

**North Penn
School District**
Lansdale,
Pennsylvania
19446

**General
Conditions for
Bid**

1. The North Penn School District Board of School Directors invites bidders to submit sealed bids for the furnishing and delivery of Chiller Maintenance 2018-2021.
2. Bids will be accepted until **2:00 pm on Thursday, May 17, 2018**, at which time they will be opened at a public meeting at the Support Services Center, 630 W. 8th St., Lansdale, PA.
3. The bid should be submitted in a sealed envelope and clearly marked on the outside, "**Chiller Maintenance 2018-2021**".
4. Bids shall be submitted on the enclosed Bid Proposal Form. Bids must be typewritten or written with ink and signed by the individual, partners, or corporate officer.
5. The successful bidder shall bid in strict accordance with the specifications as set forth. Exceptions to the specifications must be clearly stated in the bid submission.
6. The North Penn School District reserves the right to reject or accept any or all bids or any portion thereof and to waive any informalities permitted by law. Bids must remain firm for a period of sixty (60) days from the date of bid opening.
7. A purchase order issued by the School District covering any or all items included in this bid shall constitute a contract binding upon the bidder and the School District.
8. No charge will be allowed for federal, state, or municipal sales or excise taxes, for which the school district is exempt by law. The bid price shall be net and shall not include the amount of any such tax. Exemption certificates, if required, will be furnished on forms provided by the bidder.
9. On bids for Services involving the furnishing of labor, materials, and/or equipment, while said Services are being performed the successful bidder must maintain in full effect the following minimum insurance coverage:
 - 9.1 Workers' Compensation.
 - 9.2 Comprehensive public liability in the sum of \$100,000 for each person and \$300,000 for each accident, including contract liability. Such shall be endorsed with a save harmless clause in favor of the North Penn School District, its officers, members, and employees.
 - 9.3 Property damage in the amount of \$50,000.
 - 9.4 Automobile and truck insurance in an amount not less than \$300,000 on account of any one accident, and property damage in amount not less than \$50,000.
 - 9.5 If special hazards, such as might result from blasting, represent a possibility, these shall be covered by a rider to the policy or policies in an amount of not less than \$50,000.
10. Prior to the beginning of the Service, etc., to be performed, a certificate of insurance shall be furnished to the School District showing the insurance coverages required above. The Contractor shall assume full responsibility for loss of life and property, injuries to persons, including all employees of the Contractor or Subcontractors.

11. Invoicing: Invoices must be submitted for each individual school, completely itemized, and covering each shipment. They should show North Penn School District item numbers, the same as packing slips. No photocopy of a Bid or Purchase Order will be accepted in lieu of an itemized invoice.
12. CLEARANCES: The successful Bidder must supply to North Penn School District documentation required by Act 34, Section III of the Public School Code (Criminal Record Check) and Act 151, Chapter 63 of 23 PA Consolidated Statutes (Pennsylvania Child Abuse History Clearance) and Act 114 (FBI Fingerprinting Clearances) before work on a project shall begin. These forms must be current for every worker on site at all times.

Signature

Title

Date

Printed Name

Company Name

Address

Phone Number

Email Address

Non-Collusion Affidavit

Instructions:

1. This Non-Collusion Affidavit is material to any contract awarded pursuant to this bid. According to the Pennsylvania Antibid-Rigging Act, 73 P.S. 1611 et sec., governmental agencies may require Non-Collusion Affidavits to be submitted together with bids.
2. This Non-Collusion Affidavit must be executed by the member, officer or employee of the bidder who makes the final decision on prices and the amount quoted in the bid.
3. Bid rigging and other efforts to restrain competition, and the making of false SWORN statement in connection with the submission of bids are unlawful and may be subject to criminal prosecution. The person who signs the Affidavit should examine it carefully before signing and assure himself or herself that each statement is true and accurate, making diligent inquiry, as necessary, of all other persons employed by or associated with the bidder with responsibilities for the associated approval or submission of the bid.
4. In the case of a bid submitted by a joint venture, each party to the venture must be identified in the bid documents, and an Affidavit must be submitted separately on behalf of each party.
5. The term "Complementary Bid" as used in the Affidavit has the meaning commonly associated with that term in the bidding process, and includes the knowing submission of bids higher than the bid of another firm, any intentionally high or non-competitive bid, and any other form of bid submitted for the purpose of giving a false appearance of competition.
6. Failure to file an Affidavit in compliance with these instructions may result in disqualification of the bid.

Non-Collusion Affidavit

For Bid for **Chiller Maintenance 2018-2021**

State of _____ County of _____

I state that I am _____ of _____
(Title) (Name of my Firm)

and that I am authorized to make this affidavit on behalf of my firm, and its Owners, Directors, and Officers. I am the person responsible in my firm for price(s) and the amount of this bid.

