



CENTRAL ALABAMA  
**WELLNESS**

P.O. Box 689 | Calera, AL 35040 | (205) 651-0077 | (205) 668-4957 fax

February 8, 2023

### **SEALED BIDS FOR HVAC PREVENTIVE MAINTENANCE**

Sealed bids for the HVAC Preventive Maintenance will be received at The Hamilton Center, 151 Hamilton Lane, Calera, AL 35040 (mailing address: P. O. Box 689), until 2:00 p.m. on February 17, 2023 at which time bids will be publicly opened. Central Alabama Wellness reserves the right to reject any or all bids and to waive informalities in awarding this bid to the lowest responsive bidder. Bidders are to state that bids submitted are firm and that no claims for errors will be made after bids are opened and subsequent thereof.

If you have any questions concerning this bid, please email [info@centralalabamawellness.org](mailto:info@centralalabamawellness.org).

#### **GENERAL INFORMATION**

All Bids must be submitted by digital or postmarked by Friday 2/17/23. All bids must be sealed and marked in the lower left-hand corner "BID – HVAC PREVENTIVE MAINTENANCE" with opening date and time. Late bids will not be opened.

Records showing successful bidder(s) and prices quoted will be placed on file and may be examined upon request. If contract is awarded to someone other than lowest bidder, a note of explanation will appear in the bid file and Board Minutes.

#### **SCOPE OF SERVICES**

Scope of work for all residential and outpatient facilities, included by not limited to:

1. Quarterly filter replacement
2. Two inspections of all units annually
  - A: inspect wiring for damage, check capacitors and contactors. Check ampacity of compressor and all other operational parts for wear.
  - B: check freon levels and inspect for leaks.
  - C: inspect coils and clean as needed.
3. Modify or build any necessary filter racks for proper installation.
4. General over look of units to improve downtime and efficiency.



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### **OFFEROR'S TECHNICAL QUALIFICATIONS**

The Offeror, in its proposal, shall, as a minimum, include the information requested herein:

#### **A. Prior Experience:**

Describe the expertise your firm has in providing roofing services to an organization similar to ours.

Describe experience in dealing with community action agencies and/or non-profit organizations related to roofing services.

Provide three (3) client references, including the local area. Preferably, references should be organization of similar size, complexity, and magnitude to ESP.

Please include information (name, phone number, and email address) of the primary contact.

#### **B. Qualifications:**

Provide a narrative stating the reasons why your company should be awarded this contract.

#### **C. Certifications:**

The Offeror/Contractor must sign and include as an attachment to its proposal the Certifications enclosed with this RFP. The Offer/Contractor must also be insured and bonded.

### **DISQUALIFICATION OF BIDS**

Bids may be disqualified before award of the contract for any of the following:

A. Failure to mark envelope as required;

B. Failure to sign or notarize the bid document;

C. Failure to include requested information or other details of the bid.

### **METHOD OF AWARD**

The award will be made to the lowest responsive bidder meeting specifications. It is not the policy of the Central Alabama Wellness to purchase on the basis of low bid only. Quality, conformity with specifications, purpose for which required, terms of delivery, and past service and experience are among the factors that may be considered in determining the responsive bidder. No bid may be withdrawn after the scheduled closing time for the receipt of bids for a period of sixty (60) days.

### **IMMIGRATION LAW**



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By signing this contract, the contracting parties affirm, for the duration of the agreement, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom.



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**OPEN TRADE**

By signing this contract, vendor agrees that it is not currently engaged in, nor will it engage in, any boycott of a person or entity based in or doing business with a jurisdiction with which the State of Alabama can enjoy open trade. Please provide your bid response in triplicate, one original and one copy and one electronic version.

Lindsey Stephenson  
Executive Director  
Central Alabama Wellness



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THE UNDERSIGNED OFFERS THESE PRICES, TERMS, AND DELIVERY AS PER BID SPECIFICATIONS:

NAME OF COMPANY: \_\_\_\_\_

BY: (Please Print): \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

EMAIL: \_\_\_\_\_

PHONE: \_\_\_\_\_

BIDS SUBMITTED ARE FIRM AND NO CLAIMS FOR ERRORS WILL BE MADE AFTER BIDS ARE OPENED AND SUBSEQUENT THEREOF. Sworn to and subscribed before me this the \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_, Notary

Public My Commission Expires: \_\_\_\_\_