



Trevor-Wilmot Consolidated School District

26325 Wilmot Road

Trevor, WI 53179

**HVAC Preventative Maintenance**

**Request for Proposal**

**March 2, 2017**

# Trevor-Wilmot Consolidated Grade School District

26325 Wilmot Road  
Trevor, WI 53179

The Trevor-Wilmot Consolidated Grade School District, hereafter the "District" is seeking Cost Proposals for providing contractual HVAC Preventative Maintenance Services for the Trevor-Wilmot School, from July 1, 2017 through June 30, 2019 with an optional 12-month renewal for the period July 1, 2019 through June 30, 2020.

The submittal must provide for all costs, services, fees and any other expenses including, but not limited to those services specified and recommended to the District, and along with any other consulting services as needed.

Sealed proposals will be received by the Business Manager, Trevor-Wilmot Consolidated Grade School District, 26325 Wilmot Rd. Trevor, WI 53179, until Friday, March 24, 2017, at 2:00 p.m. local time, at which time they will be opened and read aloud. Proposals shall be submitted in a sealed envelope marked with 1) the above title of the project, and 2) the Vendor's name and address. It is the responsibility of the Vendor to meet the specified opening time; any proposal not so received may be returned unopened at the discretion of the District.

Proposals shall be prepared and submitted in accordance with the Instructions for Proposals and any other proposal documents supplied from the District. Specifications may be obtained from Trevor-Wilmot School, 26325 Wilmot Rd., Trevor, WI 53179, or at <http://trevorwilmotschool.net> Further information concerning this process may be obtained by contacting Pat Elrod, Maintenance Director or Michelle Brown, Business Manager, at (262) 862-2356.

The District reserves the right to modify and waive all informalities or technicalities, or to reject all proposals and/or parts thereof, and to accept that proposal which it deems most favorable to the District.

March 2, 2017

### **Trevor-Wilmot School HVAC and Hot Water Circulation PM Maintenance Bid Specs**

1. All bids to be returned to the District Business Office, to the attention of Michelle Brown, by Friday, March 24th **at 2:00 P.M.** in a sealed envelope to Trevor-Wilmot School, 26325 Wilmot Rd. Trevor, WI 53179.
2. All bids shall include an hourly rate of pay and an overtime rate of pay for work outside of the preventative maintenance agreement.
3. All bids shall have a breakdown of the two years separately. Contractor is responsible to notify Trevor-Wilmot School with second year hourly rate changes by July 1, 2018 or old rates shall stay in effect.
4. All work needs to be scheduled with Maintenance Director in advance and should be done around the school's schedule. Summer, spring, and Christmas breaks are good times to complete maintenance.
5. All bids should include 3 visits per year consisting of a spring a/c start up, a fall heat and boiler start up, and a mid-season tune-up during heating season. Filters should be changed for each of these visits.
6. All bids should include 1 belt change per year and all material, chemicals, filters, lubricants, etc. **that will be supplied by the contractor.**
7. Glycol and refrigerant will be a separate charge as needed.
8. All bids are for a 2-year contract starting July 1, 2017 through June 30, 2019, with an optional 12-month renewal. It is the contractor's responsibility to check all conditions before bidding to determine cost to perform said duties.
9. The District Board reserves the right to cancel said contract if contractor fails to complete said duties.

## **Schedule of Services**

- Spring cooling major start-up with major operational inspection
- Spring chemical cleaning of all outdoor condensing coils.
- Fall heating major start-up with operational inspection.
- One (1) mid- season minor operational inspection plus air filter change.

## **Equipment Scheduled for Service**

Qty – 54 Water source heat pumps Climate Masters

Qty – 2 Trane heat / cool roof top units on old gym roof

Model numbers-YCD240B3H0DC

Qty – 2 Johnson Controls heat / cool roof top units

Qty - 3 Energy Recovery Units with Air Cooled Condensers.

Qty – 1 Geothermal loop with 2-30 horse pumps and controls

Qty – 20 Roof top air conditioner condensers.

