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# CITY OF MAULDIN REQUEST FOR QUOTATIONS (RFQ: 2022–01)

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## City HVAC System Replacements

**Issue Date:** December 23, 2021

**Submittals Due:** January 24, 2022 by Noon, 12pm EST

**Contact:** Matt Fleahman, Public Works Director

**E-mail:** [mfleahman@mauldincitysc.com](mailto:mfleahman@mauldincitysc.com)

**Phone:** (864) 289-8904

**CITY OF MAULDIN**  
5 E. Butler Road, Mauldin, SC 29662



## Introduction

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The City of Mauldin, SC, is soliciting a Request for Quotations (RFQ) from qualified vendors for the purchase and installation of HVAC units at eight City owned facilities. All HVAC units, both package and split units shall be manufactured by Trane.

Sealed bid proposals, plainly marked **“Bid #2022-01 City HVAC System Replacements”** on the outside of a mailing envelope as well as the sealed bid envelope, addressed to:

Attn: Matthew Fleahman  
Public Works Department  
City of Mauldin  
5 E. Butler Road  
P.O. Box 249  
Mauldin, SC 29662

Bids will be accepted until **January 24, 2022, at 12pm, Noon.**

Please check the City website at <https://cityofmauldin.org/tools-for-businesses/#rfps> prior to submission for any responses or inquiries or addendums to the RFP. Only answers issued by addenda will be binding. All addendums will be posted on the City of Mauldin website.

The City of Mauldin reserves the right to reject any or all proposals submitted. Submission of a proposal indicates acceptance by the firm of the conditions in this RFP, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City of Mauldin and the selected firm.

### **INQUIRIES**

Questions may be submitted to Matthew Fleahman via e-mail to [mfleahman@MauldinCitySC.com](mailto:mfleahman@MauldinCitySC.com) by 3:00 PM on January 13, 2022. All questions will be responded to by 3:00 PM on January 20, 2022. Only answers issued by addenda will be binding. All addendums will be posted on the City of Mauldin website at <https://cityofmauldin.org/tools-for-businesses/#rfps>.

### **COMPETITION**

It is the City’s intent that this RFP shall permit competition. It shall be the respondent’s responsibility to advise the Director of Public Works, in writing, if any language, requirement, specification, etc., or any combination thereof, inadvertently restricts or limits the requirements stated in this RFP to a single source. Such notifications must be received no later than seven (7) days prior to the proposal acceptance date.

## Scope of Work

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The intent of this RFQ is to enable the City to acquire the most appropriate, financially attractive solution from a qualified vendor. The City intends to replace twenty-four (24) HVAC units varying in size from 1.5 tons to 50 tons and install two (2) new 2-ton units. The units are a mix of split systems and package units all of which are either on rooftops or stationed outside of the City owned facility. A listing of the HVAC

units to be replaced are shown below in Table 1. The replacement units shall be manufactured by Trane and be the equivalent size of the unit to be replaced.

Proposals will address the following scope of work:

- HVAC procurement, installation, and setup as applicable
- New thermostats and programable controllers
- Duct work and returns for the HVAC installation at the Public Works Facility
- Duct work and returns for the mini-split system at the City Hall Server Room

**TABLE 1**  
**City of Mauldin HVAC Project List**

<b>Building</b>	<b>Description</b>	<b>Model</b>	<b>Unit Type</b>	<b>Size (ton)</b>	<b>Location</b>
Sport Center	Trane	YCD600A4HU2A7LD4	package	50	Rooftop
Sport Center	Trane	YCD241C4HGCA	package	20	Rooftop
Sport Center	Trane	YCD600A4HU2A7LD4	package	50	Rooftop
Sport Center	Trane	YCD150D4HGBB	package	12.5	Rooftop
Sport Center	Trane	YSC060A4RHA0K	package	5	Rooftop
Public Works	Trane	YSC120F3ELA03000	package	10	Roof Top
Public Works	Trane	YSC120F3ELA03000	package	10	Roof Top
Public Works	Carrier	38TG036500	split system	3	outside
Public Works	Unknown		split system	7.5	outside
Public Works	New System		AC ONLY	3	outside
Senior Building	Rheem	RKKB-A240DL30E	package	20	outside
Senior Building	Carrier	48TFE012-A-611	package	10	Roof
City Hall	Trane	TTA072D400A0	split system	6	outside
City Hall	Trane	TTA060D400A0	split system	5	outside
City Hall / Server room	New		mini split (new)	2	outside
Cultural Center	York	H1RA048S25G	split system	4	outside
Cultural Center	Goodman	CL024-1B	split system	2	outside
Cultural Center	Goodman	CL024-1B	split system	2	outside
Cultural Center	Goodman	CL024-1B	split system	2	outside
Cultural Center	Goodman	CL024-1B	split system	2	outside
Cultural Center	Goodman	G9C140601AD	split system	5	outside
Cultural Center	Goodman	CL024-1B	split system	2	outside
Cultural Center	York	H1RA060S25G	split system	5	outside
City Park	Goodman	CK18-18	split system	1.5	outside
Spring Field Park	Goodman	?	split system	2	outside
Sunset Park	Goodman	CKL36-1E	split system	3	outside

