

**Request for Proposals  
For Heating, Ventilation, and Air Conditioning (HVAC)  
Maintenance Services  
For  
City of Pascagoula Buildings**

**I. INTRODUCTION**

The City of Pascagoula, Mississippi (City) will receive proposals from qualified vendors to provide heating, ventilation and air conditioning (HVAC) maintenance services for approximately twenty-one (21) City of Pascagoula buildings. Proposals must be received not later than 2:00 PM on July 3, 2023. The services described in this Request for Proposals (RFP) are intended to begin on July 18, 2023. This RFP describes the technical specifications for the services to be performed and contains the specifications and terms under which services are to be provided.

The City may negotiate different terms and conditions with any respondent after opening all of the proposals. The City reserves the right to reject any and all proposals, and to waive any technicalities for the best interest of the City.

**Exhibit A.** The City of Pascagoula Scope of Work, contains specifications and terms of work to be performed.

**Exhibit B.** City Facilities Inventory list with facility location addresses.

**Exhibit C.** City HVAC Maintenance Services Price Sheet, proposals should also clearly delineate any non-routine, on-call services that fall outside of the technical specifications. Proposers must specify which costs, if any, are not included in the prices submitted in the proposed price sheet.

**II. QUALIFICATIONS**

All proposers must have an employee on staff who possesses a Master Mechanical License from a municipality in Mississippi who has an examining board and regularly administers a written exam in addition to a Certificate of Responsibility from the Mississippi State Board of Contractors. Proposer must also supply City with a copy of your business license.

**III. QUESTIONS AND CLARIFICATIONS**

Questions and clarification inquiries about this RFP must be received by June 19, 2023, and should be directed in writing to:

Josh Church, Planning and Building Director  
City of Pascagoula  
P.O. Drawer 908  
Pascagoula, MS 39568-0908  
Telephone: (228) 938-6620  
Attention: City of Pascagoula HVAC Maintenance

A complete listing of all submitted questions along with the City responses will be provided to each proposer.

Upon receipt of the RFP, all proposers considering submission of a proposal and that wish to be included in the interim communications, should submit the name, company, address, phone number, and fax number of a single point of contact who is authorized to act on behalf of the vendor to Josh Church at the address listed above. Site visits may be set up by contacting Josh Church at the number listed above.

#### **IV. SUBMISSION OF PROPOSALS**

All proposals shall be submitted in a sealed envelope addressed to the City Clerk of the City of Pascagoula, Mississippi. If a proposal is submitted by mail, the post office address of the City Clerk is P.O. Drawer 908, Pascagoula, MS 39568-0908. If a proposal is hand-delivered, the street address of the City Clerk is 603 Watts Avenue, Pascagoula, MS 39567-4220.

All proposal envelopes shall be marked **“SEALED PROPOSALS FOR HVAC MAINTENANCE SERVICES DUE NO LATER THAN 2:00 P.M. ON JULY 3, 2023.”**, and if any envelope is not so marked, any proposal contained therein will not be considered.

**All proposal envelopes should contain the firm’s name, mailing address, and telephone number on the fact of the envelope and also specify the name of the proposal item.**

#### **V. LENGTH OF CONTRACT**

This contract shall be for a period of one (1) year, automatically renewing annually, unless terminated in writing by either party with thirty (30) day written notice at any time. Start date of contract shall be defined in the executed contract document.

#### **VI. EVALUATION OF CRITERIA**

The City will evaluate the proposals based in the criteria listed below. The City will not award the contract based solely on the lowest cost proposal. In addition to cost, the City will weigh the following criteria:

1. The satisfaction level of other current and former customers of the vendor under contracts for services similar to the requirement for the City.
2. Overall potential cost savings and efficiencies.
3. Adequacy of the response to the general and specific requirements of the RFP.
4. Prior performance history of the vendor, demonstrated expertise, and ability to perform in all areas of the requested services.
5. Financial stability of the vendor.
6. Any other criteria deemed relevant by the City.

## **VII. AWARD**

The successful vendor must be ready to proceed with HVAC maintenance services as soon as possible. The City and successful vendor will enter negotiations to finalize a contract, consistent with the content of the attached Exhibits, immediately. The City may conduct a pre-operation conference, prior to issuing the Notice to Proceed after notice to vendor of award of the contract, to review equipment, starting dates, specifications, work procedures, and other matters.