



TOWN OF BOONSBORO

21 NORTH MAIN STREET ♦ BOONSBORO, MARYLAND 21713

WWW.TOWN.BOONSBORO.MD.US ♦ 301-432-5141

REQUEST FOR PROPOSALS HVAC SERVICES

I. PROJECT OVERVIEW

The Mayor and Council of Boonsboro, Maryland is requesting proposals from qualified contractors to provide heating, ventilation, and air conditioning (HVAC) maintenance, repair, and replacement services for Town-owned facilities.

II. SCOPE OF WORK

The scope of work consists of providing all labor, materials, equipment, and incidentals for the general maintenance, repair, and/or replacement of several HVAC systems in Town-owned facilities. Contract period is not to exceed two (2) years, which will consist of one (1) base year and one (1) option.

A listing of the properties and equipment to be serviced is provided in this Request, although a site visit is recommended to determine actual components of the equipment and facilities to be serviced.

III. SUBMITTAL FORMAT AND CONTENT REQUIREMENTS

One (1) Copy of the proposal shall be submitted and include the following criteria.

1. Contractor/Company Qualifications, including licenses/certifications
2. Statement of Experience
3. List of Services with Pricing and Warranty Information (Attachment A)
4. Property Listing/Equipment Bid Form (Attachment B)
5. Proposed Schedule of Maintenance and Hourly Rates & Charges

IV. INSURANCE AND LICENSING

The following insurance and licensing documents will be required and maintained during the period of the contract. Copies must be presented at the time of signing of the contract.

- A. Statutory Worker's Compensation Insurance.
- B. Public Liability and Property Damage Insurance, as shall protect the contractor and the Mayor and Council of Boonsboro from claims for damages for personal injury including accidental death, as well as claims for property damage from the operations under this contract.
- C. Certificate of Liability Insurance naming the Town of Boonsboro as the additional insured for all work performed by the contractor insured during the HVAC contract period.

V. INQUIRIES AND RECEIPT OF BID PROPOSALS

Bids: Bids must be received by the Town of Boonsboro, either by mail or hand delivery, no later than **2:00PM on October 12, 2022** in a Sealed Envelope marked "HVAC Service Proposal" at the following address:

Town of Boonsboro
21 North Main Street
Boonsboro, Maryland 21713

Any Bids received after the above time will not be accepted under any circumstances. Any uncertainty regarding the time a Bid is received will be resolved against the Bidder.

Opening and Reading: The Bids will be presented to the Mayor and Council at their October Workshop Meeting.

Pre-bid Conference: A pre-bid conference will not be required. Contractors may contact Public Works Supervisor Greg Huntsberry at 301-992-3714 to schedule a site visit of the equipment to assist with bid preparation.

Award, Waiver and Rejection of Bids: Bid proposals will be presented to the Mayor and Council of Boonsboro for final review and consideration for contract approval. Owner reserves the right:

- a. To reject any or all Bids.
- b. To waive any informality or irregularity in any Bid received.
- c. To accept the Bid deemed by the Town of Boonsboro to be the most advantageous to its interests.

Bid Proposal Submitted for and by:

