



RFP #2020-003
HVAC Request for Proposal

Request For Proposal

HVAC Services

Metropolitan EMS Authority d/b/a MedStar Mobile Healthcare (“MedStar”) seeks proposals in response to this Request for Proposal (“RFP”) from contractors to provide professional and quality Heating, Ventilation, Air-Conditioning and Refrigeration (HVAC) services as described in RFP# 2020-003.

Responses to this RFP must be delivered by mail or in person to:

MedStar
Attn: Shaun Curtis
2900 Alta Mere Drive
Fort Worth, Texas 76116

The Deadline to submit a response to this RFP is **4:30 pm on Wednesday, June 10, 2020**. MedStar will not consider any responses received after the submission deadline.

Instructions to Respondents

The responses to the RFP shall be submitted by email or in a sealed envelope. Each envelope must be clearly marked on the outside with the notation **“Request for Proposal –HVAC; [Respondent’s Name and Address]”**. MedStar may, in its sole discretion, reject any or all proposals. The successful bidder, if any, will be required to enter into contract with MedStar which will incorporate the RFP and the response to the RFP. Electronic copies of the RFP response will be accepted, however, MedStar will not accept any liability for submissions that are not received for any reason by the deadline.

All questions concerning this RFP shall be directed to Shaun Curtis, Support Services Manager with MedStar, via Phone (817)980-3199 or email scurtis@medstar911.org. Respondents will communicate only with Mr. Curtis on matters relating to the RFP and will not communicate with any other employee or representatives of MedStar.

The successful bidder will provide HVAC Service for the MedStar facilities located at 2900 Alta Mere Drive, Fort Worth TX; 8928 Medical City Way, Fort Worth, TX, and 2944 South Grove St, Fort Worth TX, 76104.

Thank you for your consideration.

Shaun Curtis
Support Services Manager



Back Ground

MedStar Mobile Healthcare occupies 9.9 acres at 2900 Alta Mere Dr. Fort Worth, TX 76116 and is the exclusive provider of Emergency Medical Services for the City of Fort Worth and 14 other member cities in the Fort Worth metropolitan area. Our administrative offices are open Monday through Friday 7:30 am to 4:30 pm., while the ambulance operations are open 24/7/365. As a community healthcare provider, MedStar's facilities must reflect the highest standards of customer service to team members, the board of directors and the public.

MedStar also maintains a data center at 2944 South Grove St, Fort Worth TX, 76104.

MedStar recently opened another, ~18,000 square foot facility at 8928 Medical City Way, Fort Worth, TX, near North Tarrant Parkway and I-35W, that consists of several office spaces and a large vehicle bay area.

MedStar is a twenty four hour continuous operation with a fleet of vehicles with medications and a 911 Communications Center that require to be temperature controlled at all times. Proper cooling of facilities is a priority to ensure medications and electronic infrastructure stay within proper temperature ranges.

1. Response to the RFP Binding Upon Respondent

The response must contain the signature of a duly authorized officer of the respondent, empowered with the legal right to bind the respondent. All submitted responses shall be binding for a period of **one hundred and twenty (120) days** from the response submission deadline.

2. Response Modification or Withdrawal

Responses may be modified, withdrawn, or re-submitted in writing prior to the submission dead line of 4:30 pm on **Wednesday, June 5, 2020**. After this deadline, no resubmissions or modifications may be made for any reason.

3. General Contract Provisions

The successful bidder ("Contractor") will enter into a contract ("the contract") with MedStar which will incorporate the RFP, the response to the RFP and other negotiated terms. The contract will include the following general provisions:

3.1 Assignment

The contractor shall not assign the Contract without the written approval of MedStar EMS.

3.2 Laws



RFP #2020-003
HVAC Request for Proposal

Contractor shall comply with all applicable laws, ordinances, rules and regulations relating to the work performed by contractor under the contract.

3.3 Indemnification

Contractor, agrees to defend and indemnify and hold harmless MedStar, its member jurisdictions, officers ,directors, agents, employees, and representatives, from and against any loss, damages, claims, demands, suits, liabilities, and expenses (including reasonable attorney’s fees) incurred by MedStar arising from the breach of the contract by contractor, or by virtue of the negligent acts or omissions of the contractor, its agents, employees, and subcontractors, or of anyone acting under the direction or control of contractor or on contractor’s behalf, in connection with or incidental to the performance of the contract.

3.4 Jurisdiction

The contract shall be governed by the laws of the State of Texas and venue for any lawsuit relating to the Contract shall be in Tarrant County, Texas.

4. Insurance Requirements Under the Contract

4.1 General Requirements

Contractor shall submit to MedStar, on or before contract execution, certificates of insurance as evidence that the contractor has the policies providing the required coverage and limits of insurance and that they are in full force and effects. Each certificate of insurance shall name MedStar as an additional insured. Each certificate or policy shall require in writing that **thirty** (30) days prior to cancellation, non-renewal or material change in the policy, notice there of shall be given to MedStar by registered mail, returned receipt requested.

4.2 Workers Compensation

Coverage meeting the statutory limits prescribed by the laws of the State of Texas



4.3 Summary of Insurance Coverage

The following Chart outlines the various types of minimum required coverage and the minimum required limits. Respondents that carry greater limits of coverage will be favored, to a limited extent, in the bidding process.

Commercial General Liability on an occurrence basis as follows:

<u>Forms of Coverage</u>	<u>Minimum Limits of Liability</u>
Combined Single Limit	\$1,000,000
Each Occurrence Limit	\$1,000,000
General Aggregate Limit (per job basis)	\$2,000,000
Products-Completed operations Aggregate	\$2,000,000
Personal Injury and Advertising injury	\$1,000,000
Fire Damage Limit	\$250,000
Medical Expense Limit	\$15,000

5. Contract Term

The initial term of the contract will be for one (1) year commencing on the date of the Contract and MedStar will have the option to extend the term of the contract for four (4) additional periods of one year each. The contract will include provisions, however, that will give either party the right to terminate the contract for any reason with ninety (90) day notice in writing, submitted via certified mail.

Additionally, MedStar may terminate any resulting contract for cause by providing a Notice to Cure to the Vendor citing the instances of noncompliance with the contract.

5.1 The Vendor shall have ten (10) days to reply to the Notice to Cure and indicate why the contract should not be terminated and recommend remedies to be taken.

5.2 If the Vendor and MedStar reach an agreed upon solution, Vendor shall then have thirty (30) days after such agreement is reached to cure the noncompliance cited in the Notice to Cure.

5.3 If a mutually agreed upon solution cannot be reached within ten (10) days after receipt of Notice to Cure by Vendor, MedStar reserves the right to terminate the agreement.

5.4 If the mutually agreed upon solution is not implemented within thirty (30) days from the date of agreement, MedStar reserves the right to terminate the contract.



RFP #2020-003
HVAC Request for Proposal

Or if the noncompliance recurs MedStar reserves the right to terminate the contract.

6. Scope of Service / Specifications

The contractor will be responsible for furnishing all supervision, labor, materials, chemicals and equipment required to meet the specifications of this RFP.

The contractor will have access to all parts of the property where the work is required during normal business hours. Any after-hours work on the property will be scheduled in advance.

The contractor shall have all necessary permits issued by the City of Fort Worth.

Through this RFP, each Respondent will provide pricing and schedule for the following quarterly services:

- Check performance of all major components
- Lubricate all moving parts as required
- Check refrigerant charges
- Check oil levels, where applicable
- Inspect for oil and refrigerant leaks
- Check pressures and temperatures
- Inspect condenser / cooling tower (wash when needed two (2) times yearly)
- Inspect electrical connections and starters
- Check amperage and voltage
- Clean drain piping at unit
- Inspect evaporator and clean when needed
- Inspect exhaust fans for proper operation
- Inspect heat exchanges for safe operation

Through this RFP, each Respondent will provide pricing and schedule for the following services:

- Monthly Filter Replacements on high-bay units
 - These are units in the Logistics/Fleet area at Alta Mere and Medical City Way
- Bi-Monthly Filter Replacement for remainder of facility units
- Annual Belt Replacement
- Emergency on-call services for twenty-four (24) hours a day, seven (7) days a week including holidays
- All-inclusive cost for service calls during normal business hours



RFP #2020-003
HVAC Request for Proposal

All supplies and chemicals must be approved for use by MedStar, and the Respondent will supply all required SDS sheet as required by law. Respondent will also develop options for enhanced services with recommended frequency.

MedStar is a highly visible organization and frequently entertains dignitaries from the cities that we serve, EMS agencies from around the world and members of the news and press. For this reason and the fact that MedStar is a medical organization, it is critical that its facilities present a positive image. It is essential that we provide a clean, safe and comfortable work and resting place for our team members.

Respondents must develop a Quality Control Plan that ensures all tasks are completed as scheduled. A report will be presented to the Support Services Manager by electronic means no later than 1 week following each service indicated in this RFP.

7. Equipment Covered

1. Alta Mere Facility
 - i. All heat pumps
 - ii. Seven ERTU's
 - iii. Two boilers
 - iv. All exhaust fans
 - v. Cooling Towers – does not include chemical treatments
 - vi. All standalone split systems
2. Grove Facility
 - i. Two split systems
3. Medical City Way Facility
 - i. Variable refrigerant flow system for offices
 - ii. Split system for server room
 - iii. 5 Aeon split systems for vehicle bay

8. Pre-bid Walkthrough

A pre-bid walkthrough will be hosted on **Tuesday, June 2nd at 9:00 am** at the Alta Mere facility followed by a walkthrough at the Medical City Way facility. Attendance at the facility walk through will have no bearing on the outcome of the RFP. The walkthrough will start promptly at 9am at 2900 Alta Mere Drive at the North entrance to the building. **This will be the only opportunity for a facility tour.**



9. Evaluation Criteria

MedStar will conduct a best value determination by conducting an assessment of the following factors: cost, capability, relevant experience, and past performance. Bidders may submit the names and phone numbers of up to three (3) prior customers whom MedStar may contact at its sole discretion.