



**REQUEST FOR PROPOSAL
RFP 17-03**

HVAC Preventative Maintenance

Proposal Reading

February 15, 2017

3:30 pm

**CITY OF YUBA CITY
REQUEST FOR PROPOSAL
RFP 17-03**

NOTICE IS HEREBY GIVEN THAT the City of Yuba City, in the County of Sutter, State of California, will receive sealed proposals for:

HVAC Maintenance

Specifications packets may be obtained from the City of Yuba City website, www.yubacity.net, go to City Hall, click Request for Proposal/Bids, click Bid Notices, click City of Yuba City General Products and Services, and then click on RFP 17-03 to access the proposal package.

Proposals are to be submitted on forms contained in the proposal packet. Proposals are to be submitted to the Office of the City Clerk located at 1201 Civic Center Boulevard, Yuba City, CA 95993 on or before February 15, 2017, 3:30 PM at which time proposals will be opened and read at the office of the City Clerk. Proposals are to be submitted in a sealed envelope. The envelope shall display the following statement, "SEALED RFP NO: RFP 17-03, PROPOSAL READING FEBRUARY 15, 2017, 3:30 PM, CITY HALL."

The City will not accept responsibility for delays in receipt of proposals sent by mail or other carriers. It shall be the sole responsibility of each proposer to insure that the City Clerk receives proposals no later than the time stated for proposal reading. All proposals received after said time and date shall be rejected.

The City reserves the right to reject any or all proposals or to waive any informalities or minor irregularities in the proposal.

No proposers may withdraw their proposal for a period of sixty (60) days after the date set for the opening.

Any questions concerning this proposal and/or specifications may be directed to Vicky Anderson at e-mail address vanderso@yubacity.net, prior to proposal reading. If you do not have access to the website, you may call 530-822-4645 or stop by the Finance Department at City Hall, 1201 Civic Center Blvd., Yuba City, Monday thru Friday 8 am to 4 pm to obtain a copy of the proposal package.

By order of the City Council, City of Yuba City, County of Sutter, State of California.

Date:

1/18/17



Robin Bertagna
Finance Director

**PART I
GENERAL CONDITIONS**

1. PREPARATION AND SUBMITTAL OF PROPOSALS

- A. Proposals not submitted on the Proposal Form may be rejected.
- B. Proposals are to be submitted on forms contained in the proposal packet. Proposals are to be submitted to the Office of the City Clerk located at 1201 Civic Center Boulevard, Yuba City, CA 95993, on or before February 15, 2017, 3:30 P.M., at which time proposals will be opened and read. Proposals are to be submitted in a sealed envelope. The envelope shall display the following statement, "SEALED PROPOSAL RFP 17-03, PROPOSAL READING FEBRUARY 15, 2017, 3:30 P.M., CITY HALL."
- C. All information requested of the vendor shall be entered in the appropriate space on the Proposal Form. Failure to do so may disqualify your proposal.
- D. All information shall be entered in ink or typewritten. Mistakes may be crossed out and corrections inserted before submission of your proposal. The person signing the proposal shall initial corrections in ink.
- E. Corrections and/or modifications received after the closing time will not be accepted. Any exceptions to specifications must be stated on the proposal.
- F. Each vendor shall state net price for said item/service delivered F.O.B., Yuba City, CA, Corporation Yard, 1185 Market Street, Yuba City, CA 95991.
- G. Five (5) copies of all documents must be submitted by the date and at/or prior to the time specified, to be considered. No late proposals, telegraphic, telephone or email proposals will be accepted. The City will not be responsible for, nor will accept postmarks from the U.S. Postal Service or other facsimile record of other carriers as proof of timeliness.
- H. An authorized officer or agent of the offer shall sign all proposals.
- I. All proposals, whether accepted or rejected, shall become the property of the City of Yuba City.
- J. The contract awarded by the City Council or Purchasing Agent to provide the specified service shall include the City's entire proposal packet and specifications, all submittals provided to the City with the proposal, any written clarifications to the proposal provided by the City to the proposers, and any addendum issued by the City during the proposal period.

2. TAXES

- A. Add 7.25% California Sales Tax to the item(s) in your proposal.
- B. If your company is outside California and collects use tax, please state the amount as a separate item if the City of Yuba City is to remit the tax.
- C. Do not include Federal Excise Tax in your proposal.

3. PAYMENT, TERMS, & INVOICE REQUIREMENTS

- A. Vendor must state exact payment terms in their bid. Prepayment options shall not be acceptable.
- B. Invoices shall be mailed, in triplicate, to the City of Yuba City – Attention: Public Works Department.
- C. The City will issue a purchase order for the quarterly HVAC services of each facility. For repair and maintenance outside of the quarterly services, a separate purchase order will be issued for the work being performed. When the City is satisfied that the results are in compliance with these bid requirements, General Conditions of the contract, and that the results meet the City’s standards of quality and workmanship, the City will notify the vendor of said acceptance of the results. After acceptance is received, the Contractor may place a demand upon the City for payment in full. Under no condition will the City make partial payment, progress payments, or otherwise modify these terms and conditions for payment.

4. LIABILITIES

- A. The vendor shall hold the City of Yuba City, its officers, agents, and employees harmless from liability of any nature or kind because of use of any copyrighted or non-copyrighted composition, secret process, patented or non-patented invention, articles or appliances furnished or used under this proposal, and agrees to defend, at his/her own expense, any and all actions brought against the City of Yuba City or himself/herself because of the unauthorized use of such articles.

5. AWARD OF PROPOSAL

- A. **Competitive Invitation for Proposal:** If more than one proposal is offered by an individual, firm, co-partnership, corporation, association, or any combination thereof under the same or different names, all such proposals may be rejected. All proposers are put on notice that any collusive agreement fixing the prices to be offered so as to control or effect the awarding of this proposal is in violation of competitive proposal

requirements, and may render any proposal under such circumstances void.