Contractor Name: Harrell's Services

License # 3120

Address: 18809 Burnside Bridge Road - Sharpsburg, MD 21782

Phone/Website 301-432-8004 / www.HarrellsServices.com

Contact Representative

Name/Title: Heather Hamilton / General Manager

Email/Phone: Heather@HarrellsServices.com / 301-432-8004

Signature: Heather Hamilton Date: 10/6/2022

**TOWN OF BOONSBORO, MD
REQUEST FOR HVAC SERVICES PROPOSAL
LIST OF SERVICES (ATTACHMENT A)**

Service	Description	Warranty	Price
Install Programmable Thermostat	Installed, tested, and placed in service	5 years	\$ 473.00
Install Smart Thermostat	Installed, tested, and placed in service	5 years	\$ 410.00
Clean & Tune - CAC	Includes inspection of electrical connections and refrigerant lines, vacuum coils and chemical clean as necessary, inspect and service all drains and condensate pump, check refrigerant level, test unit defrost if equipped, inspect safety devices, ensure proper insulation of refrigerant lines, lubricate motor and moving parts, clean and test thermostat, replace air filter, place sticker on the unit indicating service details	N/A	\$ 130.00
Clean & Tune – Heat Pump	Includes inspection of electrical connections and refrigerant lines, vacuum indoor and outdoor coils and chemical clean as necessary, inspect and service all drains and condensate pump, check refrigerant level, test emergency heat system and unit defrost if equipped, inspect safety devices, ensure proper insulation of refrigerant lines, lubricate motor and moving parts, clean and test thermostat, replace air filter, place sticker on the unit indicating service details	N/A	\$ 130.00
Clean & Tune Natural Gas Furnace	Includes combustion efficiency and smoke tests before and after service, clean and vacuum system, inspect all control devices, test for gas leaks, clock gas meter, test manifold pressure, inspect for cracked heat exchanger, inspect electrical connections and safety devices, inspect chimney and smoke pipes and clean as necessary, inspect flue vent damper and draft controls, lubricate motor and moving parts, clean and test thermostat, replace air filter, place sticker on the unit indicating	N/A	Gas Furnace - \$ 145.00 Gas Boiler - \$ 165.00

	service details. If applicable, bleed radiators, clean and level sight glass.		
Clean & Tune Oil Furnace	Includes combustion efficiency and smoke tests before and after service, clean and vacuum system, adjust air/fuel ratio, replace burner nozzle, inspect for cracked heat exchanger, seal evident air leaks, inspect fuel pump and fuel line, replace fuel filter, inspect electrical connections and safety devices, inspect chimney and smoke pipes and clean as necessary, inspect flue vent damper and draft controls, lubricate motor and moving parts, clean and test thermostat, replace air filter, place sticker on the unit indicating service details. If applicable, bleed radiators, clean and level sight glass.	N/A	Oil Furnace - \$ 155.00 Oil Boiler - \$ 165.00
Furnace Replacement – Gas AFUE 80% (45,000 – 75,000 BTU)	Price includes all materials and labor to install, test and place unit in service under normal conditions.		
Furnace Replacement – Gas AFUE 80% (+75,000 BTU)	Price includes all materials and labor to install, test and place unit in service under normal conditions.		
Furnace Replacement – Gas AFUE 95% (45,000 – 80,000 BTU)	Price includes all materials and labor to install, test and place unit in service under normal conditions.		
Furnace Replacement – Gas AFUE 95% (+80,000 BTU)	Price includes all materials and labor to install, test and place unit in service under normal conditions.		
Furnace Replacement – Oil AFUE 80% (80,000 – 100,000 BTU)	Price includes all materials and labor to install, test and place unit in service under normal conditions.		
Furnace Replacement – Oil AFUE 80% (+100,000 BTU)	Price includes all materials and labor to install, test and place unit in service under normal conditions.		
Furnace Replacement – Oil AFUE 85% (80,000 – 100,000 BTU)	Price includes all materials and labor to install, test and place unit in service under normal conditions.		

Furnace Replacement – Oil AFUE 85% (+100,000 BTU)	Price includes all materials and labor to install, test and place unit in service under normal conditions.		
Oil Boiler Replacement – Oil AFUE 80% (+100,000 BTU)	Price includes all materials and labor to install, test and place unit in service under normal conditions.		
Oil Boiler Replacement – Oil AFUE 85% (+100,000 BTU)	Price includes all materials and labor to install, test and place unit in service under normal conditions.		
Heat Pump Replacement – 15-SEER (24K/24K)	Price includes all materials and labor to install, test and place unit in service under normal conditions.		
Heat Pump Replacement – 15-SEER (36K/36K)	Price includes all materials and labor to install, test and place unit in service under normal conditions.		
Heat Pump Replacement – 15-SEER (48K/48K)	Price includes all materials and labor to install, test and place unit in service under normal conditions.		
Heat Pump Replacement – 16-SEER (24K/24K)	Price includes all materials and labor to install, test and place unit in service under normal conditions.		
Heat Pump Replacement – 16-SEER (36K/36K)	Price includes all materials and labor to install, test and place unit in service under normal conditions.		
Heat Pump Replacement – 16-SEER (48K/48K)	Price includes all materials and labor to install, test and place unit in service under normal conditions.		
Central A/C Replacement 15-SEER, 2-Ton	Price includes all materials and labor to install, test and place unit in service under normal conditions.		
Central A/C Replacement 15-SEER, 3-Ton	Price includes all materials and labor to install, test and place unit in service under normal conditions.		
Central A/C Replacement 15-SEER, 4-Ton	Price includes all materials and labor to install, test and place unit in service under normal conditions.		

