



**Capital Projects & Purchasing Department  
113 Mable T. Willis Blvd.  
Walterboro, SC 29488  
843.539.1968**

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**BID: FM-46  
HVAC MAINTENANCE FOR COLLETON COUNTY**

**BIDS DUE: Monday, July 20, 2015 @ 11:00am**

**MAIL BID RESPONSE TO:**

Capital Projects & Purchasing Department  
Attn: Kaye B Syfrett  
113 Mable T. Willis Blvd.  
Walterboro, SC 29488

**HAND DELIVER BID RESPONSE TO:**

Capital Projects & Purchasing Department  
Attn: Kaye B Syfrett  
113 Mable T. Willis Blvd.  
Walterboro, SC 29488

## A. OVERVIEW

Colleton County, South Carolina (the "**County**") requests bids from qualified, licensed vendors specialized in providing heating and air services to furnish all professional services, equipment, labor and materials necessary to provide a preventative maintenance and repair plan for the heating and cooling systems in Colleton County-owned facilities located through the County. (**Note:** Services for the Colleton County School District are NOT included in this RFB.)

Subject to the terms, conditions, provisions, and the enclosed specifications, responses to this solicitation will be received at this office until the stated date and time. After which, only the names of the respondents will be publicly announced. Responses received after the scheduled due date and time will be rejected. Proposals must be submitted in a sealed package marked on the outside with the Offeror's name, address, and the solicitation name and number.

This solicitation does not commit Colleton County to award a contract, to pay any costs incurred in the preparation of proposals submitted, or to procure or contract for the services. The County reserves the right to accept or reject or cancel in part, or in its entirety offers received as a result of this request if deemed to be in the best interest of the County to do so. Questions regarding this solicitation must be submitted via email to John Stieglitz, Capital Projects & Purchasing Director [jstieglitz@colletoncounty.org](mailto:jstieglitz@colletoncounty.org) no later than 11:00am on July 13, 2015.

## B. SCOPE OF WORK

Colleton County proposes to establish an agreement with a qualified and licensed HVAC service company to deliver high quality HVAC Maintenance and Repair services along established standards. The agreement shall be between Colleton County and the successful Offeror.

### **DELIVERY OF SERVICES:**

- Routine, preventative maintenance and inspections are to be conducted twice per year for all installed HVAC units countywide, in April and October. Beginning first week in April for AC and first week in October for Heating. Filter changes shall be included in this service, as well as any cleaning, etc.
- Two additional filter changes are required in the months BETWEEN the preventative maintenance inspections listed above in item a). These filter changes shall be scheduled with the Colleton County Facilities Department.
- An appointment for all routine preventative maintenance inspections listed above in item a.) must be scheduled with the Kelvin Priester, Colleton County Facilities Director by calling 843-549-6457 or his designee.
- Colleton County expects proposers to provide "PRIORITY" service to any call for HVAC maintenance services and/or repairs in the County, 24-hours per day, and 365 days per year. Accordingly, **anticipated response time for service calls MUST BE STATED IN THE BIDDER'S RESPONSE FORM.**
- Service will be performed in a variety of government locations including administration buildings, recreation facilities, public safety buildings and court facilities. All unique requirements and/or regulations for each location shall be strictly followed by the Bidder and the Bidder's employees.

- Normal Hours of Operation are defined as:  
**Monday - Friday 8:00am – 5:00pm (Except Declared Holidays)**  
Outside Normal Hours of Operation are defined as:  
**Monday - Friday 5:01pm – 7:59am, Weekends and Declared Holidays**
- To provide a fair and objective evaluation of bids that will result in a mutually satisfactory contract between the successful Bidder and Colleton County.

**PREVENTATIVE MAINTENANCE:**

Preventative maintenance service will include complete service checks and semi- annual cleaning at the beginning of the heating and cooling seasons. A full report of each unit addressing any concerns or issues shall be provided upon the completion of the inspection. The following maintenance checks shall be provided on the equipment:

- Adjust and clean burner assembly
- Clean ignition assembly
- Clean heat elements or heat exchanger
- Check flue draft
- Adjust operating pressure
- Monitor starting capabilities
- Test safety controls
- Tighten / check electrical connections
- Measure amperage and voltage on all motors and compressors
- Lubricate all moving parts
- Adjust thermostat calibration
- Clean evaporator coil (if accessible)
- Clean condenser coil
- Clean condenser drain
- Measure temperature across condenser coil
- Repair leaks and add Freon as needed

Additional work within the contract will include:

- April/October unit checks
- Supply and replace filters per replacement schedule (filters and any cleaning solutions to be included at no additional cost to County).
- 40% efficiency pleated replacement filters or equivalent

**SERVICE RESPONSE TIME**

- a. This service program should provide **emergency** response time 24 hours per day, seven days per week, and 365 days per year.
- b. **Non-Emergency** requests for service are to be responded to no more than 24 hours from when the request for service is made.

- c. Bidder shall provide all of the transportation, equipment and labor needed to complete all necessary repairs due to service calls (emergency and non-emergency).

Note: Emergency Service Calls are to be included in this agreement!

#### **EQUIPMENT REPAIR**

- a. Equipment covered by original equipment manufacturers (OEM) warranty will be repaired under warranty first IN ALL CASES. Repairs required outside of OEM warranty will be repaired under the terms and conditions of this agreement first. All components deemed defective will be replaced with new OEM-approved parts or equivalent.
- b. If during the preventative/scheduled maintenance services the proposer determines the need for repair and/or replacement of parts, the scope of which extends beyond the assigned preventative/scheduled maintenance tasks, the service provider shall promptly notify the Facilities Director. Any parts required AND approved by the Facilities Director, will require his express, written signature.
- c. Any damage to a facility as a result of the service provider or his/her work will be the responsibility of the service provider to repair as required and supervised by the County Facilities Director at the service provider's expense.

#### **EXCEPTIONS**

- a. Non-routine installations or repairs that will cost in excess of \$2,500 must be approved by the Facilities Director and will require issuance of a PURCHASE ORDER by the County Procurement Department. **Invoices for repairs/parts issued in excess of \$2,500 WITHOUT REFERENCING A PURCHASE ORDER NUMBER WILL NOT BE PAID, UNTIL SUCH TIME A PURCHASE ORDER IS ISSUED.**

#### **SPECIFIC TERMS**

- a. **Changes:** The pricing for the first 12 months of the contract shall remain as bid for the entire 12 months. Changes in the number of units to be serviced will require a contract amendment. **The bidder shall submit a price change request to the County Procurement Department detailing the additional services required, as well as the additional associated costs. If approved, the Procurement Department will issue a contract amendment for signature.**
- b. **Renewals:** This contract shall be for 3 years, with one (1) year calendar renewal periods. **Any prices increases for subsequent years must be submitted to the Procurement Department no later than 60 DAYS PRIOR TO RENEWAL DATE IN ORDER TO BE CONSIDERED.**
- c. **Licenses:** Bidder MUST be licensed by the State of South Carolina to perform HVAC maintenance/repairs. There will be no exceptions. All services are to be performed in accordance with all Federal, State, County and City regulations and any changes thereto for the duration of the contract. (Note: A City of Walterboro Business License will be required by Bidder in order to perform maintenance on units located within Walterboro City limits.)

- d. **Proof of Licensing:** Bidder shall submit proof of professional license, insurance and city business license upon award. Bidders who do not have a City of Walterboro Business License will be required to license their business upon award of contract, and subsequently provide proof of licensing to the Procurement Department.

## C. INSTRUCTIONS TO VENDOR

1. Submittal must include one (1) original bid response clearly marked as original, and one (1) complete copy of the bid response along with a completed W-9 form. Responses must be in a sealed envelope/package containing the solicitation name and number. The individual signing the response must be an Agent legally authorized to bind the company.
2. Show solicitation number on the outside of mailing package. Colleton County assumes no responsibility for unmarked or improperly marked envelopes.
3. It is the vendors sole responsibility to insure that solicitation responses, amendments thereto or withdrawal requests are submitted by the scheduled due date and time.
4. The vendor must clearly mark as "Confidential" each part of their response, which they consider to be proprietary information that could be exempt from disclosure under Section 30-40(C) Code of Laws of South Carolina, 1976, Freedom of Information Act. Colleton County reserves the right to determine whether this information should be exempt from disclosure and legal action may not be brought against the County or its agents for its determination in this regard.
5. RESPONSE FORM: All responses shall be printed in ink or typewritten. If required, additional pages may be attached. Proposals written in pencil will be disqualified.
6. Subject to the terms, conditions, provisions, and the enclosed specifications, responses to this solicitation will be received at this office until the stated date and time. Responses received after the scheduled due date and time will be rejected. Proposals must be submitted in a sealed package marked on the outside with the vendor's name, address, and the solicitation name and number.
7. This solicitation does not commit Colleton County to award a contract, to pay any costs incurred in the preparation of RFP submitted, or to procure or contract for the services. The County reserves the right to accept or reject or cancel in part, or in its entirety offers received as a result of this request if deemed to be in the best interest of the County to do so.

**A "No Response" qualifies as a response; however, it is the responsibility of the Vendor to notify the Procurement Office if you receive solicitations that do not apply.**

## D. SELECTION CRITERIA

1. Upon a successful negotiation of fees and contract terms subject to final approval by Colleton County Council a contract will be executed for the requested services.

## E. SPECIFIC TERMS AND CONDITIONS

1. **COMPETITION:** This solicitation is intended to promote full and open competition. If any language, specifications, terms and conditions, or any combination thereof restricts or limits the requirements in this solicitation to a single source, it shall be the responsibility of the interested vendor to notify the Procurement Office in writing no later than five (5) business days prior to the scheduled due date and time.
2. **RESPONDANTS QUALIFICATION:** The County reserves the right to request satisfactory evidence of their ability to furnish services in accordance with the terms and conditions listed herein. The County further reserves the right to make the final determination as to the Vendor's ability to provide said services.
3. **RESPONSE WITHDRAWAL:** Any responses may be withdrawn prior to the established closing date and time, but not thereafter with proper approval from the Procurement Manager.
4. **REJECTION:** Colleton County reserves the right to reject any and all proposals, to cancel or withdraw this solicitation, and to waive any technicality if deemed to be in the best interest of the County.
5. **WAIVER:** The County reserves the right to waive any Instruction to Offerors, General or Special Provisions, General or Special Conditions, or specifications deviation if deemed to be in the best interest of the County.
6. **RESPONSE PERIOD:** All responses shall be good for a minimum period of 60 calendar days.
7. **DEVIATIONS FROM SPECIFICATIONS:** Any deviation from specifications indicated herein must be clearly pointed out; otherwise, it will be considered that items offered are in strict compliance with these specifications, and successful offeror will be held responsible therefore. Deviations must be explained in detail on separate attached sheet(s). The listing of deviations, if any, is required but will not be construed as waiving any requirements of the specifications. Unidentified deviations found during the evaluation of the response may be cause for rejection.
8. **AMENDMENTS:** All amendments to and interpretations of this solicitation shall be in writing and issued by the Procurement Manager of Colleton County.
9. **DEBARMENT:** By submitting a qualification package, the vendor is certifying that they are not currently debarred from responding to any request for proposals by any agency or subdivision of the State of South Carolina or the United States Federal Government, nor are they an agent of any person or entity that is currently debarred from submitting proposals on contracts by any agency or subdivision of the State of South Carolina.
10. **DEFAULT:** In case of default by the Offeror, the County reserves the right to purchase any or all items in default in the open market, charging the Offeror with any excessive costs. Should such charge be assessed, no subsequent solicitation response of the defaulting Offeror will be considered in future RFB's until the assessed charge has been satisfied.
11. **HOLD HARMLESS:** All respondents to this RFP shall indemnify and hold harmless Colleton County Government and any of their officers and employees from all suits and claims alleged to be a result of this request for proposals. The issuance of this request of proposals constitutes only an invitation to present a proposal. Colleton County reserves the right to determine, at its sole discretion, whether

any aspect of a respondent's submittal meets the criteria in this request for proposals. Colleton County also reserves the right to seek clarifications, to negotiate with any vendor submitting a response, to reject any or all responses with or without cause, and to modify the procurement process and schedule.

12. CANCELLATION: In the event that this request for proposals is withdrawn or the project canceled for any reason, Colleton County shall have no liability to any respondent for any costs or expenses incurred in connection with this request for proposals or otherwise.
13. COLLETON COUNTY PURCHASING ORDINANCE: The Request of Proposals is subject to the provisions of the Colleton County Purchasing Ordinance and any revisions thereto, which are hereby incorporated into this request for proposals in their entirety except as amended or superseded within. This ordinance can be found at [https://www.municode.com/library/sc/colleton\\_county/codes/code\\_of\\_ordinances](https://www.municode.com/library/sc/colleton_county/codes/code_of_ordinances) under Title 3 - Revenue and Finance.
14. FAILURE TO SUBMIT ALL MANDATORY FORMS: Failure to submit all the mandatory forms from this request of proposals shall be just cause for the rejection of the qualification package. However, Colleton County reserves the right to decide, on a case by case basis, in its sole discretion, whether or not to reject such a proposal as non-responsive.
15. CONTRACT AWARD:
  - a. This solicitation and submitted documents, when properly accepted by Colleton County shall constitute an agreement equally binding between the successful Offeror and the County. No oral statement of any person shall modify or otherwise change, or affect the terms, conditions or specifications stated in the resulting agreement. The County shall not be legally bound by any amendment or interpretation that is not fully executed by both parties in writing.
  - b. The successful Offeror shall be required to execute a formal agreement with the County's Procurement Office within ten (10) business days after issuance of the Notice of Award.
16. CONTRACT ADMINISTRATION: Questions or problems arising after award of an agreement shall be directed to the Procurement Manager by calling (843) 539-1968. Copies of all correspondence concerning this solicitation or resulting agreement shall be sent to the Capital Projects & Purchasing Department, 113 Mable T. Willis Blvd, Walterboro, SC 29488.

## F. GENERAL CONTRACTUAL REQUIREMENTS

1. ABANDONMENT OR DELAY: If the work to be done under this contract shall be abandoned or delayed by the Offeror, or if at any time the County shall be of the opinion and shall so certify in writing that work has been abandoned or delayed by the Offeror, the County may annul the contract or any part thereof if the Offeror fails to resolve the matter within thirty (30) days of written notice.
2. OFFEROR'S COOPERATION: The Offeror shall maintain regular communications with the Project Manager and shall actively cooperate in all matters pertaining to this contract.
3. RESPONSIBILITY: The Offeror shall at all times observe and comply with all federal, state, local and municipal laws, ordinances, rules and regulations in any manner affecting the contract.

4. **NON-APPROPRIATION / SUBSTITUTION PERMITTED:** If the Colleton County Council fails to appropriate or authorize the expenditure of sufficient funds to provide the continuation of this contract or if a lawful order issued in, or for any fiscal year during the term of the agreement, reduces the funds appropriated or authorized in such amounts as to preclude making the payments set out therein, the agreement shall terminate on the date said funds are no longer available without any termination charges or other liability incurring to County. Following any such non-appropriation, the master lease agreement shall contain no limitation on the County's ability to replace the equipment financed with any other equipment.
5. **INDEMNIFICATION:** Except for expenses or liabilities arising from the negligence of the County, the Offeror hereby expressly agrees to indemnify and hold the County harmless against any and all expenses and liabilities arising out of the performance or default of any resulting agreement or arising from or related to the Work as follows:

Offeror expressly agrees to the extent that there is a causal relationship between its negligence, action or inaction, or the negligence, action or inaction of any of its employees or any person, firm, or corporation directly or indirectly employed by the Offeror, and any damage, liability, injury, loss or expense (whether in connection with bodily injury or death or property damage or loss) that is suffered by the County and its employees or by any member of the public, to indemnify and save the County and its employees harmless against any and all liabilities, penalties, demands, claims, lawsuits, losses, damages, costs, and expenses arising out of the performance or default of any resulting agreement or arising from or related to the equipment. Such costs are to include defense, settlement and reasonable attorneys' fees incurred by the County and its employees. This promise to indemnify shall include bodily injuries or death occurring to Offeror's employees and any person, directly or indirectly employed by Offeror (including without limitation any employee of any subcontractor), the County's employees, the employees of any other independent contractor, or occurring to any member of the public. When the County submits notice, Offeror shall promptly defend any aforementioned action.

The prescribed limits of insurance set forth herein shall not limit the extent of the Offeror's responsibility under this Section. The terms and conditions contained in this Section shall survive the termination of any resulting agreement or the suspension of the Work hereunder. Additionally the County will not provide indemnity to the successful OFFEROR. Failure to comply with this section may result in your request for proposal to be deemed non-responsive.

6. **FORCE MAJEURE:** The Offeror shall not be liable for any excess costs if the failure to perform the resulting agreement arises out of causes beyond the control and without fault or negligence of the Offeror. Such causes may include, but are not restricted to acts of God or of the public enemy, acts of the Government in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather; but in every case the failure to perform must be beyond the control and without the fault or negligence of the contractor. If the failure to perform is caused by default of a subcontractor, and if such default arises out of causes beyond the control of both the Offeror and subcontractor and without excess costs for failure to perform, unless the supplies or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit the contractor to meet the required delivery schedule.



