

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 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 HVAC installation and repairs for City facilities and equipment on an as needed basis as determined by the Building Maintenance Division Manager.
- 2) Competitive bids for major projects bids are excluded from this quote.
- 3) The term of this agreement shall from July 1 2019 to June 30, 2020. Labor rates, other charges and mark ups on material and parts if any shall remain as quoted during this agreement period.
- 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 of the General Services Department 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 of the General Services Department 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 responsible for this coordination.
- 8) Service Company shall be licensed to perform HVAC work in Oklahoma.
- 9) Technicians working for the Service Company shall be licensed to perform 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 clean 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 in a time period that is required, as determined by the Building Maintenance Manager, 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 faxed with the quote. Provide proof of coverage with your quote.
- 20) Questions pertaining to this quote shall be directed to Roger Edwards, Building Maintenance Division Manager (918-259-7000 ext 7227)

APPROVED AS TO FORM:


Deputy City Attorney

References:

Company	Contact person	Phone
<u>First National Bank & Trust</u>	<u>Greg Graham</u>	<u>918.251.5371</u>
<u>Solar Ind.</u>	<u>Mike Dixon</u>	<u>918.459.5100</u>
<u>Church at Battle Creek</u>	<u>Jeff Evans</u>	<u>918.313.7850</u>

Customer Service Representative



Printed Name

Bob Tewksbury

Date

5-12-19

City of Broken Arrow

Printed Name

Date

End