

Scott County Facility and Support Services Department  
Purchasing Division  
600 West Fourth Street, Davenport, Iowa 52801-1030  
Phone: (563) 326-8793  
Fax: (563) 328-3245  
E-Mail: [purchasing@scottcountyiowa.com](mailto:purchasing@scottcountyiowa.com)

**REQUEST FOR QUOTATION**

**Scott County Requisition No. 18904**

**Bidders need to complete and submit this form.**

<b>Submission Date: 5/18/2012</b>	<b>No Later Than: 2:00pm</b>
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Qty	Description
	<b>Scott County Facility and Support Services Department is requesting quotations for preventative inspections of HVAC equipment</b>
	<b>Please see attached for scope of work</b>
	Delivery Included
	price quotation good for 60 days
	From time to time it may be necessary to change or modify a request for purchase. If you have received this request from any other source other than direct fax or email from Scott County, it is your responsibility to check for updates and/or changes to the request. If you would like to receive automatic updates please register your company in our vendor data base by using our website, <a href="http://www.scottcountyiowa.com/fss/purchasing.php">www.scottcountyiowa.com/fss/purchasing.php</a>

Scott County reserves the right to accept the bid from the lowest responsible bidder.

Quote submitted by:

\_\_\_\_\_

Name

\_\_\_\_\_

Title

\_\_\_\_\_

Company

\_\_\_\_\_

Date

Released by:  
(Scott County Use Only)

Date: 4/30/2012  
Time: 2:00pm

**PLEASE NOTE:**

**Bidders must provide an estimated delivery date in their bid response!**

Company Contact Information:	Phone:
	E-Mail:

“By virtue of statutory authority, a preference will be given to products and provisions grown and coal produced within the State of Iowa.”

## REQUEST FOR BID

Scott County Facility & Support Services Department is requesting quotations for Periodic Maintenance to HVAC equipment at the County Administrative Center, 600 West Fourth Street, Davenport, IA.

Duration of contract will be from July 1, 2012 to June 30, 2014.

Bids should be submitted no later than **2:00 P.M., May 18, 2012**. Bids may be e-mailed, faxed, mailed or hand delivered (e-mail to [purchasing@scottcountyiowa.com](mailto:purchasing@scottcountyiowa.com); fax number 563-328-3245) to Scott County Purchasing Department, 600 West Fourth Street, Davenport IA. 52801. Confirmation of receipt can be verified by contacting Barb Schloemer, 563-326-8793. Scott County is not responsible for mail delays, technical problems or other issues preventing the delivery of bids before the deadline. It is the bidder's responsibility to ensure the timely delivery of bids.

All work to be completed during normal Scott County business hours (8-4:30, M-F), unless other mutually agreeable arrangements are made in advance. Scott County is under no obligation to accommodate non-business hour arrangements.

The systems can be viewed by contacting Mark Kendall, Scott County Administrative Center, and (563) 326-8738 for an appointment.

**MAINTENANCE INSPECTIONS FOR ADMINISTRATIVE CENTER. WILL INCLUDE:**

- A. Regular and systematic examination, adjustment, calibration, lubrication and cleaning of all equipment listed below.
- B. Lubrication and cleaning materials for equipment listed.
- C. Labor, equipment and material to provide refrigerant oil analysis as a predictive tool (once per year).
- D. Labor, equipment and material to perform vibration analysis on all equipment (once per year). Note: this contract period will include establishing vibration baseline measurements.

Service will be rendered 2 times per year except as noted. This will occur in April and October.

**LIST OF MAINTAINED EQUIPMENT**

1) 2 each Chillers

East side-Model #RTAA1004 Y001 A300 ANBDF serial #U05A09399

West side-Model #RTAA1004 Y001 A300 ANBDF serial #U05A09389

2) 3 ea. Bell & Gossett Series 1531 Close Coupled Centrifugal Pumps (Chiller and Building Pumps)

**MAINTENANCE INSPECTIONS FOR THE JAIL (old Jail) WILL INCLUDE:**

- A. Regular and systematic examination, adjustment, lubrication, belt replacement, calibration, and cleaning of all equipment listed.

Service will be rendered 2 times per year. This will occur in April and October.

