - (1) AC-1 Trane TWE240E300GG Serial Number 12155RP5WA
 - (1) AC-2 Trane TWE240E300BBK Serial Number 12964TUEBA
 - (1) AC-3 Trane TWE240E300BB Serial Number 12151RH9VVA
 - (1) AC-4 Trane CSAA030UAC00 Serial Number K12C26926
 - (1) AC-5 Trane TWE090D300A Serial Number 12091T60BA
 - (1) AC-6 Trane TWE240E300BB Serial Number 12151PORWA

(6) Condensers

- (1) CU-1 Trane TWA240E30RRA Serial Number 12153M23TA
 - (1) CU-2 Trane TWA073D30RAA Serial Number 12144M9TYA
 - (1) CU-3 Trane TWA240E30RAA Serial Number 12162NLFTA
 - (1) CU-4 Trane RAUJC50ZECC1300D000010 Serial Number C12C01624
 - (1) CU-5 Trane TWA073D30RAA Serial Number 12156WTYA
 - (1) CU-6 Trane TWA240E30RaA Serial Number 12161SK8TA
- (1) Humidifier, Nortec MK11-700
- (1) Computer room unit, Mitsubishi “Mr. Slim” Model # PU12EK
- Honeywell DDC control system with a Tridium communication system.

EQUIPMENT LIST (JONES MEMORIAL LIBRARY)

- (1) Carnes electronically controlled steam humidifier, Model HBDD/HCDD
- (1) Roof unit: Carrier Package system; Model 38AD024 520, R22 refrigerant
- (1) AC-7 Trane TWE240E300BB Serial Number 12155RE8WA
- (1) CU-7 Trane TWA240E30RAA Serial Number 12114T7CTA

MONUMENT TERRACE BUILDING

PREVENTIVE CHEMICAL TREATMENT

The Monument Terrace Building is heated by two direct vent gas fired hot water boilers located in the ground floor mechanical room and a roof top package units with gas heat. Two hot water pumps supply heating water from the boilers to the Air Handling Units located in the Attic and to the 63 VAV boxes located in duct systems on all three floors of the building.

The cooling of the building is achieved by a Multi-Stack Chiller with two air cooled condensing units located behind the building. This supplies chill water to the Air Handling Units and to the VAV boxes. The HVAC system also includes a single roof top unit with DX coils and electric heaters.

Controls include a Metasys DDC control system with a Tridium communication system

A Quarterly schedule of Preventive Chemical Treatment is required and shall apply to the Chilled Water and Hot Water Loop.

EQUIPMENT LIST

- (1) Chilled Water, Shot Feeder
- (1) Hot Water, Shot Feeder

KEMPER STREET STATION

PREVENTIVE CHEMICAL TREATMENT

The Kemper Street is heated by a gas fired hot water boiler. This supplies hot water to heating coils located in five air handling units. The cooling of the building is achieved by a Chiller and a air cooled condensing unit located outside the first floor Mechanical Room. This supplies chill water to cooling coils located in air handling units.

A Quarterly schedule of Preventive Chemical Treatment is required and shall apply to the Chilled Water and Hot Water Loop.

EQUIPMENT LIST

- (1) Chilled Water, Shot Feeder
- (1) Hot Water, Shot Feeder

PUBLIC WORKS ADMINISTRATION BUILDING

PREVENTIVE CHEMICAL TREATMENT

The Public Works Administration Building is heated by a gas fired hot water boiler located in the first floor mechanical room. This supplies hot water to heating coils located in five air handling units.

The cooling of the building is achieved by five air cooled condensing unit located at each end of the first floor. This supplies refrigerant to DX coils located in air handling units.

A Quarterly schedule of Preventive Chemical Treatment is required and shall apply to the hot water boiler and piping.

EQUIPMENT LIST

- (1) Hot water boiler, Peerless Model # 211A-05-W/S-I, 840,000 BTUH
- (1) Hot Water, Shot Feeder

Group 2 - DEPARTMENT OF WATER RESOURCES

The College Hill Filter Plant Building is heated by one gas fired hot water boiler. Two hot water pumps supply heating water from the boilers to three air handling units and ten VAV boxes. Cooling is accomplished with two chilled water pumps supplying chilled water for the cooling coils from a chiller.

A Quarterly schedule of maintenance is required for the HVAC System and Controls including Bi-monthly filter changes (Filters to be compatible to what is being used now.) Boiler Fire side, tube side, and flue gas analysis once per year.