## Submittal Requirements

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Any party submitting a proposal should sufficiently address the requested information outlined below. The City of Mauldin reserves the right to either reject proposals or waive deficiencies as it serves the interest of the public.

### *1. Executive Summary*

Provide a title page with the RFQ number, subject and name of Proposer, address, telephone number, e-mail address, date and a table of contents.

### *2. Summary of Pricing*

Include a price sheet to clearly identify proposed cost structures. Pricing should be clear, concise and differentiate between included services, alternative proposals and the cost for add-on features or additional users outside of initial limits (if applicable).

### *3. Vendor Qualifications*

Provide a narrative response, including any necessary documents, that contains the following information.

- Specify the number of years in business providing HVAC installation and service
- Specific the overall number of public sector clients and the number of public sector clients in South Carolina
- Provide an overview of the company size in terms of employees and the ownership structure

### *4. Proposed Solution(s)*

Describe how your proposal meets the City's scope of services including its wants and needs. Include an implementation plan and schedule.

### *5. References*

Provide three (3) public sector clients that currently use your software. Include the name of the client and contact information.

### **PRICING**

Pricing must be inclusive, clear and concise, including such other information as requested or required. Award will not be based solely on price, although this will be an important factor in choosing a solution.

**SUBMISSION OF PROPOSAL**

Proposals shall be submitted in a sealed envelope, plainly marked ***“Bid #2022-01 City HVAC System Replacements”*** addressed to the Public Works Department, City of Mauldin, 5 E. Butler Road, P.O. Box 249, Mauldin, SC, 29662.

Please check the City website at <https://cityofmauldin.org/tools-for-businesses/#rfps> prior to submission for addendums to the RFP.

**Proposal Guarantees, Warranties and Schedule**

Contractor shall provide a minimum one-year warranty for all material and workmanship and submit Attachment D with its proposal.

**Criteria for Rating Proposals**

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The City’s RFQ Evaluation Committee (Evaluation Committee) will review, score and rank all proposals and make a recommendation to City Council on who will best serve the City. City Council will make the final decision on selecting a Firm.

During the evaluation process, the Evaluation Committee and the City reserve the right to request additional information or clarification from proposers, or to allow corrections of errors or omissions.

In rating proposals, the City will carefully weigh the responses in the following categories:

1. Quality of the solution(s) when compared to the City’s needs
2. Vendor qualifications
3. Municipal experience
4. Pricing model
5. Delivery of services

The following details the points assigned per section:

<b>Proposal Section</b>	<b>Point Value</b>
<b>Summary of Pricing</b>	<b>25</b>
<b>Vendor Qualifications</b>	<b>25</b>
<b>Proposed Solution</b>	<b>25</b>
<b>References</b>	<b>25</b>
<b>Total Points</b>	<b>100</b>

## General Conditions

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### **A. Competition**

It is the intent and purpose of the City that this solicitation permits competition. It shall be the Offeror's responsibility to advise the City in writing if any language, requirements, etc. or any combination thereof, inadvertently restricts or limits the requirements stated in this solicitation to a single source. Such notification shall be submitted in writing and must be received by City Hall at least ten (10) calendar days prior to proposals receipt date. A review of such notification shall be made.

### **B. Confidentiality and Proprietary Information**

All submissions become the property of the City and will not be returned to the Offeror. The City will consider all proposals submitted as confidential but reserves the right to make copies of all Proposals received for its internal review and for review by its financial, accounting, legal, and technical consultants. Offerors should be aware that the City of Mauldin is a "public body" as defined in and subject to the provisions of the Freedom of Information Act.

### **C. Conflict of Interest**

The Offeror shall disclose in its proposal any actual or potential conflicts of interest and existing business relationships it may have with the City of Mauldin, its elected or appointed officials or employees, any property ownership direct or indirect in the jurisdiction. Offeror certifies by submission of proposal that neither it nor its principals, nor its perspective subcontractors are presently debarred, suspended, or proposed for debarment by the City of Mauldin or any state or federal department or agency.

### **D. Compliance, Assurance, and Non-collusion**

Except as otherwise specified or as arising by reason of the provision of the contract documents, no person whether natural, or body corporate, other than the Offeror has or will have any interest or share in this proposal or in the proposed contract which may be completed in respect thereof. By responding to this RFP, the Offeror agrees that there is no collusion or arrangement between the Offerors and any other actual or prospective Offerors in connection with proposals submitted for this project and the Offeror has no knowledge of the contents of other proposals and has made no comparison of figures or agreement or arrangement, express or implied, with any other party in connection with the making of the proposal.

During the period between publication of the solicitation and award, you must not communicate, directly or indirectly, with the using department, its employees, agents or officials regarding any aspect of this procurement activity, unless otherwise approved in writing to the City's designated point of contact for this RFP.

Each Offeror shall comply with all applicable federal, state and local laws and shall meet all requirements imposed upon this service industry by regulatory agencies. Offerors will submit the Statement of Assurance, Compliance and Non-collusion with its proposal submittal which is enclosed as Attachment A.

**E. Drug-Free Workplace**

Offeror(s) will submit the Drug-Free Workplace Certification with its proposal submittal which is enclosed as Attachment B.

**F. Insurance**

The Offeror shall procure and maintain for the duration of the contract all such insurance, as required by the laws of the State of South Carolina, against claims for injuries to persons or damages to property which may arise from, or be in connection with the performance of the work hereunder by the Offeror or its individuals, Firms, agents, representatives, or employees. The cost of such insurance shall be included in the fee proposed. A breach of the insurance requirements shall be material. Offerors will submit and minimally the below listed insurance. The Offeror will submit the Insurance Certification with its proposal submittal which is enclosed as Attachment C.

**G. Litigation**

Offerors who, either directly or indirectly through another corporation or entity, have been or are in litigation, or who have served notice with intent to proceed with court action against the City in connection with any contract for works or services, may be considered ineligible. Receipt of proposals from such Offerors may be disqualified from the evaluation process.

**H. No Contract**

This RFP is not a tender and does not commit the City in any way to select a preferred Offeror. By submitting a proposal and participating in the process as outlined in this RFP, Offerors expressly agree that no contractual, tort or other legal obligation of any kind is formed under or imposed on the City of Mauldin by this RFP or submissions prior to the completed execution of a formal written Contract.



# ATTACHMENT A – COMPLIANCE, ASSURANCE AND NON-COLLUSION

**Statement of Assurance, Compliance and Non-collusion**

State of \_\_\_\_\_

County of \_\_\_\_\_

City of \_\_\_\_\_, being first duly sworn, deposes and says that:

1. The undersigned, as Vendor, certifies that every provision of this Submittal have been read and understood.
2. The Vendor hereby provides assurance that the Firm represented in this Submittal:
  - a. Will comply with all requirements, stipulations, terms and conditions as stated in theSubmittal/Submittal document; and
  - b. Currently complies with all Federal, State, and local laws and regulations regarding employment practices, equal opportunities, industry and safety standards, performance and any other requirements as may be relevant to the requirements of this solicitation; did not participate in the development or drafting specifications, requirements, statement of work, scope of work etc. relating to this solicitation; and
  - c. Is not guilty of collusion with other Vendors possibly interested in this Submittal in arriving at ordetermining prices and conditions to be submitted; and
  - d. No person associated with Vendor’s Firm is an employee of the City of Mauldin. Should Vendor, or Vendor’s Firm have any currently existing agreements with the City, Vendor must affirm that said contractual arrangements do not constitute a conflict of interest in this solicitation; and
  - e. That such agent as indicated below is officially authorized to represent the Firm in whose name the Submittal is submitted.

