



**Port of Hood River**

## **Request for Proposals- HVAC Maintenance**

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**Issued: November 25, 2019**  
**Closing Date: December 17, 2019**

### **Project Summary:**

The Port of Hood River ("Port") is requesting quotes for periodic preventative HVAC system maintenance on Port properties, located in and around the City of Hood River, OR. The Port Maintenance staff will continue its care of the filter changes, but all other maintenance and testing will be part of the maintenance contract. The maintenance will be based on the manufacturer's recommendations for the unit and will be completed on a quarterly and annual basis. The Maintenance Contractor ("Contractor") will be expected to provide an annual evaluation of each unit to assist with Capital budgeting for replacement of units. The Port is requesting separate bids for annual and quarterly maintenance. Bids should be per unit.

The Port facilities currently house 75 HVAC units. They are a combination of rooftop and in building units. Manufactures are: Trane, Mitsubishi, Carrier, Amanda, Rheem, Morine, Mitsubishi, Comfort Maker, Armstrong, Hastings, Renzor, Vantage, Sharp and Lennox. A full list of the HVAC units and how they are accessed is attached to this solicitation. There will be a mandatory, pre-bid walk through on Monday, December 9 at 10:00 a.m. at the Port offices located at 1000 E. Port Marina Drive in Hood River, Oregon.

The work contemplated under this Contract includes all labor, tools, machinery, materials, transportation, equipment and services necessary for, and reasonably incidental to, the completion of all work in connection with the work described in the Contract, the General Conditions, all applicable special conditions, plans, specifications, or any supplementals. Project scope of work, plans and specifications are included in this Contract Solicitation document.

The sole contact for questions regarding the Solicitation, Forms, Specifications, changes, clarifications, the award process, and/or any other issues, is Anne Medenbach at (541) 386-5116 and email [amedenbach@portofhoodriver.com](mailto:amedenbach@portofhoodriver.com).

### **Submittal Process**

This is a quote for maintenance, therefore it does not fall under the ORS 279C (Public Works Contracts). Quotes must be received by **2:00 PM on Tuesday, December 17, 2019**. **Any of the following 3 submission methods are appropriate for delivery of the quote:**

1. Hard copy delivered to the Port office
2. Email attachment to [porthr@gorge.net](mailto:porthr@gorge.net)
3. Mail to Port of Hood River, Attn: Anne Medenbach, 1000 E. Port Marina Drive, Hood River, OR 97031.

All quotes must include the completed Quote Form, Quote Sheet, and Proof of Competency. Quotes will not be accepted after 2:00 PM on Tuesday, December 17, 2019. Quotes will be reviewed by Port staff.

The Port of Hood River reserves the right to 1) reject any or all proposals not in compliance with procedures and written instructions if it is in the best interest of the public to do so, 2) seek clarifications of each response, 3) waive informalities in the proposals, 4) choose different proposers for each task, 5) modify the project to fit within budgeted amounts, and 6) negotiate a final contract that is in the best interest of the Port.

#### **Solicitation Laws and Rules**

This solicitation and resulting Contract are governed by Oregon Law. Specific laws and rules that govern the solicitation process are found in Chapters 279A of the Oregon Revised Statutes, and Chapter 137, Divisions 046 and 049 of the Administrative Rules of the Oregon Department of Justice (Model Public Contracting Rules). The solicitation and resulting Contract may be subject to other laws and rules. This is not a Prevailing Wage Project subject to ORS 279C.800 to 279C.870. Offerors should obtain and become acquainted with the applicable provisions of the above laws and rules.

#### **Site Examination**

The contractor shall visit the sites and fully acquaint themselves with the existing conditions there relating to labor and should fully inform themselves as to the facilities involved, the difficulties and restrictions attending the performance of the Contract. Contractors will not be given extra payments for conditions, which can be determined by examining the site and documents.

**There will be a mandatory pre-bid walk through on Monday December 9, at 10 AM at the Port office at 1000 E. Port Marina Drive, Hood River.**

The contractor acknowledges that he/she is satisfied as to the nature and location of the work, the various conditions to be encountered and the general and local conditions including, but not limited to, type and condition of units, Scope of Work, access to the buildings and coordination with the Port.

## **Award**

The contract will be awarded by competitive Quotes to the contractor whose Quote will best serve the interests of the Port of Hood River. Price, experience, availability, project understanding and contractor capacity will be taken into account in the evaluation process. Specific criteria to be used for the evaluation will include:

1. Capability and experience of the firm to perform the project work. Recent or current experience in HVAC maintenance comparable to the proposed project(s).
2. Professional qualifications of key personnel including; special training or licenses.
3. Availability of the firm and key personnel for the proposed project.
4. Evaluation of comments received from referenced previous clients.

Please see the attached Selection Committee matrix for points associated with each of the above criteria.

## **Information to be submitted with Quote:**

- a. **Quote Form**
- b. **Quote Sheet**
- c. **Proof of Competency:**
  1. Please include any large, multi-building or agency contract names, sizes of buildings, length of contract, number of staff and dedicated days to project
  2. Include background and training of key staff and maintenance leads
  3. CCB licence number

## **Exhibits**

- A. Scope of Work
- B. Sample Contract
- C. Quote Form
- D. Quote Sheet
- E. Selection Committee Matrix