

# Vendor's Offer

**“Return this Section with your Response”**

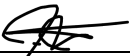
Offeror must complete, sign and submit this form to the Procurement Office with the proposal response. An unsigned “Vendor’s Offer”, late proposal response, and/or a materially incomplete response will be considered nonresponsive and rejected. Offeror is to type or legibly write in ink all information required below. A scanned copy of this page is acceptable.

Company Name:	B2B Direct Sales, Inc. dba The HVAC Company		
Company Purchase Order Mailing Address:			
Street Address:	3120 W Carefree Hwy, Ste 1817		
City, State, Zip:	Phoenix, AZ 85086		
Contact Person:	James Hoover	Phone Number:	480-687-8081
E-mail Address:	james@thehvacompany.net	Cell Number:	602-565-0518
<u>Remit to Information</u>			
Company Name (as it appears on invoice):	The HVAC Company		
Company Payment Remit to Address:			
Street Address:	3120 W Carefree Hwy, Ste 1817		
City, State, Zip:	Phoenix, AZ 85086		
<u>Company Tax Information</u>	The HVAC Company is based in Tempe. It appears a Tempe TPT is not required for service companies, however, we would certainly obtain it if required by the City of Tempe.		
If a Tempe-based firm, provide Tempe Transaction Privilege (Sales) Tax No.:			
<u>Payment Options</u>			
Will your company accept the City's Master Card for payment?	Yes	<input checked="" type="checkbox"/>	No <input type="checkbox"/>
Will your company accept Payment via ACH (Automated Clearing House) for payment?	Yes	<input checked="" type="checkbox"/>	No <input type="checkbox"/>

## THIS PROPOSAL IS OFFERED BY

### REQUIRED SIGNATURE OF AUTHORIZED OFFEROR

By signing this Vendor's Offer, Offeror acknowledges acceptance of all terms and conditions contained herein and that prices offered were independently developed without consultation with any other Offeror or potential Offeror. Failure to sign and return this form with proposal response will be considered nonresponsive and rejected.

  
\_\_\_\_\_  
Signature of Authorized Offer  
  
James Hoover  
\_\_\_\_\_  
Print or Type Name of Authorized Individual

September 28, 2021  
\_\_\_\_\_  
Date  
  
President  
\_\_\_\_\_  
Title of Authorized Individual

# Proposal Questionnaire

**“Return this Section with your Response”**

Questionnaire responses and supporting documentation provided will be used to evaluate the proposal. In order to evaluate an Offeror’s overall experience and competence to perform the Scope of Work described herein, the City may rely on additional resources beyond the information provided.

	Question	Response
1	Provide the address of the facility that will provide services to the City of Tempe.	1750 S Los Feliz Drive, Ste 111 Tempe, AZ 85281
2	Describe your company and its history – include years in business. Please include your current capacity and your firm’s staffing strategy to support the City of Tempe.	See Exhibit A   Pg 64-2
3	Please provide contact information for the primary account representative and a backup contact for the City of Tempe. <ul style="list-style-type: none"> <li>• Contact Name</li> <li>• Phone Number</li> <li>• Cell Phone Number</li> <li>• e-mail address</li> </ul>	Provide contact information below James Hoover; 480-687-8081; 602-565-0518; james@thehvacompany.net Donnie Craft; 480-687-8081; 480-594-1877; jimmy@thehvacompany.net
4	Can you provide services to the City 24-hour per day?	Yes - currently operate 24/7/365
	a   If so, provide your 24-hour phone number.	480-687-8081
5	Please ensure you have completed the List of Group Categories found on page 26 and 27 with your valid, State of Arizona contractors’ licenses applicable to each Trade Group. A copy of each license must be included with your response.	See Exhibit A   Pg 64-5
6	If submitting for repair and maintenance of historic buildings and structures – provide complete information about your specialization in this area and the procedures you would follow to ensure compliance with guideline in this area.	N/A
7	Do you intend to utilize sub-contractors?	No, we self-perform all HVAC service work including Controls.
	a   If yes, provide name and contract information to right	N/A
8	Will you comply with or exceed the two-year warranty provision as requested by the City?	Yes
	a   What warranty will you provide?	2-Year
9	Do you agree to the Terms and Conditions of this RFP?	Yes
	a   If No, explain to right	N/A
10	List three (3) governmental or corporate references for which you currently provide similar services. <ul style="list-style-type: none"> <li>• Organization/Firm Name</li> <li>• Contact Name</li> <li>• Phone Number</li> <li>• Brief description of work preformed</li> </ul>	Provide Reference Information Below ASU   Steven Palombo   623-688-7209   HVAC equipment repair & replacement CBRE   Corey Thissell   623-687-1028   HVAC equipment PM, repair & replacement The Salvation Army   Maj Darren Stratton   530-592-9006   HVAC equipment PM, repair & replacement
11	Describe the experience your firm has in providing the trade service groups being offered.	See Exhibit A   Pg 64-11

# Proposal Questionnaire

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12	Indicate your workers compensation experience modifier (E-Mod). Provide E-Mod rate for the most recent three (3) years.	2020: 1.00 E-Mod   2021: 1.00 E-Mod
13	Discuss your methodology in maintaining a safe work environment.	Exhibit A   Pg 65-13
14	Describe your quality control process.	Exhibit A   Pg 65-14

## **EXHIBIT A**

City of Tempe

RFP# 22-001 | Trade Services – Response

### **Pg 64-2: Company History**

The HVAC Company is a “DBA” under B2B Direct Sales, Inc. which is a local, Arizona S-Corp based in Tempe and started in October of 2012. The company operated as a sales consultancy developing new business for a few select HVAC and General contractors in Arizona.

In June of 2020, The HVAC Company was created and licensed (CR-39) as a Commercial HVAC Service Contractor, led by (3) key management-owners:

James Hoover – Sales & Accounting/Finance

Tim Mishler – Operations | Project Management | Qualifying Party

Jimmy “Donnie” Craft – Operations | Service Management & Controls

The HVAC Company operates as a true commercial HVAC service contractor supporting 24/7 repair, PM services and equipment replacement/retrofit projects including controls. We are 100% committed to commercial HVAC service and controls – NO construction, residential or other trades. Commercial HVAC service only.

### **Current Staffing Capacity & Strategy**

We started in June 2020 with Tim Mishler and (1) F250 service truck; as of September 2021 we operate a fleet of (11) F250s with a strategically qualified and diverse team of technicians built to provide commercial HVAC service only – 24/7 repair, PM service and equipment replacement/retrofit.

Within 6 months we put in place full benefits including comprehensive health insurance, training and PTO that exceeds the state and federal guidelines. Our technicians drive new F250’s, are paid weekly at or above their respective scale and operate successfully in a team environment supported by highly experienced, owner-management. Our technicians are expected to complete their projects, repairs, and maintenance with minimal supervision, carry an emphasis on safety and provide clean, timely reports and required documentation. All of these workplace attributes creates a highly desired opportunity for quality service technicians working in Arizona.

Talent acquisition is not a problem for us - we have qualified service technicians coming to The HVAC Company for a stable and better workplace. Current service team includes:

(7) Field Technicians

(2) Field Supervisors

(1) Dispatcher/Office Management

(2) Field & Operations Management-Owners

(1) Sales & Accounting/Finance Management-Owner

## EXHIBIT A

City of Tempe

RFP# 22-001 | Trade Services – Response

### **Pg 64-11: Experience Providing Commercial HVAC Services**

James Hoover – Sales & Accounting/Finance Management-Owner

- 9 Years leading business development for two Arizona commercial HVAC contractors.
- Personally sold and managed over \$35MM in commercial projects, repairs and PM work with all brands and types of HVAC equipment – roof top, chiller systems, air distribution and central plants.
- Acquired and managed public contracts with City of Goodyear, City of Phoenix, ASU and other public entities.

Tim Mishler – Operations | Project Management-Owner

- 23 years in the HVAC industry with customers in the Government, Education, Healthcare, Retail, Telecommunications, Manufacturing, Hospitality, Housing, Food Preparation, and other sectors.
- 14 years supervising service and project teams in the Phoenix Metro area performing work across the entire state of Arizona including Tucson as well as the Las Vegas / Henderson area.
- Extensive experience servicing and installing DX, chilled water, and low temp equipment, as well as critical environment, process, and manufacturing equipment.

Jimmy “Donnie” Craft – Operations /Controls| Service Management -Owner

- 30 years in the HVAC industry including 20+ years working for major manufacturers. Experience in applied mechanical, unitary and controls. Experience in industries such as, oil, hospital, municipality and education.
- Involved in multiple startup operations from small service operations to multi-million dollar cold-start operations.
- Adjunct instructor and advisory board member for the HVACV program at Maricopa Community College.

Some of our HVAC team service and experience highlights:

- We receive constant and numerous compliments from our clients regarding our professional staff and quality workmanship.
- Our largest building under HVAC management is approx. 1 million square feet with (43) rooftop AC units, (83) large UMP coolers and (44) exhaust fans inspected and serviced quarterly.
- We currently service over (45) PM contracts covering chiller plants, fluid cooler systems and all types of unitary/rooftop HVAC equipment.
- The HVAC Company is the preferred/only controls sub-contractor for Carrier/Sigler in Arizona providing startup and controls troubleshooting services.
- Our HVAC service experience is grounded in a few key industry sectors:
  - **Property Management** – CBRE, Cushman & Wakefield, JLL, Kidder Mathews, Optima Sonoran (high-end, mid-rise mixed use) in downtown Scottsdale and more.
  - **Corporate** – Google/Waymo, Hilton, Regal Cinemas, Medical plazas and more.
  - **Government** – City of Goodyear, City of Phoenix, ASU (Tempe, Polytech & West), Maricopa Community College District and more.

**EXHIBIT A**

City of Tempe

RFP# 22-001 | Trade Services – Response

**Pg 65-13: Maintaining a Safe Work Environment**

The HVAC Companies methodology in maintaining a safe work environment is safety first. We have monthly safety meetings with topics ranging from fall prevention to confined space. Safety is a culture within The HVAC Company. Each employee of the company can stop work on any project and has the backing of all owners and management in doing so. We strive to offer the safest place to work and put our clients' and employees' safety above all else.

**Pg 65-14: Quality Control Process**

The HVAC Company quality control process includes following the systems and procedures in place, as outlined below, to support our goal of total customer satisfaction and continuous improvement throughout our business operations:

- regular gathering and monitoring of customer feedback.
- a customer complaints procedure.
- selection and performance monitoring of suppliers against set criteria.
- training and development for our employees.
- regular audit of our internal processes.
- measurable quality objectives which reflect our business goals.
- management reviews of audit results, customer feedback and complaints.

# Specifications

**“Return this Section with your Response”**

## Listing of Trade Services Groups

Following is a listing of the Trade Services Groups for which the City intends to establish contracts. Please place an **X** in the boxes for which you intend to submit your pricing proposal and indicate the appropriate AROC License Numbers.