7. **ARBITRATION:** Under no circumstances and with no exception will Colleton County act as arbitrator between the Offeror and any sub-contractor.
8. **PUBLICITY RELEASES:** Offeror agrees not to refer to award of this contract in commercial advertising in such a manner as to state or imply that the products or services provided are endorsed or preferred by the County. The Offeror shall not have the right to include the County's name in its published list of customers without prior approval of the County Administrator. With regard to news releases, only the name of the County, type and duration of any resulting agreement may be used and then only with prior approval of the County. The Offeror also agrees not to publish, or cite in any form, any comments or quotes from the County's staff unless it is a direct quote from the Procurement Manager.
9. **GOVERNING LAWS:** Any agreement arising from this solicitation shall be governed by the laws of the State of South Carolina and any and all disputes arising out of said agreement shall, if litigation is necessary, be litigated only in a Circuit Court for the Fourteenth Judicial Circuit sitting in Colleton County, South Carolina. The prevailing party shall be entitled to attorney's fees and all costs of said litigation.
10. **ASSIGNMENT:** The Offeror shall not assign in whole or in part any agreement resulting from this Request for Proposals without the prior written consent of the County. The Offeror shall not assign any money due or to become due to him under said agreement without the prior written consent of the County.
11. **AFFIRMATIVE ACTION:** The successful Offeror will take affirmative action in complying with all Federal and State requirements concerning fair employment and treatment of all employees, without regard or discrimination by reason of race, color, religion, sex, national origin or physical handicap.
12. **FAILURE TO DELIVER GOODS IN ACCORDANCE WITH TERMS & CONDITIONS:** In case of failure to deliver goods in accordance with the contract terms and conditions, Colleton County, after due oral or written notice, may procure substitute goods or services from other sources and hold the contractor responsible for any resulting additional purchasing and administrative costs. This remedy shall be in addition to any other remedies which Colleton County may have.
13. **TERMINATION OF CONTRACT:**
  1. Subject to the Provisions below, the contract may be terminated by the Purchasing Department providing a thirty (30) days advance notice in writing is given to the offeror.
    - a. **Termination for Convenience:** In the event that this contract is terminated or canceled upon request and for the convenience of the County without the required thirty (30) days advance written notice, then the County shall negotiate reasonable termination costs, if applicable.
    - b. **Termination for Cause:** Termination by the County for cause, default or negligence on the part of the offeror shall be excluded from the foregoing provisions; termination costs, if any, shall not apply. The thirty (30) days advance notice requirement is waived and the default provision in this request for proposals shall apply.
    - c. The County shall be obligated to reimburse the Offeror only for those services rendered prior to the date of notice of termination, less any liquidation damages that may be assessed for non-performance.
  2. **Non-Appropriations Clause:** Notwithstanding any other provisions of the contract, if the funds anticipated for the continued fulfillment of this contract are at any time. Not forthcoming,

through the failure of the County Government to appropriate funds, discontinuance or material alteration of the program under which funds were provided, the County shall have the right to terminate the contract without penalty by giving not less than thirty (30) days written notice documenting the lack of funding. Unless otherwise agreed to by the County and the Offeror, the contract shall become null and void on the last day of the fiscal year for which appropriations were received.

14. GOVERNING LAWS: Any contract resulting from this request for proposals shall be governed in all respects by the laws of the State of South Carolina and any litigation with respect thereto shall be brought in the courts of the State of South Carolina.
15. BONDS: Payment and Performance Bonds are not required for this request for bids.
16. PURCHASING CARD: By submitting a proposal, contractor agrees to accept payment by the Colleton County Purchasing Card for no extra charge. The Purchasing Card is issued by Visa. The purchasing card allows county agencies to make authorized purchases from a vendor, in conjunction with a purchase order.
17. OWNERSHIP OF MATERIAL: Ownership of all data, material, and documentation originated and prepared for the County pursuant to this contract shall belong exclusively to the County.
18. TYPE OF CONTRACT: The intent of this proposal is a resulting multi-year contract for a total of three (3) years from the date of award from County Council. **Proposal prices shall remain firm for the entire term of the contract.** If any reduction in price is announced during the life of this contract, the County shall receive the benefit of such reduction.
19. INSURANCE: Colleton County will require the following remain in force at all times through the life of the contract:  
Professional Liability Insurance – Minimum \$1,000,000.00 - Proof of in force insurance must be provided in the response to the RFB

Other insurances:

Workers' Compensation - \$100,000 – each accident

Statutory Coverage and Employer's - \$100,000 each employee

Liability - \$500,000 – policy limit

Comprehensive General Liability -\$1,000,000 – bodily injury each occurrence

\$1,000,000 – bodily injury aggregate

\$1,000,000 – property damage each occurrence

\$1,000,000 – property damage aggregate

Products – Completed Operations - \$1,000,000 – aggregate

Business Auto Liability – Same as Comprehensive General Liability

Excess or Umbrella Liability - \$1,000,000

Colleton County will be named as an “additional insured”

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**FM-46 HVAC MAINTENANCE  
BIDDER'S RESPONSE FORM**

**Company Name:** \_\_\_\_\_

Provide all materials, equipment and labor for HVAC Maintenance under an annual contract at the Rate per Hour listed below to Colleton County as listed:

<b>I. Annual Cost for Preventative Maintenance as described under Scope of Work:</b>	
Lump Sum Bid	\$
<b>II. Repairs <b>outside</b> of Preventative Maintenance described under Scope of Work:</b>	
A. Rate per hour Service Calls during <b>Normal Business Hours (8:00 AM to 5:00 PM, Monday-Friday)</b>	\$
B. Rate per hour Service Calls " <b>Outside Normal Business Hours</b> " (including weekends and county/federal holidays)	\$
C. Discount from manufacturer's CURRENT published list price for materials and equipment. Documentation of Contractor's cost will be required, if applicable.	%
<b>OR</b>	
D. Cost Plus Percentage above manufacturer's CURRENT published list price for materials and equipment. <b>Documentation of Contractor's cost is required if you select this option!!</b>	%
State response time for service calls during normal working hours	
State response time for EMERGENCY service calls during normal business hours.	
State response time for EMERGENCY service calls outside normal business hours.	

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date



**FM-46 HVAC MAINTENANCE  
EXECUTION OF BID**

DATE: \_\_\_\_\_

**The potential Contractor certifies the following by placing an "X" in all blank spaces:**

- \_\_\_ That this proposal was signed by an authorized representative of the firm.
- \_\_\_ That the potential Contractor has determined the cost and availability of all materials and supplies associated with performing the services outlined herein.
- \_\_\_ That all labor costs associated with this project have been determined, including all direct and indirect costs.
- \_\_\_ That the potential Contractor agrees to the conditions as set forth in this Request for Proposal with no exceptions.

Therefore, in compliance with the foregoing **Request for Bids**, and subject to all terms and conditions thereof, the undersigned offers and agrees, if this proposal is accepted within sixty (60) days from the date of the opening, to furnish the services for the prices quoted within the timeframe required.

\_\_\_\_\_  
Business Name (as registered with the IRS)

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Typed Name & Title

**THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR BID**

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**FM-46 HVAC MAINTENANCE  
BIDDER REFERENCE FORM**

References for: \_\_\_\_\_  
\_\_\_\_\_ (Company Name as registered with IRS)

1. Company \_\_\_\_\_  
Address (Street and Street Number or P.O. Box) \_\_\_\_\_  
City \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Contact Person Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Describe Scope of Work and dates for project/service: \_\_\_\_\_  
\_\_\_\_\_

2. Company \_\_\_\_\_  
Address (Street and Street Number or P.O. Box) \_\_\_\_\_  
City \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Contact Person Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Describe Scope of Work and dates for project/service: \_\_\_\_\_  
\_\_\_\_\_

3. Company \_\_\_\_\_  
Address (Street and Street Number or P.O. Box) \_\_\_\_\_  
City \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Contact Person Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Describe Scope of Work and dates for project/service: \_\_\_\_\_  
\_\_\_\_\_



**FM-46 HVAC MAINTENANCE  
ADDENDA ACKNOWLEDGEMENT**

The vendor has examined and carefully studied the Request for Bids and the following Addenda, receipt of all of which is hereby acknowledged:

Addendum No. \_\_\_\_\_

Addendum No \_\_\_\_\_

Addendum No. \_\_\_\_\_

Addendum No. \_\_\_\_\_

\_\_\_\_\_  
Authorized Representative (Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Representative/Title  
(Print or Type)

**Vendors must acknowledge any issued addenda. Proposals which fail to acknowledge the vendor's receipt of any addendum will result in the rejection of the offer if the addendum contained information which substantively changes the Owner's requirements.**

Page 1	HVAC BUILDINGS FOR COLLETON COUNTY	FACILITIES MANAGEMENT DEPARTMENT			
Name	Location	AC#	Mfg	Model #	Serial #
<b>Animal Shelter</b>	33 Poor Farm Rd, Walterboro, SC				
	Back operations wall	ACU#1 HP pac	Unreadable		
	Hall operations wall	ACU#2 Split HP	Unreadable		
	Administration	ACU#3 Split AC	Goodman		
	Shop Hanging gas heater	#4	Reznor	F165	ASK31K8L60713
<b>11 UNITS</b>	Shop Hanging gas heater	#5	Reznor	F165	ASK31K8L60715
	Cat container	#6	Bard	WA121-A05XX4XXX	158K072385768-01
	Back door kennel	#7 Gas pac	Lennox	13GCCXA-36-090-230-1A	1609M13034
	Back door kennel	#8 Gas pac	Lennox	13GC5XA-31-090-2301A	1609M13033
	Puppy House	#9	Frigidare	LRA18HMU2	KK12235891
	Cat Building	#10	Frigidare	LRA08PZU1	KK22700376
	Lab Building	#11	Frigidare	FAZ12HS2A	KK93104881
	Puppy Adoption	#12	Frigidare	LDA08HZT1	KK03814972
<b>Benson Street</b>	115 Benson St, Walterboro, SC				
	Roof Voters Reg	#1 HP pac	Lennox	THA06052BN1Y	5607F16654
	Roof Voters Reg	#2 HP pac	Lennox	LHA120HN1Y	5698K05499
<b>4 UNITS</b>	Roof East Wing	#3 HP pac	Lennox	THA948B2DN1Y	5606F01675
	Roof 2nd floor	#4 HP pac	York	NFMM067614	BP090C00N2AAA3A
<b>Bernard Warshaw</b>	219 S Lemacks, Walterboro, SC				
	Room 157	AC# AHU #1	Trane	TWE060A100BB	J47173030
	Room 148	AC# AHU #2	Trane	TWE060A100BB	J47173028
	Room 131	AC# AHU #3	Trane	TWE060A100BB	J39171919
	Room 106	AC# AHU #4	Trane	TWE060A100BB	J40171953
<b>24 UNITS</b>	Room 119	AC# AHU #5	Trane	TWE060A100BB	J39171878
	Basement	AC# AHU # 7	Trane	TWE120A300BB	J43172529
	Room 357	AC# AHU #8	Trane	TWE060A100BB	J39171917
	Room 349	AC# AHU #9	Trane	TWE060A100BB	J47173031
	Room 333	AC# AHU #10	Trane	TWE060A100BB	J47173032
	Room 313	AC# AHU#11	Trane	TWE060A100BB	J47173129
	Room 318	AC# AHU#12	Trane	TWE060A100BB	J47171918
E-911	Computer Room	Mini Split	Mitsubishi	PKAA30FA	74A00063C
		Split HP	Lennox	CB26UH-060-R-230-1	6007J24247
EPA		Split HP	Trane	TWE060A100BB	J47173127
		Split AC	Energy Knight	920RJS0200185-2NR160	502KAWQ00185
Courthouse Records RM	Records Room	Heat Pump- 3 phase #15	Lennox	CB 30M-65-4P	5806R11636
Clemson Ext	Mech. Room 208	Split HP	Trane	TWE060A100BB	J39171837
	Mech. Room 419	Split HP	Trane	TWE060A100BB	J47173126
<b>24-Thru Window</b>			Snyder General	MEK012A03MOMSTDYYY	7ZM0285400
S.L.E.D	Solictors Office		Lennox	CBX27UH036230602	5810C07060
	Solictors Office		Lennox	CBX27UH036230602	5810C03929
	Office		Lennox	CBX27UH060230602	581A16495
	Office		Lennox	CBX27UH060230602	5810A16486
	Office		Lennox	CBX27UH060230602	5810B08361

Page 2	HVAC BUILDINGS					
<u>Name</u>	<u>Location</u>	<u>AC#</u>	<u>Mfg</u>	<u>Model #</u>	<u>Serial #</u>	
<b>DSS</b>	215 S Lemacks, Walterboro, SC					
	Grnd- Job Club	AC# Condenser	Carrier			
	Attic	AC# AHU-1	Carrier	38AQ5008...501	180G03040	
<b>6 UNITS</b>	Attic	AC# AHU-2	Carrier	38Q53012...530	1701F78661	
	Attic	AC# AHU-3	Carrier	38AQ5012...530	1701F78662	
	Attic	AC# AHU-4	Carrier	38AQ5016...531	4200F38751	
	Attic	AC# AHU-5	Carrier	38AQ5008...501	0801G04707	
	Attic	AC# AHU-6	Carrier	38AQ500B...501	1801G03041	
<b>Coroner</b>	609 Black Street, Walterboro, SC					
	Genology	#1	Carrier	FB4CNF060	0511A85692	
<b>2 UNITS</b>	Literacy	#2	Carrier	FB4CNF018	0811A74240	
<b>Court House</b>	100 Hampton St., Walterboro, SC					
	West- Over Family Court Staff	AC# RTV 1 Pack HP	Trane	TCD181C30KCA	619100805D	
	East- Over Family Court	AC# RTV 2	Trane	TCD181C30KCA	619100732D	
	North- Over Judge Buckner's	AC# RTV 3	Trane	TCD181C30KCA	619100787D	
<b>11 UNITS</b>	Court Room	AC# RTV 4	Trane	YCH330AEJU21A1aD200	CDE00HJ00MN0D	
	Basement	Split HP	Trane	2TWB3018A1000AA	62256RSC1E	
	1st Flr Mechanical	Split HP	Trane	2TWB3036A1000AA	6231NJD4F	
	1st Flr Mechanical	Split HP	Trane	2TWB3036A1000AA	6231NGLYF	
		Split A/C Mini	Mitsu	MU12TN W	5001736	
		Split A/C Mini	Mitsu	MU12TN W	5001689	
		Split A/C Mini	Mitsu	MU12TN W	5001735	
		Split A/C Mini	Mitsu	MU12TN W		
<b>Edisto Complex</b>	71 Station Court, Edisto Beach, SC					
	Edisto-Library	Outside	AC#	Lennox	HP29-060-1P	5897G21418
<b>2 UNITS</b>			AC# AHU	Lennox	CB 29M-51-1P	5897G48756
	Edisto Fire-Rescue		AC#	Lennox	HP29-048-1P	5897H13473
			AC# AHU	Lennox	CB 29M-46-1P	5897C45147
<b>Floyd Buckner</b>	213 N Jefferies Blvd, Walterboro, SC					
	Facilities Mgmt	Outside	Heat Pump 36, BTU	Lennox	13HPD036-230-01	5807L03597
			AC# AHU	Lennox	HS20-211-2P	5190K14220
<b>5 UNITS</b>			AC# AHU	Lennox	B24Q2-4P	5895F52016
			AC# AC Pkg Unit	Lennox		5473E03250
			AC# HP Condenser	Lennox	10HPB24-1P	5895A01801
			5 Ton -3 phase	Lennox	CHA16-060-1Y	5604807844
			Heat Pump Package		PHS090H000A	
			AC# Heat & A/C	Lennox		573G06227
			Heat Pump 120, BTU	Lennox	THA12052BN	5605C00403



Page 3	HVAC BUILDINGS				
<u>Name</u>	<u>Location</u>		<u>Mfg</u>	<u>Model #</u>	<u>Serial #</u>
<b>Jail</b>	22 Klein Street, Walterboro, SC				
	GP North Back Wall	ACU#2 Gas pac	Trane	TGA090S2BM	5607H01410
	Max South Side	ACU#4 Gas pac	Lennox	TGA06082DS1Y	5609J10691
	Female South Side	ACU#5 Gas pac	Lennox	KGA060S4DG3Y	5612H053313
	Booking,Kitchen, Hall Back Ground	ACU#6 Gas pac	Trane	YCH075C3HOBE	LY7102461
	GP South Back Wall	ACU#1 Gas pac	Trane	YCH120B3H0DE	L47103749D
<b>12 UNITS</b>	Nurses Area Car Wash	ACU#7 Gas pac	Lennox	KGA09254BM	5611BO6887
	Administration Car Wash	ACU#8 Gas pac	Lennox	TGA060B2DH1Y	5607A13294
	Lobby & Judge Car Wash	ACU#9 Gas pac	Trane	TWR030C100A3	L31425JCC
	Trustee Back of trustee quarters	ACU#10 sp;lit HP	Trane	TWR012C100A2	L285NDMCF
	Visitation near basement	ACU#3 Gas Pac	Lennox	TGA048S2DH	5608M04112
	Control Front Ground	ACU#11 split HP	Trane	YCH120C3MoAB	L285NDMCF
	MAU- for kitchen	ACU#12	Reznor	CRG225-7-S-MV	EAVF65K1N37843MV3
<b>Jesse Padgett</b>	40 Klein Street, Walterboro, SC				
	Upper Floor Washington	#1 plit HP	Carrier	38AUQA12AOA0A0	0211G30096
	Office	#2 AURI Split HP	Carrier	25HBC336A30010	0611E09506
	Upper Floor Roof	#3 Pack HP	Lennox	TIDAMP11N-1	83520600252
<b>6 UNITS</b>	Upper Floor Roof	#4 Split HP	Carrier	50EZ-A6050	1111C49984
	Ground	#5 Pack HP	Carrier	25HBC336A30010	0311E11673
	Outside Sheds	#6 Split HP	Goodman	PHK036-1A	405112265
<b>JP Harrelson</b>	33 Klein Street, Walterboro, SC				
	1st Floor	#1 split hp	Carrier	38AUQA08AoA590A0A0	1111G10079
	2nd Floor Roof	#2 pack hp	Lennox	LHA090HN2Y	5697C02864
	3rd Floor Roof South	#3 pack hp	Lennox	LHA088SN1Y	5601L08109
	3rd floor Rood North	#4 pack hp	Lennox	LHA090HN1Y	5696J03576
	IT Room	#5	Lennox		
<b>9 UNITS</b>	Room 207 outside unit	#6 split A/C	Trane	TTJ730A100B0	E25239303
	IT Office 1st flr West	#7 mini split		OSHC1810320	71085
	1st Floor East over Jeff's desk	#8 mini split		13A-36	5806C27828
	IT Computer Rm	#9 split system	Heat Controller	A-HUMH18AD	3KAXV00114
<b>Library</b>	600 Hampton Street, Walterboro, SC				
	Tech Process	AC# RTU 1	Trane	YCD075CLLABE	R12100029D
	Directors office	AC# RTU 2	Trane	YCD090C4LABE	R12100038D
	Conference Room	AC# RTU 3	Trane	YCD120C44LAAC	R10100415D
<b>11 UNITS</b>	Meeting Room	AC# RTU 4	Trane	YD036CY4 LABE	R10103236D
	Fraiser Room	AC# RTU 5	Trane	YD090C4LABE	R11100782D
	Main Entrance	AC# RTU 6	Trane	YCD120C4LAAC	R12100539D
	Adult	AC# RTU 7	Trane	YCD120C4LAAC	R11100535D
	Adult	AC# RTU 8	Trane	YCD120C4LAAC	R12100485D
	Children's Area	AC# RTU 9	Trane	YCD060C4LABF	R11101996D
	Periodicals	AC# RTU 10	Trane	YCD120C4LAAC	R12100567D
	IT	#11	Mitsubishi	MUZFD12NA	8001219T
	Garage Hanging Gas Furn	#12			

Pg 4	HVAC BUILDINGS				
Name	Location	AC#	Mfg	Model #	Serial #
<b>Mable T Willis</b>	113 Mabel T Willis, Walterboro, SC				
	Admin Hall ceiling return	AC# 1 split HP			
	Admin Hall ceiling return	AC#2 split HP			
	Fire Rescue Supply	AC# 3 Split HP			
<b>5 UNITS</b>	Fire Rescue Supply	ACU#4 gas split	York	P4HUB16N06401A	SEAKM0177
	Fire Rescue Supply	ACU#5 gass split	Carrier	58PAV111-16	0294A16081
	Fire Rescue Conference	Air Handler	Lennox	CB29M-65-4P	5807B10358-2
	Fire Rescue Conference	Air Handler	Lennox	CB29M-65-4P	5807B16652
Ice Machine		CME256AS-1H	Scotsman	6.09132E+12	6.09132E+12
<b>Chamber/Probate</b>	109 Benson Street, Walterboro, SC				
	Council Chambers	#1 Split A/C	Carrier	ASM96XTV (R4102)	11B012005
	Probate	#2 Split A/C	Lennox	G51M960D-135-08	5908B09141
<b>4 UNITS</b>	New Finance	#3 Split A/C	Lennox	KGA060S4DH1Y	5610C06754
	2nd Floor	#4 Gas pack			
<b>Farmers Market/Museum</b>	506 E Washington St., Walterboro, SC				
	Roof	CU#1 Split AC	Lennox	TSA0605S4N43Y	5810C00597
	Back Parking Lot	CU#2 split AC	Lennox	TSA12054DN1Y	5611D04762
<b>4 UNITS</b>	Back Parking Lot	CU#3 Split AC	Lennox	TSA230S4DN1Y	5611D04760
	Roof	CU#4 Gas pac		N2A360AKB200	E083426111
Kitchen			Hiel	RGS091HDCA0AAA	P141442084
			Hiel	RGS060HDA0AAAA	C134951657
			Hiel	RGS060CA0AAAA	C144273138
			Hiel	RG102HDCA0AAAA	P142831554
			Hiel	RGS150HDCA0AAAA	G112340635
<b>Solid Waste</b>	3288 Greenpond Hwy, Walterboro, SC				
	East Side Office		Bard	WA484-A10XX4XXX	236N072434622-02
<b>2 UNITS</b>	West Side Office		Bard	WA484-A10XX4XXX	236N072737610-02
<b>Career Skill Center</b>	1085 Thunderbolt Drive, Walterboro, SC				
		Fan No OAHU-1	Trane	TEH240B4DCOB1	C10H04008
		Fan No FCU-1	Trane	OCD420	NA
		Fan No FCU-2	Trane	4TEH3F36B	10333LL71V
		Fan No FCU-3	Trane	TEH3F60B	10333BA21V
<b>13 UNITS</b>		Fan No. PAC 1a	Baird	Q36HI-C06BX4	N102758713
		Fan No PAC 1b	Baird	Q36HI-C06BX4	N102758715
		Fan No PAC 2	Baird	Q60HI-C09BX4	N10275991
		Fan No PAC 3	Baird	Q60HI-C09BX4	N10275992
		Fan No PAC 4	Baird	Q60HI-C09BX4	N10275990
		Fan No PAC 5	Baird	Q26HI-CO6BX4	N102758714
		Fan No PAC 6	Baird	Q24HI-CO6BX4	N102758683
		Fan No PAC 7	Baird	Q24HI-CO6BX4	N102758684
		Fan No PAC8	Baird	Q24HI-CO6BX4	N102758682
<b>Economic Development</b>	403 E. Washington Street, Walterboro, SC				
	Rear Left	Split System	Lennox	TSA06054N44Y	5812L02118
<b>3 UNITS</b>	Rear Right	Split System	Lennox	TSA06054N44Y	5812L02120
	Roof Top	Split System	Lennox	TPA060S4N44Y	5812H08080

Page 5	HVAC BUILDINGS				
<u>Name</u>	<u>Location</u>	<u>AC#</u>	<u>Mfg</u>	<u>Model #</u>	<u>Serial #</u>
<b>Recreation Center</b>	280 Recreation Lane, Walterboro, SC				
	East side door outside	#1 HP	Carrier	25HBS360A010	0709E17194
	East side door outside	#2 HP	Carrier	147HBS348A500	0909E00669
	East side door outside	#3 HP	Carrier	25HBS318A300	1109E12959
<b>11 UNITS</b>	East side door outside	#4 HP	Carrier	25HBS318A300	1209E11625
	West side Wall outside	#8 HP	Carrier	38ARQ012-501	1508G20148
	Rear of Bldg outside		Trane	TWA120A300FA	4105PKGAD
	Rear of Bldg outside		Trane	TWA120A300FA	4105NCBAD
	Rear of Bldg outside	#5 HP	Carrier	25HB5360A510	P209W012163
	Kitchen tower Hub outside		Tempstar	N4H348GHE100	E122204450
	Tower	split unit		MUZGE24NA	1000518T
	Tower	split unit		MUZGE18NA	1001258T
<b>Solid Waste Conv Sites</b>					
	Beltline Convenient Site	Heat & Air Window			
	Bennett's Point Convenient Site	Heat & Air Window			
	Canady's Convenient Site	Heat & Air Window			
	Cottageville Convenient Site	Heat & Air Window			
	Greenpond Convenient Site	Heat & Air Window			
<b>14 UNITS</b>	Hendersonville Convenient Site	Heat & Air Window			
	Hudson Mill Convenient Site	Heat & Air Window			
All different manufactures	Islandton Convenient Site	Heat & Air Window			
	Jacksonboro Convenient Site	Heat & Air Window			
	Lodge Convenient Site	Heat & Air Window			
	Pocket Convenient Site	Heat & Air Window			
	Ritter Convenient Site	Heat & Air Window			
	Ruffin Convenient Site	Heat & Air Window			
	Smoaks Convenient Site	Heat & Air Window			
<b>Lee Street- Deputy's</b>	3002 Lee St., Edisto Beach, SC				
<b>2 UNITS</b>	Back of Bldg		Rheem	RJMAA048JK020	5592F250016551
	Front of Bldg		N/A	N4H324AKF100	E1315257R410A033
<b>Alcohol &amp; Drug</b>	4139 Thunderbold Dr., Walterboro, SC				
		ACU#1	Lennox	G20Q516E-100-1	5891C04230
<b>3 UNITS</b>		ACU#2	Lennox	C16-46W-00-1	5891F06840
		ACU#3	Lennox	C16-46-1FF	519E62587

Page 6	HVAC BUILDINGS					
<u>Name</u>	<u>Location</u>	<u>AC#</u>	<u>Mfg</u>	<u>Model #</u>	<u>Serial #</u>	
<b>Green Pond Senior Ctr</b>	29 Playground Ln, Greenpond, SC					
	Outside Unit-Behind Blg	AC Unit # 1 5 Ton Split Heat Pump	Trane	TWA060C300A1	K304MFHFF	
	Kitchen Closet	AHU # 1 5 Ton Air Handler	Trane	TWE060A300BB	K2455MY5H	
<b>2 UNITS</b>	Outside Unit Behind Blg	AC Unit # 2 5 Ton Split Heat Pump	Lennox	TPA060S4N44Y	5812015460	
	Inside	AHU # 2 5 Ton Air Handler	Trane	TWE060A300BB	K2455NU5H	
<b>Hampton Street</b>	112 S. Miller Street, Walterboro, SC					
	Roof Top	Gas Pac	Trane	YCH181C3L0CA	552101185D	
	Roof Top	Split HP	Trane	TWA090A300FB	5513YYBAD	
	Roof Top	Split HP	Trane	2TWA3042A3000AA	5501X894F	
	Roof Top	Split HP	MAU Green Heck	ERV-361H-30-B-ES	10367680	
	Roof Top	Split HP	Trane	2TWA3060A3000AA	601216P2F	
<b>10 UNITS</b>	Roof Top	Split HP	Trane	TWA120A300FB	5503L9SAD	
		Split HP	Mitsubishi	MU12TN	5002254 T	
		Split HP	Mitsubishi	MU12TN	5002260T	
	Unit on Pad	Split HP	Trane	TWA120A300FB	550414MAD	
	Unit on Pad	Split HP	Trane	2TWA3042A3000AA	5415JJK2F	
<b>Dogwood Hills</b>			Lennox	TGA048B2DHIY	5607L01721	
			Lennox	13ACX-036-230-15	1912C51420	
			Lennox	TSA060S4N44Y	5812B12511	
			Lennox	HP29-060-74	5808D27254	
			Lennox	HP29-060-74	5808D27252	
			Lennox	TSA060S4N44Y	5811J05151	
			Lennox	TSA060S4N44Y	5811F04984	
			Lennox	13HPX-036-230-17	1912B29411	
			Trane	4TWR7060A1000BA	14251WCU2F	
			Trane	4TWR7060A1000BA	14251U2L2F	
			Trane	4TWR7060A1000BA	14251U552F	
			Suzuki	SUZ-KA12NA	41P00232	