**TOWN OF BOONSBORO, MD
REQUEST FOR HVAC SERVICES PROPOSAL
PROPERTY LISTING/EQUIPMENT BID FORM (ATTACHMENT B)**

QUOTE PER LOCATION

Town Hall and Annex (21 North Main Street) Two Oil Furnaces w/ Air Conditioning, Two Heat Pumps & One Mini-Split Heat Pump 2 - Heat Pumps w/ Oil Backup, 1 - Oil Furnace w/ AC	\$ <u>935.00</u>
Community Center (37 Park Drive) One Gas (Propane) Furnace w/ Central Air Conditioning One Heat Pump w/ Air Conditioning	\$ <u>456.00</u>
Police Station (241 Potomac Street) Oil Boiler & Window A/C Units We do not provide service for Window AC's	\$ <u>190.00 (Oil Boiler Only)</u>
Wastewater Treatment Plant (6927 Monroe Road) Heat Pump and Mini-Split A/C	\$ <u>See Separate Proposal</u>
Maintenance Shop (227 North Main Street) Oil Burner & Mini-Split A/C LP Radiant Tube Heater	\$ <u>441.00</u>
TOTAL QUOTE \$ <u>2,022.00</u>	



18809 Burnside Bridge Road
Sharpsburg, MD 21782
301-432-8004

A Division of R.W. Harrell's Pump Service Inc.

Heather@HarrellsServices.com
www.HarrellsServices.com
Fax: 928-492-8004

October 6, 2022

Town of Boonsboro
21 North Main Street
Boonsboro, MD 21713
301-432-5141

PROPOSAL – Sewer Plant

Options – Perform operational service checks two times a year for the following: \$ 1,800.00 each		
5 - Split Systems		4 - Supply Fans
10 - Exhaust Fans		3 - Positive Pressure Units
		3 - Water Heaters
Initials of Acceptance	1 Time a Year	\$ 1,800.00 each
Initials of Acceptance	2 Times a Year	\$ 1,800.00 each

Perform operational service check one time a year in the fall for the following: \$ 530.00		
12 - Heaters		
Initials of Acceptance	1 Time a Year	\$ 530.00

Options – Provide filter changes where applicable four times a year. \$ 720.00 per filter change		
Initials of Acceptance	1 Time a Year	\$ 720.00 each
Initials of Acceptance	2 Times a Year	\$ 720.00 each
Initials of Acceptance	3 Times a Year	\$ 720.00 each
Initials of Acceptance	4 Times a Year	\$ 720.00 each

Overall Total Price \$ 7,010.00

TERMS: The undersigned agree to pay R.W. Harrell's Pump Service Inc. interest in the amount of 24% per annum (2% per month) on any balance which is unpaid after 10 days from the date of invoice. The undersigned agree to pay R.W. Harrell's Pump Service Inc. attorney fees in the amount of 15% of the amount due R.W. Harrell's Pump Service Inc. pursuant to this contract in the event that R.W. Harrell's Pump Service Inc. hires an attorney to collect any amounts due pursuant to this contract.

x _____
Signature of Acceptance – Owner

x _____
Ronnie W. Harrell

x _____
Signature of Acceptance – Co-Owner or spouse

HVAC License # 3120

Date: _____

Date: _____

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SERVICE RATES:

Heating and Air Conditioning Service Calls - Contract Customers

Response Time

Approximately 3-4 hours

Normal Business Hours

Service Technician: \$ 88.00 per hour including travel time (1 hour minimum)

2nd Service Technician if needed: \$ 80.00 per hour including travel time (1 hour minimum)

Helper: \$ 55.00 per hour including travel time (1 hour minimum)

Overtime/Weekend/Evenings/Holidays

Service Technician: \$ 150.00 per hour including travel time (1 hour minimum)

2nd Service Technician if needed: \$ 138.00 per hour including travel time (1 hour minimum)

Helper: \$ 93.00 per hour including travel time (1 hour minimum)

Service rates do not include any parts or materials.

