



LOGISTICS DIVISION
 1700 W. Detroit, Broken Arrow, OK 74012
 Office (918) 259-8361 Fax (918) 259-8376

Date Due: 03/21/2022

Date Quote Request

Issued: 03/14/2022

QUOTE

Time Due: 10:00 A.M.

Deliver your quote by the time & date due or your quote will not be considered for award. Quotes must be submitted on this form, or they will not be considered for award.

All items must be quoted FOB – 1700 W. Detroit, Broken Arrow, OK 74012				
Qty	Unit	Description	Unit Price	
1	X	N/A	Contract HVAC Service—See attached requirements	X
2	1	N/A	Service Call Charge	0
3	1	Hr.	Journeyman Labor Rate Per Hour	\$ 100.00
4	1	Hr.	Apprentice Labor Rate Per Hour	\$ 100.00
5	1	Hr.	Labor Rate - After-Hour or Overtime Calls (Attach Exhibits for details)	\$ 150.00
6	X	N/A	Show times that constitute after hours (Attach Exhibit)	After 5 PM before 8 AM Weekends + Holidays
7	X	%	Material/Parts Pricing: Show mark up costs, if any	37%
8	X		Mileage Charges, if any, and basis calculated (Attach Exhibits for details)	\$ 1.50 Per mile
9	1	N/A	Other Charges (Attach Exhibits for details)	_____
10	Attachments required:		Proof of insurance, Three References	X
11	Comments:		(Attach Exhibits for details)	

Do NOT include sales tax, Broken Arrow is tax exempt

Comments: See attached basic agreement requirements

Total _____

Bidders should direct questions to: Roger Edwards, Building Maintenance Manager, (918-259-7000 ext. 7227)

Important Notice: The City reserves the right to reject any or all parts thereof and accept the quote most advantageous to the City. The City reserves the right to accept by item, groups of items or all items.

Bidder must complete the following section:

Quote is valid for _____ days

Name of Bidder Donohue Commercial Service

Address: 7676 E 46th Pl Tulsa OK 74145
Street City State Zip

Telephone # 918 663-5353

e-mail: Steve.Yeagle@donohuecommercial.com

Signature of Bidder's Authorized Representative Steve Yeagle

Date 03/15/2022

QUOTATION REQUIREMENTS

Notice is hereby given that the City of Broken Arrow is accepting quotations on the following work:

Scope: This is a quotation to provide Commercial HVAC installation and/or repair service for The City of Broken Arrow on an as needed basis.

Basic Agreement Requirements:

- 1) Service Company shall provide Commercial HVAC installation and repairs for City facilities and equipment on an "as needed" basis as determined by the Building Maintenance Division Manager or Manager's designee.
- 2) Competitive bids for major projects bids are excluded from this quote.
- 3) The term of this agreement shall be effective from approval of contract through June 30, 2022, as well as from 7/1/22 through 6/30/23, AFTER AND UPON APPROPRIATION APPROVAL BY BUDGET PROCESS. Labor rates, other charges and mark ups on material and parts if any shall remain as quoted during this agreement periods.
- 4) The Service Company under this agreement shall be the primary service provider for HVAC work requested by the City of Broken Arrow Building Maintenance Division and will be called to provide requested HVAC work.
- 5) All City owned or maintained buildings and related HVAC equipment will fall under this agreement. These buildings and equipment are placed throughout the City, and in outlying locations.
- 6) Scope of HVAC work will vary depending on the needs of the City of Broken Arrow. The work may be minor in nature or may include work major in nature such as replacing entire HVAC units.
- 7) The Building Maintenance Manager shall serve as the administrator, monitoring the conditions of the service agreement and shall work directly with the Service Company in scheduling and coordinating performance of services, answering technical questions in connection with the scope of work, and providing general direction under the resulting agreement. This individual will use all powers under the agreement to enforce its faithful performance for the City of Broken Arrow. In the event coordination is needed with AEP, the Service Company shall be responsible for this coordination.
- 8) Service Company shall be licensed to perform Commercial HVAC work in Oklahoma.
- 9) Technicians working for the Service Company shall be licensed to perform Commercial HVAC work in Oklahoma.
- 10) Services that are to be provided shall be performed by journeyman technicians that are directly employed by the Service Company. Sub-contracting portions of the services requested through this agreement will not be allowed without prior consent.
- 11) The Service Company shall furnish all personnel, parts, materials, test equipment, tools, and transportation to perform requested service.
- 12) All work shall be performed according to industry standards, any electrical work in connection to HVAC repairs shall be performed according to the N.E.C regulations. Work required may be subject to

permitting and inspection by the City of Broken Arrow Development Services Department. Any permits required shall be obtained by Service Company.

- 13) Upon completion of work, job site cleaned up by Service Company is required and is limited only to that which is a direct result of the work performed.
- 14) The Service Company shall be capable of responding to an emergency repair situation within two (2) hours. All other work requests shall be scheduled as needed and agreed upon between the Service Company and the Building Maintenance Manager for the City of Broken Arrow.
- 15) In the event Service Company cannot respond or schedule work requested within a time period that is required, as determined by the Building Maintenance Manger, another service provider may be utilized.
- 16) Depending on estimated cost of job, cost of materials or in certain cases, quotes or bids may be required from several Service Companies. In this case the quote that is most advantageous to the City will be awarded the job.
- 17) After each service call, a service report shall be left with the Building Maintenance Division detailing work accomplished. All invoices shall be itemized and directed to the Building Maintenance Manager for payment.
- 18) The Service Company shall provide a minimum of three (3) references within thirty-five miles of Broken Arrow.
- 19) A copy of the City's minimum insurance requirements is being returned with the quote. Provide proof of coverage with your quote.
- 20) Questions pertaining to this quote shall be directed to Roger Edwards, Building Maintenance Manager (918-259-7000 ext.7227)

References:

Company	Contact person	Phone
Arvest Bank	Tammie Blancett	918-631-1013
Sawyer Mfg	Dave Hembree	918-834-2550
First Baptist	Rick Frye	918-299-6323

Customer Service Rep


Printed Name
Steve Yeagle

Date
03/15/2022

City of Broken Arrow

Printed Name

Date



ADDITIONAL REMARKS SCHEDULE

AGENCY Rich & Cartmill, Inc.		NAMED INSURED Donohue Commercial 7676 East 46th Place Tulsa, OK 74145	
POLICY NUMBER SEE PAGE 1			
CARRIER SEE PAGE 1	NAIC CODE SEE P 1	EFFECTIVE DATE: SEE PAGE 1	

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
 FORM NUMBER: ACORD 25 FORM TITLE: Certificate of Liability Insurance

Coverages:

Installation Floater - Includes \$2,500,000 Limit for "Temporary Storage Location (Including Owned & Leased Locations):

Carrier: **United Fire Group**
 Policy Number: **46304544**
 Policy Period: **01/01/2022 - 01/01/2023**

Professional/Pollution Liability: Each Claim Limit - \$5,000,000 Aggregate Limit - \$5,000,000

Carrier: **Columbia Casualty Company (CNA)**
 Policy Number: **C5088163351**
 Policy Period: **01/01/2022 - 01/01/2023**

***Referenced forms available, upon request.