



## **Request For Quote (RFQ) - HVAC Preventative Maintenance Contract for Bus Garage**

The Macatawa Area Express Transportation Authority (MAX) is seeking quotes for a HVAC preventative maintenance contract for our garage location at 11660 Greenway Drive, Holland, Michigan.

### **Job Description & Specifications:**

- Provide the labor to perform four (4) HVAC PM inspections per year. These inspections include a major inspection that will be performed each Spring and Fall. Operational checks and filter changes will be performed each Mid-Winter and Mid-Summer. A Mid-Summer rooftop condensing unit condenser coil wash is also included.
- Conduct state required Boiler CSD-1 testing and documentation in the fall each year by qualified individual(s).
- Normal consumables to be included in the contract price, these materials include but are not limited to lubricants, grease, and cleaners.
- Labor and filters are included in the air filter replacement during each inspections.
- Labor and belts are included in the annual supply belt change.
- Condensing unit condenser coil wash conducted annually with brushing and blowing. If additional washing is required, they are to be invoiced separately on a "Time & Material" or "Quoted Price" and should not be included in the quoted price.
- Repairs found necessary during preventative maintenance check will be on "Time & Material" or "Quoted Price" basis, only upon customer approval. These repairs will be invoiced separately and should not be included in the quoted price.
- Include current HVAC hourly rate and current emergency HVAC service rate.

MAX is a tax-exempt agency. MAX Vendors submitting agrees to submit quarterly invoices for services rendered for the contracted price.

Payment process timeframe is approximately 30 days from the project completion. All quotes must have a 60-day guaranteed price, and guaranteed pricing once contract is agreed upon. All quotes must be signed, dated and submitted no later than Augst 30, 2024, at 3:00 PM ET. Quotes should be submitted via e-mail to [k.riegling@catchamax.org](mailto:k.riegling@catchamax.org).

All requests for additional information must be submitted in writing to Kait Riegling, Procurement Coordinator.

MAX Transit reserves the right to reject any and all quotes for sound, documentable, business reasons. Award will largely be based on lowest bidder for requested product and service.

**Macatawa Area Express Transit Authority**

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171 Lincoln Avenue • Holland, Michigan 49423 • (616) 240-1143



**BIDDERS LIST INFORMATION FORM**

**A COPY OF THIS FORM IS REQUIRED FOR ALL BIDDERS, PRIME CONTRACTORS, POTENTIAL SUBCONTRACTORS, AND SUBCONTRACTORS**

**Project Information**

Project Name: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Project Role:  Prime Contractor  Subcontractor

Applicable NAICS Code(s): \_\_\_\_\_

(NAICS codes can be found at [www.naics.com](http://www.naics.com))

**Company Information**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Age of Firm (under current name and/or incorporation): \_\_\_\_\_

Considered a Disadvantage Business Enterprise (DBE)?  Yes  No

Certified in the State of Michigan as a Disadvantaged Business Enterprise (DBE)?  Yes  No

**If answered 'YES' above complete the below:**

Gender of Company's Majority Owner:  Male  Female

Race of Company's Majority Owner:

- |                                                      |                                                             |
|------------------------------------------------------|-------------------------------------------------------------|
| <input type="checkbox"/> White/Non-Minority (NH)     | <input type="checkbox"/> Native American/Alaska Native (NH) |
| <input type="checkbox"/> Black/African American (NH) | <input type="checkbox"/> Mixed/Multi-Racial (NH)            |
| <input type="checkbox"/> Asian-Pacific American (NH) | <input type="checkbox"/> Subcontinent Asian American (NH)   |
| <input type="checkbox"/> Some Other Race (NH)        | <input type="checkbox"/> Hispanic/Latino American           |

*(NH = Non-Hispanic) Note: The US Census treats Hispanic/Latino as an ethnic category. This chart excludes Latinos from the racial categories and assigns them to a separate category. Hispanics/Latinos can be of any race.*

Annual Gross Receipts (most recently completed/audited year):

- |                                                    |                                                     |
|----------------------------------------------------|-----------------------------------------------------|
| <input type="checkbox"/> <\$500,000                | <input type="checkbox"/> \$3 million - \$6 million  |
| <input type="checkbox"/> \$500,000 - \$1 million   | <input type="checkbox"/> \$6 million - \$10 million |
| <input type="checkbox"/> \$1 million - \$3 million | <input type="checkbox"/> Above \$10 million         |