



City of West Hollywood
California 1984

REQUEST FOR PROPOSALS
FOR
HVAC MAINTENANCE, INSPECTION AND
REPAIR SERVICES

**FOR EAST ZONE – PLUMMER PARK, 7317 ROMAINE STR.,
1343 LAUREL AVE., AND 7362 SANTA MONICA BLVD.**

IN THE CITY OF WEST HOLLYWOOD

The City of West Hollywood as AGENCY, invites proposals for HVAC Maintenance and Repair Service to be received only by submitting electronically at <http://www.weho.org/city-hall/city-departments/public-works/public-works-proposals>. It is the sole responsibility of all proposers to make sure that all provided website links work properly prior to the submission deadline and that they set aside a sufficient amount of time to upload all of the required documents prior to the deadline for submission.

The Procurement Schedule is as Follows:

- May 11, 2016 Request for Proposal released
- May 17, 2015 Optional Pre-Proposal Conference and Site Walk – 11:00 a.m.
Start - 7317 Romaine Street
- May 19, 2016 Deadline for Requests for Clarification – 1:00 p.m.
- May 25, 2016 Deadline for Proposal Submission – 10:00 a.m.

The work to be done consists of furnishing all materials, equipment, tools, labor, and incidentals as required by the Specifications and Contract Documents for the above stated work. The work shall consist of the HVAC System maintenance, repair, and inspection services for the City owned equipment located at the sites specified in the full set of proposal documents.

Copies of the specifications and proposal documents are available at no cost from the City of West Hollywood website <http://www.weho.org/city-hall/city-departments/public-works/public-works-proposals>

Minimum Qualifications and License Requirements

Contractor must be a responsible firm that has been in continuous existence and has provided continuous services for the relevant requirements contained herein for at least five (5) years. Less than the minimum required experience will eliminate that proposer from further consideration.

Contractor must have and provide proof of the State of California Contractor's license C-20 Heating/Air Conditioning and it is desirable to have any or all of these additional licenses C-4 Boiler, Hot-Water Heating System Fitting, and C-38 Refrigeration.

Contract shall have personnel with technical certifications for HVAC and Johnson Control Systems.

Have the sufficient means and/or resources to provide the 24/7 emergency response capable of dispatching service personnel.

RESPONSIBILITIES OF THE CONTRACTOR

Department of Industrial Relations' monitoring and enforcement of prevailing wage laws

SB 854 amended the Labor Code to require all contractors bidding on a public works project to register with the Department of Industrial Relations (DIR) upon satisfaction of various statutory requirements and payment of a fee. The registration requirement took effect on July 1, 2014 to fund the Department of Industrial Relations' monitoring and enforcement of prevailing wage laws. Starting March 1, 2015, contractors and subcontractors must be registered before submitting a bid on a public works project, and must maintain current registration during the term of the project. The City may, from time to time, request evidence of current registration.

At the time of submission of this proposal, the proposer shall be registered with the Department of Industrial Relations (DIR) in accordance with the provisions of Section 1771.1 of the California Labor Code, as amended by SB 854. No public work contract may be awarded to a non-registered contractor or subcontractor. All listed sub-contractors shall be registered as well.

Evaluation Criteria

- Qualifications of Firm
- Qualifications of Personnel
- Cost of Services

Required Bonds:

- 100% Payment and Material Bond Required to be submitted after award.

Please Refer to Other Proposal Documents: The scope of work and proposal submission process is described in more detail in the Proposal Documents. In particular, Proposers are strongly encouraged to review the Instructions to Proposers for more complete information regarding the submission of proposals.

Owner's Rights: The City of West Hollywood reserves the right to reject any and all proposals or to waive any irregularities or informalities in any proposals should it deem this necessary for the public good, and also the proposal of any Proposer who has been

delinquent or unfaithful in any former contract with the City of West Hollywood and to take all proposals under advisement for a period of ninety (90) days. No proposer may withdraw its proposal for a period of ninety (90) days after the date from the opening thereof. The award of contract, if made, will be in accordance with the evaluation criteria provided in the specifications.

Point of contact for this project is Helen Collins at 323-848-6895 or via email at hcollins@weho.org.

BY ORDER OF the City of West Hollywood.

AFFIDAVIT OF POSTING

State of California)

County of Los Angeles)

City of West Hollywood)

I declare under penalty of perjury that I am employed by the City of West Hollywood in the Office of the City Clerk and that I posted this agenda on:

Date: May 11, 2016

Signature: Alysa T. Postlewa