

## Bid Notice

Sealed bids will be received by the City Manager of the City of Seaford, 414 High Street, Seaford, DE 19973, until 2:00 p.m., prevailing time on Wednesday April 3, 2024 for "City of Seaford HVAC Maintenance Services". All bids will be opened in Council Chambers and read aloud at this time. The City Manager and staff will then evaluate them for compliance.

The bids may be presented to the Mayor and Council at their regular meeting on April 9, 2024 at 7:00 p.m., in Council Chambers, 414 High Street. They may be awarded at this time. The Mayor and Council reserve the right to reject any and all bids.

Bids must be submitted in a sealed envelope, addressed ATTN: Charles D. Anderson, City Manager, City of Seaford, P.O. Box 1100, Seaford, DE 19973. The outside of the envelope must be marked "**Attn: City Manager, City of Seaford HVAC Maintenance Services**" and the bidder's name shall be shown thereon. All proposals must be made on the bid form provided in the specifications. All proposals must conform to the bid documents. Any exceptions will be evaluated for suitability and acceptance is at the sole discretion of the owner.

The successful bidder shall also secure and maintain, at its own expense, during the contract term, the types and limits of insurance listed in the contract documents. Complete specifications and contract documents will be available at the City of Seaford, 414 High Street, Seaford, Delaware 19973. Copies may be obtained by calling Ashley Blalock, City Clerk at (302) 629-9173.

No bids may be withdrawn after the scheduled time from the receipt of bids for a period of thirty days. The City of Seaford reserves the right to reject any and all bids and to waive any or all informalities in any bid or bids.

City of Seaford  
Charles D. Anderson  
City Manager

## INFORMATION FOR BIDDERS

**BIDS** will be received by the City of Seaford (herein called the "Owner") at **City Hall, 414 High Street, Seaford, Delaware until 2:00 p.m., prevailing time, on Wednesday, April 3, 2024** and then at said location publicly opened and read aloud.

**BIDDERS** are advised that the bid is for all materials, equipment, manpower and services, required to provide HVAC maintenance services at several City owned facilities as described in this document.

Each BID must be submitted in a **sealed envelope**, addressed to the City Manager, City of Seaford, City Hall, 414 High Street, P.O. Box 1100, Seaford, DE 19973. Each sealed envelope containing a bid must be plainly marked on the outside as "**Attn: City Manager - City of Seaford HVAC Maintenance Services**" and the envelope should bear on the outside the name of the BIDDER and their address. If forwarded by mail, the sealed envelope containing the BID must be enclosed in another envelope addressed to the OWNER. Any BID received after that time and date specified shall not be considered.

All BIDS must be made on the required BID proposal form. All blank spaces for BID prices must be filled in, in ink, or type written, and the BID form must be fully completed and executed when submitted. One copy of the BID form is required. BIDS and/or alternate bids submitted by FAX will not be accepted.

The OWNER may waive any informalities or minor defects or reject any and all BIDS. Any BID may be withdrawn prior to the above scheduled time for the opening of the BIDS or authorized postponement thereof. No BIDDER may withdraw a BID within thirty (30) days after the actual date of the opening thereof.

BIDDERS must satisfy themselves of the accuracy of the required work in the BID documents by a review of the CONTRACT DOCUMENTS. After BIDS have been submitted, the BIDDER shall not assert that there was a misunderstanding concerning the location, use of property or conditions outlined in the CONTRACT DOCUMENTS.

Information obtained from an officer, agent or employee of the OWNER or any other person shall not affect the risks or obligations assumed by the CONTRACTOR or relieve them from fulfilling any of the conditions of the contract.

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The OWNER may make such investigation as they deem necessary to determine the ability of the BIDDER to provide the necessary materials and/or labor and equipment to carry out the work and the BIDDER shall furnish to the OWNER all

such information for this purpose as the OWNER may request. The OWNER reserves the right to reject any BID if the evidence submitted by, or investigations of, such BIDDER fails to satisfy the OWNER that such BIDDER is properly qualified to carry out the obligations of the Agreement. A conditional or qualified BID will not be accepted.

Award may be made to the lowest, responsible BIDDER. The Mayor and Council reserve the right to reject any and all bids. **The bids may be presented to the Mayor and Council at their Regular Meeting on Tuesday, April 9, 2024 at 7:00 p.m., in the Council Chambers, 414 High Street, Seaford, DE.**

All applicable laws, ordinances and the rules and regulations of all authorities having jurisdiction over the WORK shall apply to the contract throughout.

Each BIDDER is responsible for reading and being thoroughly familiar with the CONTRACT DOCUMENTS. The failure of the BIDDER to do any of the foregoing shall in no way relieve any BIDDER from any obligation respective to their BID.

Facility inspections can be coordinated by contacting Mike Bailey, Building Official @ 302.629.9173, during regular business hours.

# **Detailed Specifications**

## **General Requirements**

Sealed bids are being accepted to provide HVAC maintenance services for selected facilities and equipment for the City of Seaford. The bidder shall be capable of providing all requested maintenance and services. Any firm returning a bid for these services shall verify that they are capable of providing emergency services to the City of Seaford on a twenty-four-hour, seven day a week basis.

The intention is to contract with a single firm for the required services. Upon award, the contract for services will start on July 1, 2024 and be for a period of up to three years, ending on June 30, 2027. The City reserves the right to terminate the contract at any point during the three-year period.

The prices bid shall include furnishing all labor, materials, and transportation services necessary to properly maintain the specified equipment as detailed in the specifications. The intention of the service contract is to ensure the proper function of all mechanical equipment, prolong its useful life and ensure efficient operation of the HVAC equipment.

Routine maintenance (non-emergency) operations must occur between the hours of 7:00 a.m. to 4:00 p.m. Monday thru Friday excluding holidays. The vendor shall also be responsible for the removal and proper disposal of all debris and used non salvageable materials from all sites.

## **Awarding of Bids**

The City of Seaford reserves the right to award the bid to the bidder deemed most qualified by meeting the specifications by item, in total, or any other method, deemed to be in the best interest of the City. All vendors are hereby required to submit a minimum of three references with their bid documentation. All references shall be for recent clients who have utilized the firm for maintenance services of the scope and scale requested by the City of Seaford.

## **Insurance Requirements**

The successful bidder must also provide an insurance certificate prior to the commencement of work. Comprehensive Liability, Bodily Injury and Property Damage, and Worker's Compensation will be required in the amounts listed herein. The contractor shall secure and maintain at his own expense, during the contract term a commercial general liability insurance which insures against claims for

bodily injury, property damage, personal injury and advertising injury arising out of or in connection with, any operations or work under this contract whether such operations are by the contractor, its employees, or subcontractors or their employees. The policy shall provide minimum limits of liability as follows:

\$500,000.00 combined single limit - each occurrence

\$500,000.00 combined single limit - general aggregate

\$500,000.00 combined single limit - products/completed operations aggregate.

\$200,000.00 Business auto liability - combined single limit.

\$500,000.00 Workers compensation - each accident, each employee

All insurance shall name the owner; it's appointed and elected officials, officers, servants, agents, and employees as insured. The contractor shall submit proposed insurance instruments to the City Manager prior to execution for approval.

### **Locations**

Sealed bids are being accepted for the HVAC maintenance services for the City of Seaford. The locations requiring service are as follows:

1. City Hall - 414 High Street. Seaford, DE 19973
2. GMB Offices - 400 High Street, Seaford, DE 19973
3. Public Utilities Building - 8000 Herring Run Road, Seaford, DE 19973
4. Wastewater Treatment Facility - 403 Nanticoke Avenue, Seaford, DE 19973
5. Police Department - 300 Virginia Avenue, Seaford, DE 19973
6. Recreation Department - 320 Virginia Avenue, Seaford, DE 19973
7. Hooper's Landing Pro Shop - 1019 Locust Street, Seaford, DE 19973

### **Testing and Inspection**

The vendor shall provide and discuss with the owner at time of the visit, a Service Report as a result of all maintenance visits that details all functions performed and materials used/installed during the visit.

The vendor shall, during each scheduled visit, test all equipment for proper operation, motor winding insulation resistance; refrigerant charge; fan RPM; refrigerant oil (acid); water condition; flue gas analysis; safety controls; combustion and draft, crankcase heaters and control system. All testing results shall be documented on the Service Report and provided to the owner upon completion of testing.

The vendor shall, during each scheduled visit, inspect for worn, failed or doubtful parts; mountings; drive couplings; oil level; rotation; soot; flame composition and shape; pilot and igniter; steam; water; oil and/or refrigerant leaks. All inspection results shall be documented on the Service Report and provided to the owner upon completion of inspection.

## **Preventive Maintenance**

Cleaning of all coil surfaces, fan impellers and blades; electrical contacts; burner orifices; passages and nozzles; pilots and igniters; cool tower baffles; basins; sumps and floats; chillers; condenser and boiler tubes and any other appurtenances that require cleaning, listed or not.

Aligning of all belt drives; drive couplings, air fins and any other appurtenances that require aligning whether listed or not.

Tightening electrical connections; mounting bolts; pipe clamps; refrigerant piping fittings; damper sections and any other appurtenances that require tightening whether listed or not.

Adjusting belt tension; refrigerant charge; superheat; fan RPM; water chemical feed and feed rate; burner fuel/air ratios; gas pressure; set point of controls and limits; compressor cylinder unloaders; damper close-off, sump floats and any other appurtenances that require adjustment whether listed or not.

Lubricating motors; fan and damper bearings; valve stems; damper linkages; fan vane linkages and any other appurtenances that require lubrication whether listed or not.

Replacing (with new) or washing (where applicable) all air filters on all units as required 4 times per year.

Replacing all belts on all applicable equipment a minimum of one time per year.  
Clean all condensate drain pans and assure drainage tubes are free flowing.

## **Equipment**

Please note that the equipment listed herein is general in nature and provided for informational purposes only. The vendor shall thoroughly inspect all facilities and equipment prior to bid and verify the existence of any and all equipment, type, manufacturer, model rating and location.

1. City Hall - 414 High Street. Seaford, DE 19973
  - Seven AC/HW Coils with associated compressors, evaporators, condensers, and remote components.
  - One oil boiler
  - Two TACC pumps
  - One air Curtain
  - Mini split unit
2. GMB Offices - 400 High Street, Seaford, DE 19973
  - Two oil Boilers (converted to natural gas) and associated circulator pumps.
  - Two split A/C units with associated compressors, evaporators, and condensers.
  - Two split heat pump units with associated compressors, evaporators, and condensers.
3. Public Utilities Building - 8000 Herring Run Road, Seaford, DE 19973
  - Six tube heaters
  - Two hanging heaters One inline heater
  - Four split gas A/C units with associated compressors, evaporators, and condensers. Exterior A coil unit.
  - One split A/C gas unit with associated compressors, evaporators, and condensers.
4. Wastewater Treatment Facility - 403 Nanticoke Avenue, Seaford, DE 19973
  - Four package HP with associated compressors, evaporators, and condensers. One package A/C with associated compressors, evaporators, and condensers. One P-tac unit with associated compressors, evaporators, and condensers.
  - Please note that WWTF equipment is located in the wastewater office and the wastewater lab.
5. Police Department - 300 Virginia Avenue, Seaford, DE 19973
  - Five A/C gas package units with associated compressors, evaporators, and condensers.
  - Two split A/C units with associated compressors, evaporators, and condensers.
  - One dehumidifier and associated apparatus.
  - One gas heat unit. This unit is installed in the PD garage on the rear of the site.
  - Mini split unit. This unit is installed in the PD Gym on the rear of the site.

6. Recreation Department - 320 Virginia Avenue, Seaford, DE 19973
  - One split A/C unit with associated compressor, evaporator and condenser.
  - One P-tac unit with associated compressors, evaporators and condensers. (installed in the shop building)
7. Hooper's Landing Pro Shop - 1019 Locust Street, Seaford, DE 19973
  - One split A/C unit with associated compressor, evaporator and condenser.
  - Three wall mounted heat & A/C units in the lounge area.

### **Bid Form**

The attached bid form requests pricing for each facility on a yearly basis. Payments to the contractor shall be made two times per year to correspond with the two required major service visits (early spring and early fall) to all facilities listed. Each payment shall be for two equal payments, one half of the price bid, on the bid sheet for the location. Additionally, pricing is requested for emergency call out work after regular business hours, weekends and holidays should this occur. The vendor shall provide a minimum of three after hours contact numbers for emergency purposes.



**BID PROPOSAL**  
**City of Seaford HVAC Maintenance Services**

To: City Manager  
City Hall  
414 High Street  
Seaford, DE 19973

Proposal of \_\_\_\_\_(hereinafter called "Bidder"), organized and existing under the laws of the State of Delaware doing business as \_\_\_\_\_ (insert "a corporation" "partnership", or "an individual" as applicable) to the City of Seaford, Delaware (hereinafter called "Owner).

In compliance with your Advertisement for Bids, BIDDER hereby proposes to supply all materials and labor necessary for the City of Seaford HVAC Maintenance Services in strict accordance with the CONTRACT DOCUMENTS and at the prices stated below.

By submission of this BID, each BIDDER certified, and in the case of a joint BID each party thereto certified as to his own organization, that this BID has been arrived at independently, without consultation, communications, or agreement as to any matter relating to this BID, with any other BIDDER or with any competitor. The pricing for annual service contract is listed below for each facility to be serviced. This price shall include all necessary site visits, mileage charges, sales taxes and all other applicable taxes and fees. The successful bidder shall be paid one half of the amount listed after the spring service work and the fall service work are performed.

	<b>FY2025</b> <b>(7/1/24 - 6/30/25)</b>	<b>FY2026</b> <b>(7/1/25 - 6/30/26)</b>	<b>FY2027</b> <b>(7/1/26 - 6/30/27)</b>
1. City Hall	\$ _____	\$ _____	\$ _____
2. GMB Offices	\$ _____	\$ _____	\$ _____
3. Utility Building	\$ _____	\$ _____	\$ _____
4. Police Station	\$ _____	\$ _____	\$ _____
5. Recreation Department	\$ _____	\$ _____	\$ _____

6. Wastewater Treatment      \$ \_\_\_\_\_      \$ \_\_\_\_\_      \$ \_\_\_\_\_

7. Hooper's Landing Pro Shop/Lounge      \$ \_\_\_\_\_      \$ \_\_\_\_\_      \$ \_\_\_\_\_

**TOTAL PRICE (PER YEAR)**      \$ \_\_\_\_\_      \$ \_\_\_\_\_      \$ \_\_\_\_\_

**Emergency call out work rates:**

After regular business hours \$ \_\_\_\_\_/Hr.

Weekends \$ \_\_\_\_\_/Hr.

Holidays \$ \_\_\_\_\_/Hr.

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Address:

\_\_\_\_\_  
\_\_\_\_\_

E-mail address: \_\_\_\_\_

Phone No.: \_\_\_\_\_

Cell Phone No.: \_\_\_\_\_