<b>Company name:</b>	
<b>Name of Agent (Print or Type):</b>	
<b>Title:</b>	<b>Date:</b>
<b>Signature of Agent:</b>	
<b>Telephone #</b>	<b>Fax #:</b>
<b>Federal Identification Number:</b>	
<b>Email address:</b>	
<b>Subscribed and sworn to me this            day of</b>	
<b>my commission expires:</b>	<b>Title:</b>

**(Must be notarized by a Notary Public)**

**SEAL**

# ATTACHMENT B – DRUG-FREEWORKPLACE CERTIFICATION

**DRUG-FREE WORKPLACE CERTIFICATION**

In accordance with Section 44-107-30, South Carolina Code of Laws (1976), as amended, and as a condition precedent to the award of the above-referenced contract, the \_\_\_\_\_ undersigned, who is a member of the Firm of (hereinafter contractor) certifies on behalf of the contractor that the contractor will provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensations, possession, or use of a controlled substance is prohibited in the contractor’s workplace and specifying the actions that will be taken against employees for violations of the prohibition;
2. Establishing a drug-free awareness program to inform employees about:
  - a. The dangers of drug abused in a workplace;
  - b. The person’s policy of maintaining a drug-free workplace;
  - c. Any available drug counseling, rehabilitation, and employee assistance programs; and
  - d. The penalties that may be imposed upon employees for drug violations;
3. Making it a requirement that each employee to be engaged in the performance of the contract be given a copy of the statement required by item (1);
4. Notifying the employee in the statement required by item (1) that, as a condition of employment on the contract or grant, the employee will:
  - a. Abide by the terms of the statement; and
  - b. Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after the conviction;
5. Notifying the City of Mauldin within ten days after receiving notice under item (4) (b) from an employee or otherwise receiving actual notice of the conviction;
6. Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by, any employee convicted as required in Section 44-107-50; and
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of items (1), (2), (3), (4), (5), and (6).

<b>Company name:</b>	
<b>Name of Agent (Print or Type):</b>	
<b>Title:</b>	<b>Date:</b>
<b>Signature of Agent:</b>	
<b>Telephone #</b>	<b>Fax #:</b>
<b>Federal Identification Number:</b>	
<b>Email address:</b>	
<b>Subscribed and sworn to me this            day of</b>	
<b>my commission expires:</b>	<b>Title:</b>

**(Must be notarized by a Notary Public)**

**SEAL**

# ATTACHMENT C – INSURANCE

## **INSURANCE – PROFESSIONAL SERVICES**

The Offeror shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from, or be in connection with the performance of the work hereunder by the individual or the Firm, his agents, representatives, or employees. The cost of such insurance shall be included in the fee proposed.

For the purpose of this clause, the term "professional individual or Firm" shall also include the individual's or Firm's respective officers, agents, officials, employees, volunteers, boards and commissions.

### **A. Minimum Scope and Limits of Insurance**

1. **Broad Form Comprehensive General Liability**  
\$1,000,000 combined single limit per occurrence for bodily injury, personal injury, property damage, to include products and any completed operations.
2. **Automobile Liability**  
\$1,000,000 combined single limit per occurrence for bodily injury and property damage
3. **Umbrella Liability**  
\$1,000,000 per occurrence, following form.
4. **Workers' Compensation**  
Limits as required by State of South Carolina.
5. **Employers' Liability**
  - \$100,000 each accident
  - \$500,000 disease/policy limit
  - \$100,000 disease/each employee
6. **Professional Liability (if used on a claims-made basis, insurance coverage shall be maintained for the duration of the contract and for two years following contract completion.)**
  - \$1,000,000 per occurrence
  - \$2,000,000 aggregate
7. **Personal Property Coverage**  
Adequate insurance to cover the value of personal property belonging to the Vendor while located on City of Mauldin property, while in use or in storage, for the duration of the contract.
8. **Liability (General, Automobile, Professional) Coverage;**
  - a. "The City of Mauldin and its respective officers, agents, officials, employees, volunteers, boards and commissions" are to be named as additional insured's with regards to liability arising out of activities performed by or on behalf of the Vendor; products and completed operations of the Vendor; premises owned, leased or used by the Vendor. The coverage shall contain no special limitations on the scope of protection afforded to the City.

- b. The Vendor's insurance coverage shall be the primary insurance as regards to this contract with the City. Any insurance or self-insurance maintained by the City shall be in excess of the Vendor's insurance and shall not contribute with it.
- c. Any failure to comply with the reporting provisions of the policies shall not affect coverage provided to the City.
- d. Coverage shall state that the Vendor's insurance shall apply separately to each insured against whom a claim is made or a suit is brought, except with respect to the limits of the insurer's liability.