12 American Standards and 8 Aire-Flo

Qty – 26 Wall mount and 1 ceiling mount unit ventilators in class rooms

24 wall mounts are split units with a/c and hot water heat

Qty - 2 PK boilers old part of school

Qty – 1 Make up air for kitchen

Qty – 22 Electric cabinet heaters

13 wall units and 9 ceiling units

Qty – 9 Hanging electric unit heaters

Qty – 9 Wall mount small electric heaters in bathrooms and small rooms

Qty – 6 Hot water heaters

2 in new section and 4 in old section

3 are AO Smith

1 is a Rheem Ruud and 2 are Bradford White

Qty – 1 Booster heater for dish washer.

Qty – 9 Roof top exhaust fans.

Qty – 3 Server room mini split a/c system.

2 Mitsubishi Electric and 1 Goodman

Qty – 1 Air Compressor.

Qty – 6 Circulation Pumps

2- 7.5 horse, 2- .5 horse, 1- .25 horse, and 1- 1/6<sup>th</sup> horse

**Cooling units – All listed cooling, Heat pumps and Unit Ventilators**

**Heating units – All listed Heating Units, Unit Ventilators and Heat Pumps**

**Spring seasonal startup and major inspection includes:**

- Replace air filters
- Replace v-belts.
- Chemically clean all outdoor condenser coils.
- Inspection of evaporator coils, condenser coils and fans.
- Inspection and cleaning of condensate pans and drains.
- Inspection of wiring connections. Check and verify function of operating and safety controls.
- Check and verify compressor contactor and crankcase heaters.
- Check voltage and amp draws as per manufacturer specification for unit.
- Inspect and verify economizer operation.
- Check and verify head and suction pressures as per manufactures specifications.
- Check and verify superheat and sub cooling.
- Check and verify temperature drop across coils.
- Check and verify proper unit operation.
- Inspect bearings, fans and motors.
- Lubricate as required as per manufactures specifications.
- Secure all exterior panels.

**Fall seasonal startup and major inspection includes:**

- Replace air filters
- Inspect and adjust v-belts as required.
- Inspect and clean burners and controls as required.
- Inspect and check for gas leaks.
- Inspect and service as needed fans, motors, belts and bearings.
- Inspect heat exchangers.
- Inspect and verify function of safety controls and limits per manufactures specifications.
- Check temperature rise.
- Check gas pressure.
- Check and verify compressor contactor and crankcase heaters.
- Check voltage and amp draws as per manufacturer specification for unit.
- Check and verify head and suction pressures as per manufactures specifications.
- Check and verify superheat and sub cooling.
- Check and verify temperature rise across coils.
- Check and verify proper unit operation.
- Lubricate as required as per manufactures specifications.
- Secure all exterior panels.

**Energy Recovery Units**

- Inspect blower section.
- Inspect belt tension and condition.
- Inspect bearings, pulley and sheaves.
- Change filters 3 times a year.

**Air cooled Compressor-Condensing Units**

- Inspect and clean the unit coil.
- Inspect bearings.

## **Pumps**

- Inspect and lubricate bearings per manufacturer's recommendations.

## **Sealed Combustion Boilers and hot water heaters**

- Inspect pilot, pilot flame, pilot sensor, gas pressure and combustion air.
- Inspect vent piping and outside air piping.
- Inspect condensate drains.
- Inspect heat exchanger.
- Inspect burner.

## **Roof Exhausters**

- Inspect belt tension, alignment and condition.
- Inspect and lubricate bearings per manufacturer's recommendations.

## **Air Compressor**

- Inspect and clean.
- Change oil once per year.
- Inspect belt and adjust.

## **Temperature control systems - DDC controls**

- Check and verify control system operation.
- Perform system buss scan and make minor adjustments as required.
- Tune control loop and verify operation.
- Check and verify zone sensor calibration at each controlled device.
- Check and verify zone sensors, outdoor sensors, room sensors, duct sensors and unit mounted sensors.
- Finalize inspection and back up programming.

## **Mid-season inspections on all units**

- Replace air filters.
- Inspect and adjust v-belts as required.
- Visual inspections of bearings, fans and motors.

TREVOR-WILMOT CONSOLIDATED GRADE SCHOOL DISTRICT - HVAC PM RFP

- Inspection of linkages and make necessary adjustments.
- Lubricate all motors and bearings and required.
- Check operation of heating and cooling systems.
- Check operation of economizers.
- Secure all panels.

**Additional services performed one time per year**

All listed heating and cooling equipment as applicable.

- Replace v-belts (once per year)
- Brush clean condenser coils as needed – mid-season visit.



## **District Instructions for Proposals**

The general rules and conditions, which follow apply to all proposals requested and accepted by the Trevor Wilmot Consolidated Grade School District unless otherwise specified in writing.

### **1. Invitation for Proposals**

The District intends to enter into a contract with a qualified and responsible firm for the provision of the product or service identified on the Request for Proposals, and accordingly is furnishing a set of specifications by which such a proposal shall be evaluated. That set of specifications and all accompanying documents is also referred to as a "proposal package."

### **2. Proposal Documents**

Any person or firm desiring to submit a proposal for the product or service described in the identified proposal package shall submit proposals following the applicable instructions and format of the documents of the proposal package as provided or stated therein.

### **3. Proposal Package**

A typical bid package consists of a) a Request for Proposals, b) Instructions for Proposals, c) Proposal Form, and d) Specifications. The Specifications may consist of documents and drawings, which will be identified. However, each prospective Proposal is hereby instructed to ensure that it has a reasonable opportunity to submit a complete Proposal. The District hereby issues a disclaimer that this clause is any substitute for the careful reading of and response to all documents by the proposer.

### **4. Investigation by Prospective Proposals**

It shall be the responsibility of the proposing firm to thoroughly read and understand the information, instructions, specifications, and requirements. Proposing firms are expected to fully inform themselves as to the requirements for the provision of the specified goods or services before submitting proposals. Failure to do so is at their risk. No plea of error or plea of ignorance by the proposing firm of conditions that exist or that may hereafter exist as a result of failure or omission on the part of the proposing firm to make the necessary examinations and investigations will be accepted as a basis for varying the requirements of the District. The submission of a proposal means that the proposing firm has familiarized itself with all conditions, requirements, and specifications, and intends to comply with them (unless specifically noted otherwise in writing) without exception.

### **5. Proper Completion of Proposal Documents**

Proposal documents must be signed by an officer or employee of the bidder having the authority to bind the company or firm by signature. All signatures must be properly done in ink in the proper spaces. If a corporation is submitting a proposal, the signatures must be attested to by the Corporate Secretary or other authorized officer of the corporation.

All blanks on documents must be correctly filled in, using ink or entered in typed form. Any erasures or error corrections must be initialed in ink.

### **6. Proposal Delivery Procedures**

Sealed Proposals shall be delivered to the Business Office, Trevor Wilmot Consolidated Grade

School District, 26325 Wilmot Road, Trevor, WI 53179, by no later than the date and time indicated on the Request for Proposals. Sealed envelopes should be clearly labeled with the product or service title listed on the Request for Proposals, and includes the following information: contact name and address; date and time of proposal opening. If sent by mail, the sealed envelope containing the proposal must be enclosed in another envelope addressed to the Business Manager, at the location stated in this paragraph.

Separate proposals for multi-part purchases or projects shall be submitted, each clearly labeled as provided above.

Only one (1) proposal need be submitted, which must be an original, unless the specifications require additional photocopies thereof.

Proposals received prior to the specified time of opening will be securely kept, unopened. The Business Manager, or his/her designee, whose duty it is to open them, will announce when the specified time has arrived, and no proposal received thereafter shall be considered. No responsibility shall be attached to the Business Manager, his/her designee, or the District, for the premature opening or non-opening of a proposal not properly addressed and identified, except as otherwise provided by law.

Proposals arriving after the specified time of opening, whether sent by mail, courier, or in person, may not be accepted. These proposals may either be refused or will be returned unopened. It is the proposing firms' responsibility for timely delivery regardless of the methods used. Mailed proposals which are delivered after the specified time of opening may not be accepted regardless of the postmarked date or time on the envelope.

Facsimile ("fax") machine transmitted proposals are prohibited, nor will the District transmit proposal documents to prospective firms by way of a facsimile machine, except for any addenda issued as more specifically provided for in Section 10 of this document and, if applicable, in the specifications.

## **7. Withdrawals and Declinations**

A written request for the withdrawal of a proposal may be granted if the request is received by the Business Manager, or his/her designee prior to the specified time of opening. After the opening, the proposing firm cannot withdraw or cancel its proposal for a period of sixty (60) calendar days, and such proposals will be binding during that time.

Prospective firms that decline to submit a proposal are requested to so notify the District in writing, and to indicate if they would like their name to be kept on a future project list. However, this is not mandatory.

## **8. Non-Acceptance of Proposals**

No proposal shall be accepted from, or contract awarded to, any person, firm, or corporation that is in arrears or is in default to the District upon any debt or contract, or that is a defaulter, as surety or otherwise, upon any obligation to the District, or who has failed to satisfactorily perform any previous contract with the District.

## **9. Proposal Opening Procedures**

The opening of all proposals shall commence immediately after the stated delivery date and time deadline in the Request for Proposals, in Conference Room 105, Trevor-Wilmot School, 26325 Wilmot Rd., Trevor, WI, and all prices shall be publicly read or posted. The opening and reading of all proposals shall, however, be subject to the District's rules regarding bonds and any other applicable regulations, as well as the requirements of this document. All prospective firms and the public may attend the proposal opening.

## **10. Proposal Review Procedures**

After proposal opening is completed, the District will then take all proposals under review. The District will generally endeavor to complete its evaluation of proposals and render a decision within sixty (60) days after the opening of proposals. The District may need to extend the decision deadline if the complexity of a project or product purchase warrants an extension. The District will so inform the submitted Proposal firms.

## **11. Competency of Proposing Firms**

The opening and reading or posting of proposals shall not be construed as acceptance by the District of the proposing firms as being qualified, responsible candidates. The District reserves the right to determine the competence, financial and operational capacity of proposal firm. Upon request by the District, the proposing firm shall furnish evidence as may be required by the District to evaluate its ability and resources to accomplish the services or furnish the product required by the Specifications. The District shall unequivocally be the sole and final judge of such competency, and its decision shall be final and shall not be subject to recourse by any person, firm, or corporation.

## **12. Pre-Proposal Meetings**

If a pre-bid meeting will occur, the parameters under which it will be held will be listed in the Specifications.

## **13. Questions and Addenda**

If upon review of the proposal package, a prospective firm has any questions; such questions must be put in writing and shall be directed to the staff person identified in the Specifications. The written questions, along with the District's responses, shall be circulated to all known prospective firms without identifying the party submitting the questions. The date and time cut-off for receipt of additional questions shall be as listed in the Specifications to adequately facilitate preparation of any addenda. No inquiry received after that time will be given consideration. Replies and/or addenda will be faxed to all known prospective bidders by the date and time listed in the Specifications.

The same procedure applies if a pre-proposal meeting occurs that is not mandatory. If a pre-proposal meeting occurs that is mandatory, no addendum will be issued specifically from that forum.

Receipt of any addenda must be acknowledged in writing as part of the proposal on the Proposal Form. Prospective firms shall be responsible for ensuring that they have received any and all addenda. The District shall not assume responsibility for the receipt by a prospective firm of any addenda.

**In addition, all other Federal and State Laws shall be observed where applicable.**

#### **14. Rejection; Waivers**

The Trevor Wilmot Consolidated Grade School District unequivocally reserves the sole right to reject any and all proposals; waive formalities, technical deficiencies and irregularities; solicit new proposals; or otherwise solicit proposals or quotations if some other manner of negotiation better serves its interests. Its decision shall be final and shall not be subject to recourse by any person, firm, or corporation.