Group	Description	Submitting for this Group	AROC License Number(s)
1	Asphalt Patch and Repairs (small jobs only)		
2	Bird Control		
3	Building Envelope Sealing		
4	Concrete: Repair, Sealing and Polishing		
5	Doors and Gates: Repairs, Maintenance, New; Access controls		
6	Electrical - General		
7	Electrical - Emergency Power		
8	Electrical - High Voltage		
9	Fencing (wooden, new, repair, temporary)		
10	Flooring: Tile, Terrazzo and Marble Repairs, including Re-grouting; Wooden floors (including gym) – new, repair, refinish. Carpet, new installation		
11	General Carpentry & Repair Work (non-construction)		
12	Glazier		
13	Hauling and Backhoe (skid steer) Services		
14	Herbicides and Weed Control		
15	HVAC; Maintenance and Repair, New install	X	329140 / CR-39
16	Job Site Cleanup		
17	Landscape, Irrigation and Drip System Maintenance and Repairs		
18	Lighting Installation		
19	Masonry - Repair and Maintenance (block wall repair)		
20	Metal/Plastic Assembly Fabrication Services		
21	Painting, Coatings, Wall coverings & Repair		
22	Plumbing		
23	Pressure Washing - Exterior		
24	Restoration/Rehabilitations of Historic Buildings or Structures		
25	Rodent Control (mice, roof rats, sewer rats)		
26	Roofing Repair Work		
27	Small Engine – Tool Repair (weed eater, chainsaws, blower, lawnmower, electrical and gas, etc.)		
28	Solar Panel Inspection, Maintenance, Repair		
29	Storage / Temporary Storage Units		
30	Water Remediation and Repairs		

# Specifications

**“Return this Section with your Response”**

31	Welding & Fabricating		
32	Window Cleaning Services		
33	Window Tinting (Exterior / Interior) and Exterior Window Coverings		
34	Window Treatments (Interior) Covering and Room Dividers, Blinds		

The below specifications are illustrative of the services to be required for each Trade Group and are not meant to be all inclusive of every service.

## **Pricing**

Quoted pricing must contain all charges including, but not limited to, standard equipment and tools generally associated with the trade group handling, billing, delivery, hazardous materials fee, travel time, wait time, etc., for work at locations within the City of Tempe, or in close proximity to the city borders. The City will **not** pay fuel surcharges.

The pricing sheets are 'generic' in nature and may request information that is not applicable to the services you offer. Please complete as much information as necessary for your firm.

## **Submission of Offer**

You only need to return the Pricing & Specifications pages for which you are offering in addition to the requirements noted on page 69 with your proposal.



# STATE OF ARIZONA

License No. ROC 329140

## Office of the Registrar of Contractors

*This is to certify that:*  
B2B DIRECT SALES, INC.

DBA (if any)

The HVAC Company

*Having been shown to possess all the necessary qualifications, and having complied with all the requirements of the law,  
is by order of the Registrar of Contractors duly licensed and admitted to engage in and pursue the business of*

CR-39 Air Conditioning and Refrigeration

*Contractor in the State of Arizona. Given my hand and the seal of the Registrar of Contractors in my office, City of  
Phoenix, on June 3, 2020*



A handwritten signature in black ink, appearing to be "J. H. ...", is written over a horizontal line.

DIRECTOR, ARIZONA REGISTRAR OF CONTRACTORS

# Pricing & Specifications

## Group 15 – HVAC; Maintenance and Repair, New, Install

**Return this Section with your Response only if you are offering these services**

Repair and retrofitting of HVAC equipment (A/C units, coolers, pre-coolers, furnaces, etc.). To include oil and natural gas burner malfunctions and flameouts, oil valve replacements, repair leaking pipes, repair/replace heat pumps, duct work repairs, and system diagnostics. Includes Low Temperature Refrigeration repairs and maintenance.

Pricing – HVAC; Maintenance and Repair, New, Install					
	Provide your firms job title(s) and hourly rate(s) below				
	Journeyman	Helper			
Weekdays- Straight Time	\$ 74.00	\$ 62.00	\$	\$	\$
Markup on direct cost of parts and materials			25 %		

Parts Discounts Offered		
	Manufacturer	Discount Offered
		%
		%
		%
		%
		%
		%

Other Services Offered		
Service with fixed fee structure	Cost	Unit
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	

# Pricing & Specifications

**“Return this Section with your Response”**

\* Applicable Tax   X   % [X - The applicable tax rate will depend on the job location and the date executed.]

**\* State correct jurisdiction to receive sales tax on the Vendor's Offer, included in this Request for Proposal.**

Less prompt payments discount terms of n/a %    days/ or net thirty (30) days. (To apply after receipt and acceptance of an itemized monthly statement.) For evaluation purposes, the City cannot utilize pricing discounts based upon payments being made in less than thirty (30) days from receipt of statement.

## Ordering and Invoice Instructions

Invoices shall be issued directly to the ordering department. Invoices shall be accurate and complete including the information shown below. Failure to provide a properly documented invoice may cause a delay in receipt of payment. The City will not process an invoice for payment until it has been approved by the ordering department and forwarded to Accounts Payable. The City endeavors to process invoices within 30 days after receipt of an accurate and complete document.

Invoices shall include:

1. Line item listing of all ordered items to include description of items;
2. Unit cost and extended cost for each line item;
3. Applicable Tax;
4. Payment Terms;
5. Purchase Order Number;
6. Name of selling organization clearly stated on invoice along with address;
7. Phone number and or e-mail address for contact person to clarify invoicing questions;

Invoices that do not follow the above minimum invoicing requirements will not be paid. Payment must be applied to only invoices referenced on check/payment stub. The City reserves the right to process payments via check or P-Card.

Accounting Contacts:

Yesenia Loredó-Flores  
Carlene Foster  
Vacant

Letters A – H and Numbers  
Letters I – Z  
General AP Inquiries and AP Checks

# Anti-Discrimination Policy



## COMPLIANCE WITH CITY'S ANTIDISCRIMINATION ORDINANCE NO. 02016.25

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The Tempe City Council approved Ordinance No. 02016.25 that requires vendors who are being recommended for award to provide evidence of their compliance with the City's antidiscrimination policy as shown below:

### Sec. 2-601. Policy.

It is declared to be the policy for the citizens of Tempe, Arizona, to be free from discrimination in public accommodations, employment, and housing, and contrary to public policy and unlawful to discriminate against any person on the basis of race, color, gender, gender identify, sexual orientation, religion, national origin, familial status, age, disability, or United States military veteran status, in places of public accommodation, employment, and housing; and contrary to the policy of the city and unlawful for vendors and contractors doing business with the city to discriminate, as set forth in this article.

### Sec. 2-603. Unlawful Practices.

The following shall constitute a violation of this article:

For a city vendor or city contractor, because of race, color, gender, gender identify, sexual orientation, religion, national origin, familial status, age, disability, or United States military veteran status, to refuse to hire or employ or bar or discharge from employment any person, or to discriminate against such person in compensation, conditions, or privileges or employment. City vendors and contractors of fifteen (15) or more employees shall provide a copy of its antidiscrimination policy to the Procurement Officer to confirm compliance with this article. Employers having fourteen (14) or less employees may attest in writing to compliance with this article.

### Vendor Requirements

Vendors who have fifteen (15) or more employees shall include with their bid/proposal submittal a copy of its antidiscrimination policy that must mirror the City's policy as stated above. Suppliers who have fourteen (14) or less employees may include their antidiscrimination policy *or* complete a written affidavit of compliance per the attached.

### To be completed by responding company and returned with submittal:

Our company has 15 or more employees and has included its antidiscrimination policy that mirrors the City's policy;

Our company has fourteen (14) or less employees and is attaching the signed AFFIDAVIT OF COMPLIANCE WITH TEMPE CITY CODE CHAPTER 2 ARTICLE VIII SECTION 2-603(5).

Please include this document along with the company's antidiscrimination policy or the completed affidavit with offer submittal

# Anti-Discrimination Policy



Only complete this document if you have 14 or less employees.

## AFFIDAVIT OF COMPLIANCE WITH TEMPE CITY CODE

### CHAPTER 2 ARTICLE VIII SECTION 2-603(5)

Per Tempe City Code Chapter 2 Article VIII Section 2-603(5), it is unlawful for a City vendor or City contractor, because of race, color, gender, gender identity, sexual orientation, religion, national origin, familial status, age, disability, or United States military veteran status, to refuse to hire or employ or bar or discharge from employment any person, or to discriminate against such person in compensation, conditions, or privileges of employment.

City vendors and contractors shall provide a copy of their antidiscrimination policy to City to confirm compliance with this requirement or attest in writing to compliance.


- CONTRACTOR means any person who has a contract with the City.
- VENDOR means a person or firm in the business of selling or otherwise providing products, materials, or services.

CONTRACTOR/VENDOR, select one:

Current copy of antidiscrimination policy attached

OR

I hereby certify The HVAC Company (contractor/vendor) to be in compliance with Tempe City Code Chapter 2 Article VIII Section 2-603(5).

  
\_\_\_\_\_  
Signature

Date: September 27, 2021

James Hoover  
\_\_\_\_\_  
Print Name

President  
\_\_\_\_\_  
Title

The HVAC Company  
\_\_\_\_\_  
Company

# Addendum to Solicitation



City Procurement Office/City of Tempe • PO Box 5002 • 20 East 6th Street • Tempe, AZ 85280 • (480) 350-8324 • www.tempe.gov/procurement

Issue Date: | September 8, 2021

This addendum will modify and/or clarify: | Solicitation No.: | RFP 22-001

and is | Addendum No.: | #1

Procurement Description: | Trade Services

The Proposal Due Date and Opening Time remain unchanged at **Septemeber 29, 2021 at 3:00 P.M.**, (Arizona Local Time).

The City is hereby adding scope to Group 28 – Solar Panel Systems – Inspection, Maintenance and Repair  
Adding City of Scottsdale Statement of Work

**City of Scottsdale (This addendum contains embedded files)**

## **A. BACKGROUND AND SYSTEMS TO BE REPAIRED AND MAINTAINED**

### **1. Rooftop PV systems**

The City owns thirteen solar PV systems located on thirteen separate City buildings.

- Fire Station 601
- Airport Business Center
- WestWorld Restrooms 7
- Lost Dog Wash Park Restroom
- Fire Station 602
- Gateway Trailhead Maintenance
- McCormick Railroad Park Model Train Bdg.
- Fire Station 608
- Doc Cavaliere Park Restroom
- Thunderbird Park and Ride
- Tom's Thumb Trailhead
- Appaloosa Library

The City has caused an initial condition assessment to be performed on twelve of its existing thirteen PV systems. The results of this assessment are attached as Attachment A. In addition, Attachment B gives information regarding each system.

### **2. Solar Street Lighting**

The City recently added eight (8) hardscape Road Markers with specialty lighting locating from just north of Thomas road to just south of Roosevelt Road down the center median of Scottsdale Road in Scottsdale. These include the lighting in the marker, solar panel, pole and batteries. A photo of the lights is included as Attachment C.

Additional similar lighting may be added in the future.

### 3. Solar thermal

The City has one existing non-functional solar thermal system for domestic hot water. It is located at Fire Station 602, 7522 E. Indian School Road, Scottsdale, AZ 85251.

### 4. Future Solar Systems

The City is considering adding solar bus stop lighting systems, solar charging stations, solar drinking fountains and potentially other solar-related systems in the future. Maintenance for these systems may be added to this scope of work in the future.

## B. SCOPE OF WORK

### 1. Initial Work

Perform a condition assessment for the City PV system located at Thunderbird Park and Ride located at 13665 N. Scottsdale Road, Scottsdale AZ 85254 and provide an Inspection Report within 30 days of inspection completion.

Repair the City's thirteen existing PV systems based upon the condition assessment Inspection Reports.

### 2. On-Going Work

#### 2.1 Annual inspections of PV and/or solar thermal systems:

##### PV systems –

##### Physical inspection including:

- Visual inspection of site and all equipment, including check for shading, debris, tagging, animal damage, fence damage, evidence of intrusion, corrosion, burn spots, discoloration, vegetation interference with system operation, hanging wires, etc.
- Determine if any panels need washing to remove soil, bird droppings, etc.
- Verify all system grounding connections and continuity of grounding system
- Check all component connections for tightness; sample check for proper torque
- Check all overcurrent protection devices
- Check for proper operation of data acquisition system components (if present)
- Review entire installation for NEC compliance
- Verify all labels are still in place and are NEC code-compliant
- Check for signs of leaks or condensation (hot water systems only)
- Check all roof penetrations to assure complete seal maintained.
- Test all switches to assure none are jammed

##### Inverter testing:

- Check nominal current and open circuit voltage for each DC string
- Check total DC current and DC bus voltage for all strings
- Check AC current and voltage for inverter AC output
- Check total AC watts produced as read from inverter display. Compare with metered output for variance
- Check total DC watts produced as measured or calculated
- Conduct shutdown/startup test done to assure inverter will timely restart after shutdown
- Check and clean as necessary all filters; remove any dust from cabinet
- Verify door interlock operations and closure per manufacturer's specs
- Verify proper fan/cooling operation (if applicable)

##### Hot water systems-

- Verify hot water production and circulation; record temperature output
- Verify switch operation (Delta T or PV)
- If monitored, check and record annual production
- Determine if any breaks in insulation on rooftop, especially at 90' bends
- Check specific gravity of glycol (if applicable)

- Check panels for pinhole leak indications
- Determine if any conflicts with recirc system

Contractor shall specifically include the above steps in the annual inspections along with any other steps necessary to maintenance and retro-commissioning of similar systems. Contractor shall provide a checklist of such steps in a format similar to that in Attachment D.

2.2 Annual inspection of other systems under contract.

Work will be done pursuant to an approved checklist. This will be charged on a lump sum basis per system.

2.3 Repair and re-commissioning of systems on an on-going basis

Work will be done pursuant to approved checklist and/or work order. This will be charged at an hourly basis plus materials.

2.4 On-call repair

This will be charged per approved hourly rates plus materials.

2.5 Reports

An annual Inspection Report shall be provided describing what actions need to be performed to repair and/or retro-commission each system. The Inspection Report will become the property of the City.

The City expects that the Inspection Report(s) will be provided within 30 days of completion of the inspection(s).

3. Additional Work

Evaluation and recommendation for installation of web-based monitoring systems on the PV systems. Such systems should include a real-time dashboard.

The City may choose to install monitoring systems under a separate Work Order under this Contract.

***Please ensure that you sign and submit this addendum by the solicitation due date.***

The balance of the specifications and bid solicitation instructions to remain the same. Bidders/Proposal Offerors are to acknowledge receipt and acceptance of this addendum by returning of signed addendum with bid/proposal response. Failure to sign and return an addendum prior to bid/proposal opening time and date may make the bid/proposal response non-responsive to that portion of the solicitation as materially affected by the respective addendum.

B2B Direct Sales, Inc. dba The HVAC Company

Name of Company

james@thehvacompany.net

Email Address

Tempe, AZ 85281

City State Zip

James Hoover | President

By – Name and Title (Please Print)

602-565-0518

Telephone



Authorized Signature



## City of Scottsdale Attachment A – Existing Solar Systems & Locations



Existing PV  
Systems.xlsx

## City of Scottsdale Attachment B – Individual System Information Condition Assessments

Please contact the procurement officer if you need the condition assessments. The total file size is 30MBs

An example of the condition assessment is included herein as an embedded file.



