

**CITY OF LEWISBURG, TENNESSEE
INVITATION TO BID
HVAC MAINTENANCE SERVICE CONTRACT**

The City of Lewisburg is soliciting sealed bids from qualified and licensed contractors to provide a **comprehensive HVAC Preventive Maintenance Service Contract** for various City facilities. The intent of this contract is to maintain heating, ventilation, and air conditioning systems in proper working order, maximize efficiency, extend equipment life, and reduce emergency repairs.

1. Scope of Services

The successful bidder shall provide all labor, supervision, tools, equipment, materials, and transportation necessary to perform preventive maintenance, inspections, minor repairs, and related HVAC services for City-owned facilities.

Services to Include, At a Minimum:

A. Quarterly Preventive Maintenance

Contractor shall perform quarterly maintenance visits at each facility to include:

- Replace or change air filters on a quarterly basis (or as needed based on manufacturer recommendations)
- Inspect and calibrate thermostats; replace malfunctioning or broken thermostats as needed

B. Seasonal Operational Inspections

Contractor shall perform **HVAC system inspections** to prepare equipment for cooling and heating seasons, including:

- Annual clean condenser and evaporator coils
- Clean drain lines and remove debris/blockages
- Inspect motors, belts, pulleys, bearings, and fans for wear and proper
- Inspect ignition systems and heat exchangers for proper operation and needed repairs
- Inspect electrical connections and tighten where necessary
- Lubricate moving parts as required
- Verify thermostat programming and controls
- Annual Inspect compressor operation
- Inspect furnaces and heating systems
- Annual Test ignition systems and burners
- Annual Inspect heat exchangers for cracks or defects

Standard Electrical and Safety Checks (once a year)

Contractor shall perform:

- Voltage and amperage checks
- Inspect contactors, relays, disconnects, and capacitors
- Verify operation of safety controls
- Inspect emergency shutoffs and protective devices

D. Repairs

Contractor shall identify needed repairs and notify the City promptly of deficiencies requiring corrective action.

2. Facilities Covered Under Contract

The maintenance agreement shall cover HVAC systems at the following City facilities:

1. General Administration Building
2. Police Station
3. Fire Station – Main
4. Fire Station – Westside
5. Recreation Center
6. Animal Shelter
7. Public Works Building
8. Airport Building

Contractors are encouraged to visit and inspect facilities prior to submitting bids.

3. Contractor Qualifications

Bidders shall:

- Be properly licensed and insured in the State of Tennessee and provide a copy of both.
- Have experience providing commercial/government HVAC maintenance services
- Employ qualified and certified HVAC technicians
- Provide references of similar service contracts
- Comply with all applicable federal, state, and local laws and regulations

4. Bid Submission Requirements

Bid proposals shall include in a sealed envelope with bid project and date:

- Company name, address, and contact information
- Lump sum annual cost for preventive maintenance services
- Detailed breakdown of services included
- Parts/material mark-up schedule, if applicable
- Proof of licensing and insurance
- References
- Proposed cost of service calls/emergency service with 24hrs response time.
- Any exclusions or exceptions to specifications

5. Contract Term

The initial contract term shall be **three (3) years**, with the option to renew for up to **additional one-year terms**, subject to mutual agreement and City approval.

Termination Clause (30-Day Notice)

The City of Lewisburg and the Contractor reserve the right to terminate this Agreement, with or without cause, upon providing written notice to the other party at least thirty (30) days prior to the effective date of termination. Such notice shall be delivered by certified mail, hand delivery, or recognized overnight courier to the address on file for each party.

In the event of termination, the Contractor shall be compensated for all services satisfactorily performed up to the effective date of termination. The Contractor shall cease all work upon the termination date and shall promptly deliver to the City any reports, records, or materials related to services performed under this Agreement.

Termination of this Agreement shall not relieve either party of any obligations or liabilities incurred prior to the effective date of termination.

6. Award of Contract

The City reserves the right to reject any or all bids, waive informalities, and award the contract in the best interest of the City, considering price, qualifications, experience, and responsiveness to specifications.

7. Submission Deadline

Sealed bids marked “HVAC Maintenance Service Contract Bid” must be received no later than:

Date: _____

Time: _____

Location: City of Lewisburg, City Hall 131 East Church Street Lewisburg, TN 37091

The City of Lewisburg, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 USC §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders or offerors that it will affirmatively ensure that for any contract entered into pursuant to this advertisement, will be afforded full and fair opportunity to submit bids in response to this invitation and no businesses will be discriminated against on the grounds of race, color, national origin (including limited English proficiency), creed, sex (including sexual orientation and gender identity), age, or disability in consideration for an award.