College Hill Warehouse

FULL MAINTENENCE

Equipment List

- (1) Lennox Split System Heat Pump Model 13HPX-018
- (1) Lennox Air Handler Model CBX26-018
- (1) Lennox Split System Heat Pump Model 13HPX-060
- (1) Lennox Air Handler Model CB27UH-060
- (1) Electric Radiant Heat

Abert Filter Plant

FULL MAINTENANCE

Equipment List

- (1) Mitsubishi Ductless Split Condenser Model MUZ-A15NA
- (1) Mitsubishi Ductless Split Evaporator Model MSZ-A15NA
- (1) Mitsubishi Ductless Splt Condenser Model MUZ-GE15NA

- (1) Mitsubishi Ductless Split Evaporator Model MSZ-GE15NA
- (1) Mitsubishi Ductless Splt Evaporator Model MSZ-FE12NA
- (1) Mitsubishi Ductless Split Condenser Model MSZ-FE12NA
- (1) Friedrich Thru The Wall Unit PDH15KSE-4

College Hill Administration Building

FULL MAINTENANCE

Equipment List

- (5) Water Source Package Unit HP-1 JCI Model RJSV60TR400CANR2355A 5 Ton
- These 5 units consist of one supply fan motor, one heating section, one compressor and on condenser fan motor
- They are controlled by a Facility Contoller Management System consisting of 5 contollers, one master controller and a remote contoller in the Filter Plant Building
- (1) Armstrong 4300TC 3HP pump
 - (1) Armstrong 4300C 3HP pump
 - (1) Armstrong Heat Exchanger W-65-26-1

College Hill Filter Plant Additional Equipment

FULL MAINTENANCE

Equipment List

- (1) Treerice Series 9100 Self Operating Temperature Regulator
- (1) Bell & Gossett U tube heat exchanger
- (1) Honeywell actuated Butterfly Valve
- (1) Hayward Basket Strainer
- (1) Bell & Gossett Series 60 inline pump
- (1) Square D Combination Starter

College Hill Filter Plant

FULL MAINTENANCE WITH CHEMICAL TREATMENT AND BUILDING AUTOMATED CONTOLS
MAINTENANCE

Equipment List

- (1) 40 Ton Scroll - water cooled Trane Chiller
- (1) Boiler – Gas – Hot Water 120-750MBH/50-300 HP
- (2) Hot water Pumps –
- (2) Chilled Water Pumps
- (2) Condenser Water Pumps
- (19) Fan Coil Units
- (4) Air Handling Unites (AHU), (4) split heat pump systems
- (2) Air Compressors
- (1) Exhaust Fan
- (10) Electric VAV Actuators
- (1) Electric Duct Heater
- (10) VAV Boxes with hot water re-heat
- (6) Electric damper actuators

(2) Air Dryers
Pneumatic and Honeywell DDC control system

Abert Clearwell

FULL MAINTENANCE

Equipment List

- (1) Carrier Model 52SQE309301AA 9000btu cool/8000 btu heat
- (1) Dryomatic Mdel RC-1500 dehumidifier

Pedlar Caretaker Residence

Full Maintenance

Equipment List

- (1) Heil model N4H330AKE100
- (1) Heil model N4H324AKE100
- (1) International Comfort Products model FEM4P2400AT2
- (1) International Comfort Products model FEM4P3000AT2

Group 3 - WASTE WATER TREATMENT PLANT

FULL MAINTENANCE

Control Building

This building contains lab, main control room, admin offices, and locker rooms for employees. The lab is required to maintain a consistent temperature and maximum humidity 24 hours per day to meet stringent test requirements of regulatory agencies. The building consists of 8 temperature zones in the system plus areas that are heated or cooled by independent systems. Major portions of the system were replaced in January of 2006. 2 new split systems added June 2014. Supply air fan is equipped with carbon filters and air handling units also use carbon filters.

EQUIPMENT LIST

- (2) Water Cooled HVAC Package Units (AHU #1e, AHU #2)
- (1) Intake Air Fan
- (4) Exhaust Fan
- (1) Boiler
- (2) Recirculation hot water pumps
- (11) Unit Heater (4 Hot water, 6 Electric)
- (1) Expansion Tank
- (8) Variable Air Volume Boxes
- (10) Thermostats
- (1) 2 ½ Ton Split Heat Pump for portion of office area
- (1) 2 ½ Ton Split Heat Pump for Expanded Mens Locker Room

Sludge Dewatering/ Stabilization Building

The odor control exhaust fans and odor control systems are not included in the maintenance program. Portions of this building are set up for heating for freeze protection others parts have continuous occupation by staff. Air handling units also use carbon filters.

EQUIPMENT LIST

- (1) Gas fired furnace
- (5) Gas fired unit heaters
- (1) Heating cooling unit with carbon filter
- (1) Rooftop heating cooling unit with carbon filter
- (2) Exhaust fans

Gravity Belt Thickener Building

Building is heated mostly for freeze protection of chemical and liquids in use.

EQUIPMENT LIST

- (3) Gas fired forced air heaters

Odor Control Building

Building is heated for freeze protection of chemical and liquids in use. Roof top equipment is heated for freeze protection of chemical and liquids.

EQUIPMENT LIST

- (4) Gas fired forced air heaters
- (7) Gas fired radiant tube heaters

Main Electrical Building

This building is cooled and conditioned to protect the electrical switchgear enclosed in the building.

EQUIPMENT LIST

- (1) Dual compressor roof top heating and cooling unit with carbon filters

Aeration Electrical Building

This building is cooled and conditioned to protect the electrical switchgear enclosed in the building.

EQUIPMENT LIST

- (1) Roof top heating and cooling unit with carbon filters

Blower Control Room - In Blower Building

This room is cooled and conditioned to protect the electrical and instrumentation enclosed in the room. by a roof top heating and cooling unit with carbon filters.

EQUIPMENT LIST

- (1) Roof top heating and cooling unit with carbon filters

Head Works Building

This room is cooled and conditioned to protect the electrical and instrumentation enclosed in the room by a split system heating and cooling unit with carbon filters.

EQUIPMENT LIST

- (2) Roof top gas fired furnaces with 24/7 ventilation fan
- (1) Ground level gas fired furnace with 24/7 ventilation fan
- (2) gas fired unit heaters
- (5) exhaust ventilation fans

Maintenance Building

This building is cooled and conditioned by a roof top heating and cooling unit with carbon filters.

EQUIPMENT LIST

- (1) roof top split system for office, are with carbon filters
- (9) through wall AC units
- (7) Gas fired unit heaters
- (4) Exhaust fans

Secondary Clarifiers 1 & 2 Electrical Building

EQUIPMENT LIST

- (1) split heating cooling unit with carbon filter

Sodium Hypochlorite Building

EQUIPMENT LIST

- (4) Gas fired unit heaters

Group 4 - EMERGENCY COMMUNICATIONS BUILDING

FULL MAINTENANCE WITH BUILDING AUTOMATED CONTROLS MAINTENANCE

The Emergency Communications Building is heated and cooled by five Lennox rooftop package units with gas heat. This is supplemented with two electric door heaters. Also included are various dampers, exhaust fans and a Metasys control system (see equipment list).

There is a critical need for the temperature in the equipment room that has all of the regional radio equipment be monitored and that we have a quick response time for repairs. A/C runs year round. Anytime cooling is interrupted the temperature spikes rapidly and can begin causing equipment damage in as few as 30 minutes. Internal alarms will automatically dial the servicing contractor to dispatch a repair mechanic as soon as possible.

As a secondary concern, our dispatchers are in the communications room 24/7/365 and we need to have a reasonable response time there as well.

In addition to a Bi-monthly schedule of maintenance required for the HVAC System and Controls, include Monthly filter changes. (Filters to be compatible to what is being used now.)

EQUIPMENT LIST

Rating Ton/HP Location

- (1) RTU-1 Roof-top pkg unit w/gas heat Lennox LGA 1205 10 Roof
- (1) RTU-2 Roof-top pkg unit w/gas heat Lennox GSC-16-1513 4 Roof
- (1) RTU-3 Roof-top pkg unit w/gas heat Lennox LGA 1205 10 Roof
- (1) RTU-4 Roof-top pkg unit w/gas heat Lennox GSC 24-813 6 Roof
- (1) RTU-5 Roof-top pkg unit w/gas heat Lennox LGA 102S 8.5 Roof
- (1) ZD-1 Zone Damper Lennox ZD-1 1720
- (1) ZD-2 Zone Damper Lennox ZD-2 630
- (1) ZD-3 Zone Damper Lennox ZD-3 250
- (1) ZD-4 Zone Damper Lennox ZD-4 630io
- (1) ZD-5 Zone Damper Lennox ZD-5 520
- (1) ZD-6 Zone Damper Lennox ZD-6 800
- (1) BPD-1 By pass Damper Lennox BPD-1 1600
- (1) BPD-2 By pass Damper Lennox BPD-2 1600
- (1) EF-1 Exhaust Fan Greenbeck CSP-255
- (1) EF-2 Exhaust Fan Greenbeck SP-255
- (1) EF-3 Exhaust Fan Greenbeck CSP-228
- (1) EF-4 Exhaust Fan Greenbeck
- (1) EDH-1 Door Heater Markel F3482
- (1) EDH-2 Door Heater Markel F3482
- (1) Metasys Control System Metasys

