U.S. Embassy Suva
158 Princes Road
Suva, Fiji

Dear Prospective Quoter:

SUBJECT: Solicitation Number 19FJ6022Q0012 – SUPPLY, INSTALLATION AND SERVICING of EXISTING AC UNITS

The Embassy of the United States of America invites you to submit a quotation for the scope of works outlined below.

Quotations are to be emailed to suvaprocurement@state.gov on or before the closing date 12 noon local time July 15th.

FAR4.1102 Policy (a) Offerors and quoters are required to be registered in SAM at the time an offer or quotation is submitted in order to comply with the annual representations and certifications requirements.

Vendors that submit offers more than USD30K must have an active Unique Entity Identifier Number registered in SAM.GOV. Reference FAR provision 52.204-7.

Direct any questions regarding this solicitation to suvaprocurement@state.gov.

Sincerely,

Christopher Skarie
Contracting Officer
STATEMENT OF WORK
SUPPLY, INSTALLATION AND SERVICING of EXISTING AC UNITS
Suva Fiji

1.1 Part A Supply and Installation of A/C units.

1.1.1 The existing air conditioning units should be completely removed and replaced. Removal includes condenser units, copper tubing, condensate drains and pumps, electrical connections, fan coil units and R22 or R410A refrigerants.

1.1.2 The indoor and outdoor units should be removed with care and handed to the US Embassy representative. All other discarded material should be removed from the site by the Contractor. No demolished material or parts should be reused.

1.1.3 Replacement units will only utilize R410A refrigerants with an inverter system. No units smaller than as scheduled will be accepted. Installation of new units includes outside mounting brackets, condenser, weatherproof electrical disconnects, insulation, refrigerant, copper tubing, and condensate drains. Installation of condenser units and should be free of obstacles to ensure access for routine maintenance or repair. All surrounding walls or structural surfaces affected by the installation will be restored to the match the surrounding finish. Contractor will be responsible for scaffolding to access the worksite. All new installation should be in accordance with the manufacture’s installation instructions.

1.1.4 Work shall be completed as expeditiously as possible. Each residence will be occupied during the execution of this contract. The Contractor shall coordinate with the US Embassy representative for job sequencing.

1.1.5 Test and Commission units. Issue warranty certificate.

1.1.6 The new units will be serviced in the next quarterly services.

1.2 REGULAR SERVICE.

The Contractor shall service periodically all AC units located in the USG Leased Residences. The Contractor is responsible for all equipment, tools, consumables, manpower and materials needed to complete this task. The regular service should include but not limited to cleaning of the screen filters, cleaning coil and fan with water hose, cleaning of the condensing unit and evaporator and topping up refrigerant gas R22 and R410 when required during the servicing period.

1.3 DETAILED SERVICE.

The Contractor shall service periodically all AC units located in the USG Leased Residences,

INDOOR UNIT (EVAPORATOR)
• Remove panels, filters, drain pan and blower wheel.
• Chemical wash panels, filters, drain pan and blower with EVO TABS or similar
• Chemical wash evaporator coil and housing with EVO TABS or similar
• Flush and vacuum condensate drain line
• Place DRAIN TABS on drain tray
• Reassemble parts after chemical wash

OUTDOOR UNIT (CONDENSER)
• Chemical wash condenser coils and panels with ALKALINE TABS or similar
• Apply NO AGE chemical on condenser unit.
• Treat rusted condenser panels and brackets with RUST CONVERTER and RUST-OLEUM paint or similar
• Ensure the condensate line drains into a nearby drain or direct.
• Check the condensate drain is connected and has a continuous gravity flow with no low points towards the discharge point.
• topping up refrigerant gas R22 and R410 when required during the servicing period.

TEST RUN UNIT
• Switch ON unit
• Check all remote buttons are in operational
• Set remote to the lowest temperature setting and run for 30mins.
• Check operating refrigerant gas pressure
• Check for any faulty parts
• Set remote temperature to initial setting
• When a universal remote is available check that it’s programmed to the correct settings.

REPORTING
• The vendor shall provide a detailed service report within 3 working days of completing the servicing from each residence.

1.5 MINOR REPAIR OF AIR CONDITIONING UNITS
Repair parts used by the Contractor will be new and unused. Contractor is not responsible to provide new motors and compressors but is responsible for repairs to and rewinding of the same. Part of minor repair will include replacing sensors, capacitors, insulation materials, contactors, and relay., Except for replacement of motor and/or compressors when found by Contractor to be beyond repair, Contractor should inform the COR and these parts will be the responsibility of the government to provide and repair will be confirmed by Embassy technicians.