Airport Business  
Center.pdf



McCormick Railroad  
Park.pdf



Lost Dog Wash  
Park Restrooms.pdf



Gateway Trailhead  
Maintenance Buildir



Fire Station 608.pdf



Fire Station 602.pdf



Fire Station 601.pdf



Cavalliere Park.pdf



Browns Ranch  
Trailhead.pdf



Appaloosa  
Library.pdf



Westworld  
Restrooms.pdf

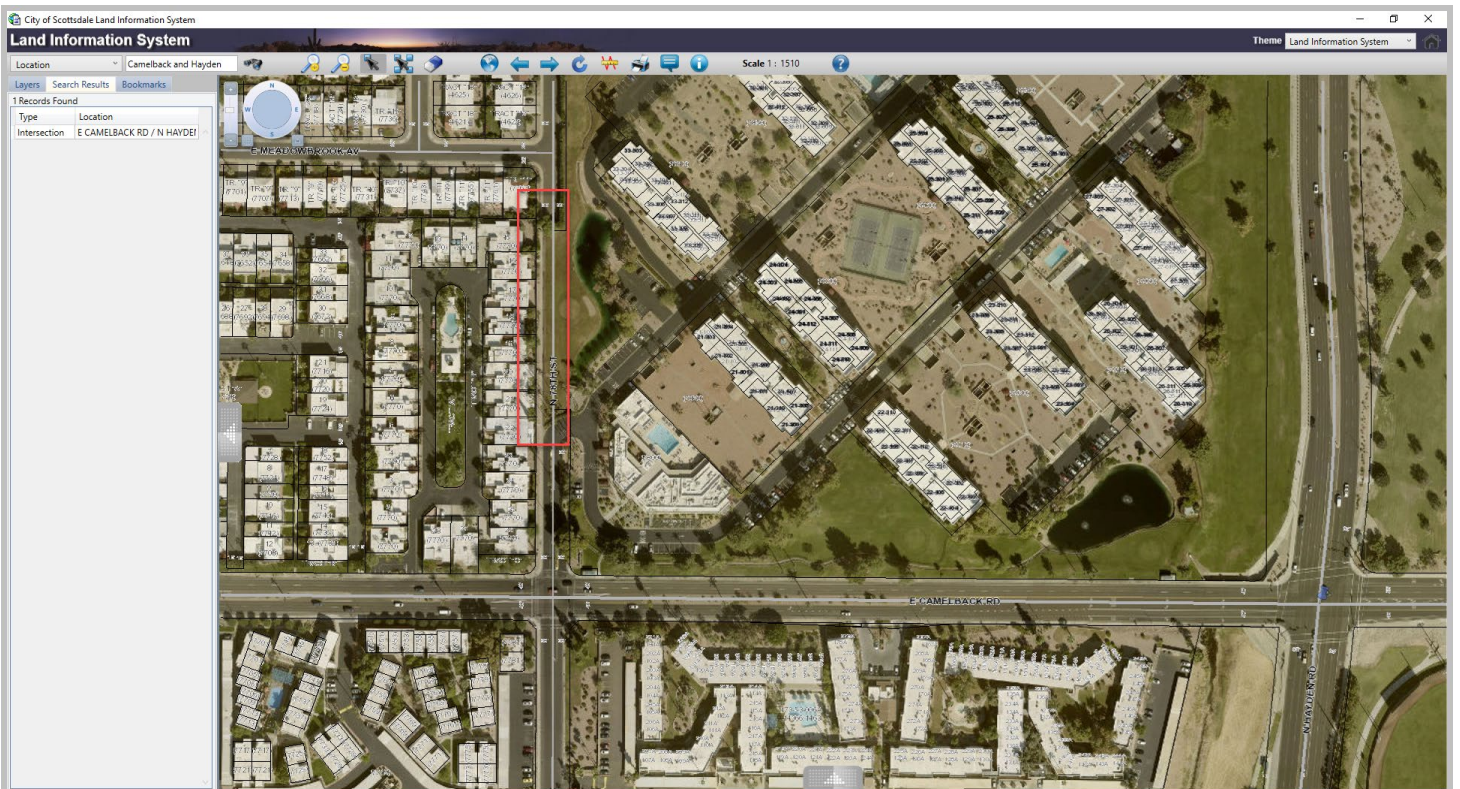


Tom's Thumb  
Trailhead.pdf

## City of Scottsdale Attachment C – Solar Hardscape



## City of Scottsdale Camelback north of Hayden at 78<sup>th</sup> Street Installation Location



## City of Scottsdale Attachment D – Sample Inspection Checklist

Standard Scope Of Work	
<b>Inspection Items</b>	
Service Name	Service Description
Manufacturer-specific recommendations	Perform all manufacturer-specific recommendations to maintain warranty
Ballast block inspection	Inspect ballast blocks, including broken, missing, or improperly installed blocks
Racking equipment inspection	Inspect for oxidation, corrosion, loose bolts/nuts, clamps, parts, etc
Grounding inspection	Inspect grounding
Array inspection	Check the PV modules for damage or debris. Include glass face, frame, cells, j-box, back sheet, etc. Report any damage to rack and damaged modules for warranty replacement. Note location and serial number of questionable modules.
Hot-spot inspection	Use infrared camera to inspect for hot spots, bypass diode failure
Module torque inspection	PV module visual inspection and spot torque check
Combiner box physical inspection	Check for water incursion, corrosion damage, debris, rust, or pests.
Combiner box electrical inspection	Open each combiner box and check that no fuses have blown and that all electrical connections are tight. Inspect cabling, fuse holders, and fuses for discoloration, signs of arcing, damaged plastic, defects, open circuits, and ground faults. Use an infrared camera to check connections.
Cable inspection	Inspect cabling for signs of cracks, defects, UV damage, pulling out of connections, touching sharp edges, or being improperly secured; overheating, arcing, short or open circuits, and ground faults. Use an infrared camera to check connections.
DC disconnect switch inspection	Check proper position of DC disconnect switches. Check for signs of water intrusion, rust, corrosion, etc.
Electrical box inspection	Inspect electrical boxes for corrosion or intrusion of water or insects. Seal boxes if required. Check position of disconnect switches and breakers.
AC disconnect box inspection	Verify there are no signs of water intrusion, rust, or mineral deposits. Ensure there is no damage or potential damage to the breaker panels, including circuit breakers and cable insulation. Use an infrared camera to check connections.
Protection device inspection	Exercise operation of all protection devices.
Switchgear inspection	Switchgear inspection
Monitoring Instrument inspection	Verify accuracy of monitoring instruments (e.g. anemometer, pyranometers) with hand-held instruments to ensure that they are operational and within specifications. Also check mountings and cables for signs of damage or wear.
Racking torque inspection	Inspect racking and spot check for torque specification
Physical inverter inspection	Check conduit fittings, inverter covers, racking and mounting. Inspect inverter housing or shelter for physical maintenance required if present. Use an infrared camera to check connections.
Electrical room inspection	Inspect electrical room (if applicable) and note any issues impacting the solar PV system
Signage and Labeling	Inspect placards and labels to ensure readability, weatherization
Safety inspection	Confirm location and readiness of fire extinguisher, other safety equipment
<b>Service</b>	
Combiner box torque check	Spot check connections for torque specification
Clean/replace air filters	Inspect air filters, clean or replace as necessary
Dust cleaning from heat rejection fins	Clean (vacuum) dust from heat rejection fins
Check/replace transient voltage surge suppress	Check/replace transient voltage surge suppression devices
AC connection torque check	Verify cables and connections inside inverter AC disconnects are not showing damage and spot torque check
Weather sensor inspection	Verify accuracy of weather sensors and meters
Check/replace dessicant	Check dessicant and replace if necessary
<b>Testing</b>	
Module electrical connection testing	PV module electrical connection check
Performance testing	Perform performance test: measure incident sunlight and simultaneously observe temperature and energy output. Calculate PV module efficiency as a function of temperature and calculate the balance-of-system efficiency. Compare readings with diagnostic benchmark (original efficiency of system).
IV-curve testing	Conduct an IV curve traces (specify_% of strings)
Overvoltage surge suppressor testing	Test overvoltage surge suppressors in inverter

		Verify that all ground connections to inverters, electrical boxes, conduits, and racking system are corrosion free, and functioning properly. Spot torque check. Measure currents on ground cables and test for ground faults.
	Ground fault tests	
	Site Photos	Take 3-5 nice pictures of the array for the cover photo of the report

# Addendum to Solicitation



City Procurement Office/City of Tempe • PO Box 5002 • 20 East 6th Street • Tempe, AZ 85280 • (480) 350-8324 • www.tempe.gov/procurement

Issue Date: | 09/29/2021

This addendum will modify and/or clarify: Solicitation No.: | 22-001

and is Addendum No.: | #2

Procurement Description: | Trade Services

Please be advised that the due date has changed to **October 5, 2021 at 3:00 p.m.** (Local Arizona Time).

***Please ensure that you sign and submit this addendum by the solicitation due date.***

The balance of the specifications and bid solicitation instructions to remain the same. Bidders/Proposal Offerors are to acknowledge receipt and acceptance of this addendum by returning of signed addendum with bid/proposal response. Failure to sign and return an addendum prior to bid/proposal opening time and date may make the bid/proposal response non-responsive to that portion of the solicitation as materially affected by the respective addendum.

B2B Direct Sales, Inc. dba The HVAC Company

Name of Company

james@thehvacompany.net

Email Address

Tempe, AZ 85281

City State Zip

James Hoover | President

By – Name and Title (Please Print)

602-565-05618

Telephone

Authorized Signature

# Addendum to Solicitation



City Procurement Office/City of Tempe • PO Box 5002 • 20 East 6th Street • Tempe, AZ 85280 • (480) 350-8324 • www.tempe.gov/procurement

Issue Date: | 10/05/2021

This addendum will modify and/or clarify: Solicitation No.: | 22-001

and is Addendum No.: | #3

Procurement Description: | Trade Services

Please be advised that the due date has changed to **October 12, 2021 at 3:00 p.m.** (Local Arizona Time).

***Please ensure that you sign and submit this addendum by the solicitation due date.***

The balance of the specifications and bid solicitation instructions to remain the same. Bidders/Proposal Offerors are to acknowledge receipt and acceptance of this addendum by returning of signed addendum with bid/proposal response. Failure to sign and return an addendum prior to bid/proposal opening time and date may make the bid/proposal response non-responsive to that portion of the solicitation as materially affected by the respective addendum.

B2B Direct Sales, Inc. dba The HVAC Company

James Hoover | President

Name of Company

By – Name and Title (Please Print)

james@thehvacompany.net

602-565-0518

Email Address

Telephone

Tempe, AZ

85281

City

State Zip

Authorized Signature

# Supplier Sustainability Questionnaire

The City of Tempe is strongly committed to sustainable practices and programs that help build a vibrant and resilient community. The City accomplishes this through a variety of innovative programs, including water and energy conservation, recycling, composting, alternative transportation, sustainable business practices and environmental stewardship. Tempe recently established its 2019 Climate Action Plan (CAP) that provides a guideline for how the City will take local action on global climate change by reducing its greenhouse gas (GHG) emissions and adapting to the changing climate. The Climate Action Plan serves as a guideline for the City's path toward a sustainable and resilient future that will benefit the entire City. The City has strengthened its commitment to sustainability by adopting a new carbon neutrality goal by 2050 and a strategy of sourcing 100 percent of its electricity from renewable sources by 2035. To learn more about the City's commitment to sustainability, please visit <https://www.tempe.gov/government/sustainable-tempe>.

To further this commitment, the City has developed a Sustainable Procurement Policy that provides specific guidelines for how these important sustainable practices and programs will be reflected in contract award decisions. By partnering with companies who share these sustainability goals, the City will be able to significantly enhance sustainable outcomes.

To support these efforts, the following Supplier Sustainability Questionnaire has been developed that will allow the City to better understand your company's efforts and commitments regarding sustainable practices and initiatives. This questionnaire has two sections – a section to understand what your company is doing regarding sustainable actions and a section to understand the specific sustainable attributes of the product or service that you are offering.