Group 5 - JUVENILE DETENTION CENTER

FULL MAINTENANCE

The Juvenile Detention Center is heated and cooled by twenty five roof top package units, one split system heat pump, three split system A/C units and two heater ventilators.

A Quarterly maintenance schedule is required and shall apply to all of the HVAC and Control Equipment including, but not limited to, the following.

EQUIPMENT LIST

- (1) Trane - Model #YCC042F3M0BF - Serial #201546Y1H (Post area)
- (1) Carrier - Model #48NMT042500 - Serial #0590C39901 (Post area)
- (1) Trane - Model #YCC042F3M0BF - Serial #2233PJT1H (Intake)
- (3) Trane - Model #YCH0614LFBE - Serial #N06102474D (Intake - L/S)
- (3) Trane - Model #YCD0614LGBE - Serial #M26104403D (Nurse's Office - Staff Lounge)
- (1) Trane - Model #YCC018F1L0BE - Serial #M2642J92H (Mens Locker Room)
- (3) Trane - Model #YCD090C4HGBE - Serial #N31101589D (Gym)
- (2) Trane - Model #YCD048C4LGBE - Serial #M27101640D (R/H B Staff)
- (2) Trane - Model #YCD036C4LGBE - Serial #M27103759D (L/H B)
- (2) Trane - Model #YCD048C4LGBE - Serial #M27101641D (B Dayroom)
- (1) Trane - Model #YCC024F1L0BE - Serial #M2625MP2H (C Dayroom)
- (1) Trane - Model #YCC030F1M0BD - Serial #M171JMB1H (L/S C - Staff - Principal)
- (1) Trane - Model #YCC030F1M0BD - Serial #M171JJB1H (C Classroom)
- (2) Trane - Model #YCD048C4LGBE - Serial #M27101639D (C Dayroom)

- (1) Trane - Model #YCC030F1M0BD - Serial #M171X8Y1H (Offices adjacent Director)
- (1) Trane - Model #YCC030F1M0BD - Serial #M171K851H
- (1) Trane - Model #YCC030F1M0BD - Serial #M171YA71H (Hallway)
- (2) Trane - Model #YCD060C4LGBE - Serial #M27101662D (Conference Room - Reception)
- (1) Trane - Model #YCCO24F1L0BE - Serial #M262RPH2H (Library - A&B Teachers)
- (1) Trane - Model #YCC024F1L0BE - Serial #M262N3R2H (A Classroom)
- (2) Trane - Model #YCD036C4LGBE - Serial #M27103762D (L/H A)
- (2) Trane - Model #YCD036C4LGBE - Serial #M27101622D (R/H A - Staff)
- (2) Trane - Model #YCD048C4LGBE - Serial #M27101638D (A Dayroom)
- (2) Trane - Model #YCD060C4LGBE - Serial #M27101667D (Main corridor)
- (1) Trane - Model #YCC024F1L0BE - Serial #M262RUJ2H (B Classroom)
- () Duratic - Model #SHC09DAA000AA0A - Serial #197D239317
- () Trane - Model #TCH090C300BC - Serial #N29104363D
- () Modine - Model #WSG250F4764
- (2) Modine - Model #WSG125S2564 (Kitchen)
- () Trane - Model #TTB012C100A0 - Serial #M245YWEAF
- () Trane - Model #TWH018B140A1 (Control Room)
- () Trane - Model #TTB012C1004A0 - Serial #M2451KRAF
- () Trane - Model #TWH0188140A1 - Serial #M14352499
- () Trane - Model #TTB012C100A0 - Serial #M245Y7MAF (Electrical)
- () Trane - Model #TWH018B140A1 - Serial #M14352498 (Electrical)

Most Units are controlled by a "Tracer 100i" building management system

Group 6 - LYNCHBURG REGIONAL AIRPORT

Terminal Building

FULL MAINTENANCE

The Lynchburg Regional Airport Terminal Building is heated and cooled by six roof top package units and eight Unit Heaters

A Quarterly maintenance schedule is required for all buildings and shall apply to all of the HVAC and Control Equipment including, but not limited to, the following.

EQUIPMENT LIST

- (6) Roof top Trane RTU Units/Packaged Units- electric heat with economizer.
- (5) Ceiling Mounted Exhaust Fans
- (8) Electric Unit Heaters
- (6) Variable Air Volume Boxes (VAV Boxes)
- (16) Fan powered VAV Boxes
- Honeywell DDC control system

AIRPORT TOWER

FULL MAINTENANCE

The Lynchburg Regional Airport Tower is heated and cooled by three roof top package units, three split system heat pumps and one split system A/C.

EQUIPMENT LIST

- (2) GE Model # GBWA120C3D
- (2) York Model # E2FB120A25A
- (1) Nordine Model # GT38A-060CA
- (1) York A/C Condenser Model # MH1RC048S25G
- (2) LG Model #LAU095HV heat Pump
- (1) International Comfort Products Model #PHF324000K00A1
- (1) Carrier Model # 50PQ012510AA
- (1) Mitsubishi Mr. Slim R410A Model #PUZ A36NHA
- (4) Air Handling Units

CAR WASH BUILDING

FULL MAINTENANCE

The Lynchburg Regional Airport Car Wash Building is heated and cooled by three package units and three radiant unit heaters

EQUIPMENT LIST

- (3) Gas radiant heaters, misc. mechanical equipment and car wash
- (3) Packaged Units (mounted on pads behind building) – Electric Heat with Economizer
- (3) Wall mounted Electric Heaters (2 Taskmaster Brand, 1 Markel Brand)

AIRFIELD MAINTENANCE BUILDING

FULL MAINTENANCE

The Lynchburg Regional Airport Airfield Maintenance Building is heated and cooled by one Heat Pump split system and three radiant unit heaters

EQUIPMENT LIST

- (3) Ceiling mounted Fans – Exhaust Fans
- (1) Trane XE1000 Heat Pump split system, Model # TWR042
- (1) Trane Air Handling Unit
- (3) Gas radiant heaters
- (1) Wall mounted Electric Heater

GROUNDS MAINTENANCE BUILDING

FULL MAINTENANCE

The Lynchburg Regional Airport Grounds Maintenance Building is heated and cooled by one Heat Pump and two ceiling mounted heaters

EQUIPMENT LIST

- (1) Trane XR13 heat pump model #4TWR3036C1000AA
- (2) Dayton electric heaters

T- HANGARS

FULL MAINTENANCE

EQUIPMENT LIST

(1) Amana wall mounted unit Model #PTC123B35AMBP

ARFF STATION

FULL MAINTENANCE

EQUIPMENT LIST

(2) Roof Top Units

(1) York Model #ZR060T10P4TZZ10001C

(1) York Model #ZR048T06P4TZZ10001C

(2) Wall mounted Exhaust Fan systems

(3) Radiant Gas Heaters

(3) Airvac 911 Engine Exhaust Removal System Units

(1) Sanyo Inverter Model #CH1271 Heat Pump

(1) Sanyo Model #KHS1271 inside unit

HVAC Maintenance for City of Lynchburg Buildings

TERMS AND SIGNATURE SHEET

All bids shall be signed on the Terms and Signature Sheet in order to be considered.

In compliance with this Invitation for Bid #2015-973 and subject to all conditions thereof, the undersigned offers and agrees to furnish any or all items and/or services upon which prices are quoted, at the price quoted as specified.

My signature below certifies:

- a. I agree to abide by all conditions of this Bid and that I am authorized to sign this Bid.
- b. The accompanying bid is not the result of or affected by, any act of collusion with another person or company engaged in the same line of business or commerce, or any act of fraud punishable under, Chapter 12, Title 18.2, 498.4 of the Code of Virginia, 1950, as amended. Furthermore, I understand that fraudulent and collusive bidding is a crime under the Virginia Governmental Frauds Act, the Virginia Government Bid Rigging Act, the Virginia Anti-Trust Act, and Federal Law and can result in fines, prison sentences, and civil damage awards.
- c. The accompanying bid is in compliance with the State and Local Government Conflict of Interests Act 2.2-3100, supplemented by Article 6, 2.2-4367-69 of the Code of Virginia. Specifically, no City employee, City employee's partner, or any member of the City employee's immediate family holds a position with the bidder, offeror, or contractor such as an officer, director, trustee, partner or the like, or is employed in a capacity involving personal and substantial participation in the procurement transaction, or owns or controls an interest of more than five percent.

Acknowledge receipt of addenda here: No.____ Date: _____ No.____ Date: _____

Complete Legal Name of Company: _____

Order From Address: _____

Remit To Address: _____

Signature: _____

Email: _____

Name (type/print): _____

Title: _____

Fed ID No.: _____ Phone: _____ Fax: _____

We hereby provide the following information to the City regarding our business. We understand that it is provided for statistical purposes only and all firms submitting bids will receive equal consideration.

Minority-Owned Business: Yes _____ No _____

Women Owned Business: Yes _____ No _____

Lynchburg Business: Yes _____ No _____

BID FORM

Location	Type of Service	Service Intervals	Unit Cost	Total Cost
Fire Station #1, 8th & Clay Street	Preventive Maintenance	Quarterly (x4)	\$	\$
	Preventive Chemical Treatment	Quarterly (x4)	\$	\$
Point of Honor, Cabell Street	Preventive Maintenance	Quarterly (x4)	\$	\$
Point of Honor Carriage House, Cabell Street	Preventive Maintenance	Quarterly (x4)	\$	\$
City Hall, 900 Church Street	Preventive Maintenance	Quarterly (x4)	\$	\$
	Chemical Treatment	Quarterly (x4)	\$	\$
Human Services Building, 99 9th Street	Preventive Maintenance	Quarterly (x4)	\$	\$
	Chemical Treatment	Quarterly (x4)	\$	\$
	Building Automated Controls Maintenance	Quarterly (x4)	\$	\$
Court house Museum, 901 Court Street	Full Maintenance	Quarterly (x4)	\$	\$
	Chemical Treatment	Quarterly (x4)	\$	\$
IT Building, Young Place	Preventive Maintenance	Bi-monthly (x6)	\$	\$
Circuit Court, 900 Court Street	Full Maintenance	Quarterly (x4)	\$	\$
	Chemical Treatment	Quarterly (x4)	\$	\$
Public Safety Building, 905 Court Street	Full Maintenance	Quarterly (x4)	\$	\$
	Chemical Treatment	Quarterly (x4)	\$	\$
	Building Automated Controls Maintenance	Quarterly (x4)	\$	\$
Public Health Center, 1900 Thomson Drive	Full Maintenance	Quarterly (x4)	\$	\$
	Chemical Treatment	Quarterly (x4)	\$	\$

Lynchburg Public and Jones Memorial Library, 2315 Memorial Avenue	Full Maintenance	Quarterly (x4)	\$	\$
	Chemical Treatment	Quarterly (x4)	\$	\$
	Building Automated Controls Maintenance	Quarterly (x4)	\$	\$
Monument Terrace Building, Church Street	Preventive Chemical Treatment	Quarterly (x4)	\$	\$
Kemper Street Station, 825 Kemper Street	Preventive Chemical Treatment	Quarterly (x4)	\$	\$
Public Works Admin. Building, 1700 Memorial Ave	Preventive Chemical Treatment	Quarterly (x4)	\$	\$
Group 1 - TOTAL ANNUAL BASE BID				\$

Group 2 - Department of Water Resources

College Hill Warehouse	Full Maintenance	Quarterly (x4)	\$	\$
Abert Filter Plant	Full Maintenance	Quarterly (x4)	\$	\$
College Hill Administration Building	Full Maintenance	Quarterly (x4)	\$	\$
College Hill Filter Plant Additional Equipment	Full Maintenance	Quarterly (x4)	\$	\$
College Hill Filter Plant	Full Maintenance	Quarterly (x4)	\$	\$
	Preventive Chemical Treatment	Quarterly (x4)	\$	\$
	Building Automated Controls Maintenance	Quarterly (x4)	\$	\$
Abert Clearwell	Full Maintenance	Quarterly (x4)	\$	\$
Pedlar Caretaker Residence	Full Maintenance	Quarterly (x4)	\$	\$
Group 2 - TOTAL ANNUAL BASE BID				\$

Group 3 - Waste Water Treatment Plant

Control Building	Full Maintenance	Quarterly (x4)	\$	\$
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Sludge Dewatering / Stabilization Building	Full Maintenance	Quarterly (x4)	\$	\$
Gravity Belt Thickner Building	Full Maintenance	Quarterly (x4)	\$	\$
Odor Control Building	Full Maintenance	Quarterly (x4)	\$	\$
Main Electrical Building	Full Maintenance	Quarterly (x4)	\$	\$
Aeration Electrical Building	Full Maintenance	Quarterly (x4)	\$	\$
Blower Control Room - In Blower Building	Full Maintenance	Quarterly (x4)	\$	\$
Head Works Building	Full Maintenance	Quarterly (x4)	\$	\$
Maintenance Building	Full Maintenance	Quarterly (x4)	\$	\$
Secondary Clarifiers 1 & 2 Electrical Building	Full Maintenance	Quarterly (x4)	\$	\$
Sodium Hypochlorite Building	Full Maintenance	Quarterly (x4)	\$	\$
Group 3 - TOTAL ANNUAL BASE BID				\$

Group 4 - Emergency Communications

Emergency Communications Center, Candler's Mountain Road	Full Maintenance	Quarterly (x4)	\$	\$
	Building Automated Controls Maintenance	Quarterly (x4)	\$	\$
Group 4 - TOTAL ANNUAL BASE BID				\$

Group 5 - Juvenile Detention Home

Juvenile Detention Home, 1400 Florida Avenue	Full Maintenance	Quarterly (x4)	\$	\$
Group 5 - TOTAL ANNUAL BASE BID				\$

Group 6 - Lynchburg Regional Airport

Terminal Building	Full Maintenance	Quarterly (x4)	\$	\$
Airport Tower	Full Maintenance	Quarterly (x4)	\$	\$
Car Wash Building	Full Maintenance	Quarterly (x4)	\$	\$
Airfield Maintenance Building	Full Maintenance	Quarterly (x4)	\$	\$
Grounds Maintenance Building	Full Maintenance	Quarterly (x4)	\$	\$
T - Hangars	Full Maintenance	Quarterly (x4)	\$	\$
ARFF Station	Full Maintenance	Quarterly (x4)	\$	\$
Group 6 - TOTAL ANNUAL BASE BID				\$

HOURLY RATES FOR WORK & REPAIRS NOT INCLUDED IN FULL MAINTENANCE AGREEMENT OR IN MONTHLY MAINTENANCE WORK:

Straight time hourly rate/Mechanic: \$_____ Per Hour

Time and one half rate/Mechanic: \$_____ Per Hour

Material markup: _____ %

Questions to Bidder

Bidders are to respond to the following question: Have the individual(s), owner(s), or principal officer(s) of the firm submitting the bid ever been convicted of a felony or a misdemeanor involving moral turpitude, which would adversely affect the ability to perform the contract?

YES _____ NO _____

If yes, list individual or officer and title and give details.

NOTE: Answering yes to this question will not necessarily exclude your company from consideration but will be used to weigh the relationship between the offense and the contract to be performed.

Is your firm currently involved in litigation which would adversely affect performance on this contract?

YES _____ NO _____

Limited Liability Form

All Prospective Firms Must Respond To The Following

If a limited liability company, limited liability partnership, or a limited partnership indicate below:
Check one:

___ Limited Liability Company

___ Limited liability partnership

___ Limited partnership

Have you registered with the State Corporation Commission, to conduct business in Virginia?

Yes No If yes, State Corporation Commission # _____

Name(s) and address(es) of the individuals that formed the limited liability organization:

List who is authorized to execute contracts: _____

If conducting business under an assumed business name, fill out the following information:

Name of assumed business: _____

Owner's name and address: _____

Statement Of Experience

Proposer: _____

How Long In Business: _____ At Current Address: _____

Principals: _____ Title: _____

_____ Title: _____

_____ Title: _____

Type of Work Normally Performed: _____

Projects of this type previously completed:

1. _____

_____ Amount \$ _____

2. _____

_____ Amount \$ _____

3. _____

_____ Amount \$ _____

Reference (for Projects listed above):

1. _____

_____ Tel.No. _____

2. _____

_____ Tel.No. _____

3. _____

_____ Tel No. _____

STATEMENT OF AVAILABLE RESOURCES

Equipment: _____

Number of Personnel Currently Employed: _____

Number of Personnel Available for Project: _____

Other Pertinent Information: _____