I state that:

1. The price(s) and amount of this bid have been arrived at independently and without consultation, communication or agreement with any other contractor, bidder or potential bidder.
2. Neither the price(s) nor the amount of this bid, and neither the approximate price(s) nor approximate amount of this bid, have been disclosed to any other firm or person who is a bidder or potential bidder, and they will not be disclosed before bid opening.
3. No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit a bid higher than this bid, or to submit any intentionally high or non-competitive bid or other form of competitive bid.
4. The bid of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other non-competitive bid.

North Penn School District

Non-Collusion Affidavit (con't.)

5. _____, its affiliates, subsidiaries, officers, directors, and employees are not currently under (name of my firm)

investigation by any governmental agency and have not in the last four years been convicted or found liable for any act prohibited by State or Federal Law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:

I state that _____ understands and acknowledges that the above representations are material and (name of my firm)

important, and will be relied on by North Penn School District in awarding the contract for which this bid is submitted. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from the North Penn School District of the true facts relating to the submission of bids for this contract.

(Name)

and

(Company Position)

SWORN TO AND SUBSCRIBED
BEFORE ME THIS _____ DAY
OF _____, 20____.

Notary Public

My Commission Expires

North Penn School District

NPBS Chiller Maintenance Service 2018-2021

The North Penn School District hereby solicits sealed bids for a three-year maintenance service agreement for the chillers at the North Penn High School. Sealed bids are to be delivered to the North Penn School District, Support Services Center, 630 W. 8th St., Lansdale, PA 19446-3960, Attention: Purchasing Department. **NOTE:** All envelopes must be clearly marked SEALED BID - CHILLER MAINTENANCE

SPECIFICATIONS

Maintenance service SHALL INCLUDE THE FOLLOWING PROVISIONS:

1. A regular inspection of the equipment four times per year, one cooling season startup inspection in April, one cooling season shutdown inspection in October and two regularly scheduled inspections in between approximately June and August.
2. A written report shall follow each inspection.
3. Trouble Service calls shall be provided between regular inspections and shall be covered under this agreement. Emergency service at time other than normal working hours (Monday-Friday 7:30 a.m. – 4:30 p.m.) shall be provided on a 24 hour, 7 day/week basis between cooling season startup and cooling season shutdown maintenance calls, (excluding overtime necessary) to keep equipment and components in proper operation. When a site visit is required to complete troubleshooting procedures, the system contractor will be on site by the next working day.
4. Labor for minor repairs, lubrications and adjustments shall be included.
5. Labor for repairs and parts replacements required to provide satisfactory operation of the units shall be included. The decision to repair or to replace shall be made by the contractor.
6. Labor for installing replacement hermetic reciprocating compressors where applicable.
7. Furnish replacement compressors and related materials necessary for replacement.
8. Furnish all necessary repair parts, including refrigerant and supplies and including freight and cartage.
9. There shall be no additional charge, including use of equipment charges, to recover refrigerant, when necessary, to provide the above listed maintenance, repairs or replacements, nor shall there be a charge to recharge the units with the same refrigerant.

North Penn School District

Specifications

During preventive maintenance inspections, the following services shall be performed as required and applicable to keep the system operating properly:

- Check performance of all components.
- Adjust and functionally clean all system components, motors, starters, drives and accessories.
- Lubricate all moving parts.
- Check for refrigerant leaks, repair any found, charge refrigerant into system.
- Purge air and non-condensables from refrigerant system.
- Remove scale and foreign matter from condensers up to once per year.

Maintenance service, repair or replacement when necessary shall also be provided for all capacity, temperature and safety devices (including thermometers and gauges) pertaining to the chillers or are part of or supplied by the original equipment manufacturer, and shall also include the wiring from starter to the motor.

Repair and replacement parts furnished under this agreement will be only those recommended by the manufacturer of the equipment covered by this specification.

All work under this agreement, except emergency service, shall be performed during regular working hours.

Full maintenance service shall be provided for the following equipment for all three years of the agreement:

NORTH PENN HIGH SCHOOL

- (1) McQuay Chiller Model Number WSC079-DAABM Serial Number STNU060200151
- (1) York Chiller Model Number YTG3H3E1-CNF Serial Number GBCM-052988
- (1) York Air Cooled Screw Chiller Model number YCAS190 Unit Tag YCAS-1

Questions regarding this specification can be directed to John Strobel, Manager of Support Services at 215-853-1050.

North Penn School District

Chiller Maintenance Service 2018-2021

We the undersigned have reviewed the specifications and propose to provide a maintenance service program for the specified chillers in the North Penn School District in accordance with the specifications and the terms and conditions as set forth in the instructions to bidders. The chiller maintenance service agreement pricing shall be for the following periods:

Price for Service in 2018-19: _____

Price for Service in 2019-20: _____

Price for Service in 2020-21: _____

Alternate Price – Chiller Repairs (All North Penn Buildings):

Hourly Rate for Chiller Repairs: _____

Company Name: _____

Authorized Signature/Title: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: () _____ Fax: () _____ Date: