

**REQUEST FOR QUOTES**  
**2023-25 HVAC PREVENTATIVE MAINTENANCE AND EMERGENT SERVICES**

**Delaware River Joint Toll Bridge Commission (DRJTBC)**

This Request for Quotes (RFQ) seeks offers to perform the services described in the attached Scope of Work (SOW) (Attachment A) for HVAC Preventative Maintenance AND Emergent Services in accordance with the original equipment manufacturer (OEM) specifications and recommendations. Services are to be performed at various DRJTBC sites. To assist in determining the OEM specifications and recommendations for the HVAC equipment subject to this RFQ, the Inventory of HVAC Equipment (the Inventory) (Attachment B) is attached with a listing of each item's location.

**Instructions to Bidders**

To submit an offer, you must provide a quote in the attached Quote Submission Form (Attachment C). Your proposed pricing must include the pricing for routine HVAC maintenance, which will include, for the purposes of bidding, two (2) routine inspections and associated maintenance (spring and fall), inclusive of all time and materials required to perform the routine maintenance. Your proposed pricing must also include an hourly rate for "on-call" emergent services. Your quoted price must include all labor and supplies necessary to complete the work. By submitting the Quote Submission Form, you agree that your offer is valid for 60 days and may be accepted at any time by the DRJTBC, thereby creating a valid contract on the terms and conditions described in this RFQ.

For bidding purposes, the Quote Submission Form is divided into three (3) areas: the Northern Region, Central Region and the Southern Region. The Northern Region includes the Portland/Columbia Toll Bridge Administration Building (PC), the DWG Toll Bridge Administration Building (DWG), and the Milford/Montague Toll Bridge Administration Building (MM). The Central Region includes the I-78 Toll Bridge Administration Building (I-78), and the Easton/Phillipsburg Toll Bridge Administration Building (EP) and the Southern Area includes, the Administration and Maintenance Buildings at Morrisville (TM), the Administration Building at Scudder Falls (AB@SF), the Bridge Monitor Building (BM/AET) and the New Hope Executive Offices (NHLT). Offerors are responsible for contacting the points of contact listed in the Quote Submission Form to schedule an inspection of any sites for which the offeror wishes to bid.

Offerors may submit an offer to any one or more of these regions. If you are not interested in bidding services on a particular site, type "N/A" in the applicable box(es).

The attached SOW (Attachment A) constitutes the minimum work to be performed. Any exceptions to the SOW should be noted in your response. Any work to be performed in addition to the SOW's minimum requirements should be highlighted in your response and will become part of the contract SOW upon contract award. Additional work should also be priced out and explained in, or as an attachment to, the Price Submission Form.

**Pre-Bid Proposal Presentation- A representative from your firm will be required to meet with a panel of Commission staff to present a proposal regarding your bid and discussion regarding the DRJTBC's service requirements. These meetings will be scheduled February 6-10 and 13-15 prior to the bid opening. If you are interested in submitting a proposal, please contact Purchasing Agent Steve Wells @ 267-394-6554 or [swells@dritbc.org](mailto:swells@dritbc.org) to schedule a pre-bid meeting.**

**Prior to the issuance of the initial purchase order the selected vendor's representative will be required to visit each location to inspect the equipment with the Director of Maintenance.**

**Sealed bids for this RFQ are due to Purchasing Agent Steven Wells via mail or in person delivery by no later than 2:00 pm Eastern Time, Friday February 17, 2023.** Late bids may be rejected at the sole discretion of the DRJTBC.

### **Evaluation Criteria**

The DRJTBC will conduct a best value determination by conducting a tradeoff between the following evaluation factors: Price, Capability, and Past Performance. For evaluation purposes, Capability is more important than Past Performance, which is more important than Price. Bidders may submit the names and phone numbers of up to three (3) prior customers whom the DRJTBC may contact at its sole discretion. The absence of relevant Past Performance will be viewed neutrally, not negatively. The DRJTBC will assess Capability and Past Performance as Superior, Acceptable, Neutral, or Negative. Therefore, award of contracts to bidders may not be made to the bidder with the lowest price. DRJTBC reserves the right to make multiple awards for any site, or no award at all at its sole discretion. DRJTBC may award contracts based on initial quotes or may enter into negotiations or discussions with potential awardees at its sole discretion.

The DRJTBC reserves the right to reject any bid or all bids, or to cancel this RFP, if in the sole discretion of the Executive Director, such rejection or cancellation is in the best interests of the DRJTBC.

### **Terms and Conditions**

1. The Base Period of Performance (POP) will be from March 1, 2023 through December 31, 2023. The DRJTBC may exercise up to two (2) one-year option periods based on the pricing quoted by the bidder at its sole discretion no later than 30 days prior to the expiration of the POP.
2. Service providers under any contract or purchase order resulting from the RFQ are required to perform HVAC Preventative Maintenance services and any on-call emergent services in strict conformity with the recommendations of the OEM for each individual equipment item. This includes, but is not limited to, the services contemplated in the SOW. Services must meet or exceed all requirements of regulatory agencies of the state in which the equipment is located.
3. Trained and experienced technicians from any of your company's service centers are to be dispatched when needed for Commission needs.

4. DRJTBC will reimburse HVAC service providers following the two annual maintenance service visits (Spring (May) and Fall (Sept/Oct.)) per contract year for each site upon the receipt of an acceptable invoice. Invoices should be submitted to Accounts Payable in accordance with the Purchase Order.
5. The parties have the right to terminate this contract without incurring additional costs upon 60 days' notice to the other party. The HVAC service provider is required to complete all services for which a purchase order has been issued prior to such termination, and the DRJTBC will compensate the HVAC service provider for such services in accordance with the purchase order upon receipt of an acceptable invoice. The DRJTBC reserves the right to cancel a purchase order at any time for its convenience and at its sole discretion. In such a case, the DRJTBC will reimburse the HVAC service provider for reasonable costs incurred prior to such termination.
6. The DRJTBC reserves the right to perform the services contemplated in the SOW with its own employees or by other contractors within the DRJTBC jurisdiction during the POP. HVAC service providers awarded contracts or purchase orders under this RFQ must cooperate in good faith with DRJTBC employees or its designees and other contractors. DRJTBC reserves the right to increase, decrease, or change the sites for the performance of services, and may eliminate services entirely at sites in its sole discretion.
7. The DRJTBC may order additional services from the HVAC service provider beyond the scope of the SOW. In such case, the HVAC service provider's Quote Submission Form will be used to negotiate fair and reasonable pricing for such additional services, including, but not limited to, a reasonable hourly rate consistent with the services to be performed, and fair and reasonable pricing for appropriate equipment and materials.
8. By submitting a response to this RFQ, the offeror represents that it is a qualified business that is not suspended, debarred, or proposed for debarment by any federal, state, or local governmental or quasi-governmental entity. It also represents that it is capable of performing the services in the SOW, except to the extent the offeror takes exception in its response. HVAC service providers performing under a contract or purchase order pursuant to the RFP will comply with all legal and regulatory requirements, including but not limited to personnel and business licensing qualifications and the payment of all tax obligations.
9. HVAC service providers performing under a contract or purchase order hereby indemnify and hold harmless the DRJTBC and all of its representatives and personnel for any liability arising out of or relating to the performance of the work under this contract, including but not limited to, the SOW. HVAC service providers will obtain and maintain insurance policies at an appropriate level for the services to be provided in accordance with The DRJTBC's Insurance and Indemnity requirements (Attachment D).