



GOLDEN GATE FIRE CONTROL AND RESCUE DISTRICT

14575 Collier Boulevard • Naples, FL 34119 • (239) 348-7540 • (239) 348-7546 FAX
<http://www.ggfire.com>

DATE: March 13, 2013

TO: Prospective Bidders

FROM: Interim Fire Chief J. Nolan Sapp

RE: Request for Proposal and Notice of Intent to Negotiate for HVAC Maintenance for Fire Districts' Owned Properties

I. INTRODUCTION

The East Naples Fire Control and Rescue District, the Golden Gate Fire Control and Rescue District, the Immokalee Fire Control District and the North Naples Fire Control and Rescue District (the "Districts") are independent special fire control districts responsible for equipping, operating and maintaining a fire department within each of the Districts' geographic boundaries. Each District is a separate local government agency, and is governed by their own elected Board of Fire Commissioners.

The East Naples Fire Control and Rescue District has five (5) stations within a one-hundred fifty (150) square mile area, and eighty-four (84) firefighters/inspectors and administrative employees. The District has both bargaining and non-bargaining unit employees.

The North Naples Fire Control and Rescue District has seven (7) stations within a seventy (70) square mile area, and one hundred fifty-one (151) firefighters/inspectors and administrative employees. The District has both bargaining and non-bargaining unit employees.

The Golden Gate Fire Control and Rescue District has four (4) stations within a 103 square mile area, and 70 firefighters/inspectors and administrative employees. The District has both bargaining and non-bargaining unit employees

The Immokalee Fire Control and Rescue District has three (3) stations within a 234 square mile area, and 30 firefighters/inspectors and administrative employees. The District has both bargaining and non-bargaining unit employees.

The Districts have formed together to establish the Collier Fire Administrative Committee ("CFAS"), a formal co-operative under Florida law to provide an opportunity for the combining of purchases and acquisition of services in the interest of reducing costs and improving services received. While it is expected that the combined purchasing power and resulting savings will be attractive to all districts, any one or more of the participating districts may choose to reject the

proposal for services provided in response to this Request for Proposal. The CFAS Board of Directors cannot bind any of the Fire District Boards to accept a proposal for goods or services.

NOTICE

The Fire Districts invite interested agents to submit a letter of interest, and a detailed rate and service proposal for the HVAC maintenance of the 4 Fire Districts.

INSTRUCTIONS

- A. All responses to this Request for Proposals must be submitted via FAX, mail, e-mail or personal delivery to:

Golden Gate Fire Control and Rescue District
ATTN: Captain Khris Klock
RFP – HVAC Maintenance
14575 Collier Blvd
Naples, FL 34119
kklock@ggfire.com

- B. The response must be received by 9:00 a.m. on **April 8, 2013** marked “RFP - HVAC Maintenance” on the outside of the envelope. If not received by the specified time and date, the proposal will be rejected. Inquiries pertaining to this RFP should be directed solely to Captain Khris Klock, PHONE: (239) 348-7540, FAX: (239) 348-7546 or E-MAIL kklock@ggfire.com.
- C. The respective Board of Fire Commissioners of each District will approve the recommended proposal at their regular monthly meetings following receipt and review of proposals. Proposals must be valid through **April 30, 2013**.
- D. Conformity of Application Laws – The respondent must comply with all applicable federal, state and local laws, rules and regulations.
- E. The Fire Districts reserve the right to waive any informalities or irregularities in, or reject any or all responses, and to award or refrain from awarding any contract for services. The Fire Districts are not liable for any costs incurred by the responding parties prior to the awarding of a contract.
- F. **If not responding to this Request for Proposal, please complete the Non-Bidder’s Response form attached hereto (Attachment A).**
- G. The District intends to negotiate price and scope of services once proposals are received.

SPECIFICATIONS

Responses will be accepted from contractors with the following minimum qualifications:

- A. Meets the requirements of the District's policy of Engagement of Independent Contractors (see Attachment hereto).
- B. Possesses all of the necessary state and federal licenses and board certifications, if applicable.
- C. Includes a description of the fee/billing structure proposed by the respondent. Provides proof of insurance evidencing the following insurance coverage of the types and in the minimum amounts stated below.

Insurance:

Limits:

Workers' Compensation

Florida Statutory Coverage/
Employers' Liability

Statutory Limits
\$500,000/500,000/500,000

Commercial General Liability

Premises-Operations:

(Including Contractual Liability)

\$1,000,000 each occurrence
\$2,000,000 annual aggregate

Professional Liability

(Errors & Omissions)

\$1,000,000 per claim
\$2,000,000 annual aggregate

The District shall be named as additional insured under all of the above insurance coverage. Such insurance shall be primary to any and all other insurance or self-insurance maintained by the District.

Such insurance shall be written by a company or companies licensed to do business in the State of Florida and satisfactory to the District.

SCOPE OF SERVICES

The Fire Districts are accepting bids for full HVAC service. The scope of service is as follows.

Provide an annual cost for full HVAC maintenance and irrigation services to the Fire Districts 20 locations. The addresses of the locations are as follows:

North Naples Fire:

1. St.40- 1441 Pine Ridge Rd.
2. St.42- 7010 Immokalee Rd.
3. St.43- 16325 Vanderbilt Dr.
4. St.44- 8790 Hammock Oak Dr.
5. St.45- 1885 Veterans Park Dr.
6. St.46- 3410 Pine Ridge Rd.
7. Support Services Headquarters - 6495 Taylor Rd.

East Naples Fire:

8. 4798 Davis Blvd
9. 11121 E. Tamiami Trail
10. 4378 Bayshore Drive
11. 6055 Collier Blvd
12. 5665 Warren Street

Golden Gate Fire:

13. 100 13th Street S.W.
14. 3820 Beck Blvd
15. 14575 Collier Blvd

Immokalee Fire:

16. 502 New Market Road East, Immokalee
17. 1107 Carson Road, Immokalee

Specifications – See Attachment “C”

If you have any questions on the scope of services, please contact Greg Houchin at (239) 774-7541 for East Naples Fire Control and Rescue District, Khris Klock at 239-348-7540 for Golden Gate Fire Control and Rescue District, Jason Burr at (239) 657-2111 for Immokalee Fire District and Dale Wohlers at (239) 552-1303 for North Naples Fire Control and Rescue District.

NO LIABILITY TO THE DISTRICT

No Representations or Warranties

No representation or warranty is made with respect to any fact and opinion stated herein or with respect to any additional data provided to respondents which is based on available information.

District's Discretion, Non-Liability, Waivers and Hold Harmless

Respondent, by submitting a response to this RFP, waives all rights to protest or seek any legal remedies whatsoever regarding any aspect of this RFP. The Districts reserve the right to select any number of qualified finalists. In addition, the Districts reserve the right to issue written notice to all respondents of any changes in the qualifications, submission schedule or other schedules, should the Districts determine in its sole and absolute discretion that such changes are necessary. The Districts specifically reserve the right to reject any and all respondent applications at any time and for any reason.

ATTACHMENT A

NON-BIDDERS RESPONSE FORM

If your firm is not responding to this RFP, please indicate the reason(s) by checking an appropriate item(s) listed below and return this form to:

Golden Gate Fire Control and Rescue District
ATTN: Captain Khris Klock
RFP – HVAC Maintenance
14575 Collier Blvd
Naples, FL 34119
(239)-348-7540
kklock@ggfire.com

We are not responding to this Request for Proposal for the following reason(s):

- _____ Items, materials or services do not meet specifications.
- _____ Specifications were not clearly understood.
- _____ Specifications were not applicable.
- _____ Specifications were too vague.
- _____ Specifications were too rigid.

Other reason(s):

Name of Firm: _____

Address: _____


City, State, Zip _____

Phone: _____

Fax: _____

By: _____

Signature of Representative

	Golden Gate Fire Control & Rescue District	
	Policy for engaging independent contractors	A-13-46
	Rescinds or Amends: New Fire Chief: <u>J. Nolan Sapp</u>	Effective Date: 3-13-13

INTRODUCTION:

The purpose of this policy is to establish requirements for engaging an independent contractor to perform services for the District, in order to protect the District from potential liability.

DOCUMENTATION REQUIRED PRIOR TO ENGAGEMENT:

Prior to performing any work or service, any individual or entity considered for engagement by the District to perform a service shall be required to provide proof of the following:

- Business, occupational, and/or other licenses in accordance with the provisions of State law.
- Certificate of Insurance evidencing general liability and other insurances.
- Proof of worker’s compensation insurance, or an official State waiver of such insurance.
- Federal identification number or social security number, whichever is appropriate.
- If the entity to be engaged is a corporation, a current Certificate of Status issued by the State.

IDENTIFYING SCOPE AND TERMS OF ENGAGEMENT LETTER:

Once an independent contractor has provided the required documentation listed above, a written contract or engagement letter, signed by the District's representative in accordance with the District's Purchase Policy, and the independent contractor, shall be executed. An engagement letter shall include, at a minimum, the following provisions:

- Identification of the scope of work or services to be performed.
- Period of time during which the work or services will be performed and, if applicable, a completion date.
- Price for the identified work or services and payment conditions.

TERMS OF CONTRACT:

A contract shall include, at a minimum, the following provisions:

1. Identification of the scope of work or services to be performed.
2. Period of time during which the services or work will be performed and if applicable, a completion date.
3. Price for the identified work or services and payment conditions.
4. Indemnification clause, holding the District harmless for any damage resulting from the action or inaction of the independent contractor.

North Naples Fire District		As of 01/29/13							
Station 40	1441 Pine Ridge Road		5 Systems						
Model Year	1 2008		2 2006			3 2008			
C/U Model #	4TTR3042A1000AA		2TTR3036A100			4TTR3048A1000AA			
Serial #	83422EE4F		60157E53F			831367K4F			
Model Year	1 2008		2 2006			3 2008			
A/H Model #	4TEH3F48B1000AA		2TEC3F36A1000AA			4TEH3F48B1000AA			
Serial #	82035YT2V		6115VT92V			820355M2V			
Model Year	4 2006		5 2008						
C/U Model #	2TTR3024A1000AA		4TTR3018A1000AA						
Serial #	61014673F		81244HD1F						
Model Year	4 2006		5 2008						
A/H Model #	2TEC3F24A1000A		4TEH3F18B1000AA						
Serial #	61155JG2U		8145JPL1V						
Station 42	7010 Immokalee Road		3 Systems						
Model Year	1 June 2012		2 5/20/2011			3 2004			
C/U Model #	4TTR5036E1000AC		GAM5A0C42M31SAA			2TTB030A1000AA			
Serial #	12251NFF5F		11222T242V			43336955F			
Model Year	1 June 2012		2 3/20/2011			3 2004			
A/H Model #	GAM5A0B36M31SAB		4TTB4042E1000AB			TWE030C14FBO			
Serial #	12365JLCAV		11095SRP5F			430213L1V			
						Unit 3 belongs to EMS			

Station 43									
Station 43		16325 Vanderbilt Drive			3 Systems				
Model Year	1	May 2010	2	2007	3	2002 Rudd			
C/U Model #		4TTRO42E1000AB		2TTR3060A1000A		UAM-B-018JAZ			
Serial #		10215YMH5F		742516D2F		6260MO20209458			
Model Year	1	May 2010	2	2009	3	2002			
A/H Model #		HTEH3F48B		2TEE3F65A1000A		UBHC14J0GNFE			
Serial #		10203LLJIV		81013MJ2V		M100200179			
Sun Century									
Sun Century		1121 Sun Century Road		York Brand					
Model Year		??							
C/U Model #		H2RD048S06A							
Serial #		WOD6155040							
North Naples Fire District									
Station 45		1885 Veterans Park Drive							
East Side									
Model Year	1	September 2010	2	2009	3	January 2011			
Model #		TCD181E30MAB		TSC060A3E0A2		TSC102E3E0A0W			
Serial #		103610498D		62900331		110210479L			
Model Year	4	1999							
Model #		TCD012C300AD							
Serial #		PO7104686D							
Compressor									
Model Year		2006							
Model #		TTB3036A1000AA							
Serial #		62459NJ5F							

North Naples Fire District									
Station 44	8970 Hammock Oak Drive			3 Systems					
Model Year	1	2004	2	2004	3	2004			
C/U Model #		4TTR2060A1000A		4TTR2060A1000A		4TTR2060A1000A			
Serial #		4245MLK2F		4245M6T2F		4242NRK2F			
Model Year	1	2003	2	2004	3	2003			
A/H Model #		4TEP3F63A1000A		4TEP3F63A1000A		4TEP3F63A1000A			
Serial #		3471J872V		4201T4K1V		3464JJ81V			
Station 46	3410 Pine Ridge Road			3 Systems					
Model Year	1	2000	2	2000	3	2000			
C/U Model #		TTA036C300A1		TTA036C300A1		TTA060D300A1			
Serial #		R143PNM3F		R143PBT3F		R15ILNH3F			
Model Year	1	2000	2	2000					
A/H Model #		TWE062E13FBO		TWE060A300CA					
Serial #		R0421P71V		R144P5R5H					
North Naples Fire District									
Support Services	6495 Taylor Road			10 Systems					
Bay Units									
Model Year	1	2006-3 Ton	2	2006-5 Ton					
C/U Model #		2TTB3036A1000A		2TTB3060A1000A					
Serial #		60424X43F		6044T741F					
Model Year	1	2006-3 Ton	2	2006 -5 Ton					
A/H Model #		2TEH3F36A1000A		2TEH3F60A1000A					
Serial #		6051T3H1V		60531011V					

Model Year	3	2006-5 Ton		4	2005-4 Ton						
C/U Model #		2TTB3060A1000A			2TTB3048A1000A						
Serial #		604AVGB1F			5496RHM4F						
Model Year	3	2006-5 Ton		4	2006-4 Ton						
A/H Model #		2TEH3F60A1000A			2TEH3F48A1000A						
Serial #		6053VEV2V			60443BR1V						
Warehouse											
Model Year	5	2007									
C/U Model #		2TTA3060A3000AA									
Serial #		73528DX4F									
Main Building											
Model Year	6	2007-4 Ton		7	2007-4 Ton						
C/U Model #		2TTA3048A3000AA			2TTA3048A3000AA						
Serial #		73546FJAF			73546EA4F						
Model Year	6	2007-4 Ton		7	2007-4 Ton						
A/H Model #		2TEC3F48B1000AA			2TEC3F48B1000AA						
Serial #		7284N3D1V			York Brand						
Model Year	8	2007-5 Ton		9	2007-3 Ton						
C/U Model #		2TTA3060A3000AA			2TTA3036A3000AA						
Serial #		7354KY14F			733448L3F						
Model Year	8	2007-5 Ton		9	2007-3 Ton						
A/H Model #		2TEC3F60B1000AA			2TEC3F36B1000AA						
Serial #		72815L332V			7372LMJ1V						
Model Year	10	2007-3 Ton			Mini-Split						
C/U Model #		2TTA3036A3000AA			C0971						
Serial #		7343YWM3F			01487 74						

11121 East Tamiami Tr.									
Station 21									
Model	4	Trane Cond. XR12		5	Lennox Cond.				
C/U Model #		2TTR2060A1000AA			HS186518P				
Serial #		302154E3F			5191J07697				
Model	4	Lennox Air Handler		5	Lennox Air Handler				
A/H Model #		CBS-18-65-3P			CBS18-65-3P				
Serial #		5191F74371			5191F74263				
4375 Bayshore Dr.									
Station 22									
Model	6	Carrier Cond.		7	Carrier Cond.				
C/U Model #		38EZG048-3			38EZG24				
Serial #		No Tag			No Tag				
Model	6	Carrier Air Handler		7	Carrier Air Handler				
A/H Model #		FV4BNF002000AAA			FV4BNF002000AAA				
Serial #		5104A74652			4104A70640				
Model		Carrier PKG.							
C/U Model #		50HJ-005---35860							
Serial #		1005G10493							
Model		Carrier PKG.							
A/H Model #		50HJ-005---35860							
Serial #		1005G10492							

6055 Collier Blvd.									
Model	9	Trane Cond. XB13		10	Trane Cond. XB1000				
C/U Model #		4TTB3024A1000BA			TTB024C100A1				
Serial #		9312K0U5F			M313KJMAF				
Model	9	Trane Air Handler		10	Trane Air Handler				
A/H Model #		4TEC3F24B1000AA			TWV024B14FA1				
Serial #		9321P5PIV			M25370781				
5085 Tamiami Tr. E.									
Model	11	Lennox Cond.							
C/U Model #		No Tag							
Serial #		No Tag							
Model	11	Lennox Air Handler							
A/H Model #		Taped over							
Serial #		518F17051							
5081 Tamiami Tr. E.									
Model	12	Lennox Cond.							
C/U Model #		No Tag							
Serial #		No Tag							
Model	12	Lennox Air Handler							
A/H Model #		Taped over							
Serial #		5185F17079							

4981 Tamiami Tr. E.									
Model	13	Goodman Cond.							
C/U Model #		CK36-1A							
Serial #		9807463704							
Model	13	Ruud Air Handler							
A/H Model #		21AHBA36HMJS07							
Serial #		TM170701089							
4977 Tamiami Tr. E.									
Model	14	Trane Cond. XR-11							
C/U Model #		2TTR1018A1000AA							
Serial #		4285YU95F							
Model	14	Trane Air Handler							
A/H Model #		TWE018C14FBO							
Serial #		4314U6H2V							
		Golden Gate Fire Control							
100 13th St. SW									
		Station 71							
Model	1	Carrier		2	Carrier				
C/U Model #		40RM-007-B610HC			FR4CNB006				
Serial #		43D1F184			4201PO66478				
Model	1			2	Addison				
A/H Model #		56 Frame			VCA141C03E				
Serial #		327P913			10900201001				

Model	3	Carrier		4	Carrier								
C/U Model #		FB4ANF036			FB4ANF030								
Serial #		0901A68132			1301A57577								
Model		Addison			Addison								
A/H Model #		VCA141C03E			VCA141C03E								
Serial #		10900201001			10900201001								
Model	5	Carrier											
C/U Model #		FB4ANF030											
Serial #		1301A57567											
Model	5												
A/H Model #													
Serial #													
3280 Beck Blvd.													
Station 72													
Model	6	Trane		7	Trane								
C/U Model #		2TWA2060A3000A8			2TWA2060A3000A8								
Serial #		32224362F			3223792F								
Model	6	Trane		7	Trane								
A/H Model #		TWE090A300DA			TWE090A300DA								
Serial #		3151YTX5U			3245KB35H								
Model	8	Trane		9	Trane								
C/U Model #		2TWA2048A3000AB			LTWB0024A1000AB								
Serial #		325HY5P2F			32TW5P4F								

Model	8	Trane		9	Trane						
A/H Model #		TWE048C14FC0			TWE048C14FC0						
Serial #		3275A9C2V			3192BTC2V						
Ice Machine		Manatowic									
Model #		QD00422A									
Serial #		31063129									
14575 Collier Blvd.											
Station 73											
Chiller		McQuay 70 Ton Chiller									
Model #		AG-070B551ZER11									
Ser #		S1NU061000035									
Water Coils											
Envirotech											
Unit #		FCU-1A			FCU-8A				FCU-4B		
Model #		AHU060724-04			AHU060724-04				AHU060724-04A		
Unit #		FCU-2A			FCU-9A				FCU-5B		
Model #		AHU060724-04			AHU060724-04				AHU060724-04A		
Unit #		FCU-3A			FCU-10A				FCU-6B		
Model #		AHU060724-04			AHU060724-04				AHU060724-04A		
Unit #		FCU-4A			FCU-11A				FCU-7B		
Model #		AHU060724-04			AHU060724-04				AHU060724-04A		
Unit #		FCU-5A			FCU-1B				FCU-8B		
Model #		AHU060724-04			AHU060724-04A				AHU060724-04A		
Unit #		FCU-6A			FCU-2B				OAU-1A		
Model #		AHU060724-04			AHU060724-04A				AHU060724-04A		

Unit #	FCU-7A	FCU-3B	OAU-1B
Model #	AHU060724-04	AHU060724-04A	AHU060724-04A
Water Pumps	Bell & Gossett		
Model	1 151BFS-6	2 151BFS-6	
Serial #	027440-01	N/A	
Model	3 151BFS-6	4 151BFS-6	
Serial #	027442-01	N/A	
Model	5 151BFS-6		
Serial #	027441-01		
A/C Condenser	ACU-1A		
Model	OHS-012-HAHU-AWS		
Serial #	6221054		
Exhaust Fans	EF-1A		
	Greenheck	Greenheck	
Model	ERV-3618-15-B-ES	G8-101-4-X	
Serial #		06H20699	
	KEF-1	EF-1	
Model	CUBE70-H5-OBC	Greenheck	
Serial #	1069942	G-060-D-X	
		06HZ0858	
	Greenheck		
Model	GB101-4-X		
Serial #	0GH20699		

	Immokalee									
502 East New Market Rd.										
Station 30										
Model	Janitrol			Ruud						
C/U Model #	CK49-18			UAKA-036JAS						
Serial #	101430665			4925M24938587						
Model	Janitrol			Ruud						
A/H Model #	Not available			Not available						
Serial #	Not available			Not available						
Model	Heil			Heil						
C/U Model #	CA5530VKD2			Not available						
Serial #	1970921963			Not available						
Model	Heil			Heil						
A/H Model #	Not available			Not available						
Serial #	Not available			Not available						

