

HVAC SERVICES AGREEMENT SPECIFICATION SHEET

You will be responsible for:

1. providing adequate personnel, equipment, and supplies to provide HVAC services for all City of Hartsville facilities/locations as shown below.
 - a. City Hall, 100 East Carolina Ave.
 - b. Police Department, 135 W. Carolina Ave.
 - c. Detective Division, 626 N. 5th St.
 - d. Public Service Complex, 402 S. Leesburg St.
 - e. Fire Department, 111 S. 7th St
 - f. Museum, 222 N. 5th St
 - g. The Edition, 221 N. 5th St
 - h. Utilities, 626 N. 5th St.
 - i. Police Outreach, 500 Poole St.
 - j. Byerly Park-Sports Center and Towers, 701 W. Washington St and 700 Russell Rd.
 - k. Lawton Park, 716 Prestwood Dr.
 - l. Streets and Grounds, 509 Wright St.
 - m. Neptune Island Water Park, 1109 14th St.
2. providing at a minimum a 24-hour response time and preferred customer contact for all calls.
3. Twice a year perform overall maintenance to include washing the coils, oiling the motor, checking amp draw and pressures. Checking refrigerant and inspect/repair parts.
4. Provide an inventory list of HVAC units and air filter specifications.
5. providing your W-9 information
6. obtaining licenses and permits required by the City of Hartsville
<https://www.hartsvillesc.gov/government/forms/business-license-application/>
7. providing evidence of current state licenses and certifications, if required (SCLLR Office # 803-896-4686 or <https://www.llr.sc.gov/>)
8. providing a certificate of insurance for the project with required general liability and workers compensation limits and the city listed as additional insured
9. signing a SC Illegal Immigration Reform Act Affidavit
10. furnishing all labor, materials and equipment necessary to complete the project
11. notifying the Business Navigator Office to schedule inspections, if required (843-383-3025)
12. mailing invoices to: City of Hartsville, Attn: Public Services Department, PO Drawer 2497, Hartsville, SC 29551