9. Workers' Compensation and Employer's Liability Coverage

- a. The insurer shall agree to waive all rights of subrogation against City of Mauldin for losses arising from the work performed by the Vendor for the City.
- b. If State statute does not require the Vendor to obtain Workers' Compensation insurance, then the Vendor shall furnish the City with adequate proof of the self-employment status. The Vendor agrees to waive all rights of claims against the City for losses arising from the work performed by the Vendor. In the event that during the contract this self-employment status should change, the Vendor shall immediately furnish proper notice to the City and a certificate of insurance indicating that Workers' Compensation insurance and Employer's Liability coverage has been obtained in the correct amounts by the Auditor as required by this Exhibit.

10. Acceptability of Insurers

- a. Insurance is to be placed with insurers which have a Best's rating of at least A.
- b. Insurance companies must either be licensed to do business in the State of South Carolina or be deemed to be acceptable by the City Administrator.

11. Verification of Coverage

The Vendor shall furnish the City with certificates of insurance effecting coverage required by this clause. The certificates and endorsements for each insurance policy are to be signed by a person authorized by the insurer to bind coverage on its behalf. The certificates and endorsements are to be received and approved by the City Administrator before work commences. Renewal of expiring certificates shall be filed thirty days prior to expiration. The City reserves the right to require complete, certified copies of all required policies, at any time.

B. Aggregate Limits

Any aggregate limits must be declared to and be approved by the City of Mauldin.

C. Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and be approved by the City in writing. At the option of the City, the insurer shall reduce or eliminate such deductibles or self-insured retentions as regards the City or the Vendor shall procure a bond which guarantees

payment of the losses and related investigations, claims administration and defense expenses. At no time will the City be responsible for the payment of deductibles or self- insured retentions.

**D. Notice of Cancellation or Non-renewal**

Each insurance policy required by this Exhibit shall be endorsed to state that coverage shall not be suspended, voided, canceled, or reduced, either in coverage or in limits, except after thirty days prior written notice by certified mail, return receipt requested, has been given to the City.

All insurance documents required by this Exhibit shall be mailed to Van Broad, PO Box 249 Mauldin SC 29662.

<b>Company name:</b>	
<b>Name of Agent (Print or Type):</b>	
<b>Title:</b>	<b>Date:</b>
<b>Signature of Agent:</b>	
<b>Telephone #</b>	<b>Fax #:</b>
<b>Federal Identification Number:</b>	
<b>Email address:</b>	
<b>Subscribed and sworn to me this            day of</b>	
<b>my commission expires:</b>	<b>Title:</b>

*(Must be notarized by a Notary Public)*

**SEAL**



**ATTACHMENT D – PROPOSAL  
GUARANTEES, WARRANTIES AND SCHEDULE**

**PROPOSAL/PROPOSER GUARANTEES, WARRANTIES AND SCHEDULE**

**Proposer Guarantees**

The proposer certifies it can and will provide and make available, at a minimum, all services set forth in this RFQ.

**Proposer Warranties**

1. Proposer warrants that it is willing and able to comply with State of South Carolina laws with respect to foreign (non-state of South Carolina) corporations.
2. Proposer warrants that it is willing and able to obtain an errors and omissions insurance policy providing a prudent amount of coverage for the willful or negligent acts, or omissions of any officers, employees or agents thereof.
3. Proposer warrants that it will not delegate or subcontract its responsibilities under an agreement without the express prior written permission and consent of the City of Mauldin.
4. Proposer warrants that all information provided by it in connection with this proposal is true and accurate.

**Proposer Schedule**

The Offeror also understands by executing and dating this document their proposed prices/costs shall hold Firm for a period of not less than *ninety (90)* calendar days after the date of the solicitation award.

<b>Company name:</b>	
<b>Name of Agent (Print or Type):</b>	
<b>Title:</b>	<b>Date:</b>
<b>Signature of Agent:</b>	
<b>Telephone #</b>	<b>Fax #:</b>
<b>Federal Identification Number:</b>	
<b>Email address:</b>	
<b>Subscribed and sworn to me this            day of</b>	
<b>my commission expires:</b>	<b>Title:</b>

**(Must be notarized by a Notary Public)**