Item	Question	Response
<b>Corporate Sustainable Actions</b>		
1.	What sustainability guidelines or environmental statement does your company have to guide the company as a whole? Please include a link.	We follow the EPA guidelines around sustainability as close as possible and believe in leaving job sites in a better position to meet Federal and local sustainability measures.  <a href="https://www.epa.gov/greeningepa/federal-sustainability-requirements-and-guidelines">https://www.epa.gov/greeningepa/federal-sustainability-requirements-and-guidelines</a>
2.	What is your company doing to be more energy efficient?	We recommend and supply the most energy efficient equipment and material available in the market as well as seek out energy conservation alternatives for our office such as lighting sensors and programmable thermostats.
3.	What is your company doing to reduce greenhouse gas emissions?	We work to help limit green house gases through employee and client awareness and education. EV service trucks will be under consideration once they become practical and readily available.
4.	What is your company doing to reduce waste transferred to landfills?	We employ aggressive recycle and reuse practices where possible at our company offices as well as in the field.
5.	What is your company doing to reduce water waste?	We have installed a variety of water saving devices for current and past clients and offer solutions to reduce water use where applicable as well as strategies for our office such as low water use toilet flush.
6.	What kind of effort does your company make to reduce the use of environmentally harmful materials (such as cleaning products, etc.)?	Where possible, we seek out and use biodegradeable / earth-friendly products in the field such as Rydlyme for cleaning water-source HVAC equipment as well as using environmentally safe products at our office.
7.	Does your company take any actions to manage the sustainability of your supply chain? If yes, please explain.	Given the diversity, size and number of suppliers, we are really only successful in requesting certain sustainability practices such as reduced shipping materials and environmentally friendly packaging.
8.	Has your company received any environmental or sustainability related independent certifications or recognitions? If yes, please explain.	Not yet.



# Supplier Sustainability Questionnaire

Item	Question	Response
<b>Product Sustainable Attributes</b>		
1.	Has your company performed an environmental life cycle analysis on the product being offered the City? If yes, please provide documentation	We follow the ASHRAE standards for all HVAC equipment and help advise clients based on actual experience in the field.
2.	Can the product being offered be refurbished, recycled, or composted at the end of its life? If yes, please elaborate	Yes, much of the HVAC equipment can be and is actively recycled to extent possible upon removal.
3.	Does the product being offered include any recycled materials? If yes, please explain.	This is difficult to answer or quantify for equipment as we deal mostly with newly manufactured. Refrigerant and remanufactured parts would be good examples.
4.	What measures have been taken to reduce unnecessary packaging materials associated with the product being offered?	We use direct shipping and request environmentally friendly packaging where possible.
5.	What kind of reusable, recyclable, and/or compostable packaging materials does your company use?	We request environmentally friendly packaging where possible and practical.
6.	Has the product being offered been rated or certified by a third-party organization such as Energy Star, Green Seal, Leadership in Energy and Environmental Design (LEED), Forest Stewardship Council, etc.? If yes, please provide certification documentation.	With HVAC, certification is handled at the facility level on a building-wide basis and HVAC is only one aspect. Some of the products we provide have a variety of ratings assigned by 3rd parties evaluating our suppliers' products.
7.	Please provide any additional information you would like to share regarding your product's sustainable attributes.	We strive to do our part and offer or suggest the most energy efficient and environmentally friendly products applicable.

Please find some helpful links below that will provide additional information, tools and resources regarding sustainable practices:

**Greenhouse Gas Calculators:**

<https://www.epa.gov/energy/greenhouse-gases-equivalencies-calculator-calculations-and-references>

**Sustainable Packaging:**

<https://www.epa.gov/smm/sustainable-packaging>

<https://www.epa.gov/facts-and-figures-about-materials-waste-and-recycling/containers-and-packaging-product-specific-data>

**Cleaning Products:**

<https://www.epa.gov/saferchoice>

**Tool to Measure and Track your Waste and Recycling:**

<http://www.epa.gov/smm/wastewise/measure-progress.htm>

**Water Conservation:**

<http://water.epa.gov/polwaste/nps/chap3.cfm>



## REQUEST FOR PROPOSAL

**RFP# 22-001**

### TRADE SERVICES

**RFP ISSUE DATE:**

AUGUST 18, 2021

ERIC KRAENZLE, C.P.M.

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Response By:



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# Package Label

The following checklist has been provided to assist you in submission of your offer.

This list should not be considered complete, other information or documents may be necessary as part of your submission.

The items listed are the primary documents and information that must be completed and/or included with your proposal.

Please include any additional information or documents that will clarify your submittals.

This document has been issued in Word format to allow the responding firm the ability to provide requested information, answer questions and provide pricing within the actual document.

Description		Included √
1.	One signed and completed copy of the Proposal response – only sections marked <b>“Return this Section with your Response”</b> are required but you may include supplemental materials you believe necessary to clarify your submittal.	✓
a.	Signed and Completed Vendor’s Offer Form	✓
2.	Due to the COVID Virus, please submit a single e-copy of the signed and completed proposal. The City’s e-mail is capable of accepting up to a 10MB attachment. Please try and keep the proposal under this size limit. However, if you need to exceed 10MB, please break the proposal up into two sections and e-mail in two separate messages clearly indicating the solicitation number on the subject line and denoting Part 1 and Part 2 response. We will be unable to accept any hard copies of the proposal so please e-mail the response as noted above.	✓
3.	Proposal Questionnaire <span style="float: right;">Exhibit A - Included</span>	✓
4.	Specification – List of Trade Services Groups and ROC Numbers	✓
5.	Copies of ROC’s <span style="float: right;">CR-39</span>	✓
6.	Pricing and Specifications Section	✓
7.	If company has 14 or less employees include a signed and completed Affidavit of Compliance with Tempe City Code Chapter 2 Article VII Section 2-603(5) (form attached)	✓
8.	If company has 15 or more employees include a copy of its anti-discrimination policy	N/A
9.	Signed Addenda (if applicable) <span style="float: right;">Addendum #1 &amp; #2 &amp; #3</span>	✓
10.	Supplier Sustainability Questionnaire	✓

**Alert** – If you received this solicitation via a third-party plan-holder company and did not directly download it from the City of Tempe’s Procurement home page you might not have received any addendums that were published during the bidding period. To ensure you are notified of addendums it is critical that you download this solicitation from the City’s web site per the below link:  
<https://ww2.tempe.gov/bids/>