



CITY OF BERKLEY, MICHIGAN COMMUNITY CENTER HVAC UNIT REPLACEMENT REQUEST FOR PROPOSAL

INTRODUCTION

The city is accepting bids for the replacement of an existing Magic Pak HVAC Unit by a qualified vendor. Sealed bids must be submitted electronically via BidNet/Michigan Inter-governmental Trade Network (MITN). Responses are due by 3 PM on September 25th, 2026.

To register, go to the BidNet website: www.bidnetdirect.com.

Bid specifications may be downloaded from BidNet/MITN or the City's website at www.berkleymi.gov.

Each Bidder is responsible for fully acquainting themselves with the RFP specifications. For transparency purposes, no oral interpretations will be given to any Bidder as to the meaning of the specification documents or any part thereof. Every request for such a consideration shall be made in writing. Based upon such inquiry, the City of Berkley may choose to issue an Addendum.

Failure or omission of any Bidder to examine any form, instrument, or other document, shall in no way relieve them from any obligation with respect to their bid or to the contract, or entitle them to additional compensation.

Questions regarding this bid should be directed to Jason Bialk, Facilities Superintendent, at Jbialk@berkleymi.gov. No phone call responses to questions will be provided.

SPECIFICATIONS

Proposals will be considered from all vendors offering services substantially meeting the minimum specifications below. The city is prepared to review the submitted documentation and make an award in the best interest of the city, considering all components (e.g. price, features, safety, warranty, service experience/location and delivery timeframe).

Bid specifications are based on replacing a Magic Pak all in one, through the wall heating and cooling system. Additionally, the work will include cutting in and installing (2) open air return grilles above (2) adjacent office doors to improve air circulation.

Vendor shall also submit an itemized listing of any specification deviations and other available options with individual unit prices provided.

The vendor shall submit, with the bid documents, a detailed listing of the equipment specifications that meet the minimum requirements above. Note the vendor has the ability to quote up to two (2) different models listed as Option #1 and Option #2 in the Basis of Award.

DELIVERY

The awarded vendor shall remove the existing and replace with the like unit at 2400 Robina, Berkley, Michigan. Work hours are Monday through Friday from 9 AM to 4 PM.

WARRANTY

A minimum 12-month warranty shall be provided by the manufacturer. Warranty shall have no deductible and apply to parts, labor and transportation.

CONFORMITY TO SPECIFICATIONS

Proposals must be made in full conformity to all conditions as set forth in the specifications.

RIGHT TO ACCEPT, REJECT AND WAIVE DEFECTS

The City reserves the right to accept any proposal, to reject any and all proposals, and to waive any defect or irregularity in any proposal if it is deemed to be advantageous to the City to do so.

In particular, any alteration, erasure, or interlineation in the specifications which are made a part, specifically of the instructions or of the form of proposal, shall render the accompanying proposal irregular and subject to rejection by the City. In case any explanation, additions or alterations are to be offered, they shall be indicated on separate sheets attached to the proposal and referred to therein.

No bid proposal will be accepted by the City of Berkley, with any product substitutions, unless a full explanation of those substitutions have been submitted to the City of Berkley, for the City's review and approval.

LEGAL CONDITIONS

The Bidder agrees to abide by all Federal, State, County and Local laws and regulations.

PROPOSAL CONTENT REQUIREMENTS

The following information and forms must be contained in the RFP response:

1. The Authorized Representative (or the primary contact person) must be clearly identified for business purposes. The name, title, mailing address, phone number and email address for this individual must be provided.
2. Signature of the employee or agent authorized to bind the company contractually.
3. A list of at least three (3) references including the name, address and phone number of the primary contact person.
4. A completed Non-collusive Affidavit (attached).
5. A completed Hold Harmless and Indemnity Form (attached).
6. A final, unit price bid using the Basis of Award forms (attached). The city may choose to award portions of the submitted bid based on limitations such as budget.
7. Disclose all existing and potential conflicts of interest you may have with the City, its elected officials, employees or other representatives using the attached Conflict of Interest Form.
8. A certification that the Bidder is not an Iran linked business as defined in the Iran Economic Sanctions Act, 2012 PA 517.

