

Request for Proposal

1. Introduction

This Request for Proposal (RFP) outlines the Kentuckiana Regional Planning and Development Agency's (KIPDA) requirements for HVAC service for its office located at 11520 Commonwealth Drive, Louisville, Kentucky. KIPDA is a governmental planning agency within a nine-county area. KIPDA receives funding from federal and state agencies and various local governments. The operations are housed in a 15,000 square foot facility at the above address.

2. Response Procedure

All responses to this request for proposal can be submitted in a sealed envelope, marked "HVAC Service Proposal" or emailed to crystle.chisholm@kipda.org with "Confidential HVAC Service Proposal" in the subject line. All proposals must be submitted at the above address no later than **Noon (EST), Friday, November 16, 2018**. Faxed proposals will not be considered. Proposals received after noon on the date stated above will not be considered.

All prices listed in the proposal should remain firm for 60 days. All proposals shall become public documents of KIPDA and shall be open for review by the public.

All proposals should be mailed or emailed to:

Crystle Chisholm
KIPDA
11520 Commonwealth Drive
Louisville, KY 40299
crystle.chisholm@kipda.org

Acceptance of the RFP does not obligate KIPDA in any way. KIPDA reserves the right to reject any and all proposals. KIPDA will not pay costs incurred in the preparation of proposals.

The award of the contract will be based upon the best combination of the price, terms, references and experience. The lowest price will not necessarily receive award of the contract.

The successful vendor shall comply with all rules, regulations, ordinances, codes and laws; shall secure and pay for permits and licenses necessary for initiation and completion of work; and shall adhere to any provisions of Social Security, Worker's Compensation and Unemployment Insurance laws (local, state or federal). The successful vendor will also comply with Title VI of the Civil Rights Act of 1964 and with the Governors' Code of Fair Practices of Kentucky which provide that the contractor shall not discriminate against any employee or applicant for employment with respect to hire, tenure, terms, conditions of employment or any matter directly or indirectly related to employment, because of race, color, religion, sex, disability, national origin, age or ancestry.

Any written statements agreed upon by both parties, including the RFP responses, may become part of the service contract. Any addendums to the original vendor proposal, such as letters and telegrams, may also become part of that same contract. Provisions of the RFP shall be incorporated into the resultant contract. These provisions shall supersede related or conflicting terms of the main contract, except in those instances where fully agreed to by all parties.

Questions, discrepancies, errors, omissions or ambiguities in the RFP should be directed to crystle.chisholm@kipda.org KIPDA will not be responsible for oral instruction, clarification or other communication with anyone other than Crystle Chisholm. Contacting employees other than those mentioned may result in disqualification of the vendor.

3. Scope of Work

The proposal should be priced to complete the following:

- Replace air filters
- Check and adjust belts (replace as needed)
- Lubricate motors and bearings
- Clean condenser coils
- Clean and inspect heat exchanger, burners and flues (as necessary)
- Check refrigerant charge
- Check compressor oil levels
- Check operation of safety and operating controls

4. Length of Contract

The contract shall commence January 1, 2019 and end December 31, 2021.

5. Proposal Information

Proposals should include:

- Brief history of your company outlining your services;
- Copy of company insurance including liability insurance;
- Description of the work to be performed within your company expertise;
- One page itemized pricing schedule;
- Any recommendations for HVAC services not listed in the Scope of Work;
- Blank sample contract;
- References.

6. Questions

If you have questions regarding this RFP, or to make an appointment to inspect the facility prior to submission of a proposal, please email crystle.chisholm@kipda.org or call (502) 266-6084.