- B. **Award of Proposal:** Award will be made to the proposer offering the most advantageous proposal after consideration of all Evaluation Criteria set forth below. An Evaluation Committee will be established by the City. The Committee will evaluate all proposals received in accordance with the Evaluation Criteria. The City reserves the right to establish weight factors that will be applied to the criteria depending upon order of importance. Discussions, interviews, and/or presentations may, at the City's sole option, be conducted with responsible Proposers who submit proposals determined to be reasonably susceptible of being selected for an award. Discussions, interviews, and/or presentations may be for the purpose of clarification to assure full understanding of, and responsiveness to, the solicitation requirements. Evaluation scores will not be released until after award of the proposal. The City shall not be obligated to accept the lowest priced proposal, but will make an award in the best interests of the City after all factors have been evaluated, subject to the rights of the City Council, City Manager, or Purchasing Agent to award the contract to another proposer when the Council, City Manager, or Purchasing Agent determines it would be in the best interest of the City. If the proposal is under \$50,000 the proposal may be awarded by the City's Purchasing Agent. It is at the sole discretion of the City to determine the proposer best suited in meeting those needs.
- C. Within sixty (60) days after the proposal opening, a contract will be awarded by the City Council, City Manager, or Purchasing Agent. The time for awarding the contract may be extended by the City Council, City Manager or Purchasing Agent for a reasonable time beyond sixty (60) days, as may be required to evaluate proposals, or for such other purposes as the City Council, City Manager or Purchasing Agent may determine. Evaluation Criteria that will be used to evaluate all proposals that are received are listed below:

<u>EVALUATION CRITERIA</u>
Reasonableness of cost
Ability to provide services, capacity, and skill of proposer including the availability of one contact person
Experience and qualifications to successfully repair, service and maintain various HVAC systems. Education, and/or credentials
References– both with similar types of projects and experience with public agencies/ past experience with Yuba City or other local agencies

- D. The City of Yuba City reserves the right: (1) to reject any or all proposals or any part thereof and (2) to waive any informalities and/or negotiate minor deviations to the proposal, with the successful firm. The City of Yuba City's decision shall be final.
- E. In all purchases by the City of Yuba City, availability and accessibility of warranty service and service after warranty will be considered in determining the awarded proposer.

6. CHANGES IN PURCHASING ORDER/CONTRACT

- A. No changes may be made in the purchase order/contract without written authorization of the City of Yuba City Purchasing Agent.

7. STATEMENT OF INTENT

- A. It is the intent of City of Yuba City that HVAC services are delivered in full compliance with the specification.

8. ACCEPTANCE/INSPECTION

- A. All HVAC services initiated with this request will be subject to inspection upon receipt. Inspection and acceptance will not take more than five (5) working days.

9. CONFLICT OF INTEREST

- A. Proposer warrants and covenants that no official or employee of the City of Yuba City, nor any business entity which an official of the City of Yuba City has an interest, has been employed or retained to solicit or aid in the procuring of the resulting contract, or purchase order, nor that any such person will be employed in the performance of such contract without immediate divulgence of such fact to the City of Yuba City.
- B. The relationship of the Contractor to the City will be that of an independent Contractor and not as an officer, employee or agent of the City.

10. INSURANCE

- A. The proposer must provide proof of insurance as outlined in the attached insurance requirements. Proposer must submit a letter at time of proposal from the proposer's insurance carrier indicating that the insurance company has read the insurance requirements stated herein and will be able to provide the certificate and endorsement for the coverage required. A copy of proposer's insurance policy will not satisfy this requirement.

- B. The Contractor shall be able to provide sufficient labor at all times to carry out the contracted work and shall obtain all the insurance required under this Section and, prior to executing the contract, shall furnish the City of Yuba City with satisfactory proof that the requirements of this Section have been fully complied with.

11. FORCE MAJEURE

- A. In the event of emergencies or natural disasters such as fire, flood, blizzard, strike, accident, consequences of foreign or domestic wars, or any other cause beyond the control of the parties to this agreement which will delay or interfere with the use or delivery of the products described in this proposal, deliveries under said agreement may, at the option of either party, be suspended during the period required to remove the cause or repair the damage.
- B. The City of Yuba City reserves the right to acquire from other sources any products necessary for the proper operation of its business during any suspension of agreement pursuant to circumstances outlined above.

12. NON-DISCRIMINATION/HARASSMENT/RETALIATION

- A. The Contractor shall be responsible to see that there is no harassment, discrimination, or retaliation against any employee who is employed in the work covered by the Contract or any applicant for employment because of sex, race, religion, color, gender, sexual orientation (including heterosexuality, homosexuality, and bisexuality), national origin, ancestry, citizenship status, uniformed service member status, marital status, pregnancy, age, medical condition (cancer related or HIV/AIDS related), genetic characteristics, and physical or mental disability and that this Contract provision shall include but not be limited to, the following: employment, upgrading, promotion or transfer, recruitment, or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training including apprenticeship.
- B. It is the policy of the City of Yuba City that, in accordance with the provisions of State and Federal Law concerning the use of State or Federal Funds, no otherwise qualified individual shall, solely by reason of his or her race, color, religion, sex, national origin, age, marital status, ancestry, gender, sexual orientation (including heterosexuality, homosexuality, and bisexuality), citizenship status, uniformed service member status, pregnancy, medical condition (cancer related or HIV/AIDS related), genetic characteristics, and physical or mental disability be denied the benefits of or be subjected to discrimination, harassment, or retaliation under any program, activity or hiring practice.

13. TERMINATION FOR CAUSE

- A. In the event the Contractor fails to meet the specifications of the contract, as determined solely by the City, the City may terminate the contract without penalty and be relieved of any further consideration to the Contractor. Notice of such termination shall be in writing and shall take effect ten (10) days after mailing such notice. In the event of termination, the full extent of City liability shall be limited to an equitable adjustment and payment for materials and/or services authorized by and received to the satisfaction of the City prior to termination.

14. TERMINATION FOR CONVENIENCE

- A. City may terminate the contract at any time and for any reason by giving specific written notice to the Contractor of such termination and specifying the effective date thereof, at least thirty (30) days prior to the effective date of such termination. If the City terminates the contract provided in this paragraph, Contractor shall be entitled to receive just and equitable compensation for any satisfactory work completed. Contractor expressly agrees that no further penalties, remedies, or consideration would be forthcoming in the event of termination for convenience.

15. ADDENDUMS

- A. The proposer is responsible for checking the City's website or calling the Finance Department at 530-822-4645 for addendum(s). Addendum(s) may be posted up to 72 (seventy-two) hours prior to the proposal reading. The proposer is responsible for incorporating all addendum(s) into the original proposal package. The proposal form has an area to indicate that if an addendum(s) was released by the City, it was incorporated into the proposal form by the proposer. If the proposer does not acknowledge the addendum(s), the City reserves the right to reject the proposal.

16. BUSINESS LICENSE

- A. All businesses doing work in the City of Yuba City should verify with the Finance Department if they are required to be registered for and pay the Yuba City Business Tax(es) and/or License. The Contractor and/or subcontractor(s) who is/are awarded the proposal shall pay all costs necessary to obtain these licenses and/or tax(es) and maintain them in full force and effect during the term of this Contract. Additional information and business licenses can be obtained by calling (530) 822-4619 or stopping by City Hall at 1201 Civic Center Blvd., Yuba City, CA 95993.

17. PREVAILING WAGES

- A. It shall be mandatory upon the contractor to whom the contract is awarded, and upon any subcontractor under him, to pay not less than the specified rates, as listed at: http://www.dir.ca.gov/DLSR/statistics_research.html#PWD to all laborers, workmen, and mechanics employed by them in the execution of the contract. If requested, the contractor shall provide the City with a certified copy of all payroll records in accordance with Section 1776 of the Labor Code.

PART II SPECIFICATIONS

GENERAL

The City of Yuba City wishes to enter into a maintenance and repair of heating, ventilating, and air conditioning (HVAC) equipment agreement at various City facilities. The initial agreement period will be for one (1) year from when the City's Standard Agreement is signed. The contract may be extended annually on a year-to-year basis but not to exceed a total contract period of three (3) years.

SCOPE OF WORK

The items listed below are to be completed **four (4) times** a year at each location, unless noted otherwise. The tentative schedule for this to be completed is in May, August, November, and February each year during the term of the contract. All preventative maintenance duties must meet or exceed industry standards. All chemicals used must be biodegradable.

Filter changes and condenser coil cleaning may be performed by a qualified apprentice; all other preventative maintenance requirements shall be completed by qualified Journeyman.

Preventative maintenance duties:

- Test and observe heating/cooling operation all equipment.
- Furnish and replace all air filters to manufacturer's specification.
- Note size and quantity of each filter for each HVAC unit.
- Check for correct amperage draw of unit components.
- Check refrigerant system for leaks/proper charge.
- Check and clean condensate pans, drains and drain lines.
- Check all electrical contacts/relays/contactors for wear. Record component temperatures.
- Clean equipment of excessive grease and oil.
- Secure all panels, covers, guards, etc.
- Inspect drive belts for tension, wear, and alignment.
- Inspect/adjust equipment operation and safety controls.
- Inspect/adjust furnace burners, ignition equipment, heat exchangers for cracks and gas valves.
- Inspect fan blades/blowers wheels for balance, condition and cracks.
- Check shaft/bearings condition and lubricate semi-annually. Record bearings temperatures.
- Check all electrical connectors for condition/tightness.
- Clean evaporator coils with Evap Power cleaning solution / rinse or brush condensers where water is available.
- Condenser barrel and boiler tube cleaning to be quoted annually.
- Cooling tower pressure washing to be completed annually with quarterly sump screen cleaning and inspection.

- Brush/clean all return air grills.
- Observe air distribution devices for restrictions and adjust as needed.
- Notify Public Works of any needed repairs.

Once a year, during May's preventative maintenance period, use high-pressure air to blow out all condensate lines clean.

Once a year, during May's preventative maintenance period condenser coils are to be chemically cleaned using industry standard chemicals.

The type of air filters required for this contract are 1" thick pleated filters on units below or equal to 5 tons, 2" thick on units above 5 tons.

Eddy current testing of condenser and boiler tubes shall be quoted every two years or as per manufacturers best practices documents.

The Contractor will complete a **"Preventative Maintenance Program" form** for each HVAC unit at each of the 25 (twenty-five) facilities. This form is completed each time preventative maintenance is performed. All quarterly preventative maintenance work will be scheduled with the Public Works Department after award of contract. Forms must be picked up from and when work is completed form returned to the Facilities Maintenance Supervisor at the Corporation Yard, 1185 Market Street.

LOCATIONS

Preventative maintenance duties described in the Scope of Work are to be performed on the HVAC equipment and vent fans at the following locations in Yuba City:

- City Hall, 1201 Civic Center Blvd.
- Council Chambers, 1201 Civic Center Blvd.
- Corporation Yard, 1185 Market St.
- Police Dept, 1545 Poole Blvd.
- Waste Water Treatment Facility, 302 Burns Dr. (various facilities within the Waste Water Treatment Facility)
- Water Treatment Facility, 701 Northgate
- Senior Center, 777 Ainsley Ave.
- Fire Admin., 824 Clark Ave.
- Fire Station #1, 824 Clark Ave.
- Fire Station #2, 1641 Gray Ave.
- Fire Station #3, 795 Lincoln Rd.
- Walton Property, 211 S. Walton Ave.
- Fire Station #7, 2855 Butte House Rd.
- Gauche Aquatics Park, 421 C Street
- Littlejohn House, 1300 Franklin Blvd.
- Sutter Animal Services Authority, 200 Garden Highway
- Sanborn Tank, 2280 Lincoln Road

A list referencing the equipment type is attached. The City reserves the right to add supplementary HVAC equipment to the Scope of Work as new facilities are constructed or rented. Contractors will be asked to provide price for any additional locations.

Issues must be coordinated with the Facilities Maintenance Supervisor as per the below "Repair Service" paragraph.

QUALIFICATIONS/EXPERIENCE

The following questions must be answered and included in your proposal. The title of the page must be "Proposer Statement".

- 1) Outline your company's profile and experience in providing HVAC services as required by this RFP.
- 2) Describe the warranty to be provided for the labor and materials.
- 3) List the personnel with your company who will participate in this contract. Include their skills, years of experience, years with your company, any licenses/permit (include a copy). Also, indicate if person is a qualified apprentice or a qualified Journeymen (provide copy of any certificates)
- 4) If awarded, provide designated contact individual and number. If more than one, please state the function of each individual.
- 5) Provide any additional information you would like the City to evaluate.

It is a must that Contractor and subcontractor(s) shall be licensed with a State of California Class "C-20" contractor's license and a "C-4" contractor's license. Must include a copy of the licenses.

ON CALL/EMERGENCIES

The contractor shall provide a local telephone number where service personnel can be reached on an "on call" basis twenty-four (24) hours a day, seven days per week. Any calls to this number must be returned within 30 minutes. This telephone number will be made available to all authorized personnel designated by the City. Time to respond shall start when the City calls the problem in to contractor's designated phone number. Whether or not the problem is an emergency will be determined by Facilities Maintenance Supervisor calling in the work after normal business hours.

Response Time to location:

Emergencies: two (2) hour onsite response time

Non-Emergencies: four (4) hour onsite response time

LAWS TO BE OBSERVED

All services provided by the contractor shall be performed in strict accordance with the manufacturer's standards and State of California and Federal Laws, Rules and/or specifications.

Selected contractor is required to comply with all existing State and Federal labor laws. Selected contractor is also responsible for complying with all OSHA standards and requirements. If contractor assigns any work or job to a subcontractor, it will be the prime contractor's responsibility to ensure that all subcontractors meet the requirements as stated in this RFP.

REPAIR SERVICE

Should the City request the contractor to correct trouble which develops with the HVAC equipment between scheduled maintenance examinations, the City shall be responsible for all labor, material, and travel costs associated therewith. Rates shall be firm for the term of the contract. The City reserves the right to contract with others for trouble calls and repairs.

All quotes must be approved by the Facilities Maintenance Supervisor.

Jobs with total costs that exceed \$5,000 will not be part of this contract. These items will be bid separately from this contract.

PRICING

Only those charges that are identified in the Proposal and agreed upon by the City will be allowed. Charges shall remain firm the initial twelve (12) month period of the contract. Increased charges must be justified to the City and submitted in writing. The increases cannot exceed the Consumer Price Index (CPI) increase. The CPI will be calculated as outlined below. Prices may be adjusted annually (on the day the contract was signed by The City of Yuba City and the Contractor) by an amount not to exceed the CPI for All US Cities, All Urban Wage Earners and Clerical Workers, published by the United States Department of Labor, Bureau of Labor Statistics for the prior 12-month period. Prices shall remain firm for the following 12-month period. The charges may be increased in the following manner: the numerator will be the CPI (as listed above) of the month three (3) months prior to the Adjustment Date and the denominator will be the CPI (as listed above) of the previous year of the month three (3) months prior to the signing of the contract. Under no circumstances will adjustments in the fees exceed five (5) percent per additional period. Contractor must provide the City thirty (30) day written notification of any proposed price increases.

Price increases shall become effective thirty (30) days after the City receives written notification of such increases. The effective date shall be thirty (30) days from the date of the postmark or fax. Notifications of price increases may be faxed; however, mailing of the original must follow.

WARRANTY

All work and deliverables described in proposal package must carry a one (1) year warranty for labor and manufacturer's warranty on parts, whichever is the greatest length of time. Contractor agrees that any assigned work or jobs, will carry the same warranty. The contractor warrants that all service performed shall be consistent with manufacturers' specifications. The contractor shall also warrant that any failure of materials or services within the warranty period that is traceable to materials or labor supplied during the service, shall be replaced or repaired at no additional charge to the City. Additionally, contractor agrees to accept liability for any damage to the buildings, such as roof, plumbing or electrical damage that may be caused as a result of contractor performing these preventative maintenance duties.

STANDARD AGREEMENT

A copy of the City of Yuba City Standard Agreement is attached for review. After the contractor has been determined, a formal standard agreement will be made including any modifications or revisions to the scope of work, request or revisions to the scope of work, request for proposals and other agreements that the City has provided.

CONTRACTOR REFERENCES

Proposers shall include in their response a list of at least three (3) organizations, which can be used as references for performance of similar services. Contractors shall endeavor to include references for public sector agencies. Include the business name and address, contact name and title, telephone number and email for the contact person. Also, describe the services that are provided as well as length of time providing service. Selected organizations will be contacted to determine the quality of work performed and the personnel assigned to the job. Title of page should be "Contractor References".

SUBCONTRACTORS

Contractor shall identify those services that will be assigned to a subcontractor, if applicable. The contractor will be responsible for verifying the qualifications and validity of all licenses or permits for any out-sourced work to subcontractors. The contractor is also responsible for paying its employees and any subcontractors the contractor hires. Provide a list of subcontractor company name, contract name and title, telephone number and email for contact person. Also, describe the services that this company has been providing as a subcontractor for your company. Title of page should be "Subcontractors".

**CITY OF YUBA CITY
REQUEST FOR PROPOSAL
NO. RFP 17-03
PROPOSAL FORM**

For: HVAC Maintenance

To: Contractor

***NAME OF PROPOSER:** _____

***ADDRESS:** _____

FEDERAL TAX I.D. NO.: _____

TELEPHONE: _____

Addendums considered
(initial and indicate addendum number) _____

Addendums NOT considered
(initial and indicate addendum number) _____

*If awarded bid this name and address will be used for payment. No exceptions.

On Call Emergency phone number as per page 11 _____

Contractor should submit with proposal the following items:

Page 5 and 6, Insurance

Page 7, Business License

Page 11, Proposer Statement

Page 13, References and Subcontractors

Page 14, 15, 16 Proposal Form and amounts

Any additional information

In accordance with the Request for Proposal, Conditions and Specifications, the undersigned declares that the service offered is in accordance with all requirements of the City detailed therein. Further, the undersigned declares that he/she is authorized to enter into an agreement on behalf of the above named business.

HVAC MAINTENANCE

Description	Price Per Quarter	Times 4	Price Per Year
City Hall, 1201 Civic Center Blvd.		x 4	
Council Chambers, 1201 Civic Center Blvd.		x 4	
Corporation Yard, 1185 Market St.		x 4	
Police Dept., 1545 Poole Blvd.		x 4	
Waste Water Treatment Facility, 302 Burns Dr. Facilities below		x 4	
Administration		x 4	
Maintenance		x 4	
Lab		x 4	
Influent Building		x 4	
Primary Clarifier/Electric Building		x 4	
PSA Building		x 4	
Co-Generation Area		x 4	
Digester Building		x 4	
Dewatering Building		x 4	
Chlorine Building		x 4	
Return Sludge Building		x 4	
Water Treatment Facility, 701 Northgate Blvd.		x 4	
Senior Center, 777 Ainsley Ave.		x 4	
Fire Admin., 824 Clark Ave.		x 4	
Fire Station #1, 824 Clark Ave.		x 4	
Fire Station #2, 1641 Gray Ave.		x 4	
Fire Station #3, 795 Lincoln Rd.		x 4	
Fire Station #4, 150 Ohleyer Road		x 4	
Fire Station #7, 2855 Butte House Road		x 4	
Gauche Aquatic Park, 421 C Street		x 4	
Littlejohn House, 1300 Franklin Blvd.		x 4	
Harter Parkway, 1292 Harter Way		x 4	
Sutter Animal Services Authority, 200 Garden Highway		x 4	
Sandborn Tank, 2280 Lincoln Road		x 4	
Annual Total			\$

(above annual total written in words)

ADDITIONAL REPAIR RATES AS AUTHORIZED BY CITY

Hourly rate per regular person, hours 8 am to 5 pm, Monday thru Friday	
Hourly rate per overtime person, hours includes after hours, weekends, holidays, etc.	

It is hereby understood that the above proposal reflects the total cost of HVAC maintenance detailed in the Specifications.

Signature _____

Printed Name _____

Title _____

STANDARD AGREEMENT

THIS AGREEMENT, made and entered into this ____ day of _____ 20 ____ in the State of California, County of Sutter, City of Yuba City, by and between the City of Yuba City, hereafter referred to as the City, and _____, hereafter referred to as the Contractor.

WITNESSETH: That the Contractor for and in consideration of the covenants, conditions, agreements and stipulations of the City hereinafter expressed, does hereby agree to furnish to the City services and materials, as follows:

The provisions on the next page hereof constitute a part of this agreement.

IN WITNESS WHEREOF, this agreement has been executed by the parties hereto, upon the date first above written.

CITY OF YUBA CITY,

A MUNICIPAL CORPORATION

CONTRACTOR

By: _____

Name: _____

Title: _____

Address: _____

By: _____

Title: _____

License No. _____

TERMS AND CONDITIONS

1. The contractor detailed on the front side of this order will hereinafter be referred to as Contractor. The City of Yuba City will hereinafter be referred to as The City.
 2. The contractor shall indemnify, defend and save harmless the City, its officers, agents and employees from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, material people, laborers and any other person, firm or corporation furnishing or supplying work, services, materials or supplies in connection with the performance of this contract, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by the Contractor in the performance of this contract.
 3. The Contractor, and the agents and employees of Contractor, in the performance of this agreement, shall act in an independent capacity and not as officers or employees or agents of the City.
 4. The City may terminate this agreement and be relieved of the payment of any consideration to Contractor should Contractor fail to perform the covenants herein contained at the time and in the manner herein provided. In the event of such termination the City may proceed with the work in any manner deemed proper by the City. The cost to the City shall be deducted from any sum due the Contractor under this agreement, and the balance, if any, shall be paid the Contractor upon demand.
 5. Without the written consent of the City, this agreement is not assignable by Contractor either in whole or in part.
 6. Time is of the essence in this agreement.
 7. No alteration or variation of the terms or specification of this contract shall be valid unless made in writing and signed by the parties hereto, and no oral understanding or agreement not incorporated herein, shall be binding on any of the parties hereto.
 8. The consideration to be paid Contractor, as provided herein, shall be in compensation for all of Contractor's expenses incurred in the performance hereof, including travel and per diem, unless otherwise expressly so provided.
 9. All equipment, supplies and services sold to the City shall conform to the general safety orders of the State of California.
 10. The City reserves the right to withhold payment until orders completed and/or accepted by the City.
- Item 11 is is not applicable to this agreement.
11. Sections 1771 through 1775 of the Labor Code are hereby made part of this agreement as if written in its entirety herein.

POLICE DEPARTMENT, 1545 Poole Blvd.

Manufacture	Model	Serial	Building	Type	Filter Size	Filter qty.
AMER STANDARD	YHC072E	102410546L	MAIN BLDG	PACKAGE UNIT	20X25X2	4
AMER STANDARD	YHC060E	120410607L	MAIN BLDG	PACKAGE UNIT	16X25X2	4
LENNOX	LG300H4BM24	5607K10594	MAIN BLDG	PACKAGE UNIT	20x20x2	12
CARRIER	48DP-012-520PA	U883633	MAIN BLDG	PACKAGE UNIT	16x25x2,16x20x2	4,4
AMER STANDARD	YHC092E	102410726L	MAIN BLDG	PACKAGE UNIT	20X24X2	4
AMER STANDARD	YCD241E3LAAB	102410842D	MAIN BLDG	PACKAGE UNIT	20x20x2,16x20x2	8,4
CARRIER	48DJD008-500C6	W982156	MAIN BLDG	PACKAGE UNIT	18X24X2,20x24x2	4,6
CARRIER	38TRA042330	2097E0411	MAIN BLDG	CONDENSOR	N/A	
N/A	N/A	N/A	MAIN BLDG	LARGE RELIEF FAN		
N/A	N/A	N/A	MAIN BLDG	LARGE RELIEF FAN		
N/A	N/A	N/A	MAIN BLDG	LARGE RELIEF FAN		
N/A	N/A	N/A	MAIN BLDG	LARGE RELIEF FAN		
N/A	N/A	N/A	MAIN BLDG	SMALL RELIEF FAN		
N/A	N/A	N/A	MAIN BLDG	SMALL RELIEF FAN		
N/A	N/A	N/A	MAIN BLDG	SMALL RELIEF FAN		
N/A	N/A	N/A	MAIN BLDG	SMALL RELIEF FAN		
N/A	N/A	N/A	MAIN BLDG	SMALL RELIEF FAN		
N/A	N/A	N/A	MAIN BLDG	SMALL RELIEF FAN		
N/A	N/A	N/A	MAIN BLDG	SMALL RELIEF FAN		
N/A	N/A	N/A	MAIN BLDG	SMALL RELIEF FAN		
N/A	N/A	N/A	MAIN BLDG	SMALL RELIEF FAN		
CARRIER	N/A	N/A	Sub Station Radio Tower	WINDOW AC UNIT		1 ton
PANASONIC	N/A	N/A	Sub Station Radio Tower	MINI-SPLIT SYSTEM	24X24X2	4
TRANE	YHC063A3EMA1H	A10006BL	MAIN BLDG	PACKAGE UNIT	20X30X1	2
TRANE	YHC063A3EMA1H	826103216L	MAIN BLDG	PACKAGE UNIT	20X30X1	2
TRANE	YHC063A3EMA1H	826103220L	MAIN BLDG	PACKAGE UNIT	20X30X1	2
TRANE	YHC063A3EMA1H	826103218L	MAIN BLDG	PACKAGE UNIT	20X30X1	2
TRANE	YHC063A3EMA1H	N/A	MAIN BLDG	PACKAGE UNIT	20X30X1	2
N/A	2A7B3060A1000AA	83112PYC4F	MAIN BLDG	CONDENSOR	N/A	
MITSUBISHI	PUMY-P36NHMU	98000231D	MAIN BLDG	CONDENSOR/AIR HAND	14x30x1	2
TRANE	YHC043A3EMA071S	826102192L	MAIN BLDG	PACKAGE UNIT	20X25X1	2
TRANE	YHC043A3EMA071S	826102198L	MAIN BLDG	PACKAGE UNIT	20X25X1	2
CARRIER	48HJD012	1207G12092	MAIN BLDG	PACKAGE UNIT	20X20X2	4
AMER STANDARD	2A7B3060A1000AA	8312PYC4F	MAIN BLDG	SPLIT	14X30X1	1
MITSUBISHI	PUMY-P3BNKMUJ	64U00220C	MAIN BLDG	SPLIT		1 ton

FIRE STATION 1, 816 Clark Avenue						
AMER STANDARD	AUC1C100A94	10184L4C7G	FIRE ST #1	SPLIT SYSTEM	2 tons	16X20X2
AMER STANDARD	AUC1C100A94	94813K7G	FIRE ST #1	SPLIT SYSTEM	2 tons	16X18X1
N/A	N/A	N/A	FIRE ST #1	EVAPORATOR COOLER		
REZNOR	N/A	N/A	FIRE ST #1	SPACE HEATERS (4)		
N/A	N/A	N/A	FIRE ST #1	EVAPORATOR COOLER		
DAYTON	3C770	N/A	FIRE ST #1	EXHAUST FANS (2)		
BRYANT	588ANW036060ADA1	1098G10857	FIRE ST #1	PACKAGE UNIT	3 tons	16X20X1

CITY HALL, 1201 Civic Center Blvd.						
Amer Standard	YCD241E3LAAB	102410878D	Council Chmb.	PACKAGE UNIT	20 tons	20x20x2,16x20x2
CARRIER	50HX-024-301AA	0797G40261	IT Server Rm	CONDENSING UNIT	25 tons	20X20X1
4 SEASONS	6MPK30-0582-MN5.0-245E	A7503-0502HC-1	Main Bldg.	AIR HANDLER		16X25X2
CARRIER	48HJD006	4806630388	Main Bldg.	PKG UNIT	5 tons	16X25X2
mitsubishi	MX2-3B24NA		Main Bldg. (CM O	SPLIT SYSTEM		

WATER TREATMENT PLANT, 701 Northgate Blvd.						
MODINE	N/A	N/A	MAIN BLDG.	AIR HANDLING UNIT		16X25X2
LENNOX	G0516-048	N/A	MAIN BLDG.	AIR HANDLING UNIT		20x25x2
Mitsubishi	PKFY-P08NAMU-E	71A00816B		AIR HANDLING UNIT	1 ton	
Mitsubishi	PKFY-P08NAMU-E	88A006250		AIR HANDLING UNIT	1 ton	
Mitsubishi	PKFY-P08NAMU-E	71A007508		AIR HANDLING UNIT	1 ton	
Mitsubishi	PKFY-P08NAMU-E	884006340		AIR HANDLING UNIT	1 ton	
Mitsubishi	PKFY-P08NAMU-E	884005870		AIR HANDLING UNIT	1 ton	
Mitsubishi	PKFY-P08NAMU-E	88A006280		AIR HANDLING UNIT	1 ton	
Mitsubishi	PKFY-P08NAMU-E	88A005720		AIR HANDLING UNIT	1 ton	
Mitsubishi	PKFY-P08NAMU-E	71A00761B		AIR HANDLING UNIT	1 ton	
Mitsubishi	PKFY-P08NAMU-E	71A00761B		AIR HANDLING UNIT	1 ton	
Mitsubishi	PKFY-P08NAMU-E	71A00761B		AIR HANDLING UNIT	1 ton	
Mitsubishi	PKFY-P08NAMU-E	71A00761B		AIR HANDLING UNIT	1 ton	
Mitsubishi	PKFY-P08NAMU-E	71A00761B		AIR HANDLING UNIT	1 ton	
Mitsubishi	PKFY-P08NAMU-E	71A00761B		AIR HANDLING UNIT	1 ton	
Mitsubishi	PKFY-P08NAMU-E	71A00761B		AIR HANDLING UNIT	1 ton	
Mitsubishi	PKFY-P08NAMU-E	71A00761B		AIR HANDLING UNIT	1 ton	
Mitsubishi	PKFY-P08NAMU-E	71A00761B		AIR HANDLING UNIT	1 ton	
Mitsubishi	58MVB120-20	84W00219		AIR HANDLING UNIT	0.75 tons	
Mitsubishi	58MVB060-20	84W00222		CONDENSOR	7.5 tons	
				CONDENSOR	3 tons	

CORPORATION YARD, 1185 Market Street continued

N/A	N/A	N/A	FLEET BLDG	EXHAUST FAN		
REZTOR	N/A	N/A	MAINT. BLDG	SPACE HEATER		
N/A	N/A	N/A	MAINT. BLDG	EVAP. COOLER	28X54, B-93	4,1
AMER STANDARD	YHC048EELA0015	102312599L	MAIN BLDG	PACKAGE UNIT	5 tons	16X25X2
						4

FIRE ADMINISTRATION, 824 Clark Avenue

CARRIER	48HJD006-541	2202G50216	ADMIN BLDG	PACKAGE UNIT	5 tons	16X25X2	2
CARRIER	48HJD006-541	2902G40235	ADMIN BLDG	PACKAGE UNIT	5 tons	16X25X2	2
CARRIER	48HJE004	1702G20171	ADMIN BLDG	PACKAGE UNIT	5 tons	16X25X2	2

FIRE 4, 150 Ohleyer Road

Carrier	Air Handler	58MVB120-20	72088H020	120k/BTU	Cieling	20X25X1	2
Carrier	Air Handler	58MVB040-14	36078D152	40KBTU	Cieling	20X30X1	1
Carrier	Air Handler	58MVB040-14	36098D127	40K/BTU	Cieling	20X30X1	1
Carrier	Air Handler	58MVB080-20	71088H007	80K/BTU	Cieling	20X25X1	2
Carrier	Condenser	24ANA160A300	0308E15705	5 TON	St Level		
Carrier	Condenser	24ANA160A300	0308E15707	5 TON	St Level		
Carrier	Condenser	24ANA736A300	0608E19146	3 TON	St Level		
Carrier	Condenser	24ANA724A00320	2508E01587	2 TON	St Level		
Mitsubishi	Condenser	58MVB120-20	84W00218	7.5 TON	St Level		
Mitsubishi	Air Handler	PKFY-P08NAMU-E	71A00816B	.75 TON	Bedroom Wall	Washable	1
Mitsubishi	Air Handler	PKFY-P08NAMU-E	88A006250	.75 TON	Bedroom Wall	Washable	1
Mitsubishi	Air Handler	PKFY-P08NAMU-E	71A007508	.75 TON	Bedroom Wall	Washable	1
Mitsubishi	Air Handler	PKFY-P08NAMU-E	884006340	.75 TON	Bedroom Wall	Washable	1
Mitsubishi	Air Handler	PKFY-P08NAMU-E	884005870	.75 TON	Bedroom Wall	Washable	1
Mitsubishi	Air Handler	PKFY-P08NAMU-E	88A006280	.75 TON	Bedroom Wall	Washable	1
Mitsubishi	Air Handler	PKFY-P08NAMU-E	88A005720	.75 TON	Bedroom Wall	Washable	1
Mitsubishi	Air Handler	PKFY-P08NAMU-E	71A00761B	.75 TON	Bedroom Wall	Washable	1
Reznor	Heater	UDAS75	12887632		Cieling		
Reznor	Heater	UDAS75	12887668		Cieling		
LAARS	Hot Water Boiler	TL80-199NSKD	D08GN0080	165K BTU	Blr Rm		
Greenheck	Exhaust Fan	TCB-1-30-30	564G39	3 HP	Roof		

FIRE 2, 1641 Gray Avenue

AMER STD	AUC1C00A94	10184L4L7G	FIRE ST. #2	AIR HANDLER	2 tons	20x25x1	2
AMER STD	AUD050		FIRE ST. #2	CONDENSING UNIT	2 tons	N/A	
REZNOR	N/A	N/A	FIRE ST. #2	SPACE HEATERS (2)	N/A		

FIRE 3, 795 Lincoln Road

Amer Std	AUC1C0094	9365LOS7G	FIRE ST. #3	CONDENSOR	4 tons	20X25X2	1
Amer Std	AUC1C0094	1023M007G	FIRE ST. #3	CONDENOR	4 tons	20X25X2	1
Amer Std	AUC1C0094	1023MN97G	FIRE ST. #3	CONDENSOR	4 tons	20X25X2	1
REZNOR	N/A	N/A	FIRE ST. #3	SPACE HEATERS (4)	N/A		1

FIRE 7, 2855 Butte House Road

BDP	561A1036-B	1992E06676	FIRE ST. #7	CONDENSING UNIT	3 tons	14x30x1	2
DAY & NIGHT	N/A	N/A	FIRE ST. #7	FURNACE		N/A	
DAY & NIGHT	N/A	N/A	FIRE ST. #7	PACKAGE UNIT	3 tons	14x20x1	2
N/A	N/A	N/A	FIRE ST. #7	EXHAUST FAN			
REZNOR	N/A	N/A	FIRE ST. #7	SPACE HEATERS (2)			

HARTER PUMP STATION, 1292 Harter

Carrier	TWE090A300EL	5223BCGBD	5223BCGBD	Package Unit	7.5 ton	16x25x2	4
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SANBORN TANK, 2280 LINCOLN ROAD

Trane	TTA120E40AA	10501U5WYA		Condensing unit			
Trane	TWE120E30E300AA	10455YG7BA		Air Handler		16x25x1	3

LITTLEJOHN HOUSE, 1300 Franklin Avenue

LENNOX	H529-653-24	5897B1173	Main Building	CONDENSING	5 tons	20X25X1	2
LENNOX		5897B1172	Main Building	CONDENSING			
LENNOX	GSR21Q4	5896K17277	Main Building	AIR HANDLER	2 tons	20X25X2	1
LENNOX	GSRM4	6397A11870	Main Building	AIR HANDLER			

WASTE WATER TREATMENT PLANT, 302 Burns Drive

MODINE	N/A	N/A	Influent Bldg.	AIR HANDLING GAS HEATER			
CARRIER	48HJD005G-651HE1	4203640354	Influent Bldg.	PACKAGE UNIT	5 ton	16X25X2	2
Mitsubishi	MU17TN	5000983	Electric Bldg.	CONDENSOR	1.5 ton		
Mitsubishi	N/A	N/A	Primary Clar./	AIR HANDLER	1.5 ton		
ENERGY LABS	C15878-FCH-L	0211-2306-1110	Electric Bldg.	AIR HANDLING UNIT	110 ton	24X24X4	6
CARRIER	30HWC035E-E-610HE	4403Q03232	Admin. Bldg.	CHILLER	30 ton		
EVAPCO	1CT373	W027351	Maint. Bldg.	COOLING TOWER			
ENERGY LABS	C5354-FHE-L	0211-2306-1310	Maint. Bldg.	AIR HANDLING UNIT	130 ton	24X24X4	4
CARRIER	48HJE004G641HE	4203G40413	Maint. Bldg.	PACKAGE UNIT	4 ton	16X25X2	2
N/A	N/A	N/A	Maint. Bldg.	EVAPORATIVE COOLER			
FUJITSU	A0036RLXB	6666	Maint. Bldg.	MINI SPLIT SYSTEM			
ENERGY LABS	C7184-FE-L	0211-2306-510	PSA Bldg.	AIR HANDLER	50 ton		
HASTINGS	RMJA-210-V	027925	Lab. Bldg.	PACKAGE UNIT	20 ton	20X20X2	4
CARRIER	48HJD006-631	1297G20303	Lab. Bldg.	PACKAGE UNIT	5 ton	16X25X2	2
CARRIER	48HJD006-631	1297G20303	Lab. Bldg.	PACKAGE UNIT	5 ton	16X25X2	2
CARRIER	48HJD009G-651HE	43003G11335	Lab. Bldg.	PACKAGE UNIT	7.5 ton	20X20X2	4
KRAMER	KLH101M44D	WO4126414701001	Lab. Bldg.	WALK-IN COOLER	1 ton		
SCHREIBER	400AC	23007	Co-Gen. Area	CHILLER	5 ton		
PEERLESS	LCE-17-WUD	4300S1-200304	Digester Control	BOILERS (2)			
CARRIER	N/A	N/A	Digester Control	WALL AC UNIT	1 ton		
HASTINGS	030421	MU-215-FS	Dewatering	HEATER			
ENERGY LABS	C5578-FH-L	0211-2306-1010	Dewatering	AIR HANDLING UNIT			
STERLING	E3B-PV40-A2B01A						
CARRIER	61D1AB3E34	AG98435252001	Chlorine Bldg.	AIR HANDLING UNIT			
HASTINGS/MODINE	5055-030-321	2100G44018	Chlorine Bldg.	PACKAGE UNIT	5 ton	10X24X1	2
	MU-350-FS	030506	Return Sludge	HEATER/AIR HANDLER			

SENIOR CENTER, 777 Ainsley

CARRIER	48GP-0600-90-311	1704G11679	Main Building	PACKAGE UNIT	5 ton	14X25X2	2
AMERICAN STANDARD	YCZ060F1MOBD	6343DYB8H	Main Building	PACKAGE UNIT	5 ton	16X25X2	2
AMERICAN STANDARD	YCY024G1MOAD	63081P8H	Main Building	PACKAGE UNIT	2 ton	20X25X2	1
SAMSUNG	UQB24J2WC	N/A	Main Building	SPLIT SYSTEM	2 ton	20X25X1	1
SAMSUNG	UQB24J2WC	N/A	Main Building	SPLIT SYSTEM	2 ton	20X25X1	1
AMERICAN STANDARD	2A7A4060B1000AA	N/A	Main Building	CONDENSING UNIT	N/A		
AMERICAN STANDARD	2A7A4060B1000AA	N/A	Main Building	CONDENSING UNIT	N/A		
AMERICAN STANDARD	2A7A4060B1000AA	N/A	Main Building	CONDENSING UNIT	N/A		
AMERICAN STANDARD	2A7A4060B1000AA	N/A	Main Building	CONDENSING UNIT	N/A		
Weathermaker 8000	58WV155-20	2095A14630	Kitchen	SPLIT SYSTEM	1.5 ton	20x25x2	2
N/A	N/A	N/A	Kitchen	REF COOLER			
CARRIER	38TRA060-311	4095E02927	Kitchen	CONDENSING UNIT	5 ton		
CARRIER	38TK060300	0391E05266	Kitchen	CONDENSING UNIT	5 ton		
N/A	N/A	N/A	Kitchen	EXHAUST FAN	.25 HP		
N/A	N/A	N/A	Kitchen	WINDOW AC UNIT	1 ton		

GAUCHE AQUATIC PARK, 421 C Street

CARRIER	48PGFM03-A-30	1107G20011	Main Building	PACKAGE UNIT	5 ton	16x25x2	4
CARRIER	48PGFM03-A-30	1207G50010	Main Building	PACKAGE UNIT	5 ton	16x25x2	4
CARRIER	48PGFM08-A-60	1407G203	Main Building	PACKAGE UNIT	5 ton	20x25x2	4
MITSUBISHI	N/A	N/A	Main Building	CONDENSOR	N/A		
MITSUBISHI	N/A	N/A	Main Building	AIR HANDLER	N/A		
CARRIER	24ACA324A300	N/A	Main Building	CONDENSOR	N/A		
CARRIER	24ACA348A300	N/A	Main Building	CONDENSOR	N/A		
REZNOR	N/A	N/A	Main Building	FURNACE	N/A		

SUTTER ANIMAL SERVICES AUTHORITY (SASA), 200 Garden Highway

AAON	RN00180EA092F2	201303ANGZ28355	MAIN BUILDING	PACKAGE UNIT	11 ton	16x20x4	2
AAON	RN00180EA092F2	201303ANGZ28354	MAIN BUILDING	PACKAGE UNIT	11 ton	20x25x4	4
TRANE	YHC120EMAOKO0B1A1B001B0000E00000000000	131111362L	MAIN BUILDING	PACKAGE UNIT	10 ton	20x25x2	3
AAON	RQ0038VEA092112	201303AYGC05309	MAIN BUILDING	PACKAGE UNIT	3 ton	20x30x2, 16x16x2	2,1
LG	LSU180HEV	303KAED00100	MAIN BUILDING	MINI SPLIT	1 ton	Washable	