#### **15. Alternates and Substitutes**

The Trevor Wilmot Consolidated Grade School District unequivocally reserves the sole right to accept or reject any and all alternates and to judge whether or not any alternate or substitute is of equivalent or better quality. Its decision shall be final and shall not be subject to recourse by any person, firm, or corporation.

#### **16. Award of Contract**

A. Authority of the District: The District Board shall have the authority to award contracts.

B. Lowest Responsible Proposal: A contract for the described product or service shall be awarded to the lowest responsible proposing firm whose proposal will be on an overall basis most advantageous to and in the best interests of the Trevor Wilmot Consolidated Grade School District to accept. In awarding the contract, in addition to price, the District Board shall consider, including but not limited to, the following factors:

- . 1) the ability, capacity, and skill of the firm to perform the contract and to provide the service or product required;
- . 2) whether the firm can perform the contract or provide the service or product promptly, or within the time specified, without delay or interference;
- . 3) the character, integrity, reputation, judgment, experience and efficiency of the firm;
- . 4) the quality of the performance of previous contracts, services, or products;
- . 5) the previous and existing compliance by the firm with laws and ordinances relating to the contract, service, or product;
- . 6) the sufficiency of the financial resources and ability of the firm to perform the contract, or provide the service or product;
- . 7) the quality, availability, and adaptability of the supplies or contractual services that the use requires;
- . 8) the quality of the service itself, or the quality and durability of the product itself;
- . 9) the ability of the bidder to provide future maintenance and service for the use of the subject of the contract;
- . 10) the number and scope of conditions attached to the bid by the firm; and

. 11) conformance to specifications.

Any or all the above factors as well as price will be considered as elements of a responsible proposal at the sole discretion of the District. The District Board's decision shall be final and not subject to recourse by any person, firm, or corporation.

## **17. Samples and Demonstrations**

Evidence in and the like may be requested or required. If so, such will be listed in the Specifications. Such samples and demonstrations are to be furnished after the proposal opening only upon the request of the District unless otherwise stated in the Specifications.

## **18. Pricing and Taxes**

Unit prices shall be shown as applicable for each unit on which there is a proposal, and shall include all packing, crating, handling, freight, shipping, and delivery charges, as well as the cost of unloading at the destination unless otherwise stated in the specification. The Specifications will indicate the appropriate delivery address.

Prices shall not include any local, State, or Federal Taxes. The Trevor Wilmot Consolidated Grade School District is exempt by law, from paying State Retailer's or Service Occupation Taxes, Federal Excise Taxes, and similar taxes. The District will supply the successful bidder with its tax-exemption number.

Cash discounts will not be considered in determining the overall price in a bid, but may be used in an overall evaluation.

## **19. Errors in Proposals**

When an error is made in extending total prices in a proposal when a proposal consists of both unit prices and totals, the unit proposal price will govern. Otherwise, the firm is not relieved from errors in proposal preparation.

## **20. Insurance**

1. The contractor shall indemnify, keep and save harmless the Trevor Wilmot Consolidated Grade School District and its respective officers, administrators and employees against all suits or claims that may be based on any injury and/or death to persons or damage to property that may occur, or that may be alleged to have occurred in the course of the performance of this contract by the contractor, whether or not it shall be claimed that the injury was caused through a negligent act or omission of the contractor or his employees; and the contractor shall, at his own expense, defend any and all such actions and shall pay all charges of attorneys and all costs and other expenses arising there from or incurred in connection therewith; and if any judgment shall be rendered against the Trevor Wilmot Consolidated Grade School District or any of its respective officers, agents or employees in any such action, the contractor shall, at his expense, satisfy and discharge the same.

2. The contractor shall at his own expense obtain and maintain during the life of this contract, Public Liability and Property Damage Insurance, which shall protect the contractor, the Trevor Wilmot Consolidated Grade School District and its respective officers, administrators and employees, and shall also protect any sub-contractors performing work under this contract, from claims for damages for personal injury (including accidental death) as well as from claims for property damages which

may arise from the performance of work under this contract or by any sub-contractor or by anyone directly or indirectly employed by the contractor or by any sub-contractor, and the amounts of such insurance shall be as follows:

Contractor shall maintain limits no less than the following:

- A. Commercial General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, and property damage and \$1,000,000 per occurrence for personal injury. The general aggregate shall be twice the required occurrence limit. Minimum General Aggregate shall be no less than \$2,000,000 or a project/contract specific aggregate of \$1,000,000.
- B. Owners and Contractors Protective Liability (OCP): \$1,000,000 combined single limit per occurrence for bodily injury and property damage.
- C. Business Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage.
- D. Workers' Compensation and Employers' Liability: Workers' Compensation coverage with statutory limits and Employers' Liability limits of \$500,000 per accident.
- E. Builder's Risk: Shall insure against "All Risk" of physical damage, including water damage (flood and hydrostatic pressure not excluded), on a completed replacement cost basis.

3. The contractor, at his own expense, shall also obtain and maintain Workmen's Compensation and Employer's Liability Insurance for all his employees engaged in the work under this contract, in accordance with the laws of the State of Wisconsin. The contractor shall require each of his sub-contractors to provide Workmen's Compensation and Employer's Liability Insurance for all of the latter's employees engaged on such sub-contracts. If any class of employees engaged on work under the contract is not protected under Workmen's Compensation Statute, the contractor shall provide similar protection for these employees in amounts not less than the legal requirements. The amount of Employer's Liability Insurance for the contractor and each of his sub-contractors shall be not less than \$500,000 for each employee.

4. Insurance is to be placed with insurers with a Best's rating of no less than A-, VII and licensed to do business in the State of Wisconsin.

5. Contractor shall furnish the member with certificates of insurance naming the member, its officials, agents, employees and volunteers as additional insured's, and with original endorsements affecting coverage required by this clause. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates and endorsements may be on forms provided by the member and are to be received and approved by the member before any work commences. The attached Additional Insured Endorsement shall be provided to the insurer for their use in providing coverage to the additional insured. The member reserves the right to request full certified copies of the insurance policies and endorsements.

## COVERAGES

Name of Insurer: Name of Insured: Policy Number: Policy Period: Endorse. Effective Date:

### ADDITIONAL INSURED ENDORSEMENT

This endorsement modifies coverage provided under the following:

Commercial General Liability Coverage Part

Name of Individuals or Organization:

WHO IS AN INSURED section of the policy / coverage document is amended to include as an insured, the individuals or organization shown above, but only with respect to liability "arising out of your work".

For purposes of this endorsement, "arising out of your work" shall mean:

1. Liability the Additional Insured may incur resulting from the actions of a contractor it hires.
2. Liability the Additional Insured may incur for negligence in the supervision of the Named Insured Contractors work.
3. Liability the Additional Insured may incur for failure to maintain safe worksite conditions.
4. Liability the Additional Insured may incur due to joint negligence of the Named Insured Contractor and the Additional Insured.

TREVOR WILMOT CONSOLIDATED GRADE SCHOOL DISTRICT  
PROPOSAL FORM  
HVAC PREVENTATIVE MAINTENANCE  
AGREEMENT

**Submit Proposals to:**

Trevor Wilmot Consolidated Grade School District  
Business Office  
26325 Wilmot Road, Trevor, WI 53179

Proposals Deadline: Wednesday, March 24, 2017 @ 2:00 pm

Date: \_\_\_\_\_

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

Contact Name:  
\_\_\_\_\_

Official Mailing Address:  
\_\_\_\_\_

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

Phone No. (\_\_\_\_\_) \_\_\_\_\_

Fax No. (\_\_\_\_\_) \_\_\_\_\_

Business Address (if different):  
\_\_\_\_\_

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



**1. PROPOSAL**

The undersigned, having become familiar with the specifications and with local conditions affecting the cost of the work, hereby proposes and agrees, if this proposal is accepted, to enter into an agreement with the District in the form included in the contract documents for the contract sum and within the contract time indicated in this proposal and in accordance with other terms and conditions of the contract documents, and in so doing, to provide and furnish all the labor, equipment, materials, supplies, hardware, necessary tools, expendable equipment and supplies, and all utility and transportation services necessary to perform and complete, in a first-class manner, the entire work.