**LIST OF MAINTAINED EQUIPMENT**

3 Exhaust Fans

Fractional H.P. Each

**MAINTENANCE INSPECTIONS FOR THE JAIL (NEW Jail) WILL INCLUDE:**

A Operational inspection with coil cleaning, seasonal shut down.

Service will be rendered 2 times per year. This will occur in April and October.

**LIST OF MAINTAINED EQUIPMENT**

Model RTAA1004YT serial #U07G02277

**MAINTENANCE INSPECTIONS FOR THE PINE KNOLL WILL INCLUDE:**

- A. Evaporator/condensing unit and refrigerant monitor annual maintenance
- B. and quarterly maintenance evaporator/condensing unit.

**LIST OF MAINTAINED EQUIPMENT**

Model EVPBC60D1A serial #UA7A01443

Model RAUCC60EPY serial #C06L11463

This location to be billed/invoiced separately.

## INSURANCE REQUIREMENTS

The Contractor shall have in force during the period of this contract, insurance as listed below:

- A. **Bodily Injury and Property Damage Insurance:** The CONTRACTOR shall take out and maintain during this contract, bodily injury and property damage liability insurance under a comprehensive general form and automobile injury and property damage insurance under a comprehensive general form.

The required limits of this insurance shall not be less than:

**General Liability:**

Personal injury - each person	\$1,000,000
Personal Injury - each occurrence	\$1,000,000
Personal Injury - Aggregate	\$1,000,000
Personal Damage - each occurrence including Broadform Liability Extension	\$1,000,000

**Automobile Liability - Owner, Non-Owned and Hired  
Vehicles:**

Personal Injury - each person	\$1,000,000
Personal Injury - each occurrence	\$1,000,000
Personal Damage - each occurrence	\$1,000,000

The above insurance shall cover the contractor's employees, the public and Scott County employees while in the buildings and on the grounds of Scott County.

- B. **Certificates of Insurance:** The CONTRACTOR shall deliver to the **Facility & Support Services Department, Administrative Center, 600 West Fourth Street, Davenport**, certificates of insurance covering all above insurance in duplicate. Such certificates shall provide ten days prior notice by registered mail of any material change in, or cancellation of this insurance. CONTRACTOR shall maintain this coverage on a standard CGL form for the benefit of Owner and the general public throughout the term of this agreement, and if a carrier or policy is changed, CONTRACTOR shall provide Owner with a replacement Certificate of Insurance.
- C. **Contractual Liability Insurance:** The CONTRACTOR shall take out and maintain during this contract, liability insurance.
- D. **Products and Completed Operations Liability Insurance:** The CONTRACTOR shall also take out Products and Completed Operations Liability Insurance of limits not less than any of the above limits specified in these qualifications.

E. Workmen's Compensation and Employer's Liability:

- (1) The CONTRACTOR shall maintain during this contract, the statutory workmen's compensation and employer's liability insurance for all his employees to be engaged in the maintenance work under the contract.
- (2) The amount of Employer's Liability Insurance shall not be less than One Million (\$1,000,000).

INDEMNIFICATION

- A. To the fullest extent permitted by law, the CONTRACTOR shall indemnify and hold harmless the Owner and their agents and employees from and against all claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of or resulting from the performance of the WORK, provided that any such claim damage, loss or expense (1) is attributed to bodily injury, sickness, disease or death or to injury to or destruction of tangible property (other than the WORK itself) including the loss of use resulting therefrom, and (2) is caused in whole or in part by any negligent act or omission of the CONTRACTOR and subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or otherwise reduce and otherwise exist as to any party or person described in this paragraph.
- B. In any and all claims against the Owner or any of their agents or employees by any employee of the CONTRACTOR, any subcontractor, anyone directly or indirectly employed by any of them or anyone whose acts any of them may be liable, the indemnification obligation under this paragraph shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the CONTRACTOR or any subcontractor under workers' or workmen's compensation acts, disability benefit acts or other employee benefit acts.
- C. Scott County reserves the right to reject any or all bids or proposals submitted without cause. Further, Scott County reserves the right to re-bid or re-solicit for proposals for this project at any time in the future. By submitting a proposal or bid each CONTRACTOR acknowledges these rights and authorizes Scott County to exercise them should the situation warrant.