EXTRAS

Except as otherwise herein provided, no charge for extra work or materials will be allowed unless the same has been ordered in writing by the City and the price stated in such order.

COMPLIANCE WITH REGULATIONS

The Bidder shall comply with the Regulations relative to non-discrimination in Federally-assisted programs of the Department of Transportation, Title 49, code of Federal Regulations, Part 21 as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.

NON-DISCRIMINATION

The Bidder shall not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Bidder shall not participate either directly or indirectly in the discrimination prohibited by section 21.5 of the Regulation, including employment practices when the Bidder covers a program set forth in Appendix B of the Regulations.

SOLICITATIONS FOR SUBCONTRACTS, INCLUDING PROCUREMENTS OF MATERIALS AND EQUIPMENT

In all solicitations either by competitive bidding or negotiation made by the Bidder for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the Bidder of his or her obligations under this contract and the Regulations relative to non-discrimination on the grounds of race, color, or national origin.

INFORMATION AND REPORTS

The Bidder shall provide all information and reports required by the Regulations, or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information and its facilities as may be determined by the City of Berkley to be pertinent to ascertain compliance with such Regulations or directives. Where any information required of a Bidder is in the exclusive possession of another who fails or refuses to furnish this information, the Bidder shall so certify to the State highway department, or the Federal Highway Administration as appropriate, and shall set forth what efforts it has made to obtain the information.

SANCTIONS FOR NON-COMPLIANCE

In the event of the Bidders non-compliance with the non-discrimination provisions of this contract, the City of Berkley shall impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to:

- a. Withholding of payments under the contract until the Bidder complies, and/or
- b. Cancellation, termination or suspension of the contract, in whole or in part.

INCORPORATION OF PROVISIONS

The Bidder shall include the provisions outlined above in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The Bidder shall take such action with respect to any subcontract or procurement as the City of Berkley may direct as a means of enforcing such provisions including sanctions for non-compliance: Provided, however, that, in the event a Bidder becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the Bidder may request the City of Berkley to enter into such litigation to protect the interests of the City, and, in addition, the Bidder may request the State highway department to enter into such litigation to protect the interests of the State and/or the United States to enter into such litigation to protect the interests of the United States.



CITY OF BERKLEY, MICHIGAN COMMUNITY CENTER HVAC UNIT REPLACEMENT BASIS OF AWARD

CONTACT INFORMATION AND QUALIFICATIONS

Company Name: _____
Service Address: _____
City: _____ State: _____ Zip: _____
Telephone Number: _____ Fax Number: _____
Representative's Name: _____
Representative's Title: _____
Signature: _____
Email Address: _____

Type of Organization: Individual Partnership Corporation Other

Date Organization Established: _____

Number of Years' Experience Selling and Servicing Make: _____

Current Full Time Employees: _____ Current Part Time Employees: _____

Briefly Describe your Customer Service Philosophy: _____

Any Exceptions, Substitutions, Deviations, etc. from these Specifications must be stated below: _____



CITY OF BERKLEY, MICHIGAN COMMUNITY CENTER HVAC UNIT REPLACEMENT BASIS OF AWARD

REFERENCES

Please provide current contact information for three (3) local references. Failure to provide qualified references may be grounds for disqualification of the bid.

NAME: _____

ADDRESS: _____

TELEPHONE: _____

CONTACT PERSON: _____

AWARD DATE: _____

DESCRIPTION: _____

NAME: _____

ADDRESS: _____

TELEPHONE: _____

CONTACT PERSON: _____

AWARD DATE: _____

DESCRIPTION: _____

NAME: _____

ADDRESS: _____

TELEPHONE: _____

CONTACT PERSON: _____

AWARD DATE: _____

DESCRIPTION: _____