In accordance with the complete specifications, including but not limited to, the Invitation to Proposal, Instructions for Proposals, Proposal Form, Specifications, Drawings, and any supplementary documents contained in the proposal package, including any addenda issued subsequently, the following amount constitutes as a total sum of the proposal:

**Description: HVAC PREVENTATIVE MAINTENANCE AGREEMENT**

Total Price as specified: \$ \_\_\_\_\_

( \_\_\_\_\_ AND \_\_\_\_\_ /100 DOLLARS)

Payable in quarterly installments of \$ \_\_\_\_\_ (AND /100 DOLLARS)

( \_\_\_\_\_ AND \_\_\_\_\_ /100 DOLLARS)

**Option: 12 MONTH CONTRACT RENEWAL**

Total Price as specified: \$ \_\_\_\_\_

( \_\_\_\_\_ AND \_\_\_\_\_ /100 DOLLARS)

Payable in quarterly installments of \$ (AND /100 DOLLARS)

\$ \_\_\_\_\_ (AND /100 DOLLARS)

( \_\_\_\_\_ AND \_\_\_\_\_ /100 DOLLARS)

**2. TOTAL COST CERTIFICATION**

The undersigned hereby affirms and states that the prices stated herein constitute the total cost to the District for all work involved in the respective items, and that this cost also includes all insurance, royalties, transportation charges, use of all tools and equipment, superintendence, overhead expenses, all profits and all other work, services, and conditions necessarily involved in the work to be done and materials to be furnished in accordance with the requirements of the contract documents considered severally and collectively.

Signed:

Where bidder is a corporation, add:

\_\_\_\_\_

Attest: \_\_\_\_\_  
(Secretary or Other Authorized Officer)

Date \_\_\_\_\_

(CORPORATE SEAL)

**TREVOR WILMOT CONSOLIDATED GRADE SCHOOL DISTRICT**

**CONTRACT**

1. **THIS AGREEMENT**, made and concluded this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, between the **TREVOR WILMOT CONSOLIDATED GRADE SCHOOL DISTRICT**, acting by and through the School Board, known as the party of the first part, and \_\_\_\_\_, his/their executors, administrators, successors or assigns, known as the party of the second part.

2. **WITNESSETH**: That for and in consideration of the payments and agreements mentioned in the Proposal hereto attached, to be made and performed by the party of the first part, the party of the second part agrees with said party of the first part at his/their own proper cost and expense to do all the work, furnish all materials and all labor necessary to complete the work in accordance with the Specifications hereinafter described and in full compliance with this agreement and the requirements of the Director of Maintenance.

3. And it is also understood and agreed that the Specifications hereto attached, for the **HVAC PREVENTATIVE MAINTENANCE AGREEMENT**, are all essential documents of this contract and are a part hereof.

4. **IN WITNESS WHEREOF**, the said parties have executed these presents on the date above mentioned.

Trevor Wilmot Consolidated Grade School District

\_\_\_\_\_  
Michelle L. Brown, Business Manager

\_\_\_\_\_  
Dean Troyer, Board Clerk

For the Contractor

\_\_\_\_\_  
Attest: (Title)

\_\_\_\_\_  
President

**REFERENCE SUBMITTAL**

All bidders are required to furnish three (3) references who presently are using equipment and services similar to that proposed by the Contractor.

Company:

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

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

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

Telephone: \_\_\_\_\_ / \_\_\_\_\_

.....  
Company:

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

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

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

Telephone: \_\_\_\_\_ / \_\_\_\_\_

\*\*\*\*\*  
Company:

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

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

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

Telephone: \_\_\_\_\_ / \_\_\_\_\_