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Boonsboro, MD 21713

RE: Statement of Experience

We have provided the Town of Boonsboro with HVAC service, as well as Well/Tank service as far back as 2004. We have been operating Harrell's Services / RW Harrell's Pump Service since 1989 under the same ownership. Ronnie Harrell has been working in the HVAC trade since 1967. Ronnie's children, Travis Harrell (field manager / lead service technician) and Heather Hamilton (general manager) have been working with Ronnie since 1989 and grew up learning the HVAC business. We longer provide well/tank service, but have increased our commercial HVAC services.

We currently provide service to several commercial companies similar to Town of Boonsboro. We have provided Direct Mail Processors maintenance, service, installation, and replacement since 2008. We have provided Fahrney Keedy maintenance, service, installation, and replacement since 2007. Some of our other commercial customers are Fil-Tec (Smithsburg and Zullinger locations), Mt. Nebo United Methodist Church, Cross & Company (commercial property management company), Brook Lane Health Services, Bowman Hospitality (hotels), and Church of Christ Hagerstown.

Thank you,

Heather Hamilton

Heather Hamilton



LICENSE * REGISTRATION * CERTIFICATION * PERMIT

STATE OF MARYLAND

MARYLAND DEPARTMENT OF LABOR

STATE BOARD OF HVACR CONTRACTORS

CERTIFIES THAT:
RONNIE WILLIAM HARRELL

INSURED TO CONTRACT WORK

18809 BURNSIDE BRIDGE ROAD
SHARPSBURG MD 21782

IS AN AUTHORIZED: **02 - MASTER RESTRICTED**
QUALIFIED FOR: HEAT/VENT/AC

LIC/REG/CERT
3120

EXPIRATION
10-01-2023

EFFECTIVE
N/A

CONTROL NO
5749356

Ronnie W. Harrell

Signature of Bearer

Tiffany P. Robinson

Secretary

WHERE REQUIRED BY LAW THIS MUST BE CONSPICUOUSLY DISPLAYED IN OFFICE TO WHICH IT APPLIES

Lawrence J. Hogan, Jr.
Governor

Boyd K. Rutherford
Lt. Governor

Tiffany P. Robinson
Secretary

COPY VOID FEATURE & ARTIFICIAL WATERMARK ON THE BACK



WASHINGTON COUNTY PLUMBING & HVAC BOARD

747 Northern Avenue | Hagerstown, MD 21742-2723 | P 240.313.2460 | F 240.313.2461 | Hearing Impaired: 7-1-1

MECHANICAL REGISTRATION CARD

This is to certify that:

Ronnie Harrell

M-M-3120

18809 Burnside Bridge Road

Registration No.

Sharpsburg, Md 21782

05/31/2024

Expiration Date

Valid only if Insurance is current

Has been issued **Master Restricted HVAC** Registration for
Washington County, MD.

Christa Hays

Clerk To The Board



RWHARR1

OP ID: MM

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/06/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Starr Insurance Inc 1113-B Kennebec Drive Chambersburg, PA 17201 Michael A. Starr	717-263-1752	CONTACT NAME: Michael A. Starr
		PHONE (A/C, No, Ext): 717-263-1752 FAX (A/C, No): 717-263-7005
		E-MAIL ADDRESS: office@insurewithstarr.com
		INSURER(S) AFFORDING COVERAGE
		INSURER A : Erie Insurance Exchange NAIC # 26271
		INSURER B : Erie Insurance Company of NY 16233
		INSURER C :
		INSURER D :
		INSURER E :
		INSURER F :

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> cont enh, a i GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	X		Q610214945	08/01/2022	08/01/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			Q080140222	08/01/2022	08/01/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 0			Q320170983	08/01/2022	08/01/2023	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
B	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	Q925100403	08/01/2022	08/01/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

THE TOWN OF BOONSBORO IS INCLUDED AS ADDITIONAL INSURED WITH REGARD TO GENERAL LIABILITY FOR WORK COMPLETED BY THE INSURED.

CERTIFICATE HOLDER	CANCELLATION
TOWNO16 TOWN OF BOONSBORO, MARYLAND 21 NORTH MAIN STREET BOONSBORO, MD 21713	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE