

## **RESOLUTION 15-03-22**

**A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE AN AGREEMENT WITH ALTMAN AIR CONDITIONING CO., INC., FOR AIR CONDITIONING PREVENTIVE MAINTENANCE SERVICES; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Town of Lake Park, Florida (hereinafter "Town") is a municipal corporation of the state of Florida with such power and authority as has been conferred upon it by the Florida Constitution and Chapter 166, Florida Statutes; and

**WHEREAS**, the Town provides public services and owns, operates and maintains publicly owned facilities and infrastructure; and

**WHEREAS**, the Town Manager has previously identified the need for a contractor to provide the Town with quarterly air conditioning preventive maintenance services and emergency repair services (the Services); and

**WHEREAS**, on January 31, 2022, the Town solicited proposals for the provision of the Services at the Town's public facilities; and

**WHEREAS**, the Town received two responsive bids in response to its solicitation; and

**WHEREAS**, the Town staff has determined that the proposal submitted by Altman Air Conditioning Co., Inc., is responsive to the bid documents and is the lowest total cost to furnish the Services; and

**WHEREAS**, the Town Manager has recommended to the Town Commission that it is in the best interest of the Town to enter into a contract with Altman Air Conditioning Co., Inc., for the Services.

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA AS FOLLOWS:**

**Section 1.** The foregoing recitals are incorporated herein.

**Section 2.** The Town Commission hereby authorizes and directs the Mayor to execute the Agreement for quarterly air conditioning maintenance and emergency repair services, a copy of which is attached hereto and incorporated herein as Exhibit A.

**Section 3.** This Resolution shall take effect immediately upon adoption.

The foregoing Resolution was offered by Commissioner Michaud,  
who moved its adoption. The motion was seconded by Vice-Mayer Glas-Castro,  
and upon being put to a roll call vote, the vote was as follows:

	AYE	NAY
MAYOR MICHAEL O'ROURKE	<u>✓</u>	_____
VICE-MAYOR KIMBERLY GLAS-CASTRO	<u>✓</u>	_____
COMMISSIONER ERIN FLAHERTY	<u>✓</u>	_____
COMMISSIONER JOHN LINDEN	<u>✓</u>	_____
COMMISSIONER ROGER MICHAUD	<u>✓</u>	_____

The Town Commission thereupon declared the foregoing Resolution No. 15-03-22  
duly passed and adopted this 16<sup>th</sup> day of March, 2022.

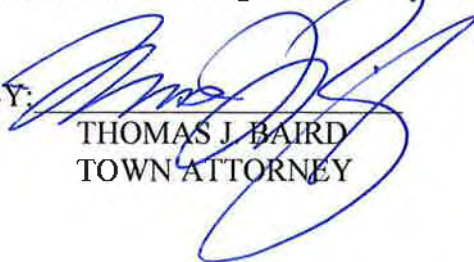
TOWN OF LAKE PARK, FLORIDA

BY:   
MICHAEL O'ROURKE  
MAYOR

ATTEST:

  
VIVIAN MENDEZ  
TOWN CLERK

Approved as to form and legal sufficiency:

BY:   
THOMAS J. BAIRD  
TOWN ATTORNEY



**AGREEMENT TO PROVIDE QUARTERLY AIR CONDITIONING PREVENTIVE  
MAINTENANCE AND EMERGENCY REPAIR SERVICES**

**THIS AGREEMENT TO PROVIDE QUARTERLY AIR CONDITIONING PREVENTIVE MAINTENANCE AND EMERGENCY SERVICES (AGREEMENT)** is made and entered into this 16<sup>th</sup> day of March, 2022, by and between the Town of Lake Park, a municipal corporation of the State of Florida, 535 Park Avenue, Lake Park, Florida, 33403 ("Town") and Altman Air Conditioning Co., Inc., 1125 Old Dixie Highway Suite #10, Lake Park, Florida 33403 ("CONTRACTOR").

**WITNESSETH THAT:**

**WHEREAS**, the Town is a municipality and given those powers and responsibilities enumerated by Chapter 166 Florida Statutes and the Florida Constitution; and

**WHEREAS**, the Town owns, and maintains public facilities and requires a contractor to provide air conditioning preventive maintenance on a quarterly basis, and to be available for any requested emergency repair services; and

**WHEREAS**, on January 31, 2022, the Town issued a Request for Quote (RFQ) to solicit proposals for the provision of quarterly air conditioning preventive maintenance and emergency repair services associated with the Town's public facilities; and

**WHEREAS**, the Town received two responses from its RFQ and after reviewing the responses the Town staff has determined that both bids were responsible and responsive bids; and

**WHEREAS**, the Town staff has determined that the proposal submitted by the Altman Air Conditioning Company Inc. (CONTRACTOR) was the lowest total cost to provide the specified services to the Town; and

**WHEREAS**, the Town Commission selected CONTRACTOR to be awarded a contract to provide the Town with the services solicited pursuant to the terms of the RFQ.

**NOW THEREFORE**, the Town and the CONTRACTOR in consideration of the benefits flowing from each to the other do hereby agree as follows:

**1. EXHIBITS INCORPORATED INTO THE AGREEMENT**

The following exhibits are hereby incorporated into the Agreement: EXHIBIT 'A' – Schedule of quote items & proposal and Exhibit B – List of equipment locations

## **2. SCOPE OF WORK**

- Change or clean all return air filters.
- Clean return air grilles.
- Check all fan drive belts. Replace as needed. Spare belts should be stored in all air handler closets.
- Grease and oil motor bearings as needed
- Check for bearing wear and proper belt alignment.
- Check and clean condenser and evaporator coils. Report unusually dirty conditions to the Town's Public Works Department. Provide quote for heaving cleaning and obtain purchase order before proceeding.
- Check all equipment for proper electrical and mechanical operation.
- Check that all equipment is operating at its rated capacity and operating temperatures and pressures.
- Check water pumps. Report any leaks, loud bearing noise, and/or abnormal amperage readings.
- Check refrigerant levels, temperatures, and amperages.
- Check contacts on motor starters.
- Check oil levels in compressors.
- Check automatic temperature controls throughout the buildings for proper operations.
- Clean out condensate lines.
- Add algaecide to drain pans.

### **3. Quarterly preventative maintenance services (four service events per year), for the Town facilities at the locations identified in Exhibit B:**

- Town Hall, 535 Park Avenue
- Library, 529 Park Avenue
- Recreation Building, 800 Park Avenue
- PBSO sub-station, 700 Sixth Street
- Public Works, 650 Old Dixie Highway
- Evergreen House, 601 Federal Highway
- Indoor Pavilion at Lakeshore Park, 701 Lake Shore Drive
- Tennis Office, 701 Lake Shore Drive

## **4. TECHNICAL SPECIFICATIONS**

### **I. General**

a. The Scope of Work as defined above shall be completed in its entirety for all air conditioning units identified on EXHIBIT 'B'. The CONTRACTOR shall maintain work logs for each service event, whether quarterly or emergency, and shall submit copies of the same to the Town along with its invoice seeking payment.

b. Contractor's work shall be Class A Unlimited, or better.

c. All work shall be performed in a workmanship like manner and in compliance with all building codes and other applicable laws. All work shall be completed with as minimal disruption as possible to building occupants. CONTRACTOR shall leave the sites clean and free of any work-related debris. Old filters or other items must be properly disposed of off-site.

d. All preventive maintenance work shall be completed during business hours, defined as Monday through Friday, between 7:30 a.m. and 4:00 p.m.

#### **4. BASIS OF PAYMENT**

4.1. A checklist confirming the completion of the scope of work shall be signed and dated by the technician performing the work, and shall be submitted with the invoice for the work. Copies of work logs shall be maintained at the physical location of the Town's public facility where the unit is located.

4.2. Payment by the Town shall be at such compensation as is set forth in section 6 of this Agreement for the work specified within scope of work.

#### **5. RESPONSIBILITIES OF TOWN**

The Town staff shall provide access and such space as mutually agreed to be necessary for the CONTRACTOR to provide the services set forth herein at specified Town facilities.

#### **6. TERMS AND PRICING**

6.1. The total amount of compensation to be paid by the Town to the CONTRACTOR pursuant to the Agreement is \$23,748.00, as more particularly set forth in Exhibit "A".

6.2. The initial term of this Agreement shall be three years from the date of the execution of the Agreement by the parties. The Town shall have the option to

extend the Agreement for two additional one-year terms. If the Town elects to extend the term, it shall provide the CONTRACTOR with 30 days prior written notice of its intention to extend the term for one year.

- 6.3. The TOWN acknowledges the fluctuating nature of prices. Therefore, on each anniversary date of the Agreement, the unit prices may be adjusted upward based on the Consumer Price Indices (CPI) mutually agreed upon. The value of the adjustment will be determined by the TOWN.
- 6.4. The cost of four quarterly service events per year shall be \$7,916.00.
- 6.5. If any additional services are required exceeding those services described in the scope of work, the CONTRACTOR shall provide cost estimate to the Town for such services. An amendment or the Agreements shall be approved by the Town Commission before proceeding.
- 6.6. The Emergency Call-in Hourly Service Rate shall be \$78.00 per hour.

## **7. INDEMNIFICATION, INSURANCE, AND LICENSE REQUIREMENTS**

The CONTRACTOR shall maintain the following insurance coverages in the amounts specified below during the term of the Agreement and any extensions thereof:

- 7.1. Worker's Compensation Insurance for all employees of the CONTRACTOR for statutory limits in compliance with applicable State and Federal laws. Notwithstanding the number of employees or any other statutory provisions to the contrary, coverage shall extend to all employees of the CONTRACTOR and all subcontractors. Employers liability limits shall be not less than \$1,000,000.00 each accident; \$1,000,000.00 disease-policy limit; and \$1,000,000.00 disease-each employee.
- 7.2. The CONTRACTOR shall maintain a Commercial General Liability Policy on an Occurrence Form with the following limits:
  - \$1,000,000.00 Each Occurrence (Bodily Injury and Property Damage)
  - \$1,000,000.00 Products/Completed Operations Aggregate
  - \$2,000,000.00 General Aggregate
  - \$1,000,000.00 Personal and Advertising Injury

## **8. PAYMENT**

- 8.1. Application(s) for payment should be sent to the Town of Lake Park Finance Department, Attention: Accounts Payable, having the address of 535 Park Avenue, Lake Park, FL 33403.

## **9. PERMITS, TAXES, AND LICENSES**

- 9.1. CONTRACTOR shall, at its own expense, obtain all necessary permits, pay all licenses, fees, and taxes, required to comply with all town or county ordinances, state, and federal laws, rules, and regulations applicable to the CONTRACTOR'S business as set forth in this Agreement.

## **10. TERMINATION**

- 10.1. The Agreement may be terminated by the Town without cause upon providing the CONTRACTOR with a least 30 days' prior written notice.
- 10.2. Should either party fail to perform any of its obligations under this Agreement, the non-defaulting party may provide 30 days written notice of the default, and shall have the right to terminate the Agreement after the expiration of the 30 days' notice. The foregoing rights of termination are in addition to any other rights and remedies that such party may have.

## **11. GOVERNING LAW/VENUE**

This Agreement shall be governed by the laws of the State of Florida. Venue for any cause of action arising out of this Agreement shall lie in the 15<sup>th</sup> Judicial District in and for Palm Beach County, Florida, of the United States District of Florida, West Palm Beach, Florida.

## **12. ATTORNEY FEES**

If either party is required to initiate a legal action to enforce the terms of this Agreement, the prevailing party shall be entitled to recover its reasonable attorney's fees and costs, including those of any appeals.

## **13. ENTIRE AGREEMENT**

This Agreement, including all exhibits, embodies the entire Agreement and understanding of the parties hereto with respect to the subject matter hereof


and supersedes any prior contemporaneous agreements and understandings oral or written, relating to said subject matter.

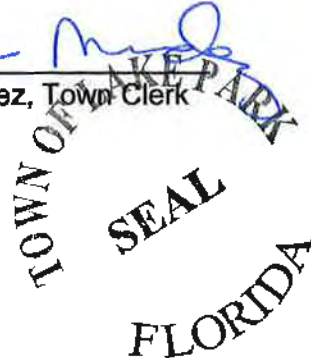
#### 14.AMENDMENT

This Agreement may only be modified by written amendment executed by the Town and the CONTRACTOR.

**IN WITNESS WHEREOF**, the parties hereto have made and execute this Agreement as of the day and year last execute below.

ATTEST:

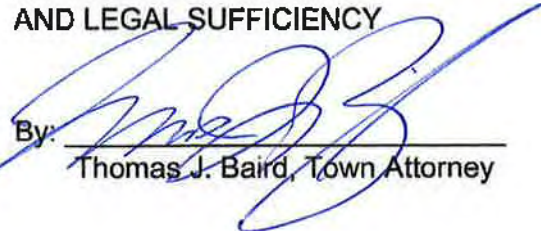
By:   
Vivian Mendez, Town Clerk



TOWN OF LAKE PARK

By:   
Michael O'Rourke, Mayor

APPROVED AS TO FORM  
AND LEGAL SUFFICIENCY

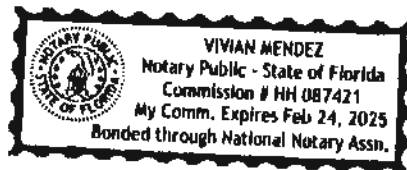
By:   
Thomas J. Baird, Town Attorney

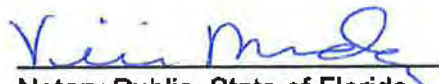
STATE OF FLORIDA

COUNTY OF PALM BEACH

The foregoing instrument has been acknowledged before me this 16 day of March 2022 by Michael O'Rourke, Mayor of the Town of Lake Park, and who is personally known to me.

(NOTARY SEAL)



  
Notary Public, State of Florida



Altman Air Conditioning Co., Inc.:

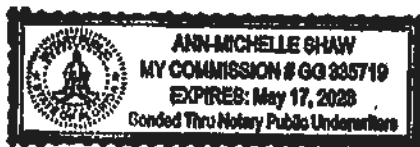
By: *Bruce Cropp*  
Its: \_\_\_\_\_

Printed

STATE OF FLORIDA  
COUNTY OF PALM BEACH

The foregoing instrument has been acknowledged before me this 8 day of March 2022 by Bruce Cropp, as PRESIDENT of Altman Air Conditioning Co., Inc. and who is personally known to me or has produced \_\_\_\_\_ as identification.

(NOTARY SEAL)



*Ann-Michelle Shaw*  
Notary Public, State of Florida

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**TOWN OF LAKE PARK  
REQUEST FOR QUOTE (RFQ) 102-2022  
THREE-YEAR, QUARTERLY AIR CONDITIONING PREVENTIVE MAINTENANCE AND HOURLY  
RATES FOR EMERGENCY SERVICE, WITH TWO ONE-YEAR OPTIONAL EXTENSIONS**

**PURPOSE OF QUOTE**

The Town of Lake Park is seeking proposals from licensed, Class A Unlimited air conditioning contractors to provide labor, equipment, and materials required to perform preventive maintenance for air conditioning systems at various Town facilities. Contractors must also provide their hourly service rates and maximum response time for emergency repair calls during normal business hours and after-hour calls. These rates would also apply to service calls for equipment not included in the quarterly maintenance contract, such as at the Marina or other Town properties. Contractors must also be proficient in the use of Metasys Building Automation System.

This contract is for a period of three years, with the option of two additional one-year extensions, at the discretion of the Town. Price adjustments to the base pricing for the optional periods shall be based upon Consumer Price Index (CPI).

Request for Quotes (RFQ) documents can be obtained beginning January 31, 2022, by contacting the Town Clerk's Office at (561) 881-3311 or [townclerk@lakeparkflorida.gov](mailto:townclerk@lakeparkflorida.gov) between 8:30 a.m. and 5:00 p.m. local time. Quotes shall be submitted hardcopy, in duplicate, on the forms provided.

Bidders shall submit **1 original and 1 electronic copy (via thumb drive or CD)** of the complete RFQ documents in a **sealed envelope** that is clearly marked "**RFQ 102-2022**", Quarterly Air Conditioning Preventive Maintenance, and include the bidder's name and address. Responses are not accepted via email.

RFQ Responses shall be delivered to the Office of the Town Clerk at 535 Park Avenue, Lake Park, Florida, 33403 on/or before the bid date deadline. The deadline for submission of Quotes is **Friday, February 11, 2022 at 2:00 p.m. local time.**

Late proposals or proposals delivered to any other office other than the Town Clerk will not be accepted and will be returned to the sender unopened.

It is the responsibility of the Offeror to ensure all pages are included in the submission. All Offerors are advised to closely examine the Solicitation package, and to become familiar with the scope of services and work described therein, all of which will become part of any contract resulting from this solicitation. Any questions regarding the completeness or substance of the Solicitation package or scope of services must be submitted in writing via email to [townclerk@lakeparkflorida.gov](mailto:townclerk@lakeparkflorida.gov).

The Town of Lake Park is exempt from Federal and State Taxes for tangible personal property tax.

The Town of Lake Park reserves the right to accept or reject any or all Bids, in whole or in part, with or without cause, to waive any irregularities and/or technicalities, and to award the

resultant contract on such coverage and terms it deems will best serve the interests of the Town. All proposed prices shall be guaranteed firm for 90 calendar days from February 11, 2022.

All Offerors are advised that the Town has not authorized the use of the Town seal by individuals or entities responding to Town invitations to bid, and that any such use by unauthorized persons or entities constitutes a second-degree misdemeanor pursuant to Section 16S.043, Florida Statutes. All Offerors are further advised that the Town will not supply or sell materials to Offerors in connection with submission or preparation of Bids, or any other matter, including but not limited to envelopes, labels, or tape.

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Vivian Mendez, MMC  
Town Clerk  
TOWN OF LAKE PARK, FLORIDA  
Published on:



**PUBLIC NOTICE  
TOWN OF LAKE PARK**

**Opening of  
Request for Quote 102-2022  
THREE-YEAR, QUARTERLY AIR CONDITIONING  
PREVENTIVE MAINTENANCE AND HOURLY RATES FOR  
EMERGENCY SERVICE, WITH TWO ONE-YEAR OPTIONAL  
EXTENSIONS**

**Friday, February 11, 2022, 2:00 p.m.  
Town Hall Commission Chamber,  
535 Park Avenue, Lake Park, Florida**

All interested persons are hereby advised that the Town of Lake Park will conduct the opening of Request for Quotes 102-2022 submittals on **Friday, February 11, 2022, 2:00 p.m.** The meeting will take place in the Town Hall Commission Chamber, 535 Park Avenue, Lake Park, Florida 33403.

Notice pursuant to Section 286.0105, Florida Statutes, if applicable, is hereby incorporated by reference.

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**Vivian Mendez, MMC  
Town Clerk**

In accordance with the Americans with Disabilities Act of 1990, all persons who are disabled and who need special accommodations to participate in this meeting because of that disability should contact the office of the Town Clerk at 561-881-3311.

Anyone wishing to appeal any decision made by the Lake Park Library Board with respect to any matter considered at such meeting or hearing will need a record of the proceedings and, for such purpose, may need to ensure that a verbatim record of the proceeding is made, which record includes the testimony and evidence upon which the appeal is to be based.

One or more Town Commissioners and/or Board members may be present at this meeting.

Posted on: February 2, 2022



**Altman Air Conditioning Co., Inc.**  
Mechanical Contractors

**"RFQ 102-2022"**

**QUARTERLY AIR CONDITIONING  
PREVENTATIVE MAINTENANCE**

**ALTMAN AIR CONDITIONING CO., INC.**

**1125 OLD DIXIE HIGHWAY**

**SUITE 10**

**LAKE PARK, FL 33403**

**DUE DATE: 2/11/2022**

**TOWN OF LAKE PARK  
REQUEST FOR QUOTE (RFQ) 102-2022  
THREE-YEAR, QUARTERLY AIR CONDITIONING PREVENTIVE MAINTENANCE AND HOURLY  
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This contract is for a period of three years, with the option of two additional one-year extensions, at the discretion of the Town. Price adjustments to the base pricing for the optional periods shall be based upon Consumer Price Index (CPI).

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It is the responsibility of the Offeror to ensure all pages are included in the submission. All Offerors are advised to closely examine the Solicitation package, and to become familiar with the scope of services and work described therein, all of which will become part of any contract resulting from this solicitation. Any questions regarding the completeness or substance of the Solicitation package or scope of services must be submitted in writing via email to [townclerk@lakeparkflorida.gov](mailto:townclerk@lakeparkflorida.gov).

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## QUOTE SUBMITTAL SIGNATURE PAGE

THREE YEAR, QUARTERLY AIR CONDITIONING PREVENTIVE MAINTENANCE AND HOURLY RATES FOR  
EMERGENCY

SERVICE, with TWO, ONE-YEAR OPTIONAL EXTENSIONS

RFQ No. 102-2022

Instructions: Remove this and all following pages, complete and execute, and submit in duplicate with your  
QUOTE package (1 Original and 1 copies).

In accordance with the plans, specifications, scope of services, and/or scope of work included in the Quote  
document, the TOTAL BASE QUOTE for this project is:

**ONE THOUSAND NINE HUNDRED SEVENTY-NINE DOLLARS AND NO CENTS PER QUARTER (\$ 1979.00)**

Completion: All work must be completed within 30 days of the date of issuance of the Purchase Order. Hours of  
work: Contractor may only perform work on this project Monday – Friday between 8am and 5pm, unless pre-  
approved for other hours by the Town

Required documents attached?

(checklist)

- Quote Submittal Page (signed)	<u>  X  </u>
- Schedule of Quote Items – Completed	<u>  X  </u>
- Conflict of Interest Disclosure Form	<u>  X  </u>
- Clarifications or Exceptions	<u>  N/A  </u>
- Drug-Free Workplace	<u>  X  </u>
- Non-Collusion Affidavit	<u>  X  </u>
- Certificate of Insurance (per specification)	<u>  X  </u>
- Copies of all licenses, certifications, business tax receipts	<u>  X  </u>
- List of References	<u>  X  </u>
- Anti-Kickback Affidavit	<u>  X  </u>
- List of Subcontractors, if applicable	<u>  N/A  </u>
- Certification of Non-segregated Facilities	<u>  X  </u>

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NAME OF FIRM: Altman Air Conditioning Co Inc.

ADDRESS: 112S Old Dixie Highway Suite 10, Lake Park, FL 33403

PHONE #: 561-863-8663

FAX #: 561-842-8106

E-MAIL: ron@altmancooling.com

AUTHORIZED SIGNATURE: 

NAME & TITLE (TYPED or PRINTED): Bruce Cropp - President

## SCHEDULE OF QUOTE ITEMS

THREE YEAR, QUARTERLY AIR CONDITIONING PREVENTIVE MAINTENANCE AND HOURLY RATES FOR  
EMERGENCY

SERVICE, with TWO, ONE-YEAR OPTIONAL EXTENSIONS

RFQ No. 102-2022

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT</u>	<u>UNIT COST</u>	<u>ESTIMATED COST</u>
1	<u>Indemnification</u>	1	Job	<u>\$100.00</u>	<u>\$ 100.00</u>
2	<u>Completion of Scope of Work at all locations specified.</u>	4 per Year	Event L.S.		<u>\$1979.00</u>
3	<u>Cost of four service events in Year One at all locations.</u>	1	Year	L.S.	<u>\$7916.00</u>
4	<u>Cost of four service events in Year Two at all locations.</u>	1	Year	L.S.	<u>\$7916.00</u>
5	<u>Cost of four service events in Year Three at All Locations</u>	1	Year	L.S.	<u>\$7916.00</u>
<u>Emergency Call-in Hourly Rate</u>				N/A	
6	<u>Normal Hours/After-hours rate with response time.</u>	1	Hour	\$78.00	3 HOUR RESPONSE TIME
			After Hours Rate	\$78.00*	NO OVERTIME WITH SIGNED AGREEMENT

Bid Items 1 - 4

TOTAL  
ESTIMATED COST \$23748.00

Submitted by: BRUCE CROPP & RON STAUFFER

Date: FEBRUARY 8, 2022

Name of Firm: ALTMAN AIR CONDITIONING CO., INC

E-mail address: [ron@altmancooling.com](mailto:ron@altmancooling.com)

Address: 1125 Old Dixie Highway Suite 10, Lake Park, FL 33403 Telephone No: 561-863-8663



## CONFLICT OF INTEREST DISCLOSURE FORM

The award of this contract is subject to the provisions of Chapter 112, Florida Statutes. All Proposers must disclose within their Proposal: the name of any officer, director, or agent who is also an employee of the Town of Lake Park.

Furthermore, all Proposers must disclose the name of any Town employee who owns, directly, or indirectly, an interest of more than five percent (5%) in the Proposer's firm or any of its branches.

The purpose of this disclosure form is to give the Town the information needed to identify potential conflicts of interest for evaluation team members and other key personnel involved in the award of this contract.

The term "conflict of interest" refers to situations in which financial or other personal consideration may adversely affect, or have the appearance of adversely affecting, an employee's professional judgment in exercising any Town duty or responsibility in administration, management, instruction, research, or other professional activities.

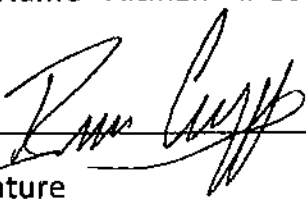
Please check one of the following statements and attach additional documentation if necessary:

☒ To the best of my knowledge, the undersigned firm has no potential conflict of interest due to any other Cities, Counties, contracts, or property interest for the Proposal.

☐ The undersigned firm, by attachment to this form, submits information that may be a potential conflict of interest due to other Cities, Counties, contracts, or property interest for this Proposal.

Acknowledged by:

Firm Name Altman Air Conditioning Co Inc.

  
Signature

Name and title (Print or Type) Bruce Cropp - President

Date 2/08/22

## DRUG-FREE WORKPLACE

**Altman Air Conditioning Co Inc.** is a drug-free workplace and has a  
(Company Name)  
Substance abuse policy in accordance with and pursuant to Section 440.102, Florida Statutes.

Acknowledged by:

Firm Name Altman Air Conditioning Co Inc.

Signature

A handwritten signature in black ink, appearing to read "Bruce Cropp", is written over a horizontal line.

Name and title (Print or Type) Bruce Cropp - President

Date 2/08/22

## NON-COLLUSION AFFIDAVIT

STATE OF : Florida

COUNTY OF : Palm Beach

Before me, the undersigned authority, personally appeared BRUCE CROPP, who after being by me first duly sworn, deposes and says of his personal knowledge that:

- a. He is President of Altman Air Conditioning Co., Inc, the Proposer that has submitted a Proposal to perform work for the following:

RFQ No.: 102-2022

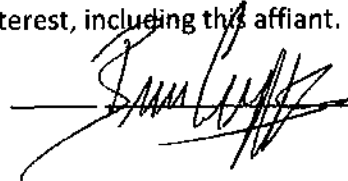
Title: Three year Quarterly A/C PM

- b. He is fully informed respecting the preparation and contents of the attached Request for Qualifications, and of all pertinent circumstances respecting such Solicitation.

Such Proposal is genuine and is not a collusive or sham Proposal.

- c. Neither the said Proposer nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, conspired, connived, or agreed, directly or indirectly, with any other Proposer, firm or person to submit a collusive or sham Proposal in connection with the Solicitation and contract for which the attached Proposal has been submitted or to refrain from proposing in connection with such Solicitation and contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Proposer, firm, or person to fix the price or prices in the attached Proposal or any other Proposer, or to fix any overhead, profit or cost element of the Proposal price or the Proposal price of any other Proposer, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against the City or any person interested in the proposed contract.

- d. The price or prices quoted in the attached Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Proposer or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.



Signature

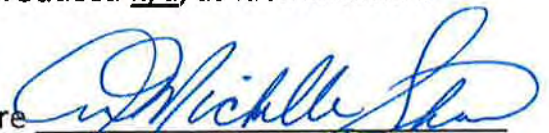
Subscribed and sworn to (or affirmed) before me this 8<sup>th</sup> day of February, 2022, by

BRUCE CROPP, who is personally known to me or who has produced n/a, as identification.

SEAL



Notary Signature



Notary Name: Ann-Michelle Shaw

Notary Public (State): FLORIDA

My Commission No.: GG335719

Expires on: May 17, 2023



ALTMAR-01

AWARDE

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
2/3/2022

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).

<b>PRODUCER</b> Insurance Office of America 2056 Vista Parkway, Suite 350 West Palm Beach, FL 33411	<b>CONTACT NAME:</b> Evan Award	
	<b>PHONE (A/C, No, Ext):</b> (305) 537-1085	<b>FAX (A/C, No):</b>
<b>INSURED</b>  Altman Air Conditioning Company, Inc. 1125 Old Dixie Highway, Suite 10 Lake Park, FL 33403	<b>E-MAIL ADDRESS:</b> Evan.Award@ioausa.com	
	<b>INSURER(S) AFFORDING COVERAGE</b>	
	<b>INSURER A:</b> Southern-Owners Insurance Company	<b>NAIC #</b> 10190
	<b>INSURER B:</b> Owners Insurance Company	32700
	<b>INSURER C:</b> FFVA Mutual Insurance Company	10385
	<b>INSURER D:</b>	
<b>INSURER E:</b>		
<b>INSURER F:</b>		

## 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"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X		72741592	2/1/2022	1/1/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 HIRED NONOWNED \$ 1,000,000
B	<input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <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			49-064580-00	2/1/2022	1/1/2023	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"/> <b>UMBRELLA LIAB</b> <input type="checkbox"/> EXCESS LIAB DED <input checked="" type="checkbox"/> RETENTION \$ 5,000			49-064580-02	2/1/2022	1/1/2023	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
C	<input checked="" type="checkbox"/> <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	WC840-0023432-2022A	1/1/2022	1/1/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - FA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
Certificate Holder is listed as Additional Insured with respect to General Liability when required by written contract per form #55373 (5-17)

## CERTIFICATE HOLDER

## CANCELLATION

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

Town of Lake Park  
535 Park Ave  
Lake Park, FL 33403



**STATE OF FLORIDA  
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION**

CONSTRUCTION INDUSTRY LICENSING BOARD  
2601 BLAIR STONE ROAD  
TALLAHASSEE FL 32399-0783

(850) 487-1395

Congratulations! With this license you become one of the nearly one million Floridians licensed by the Department of Business and Professional Regulation. Our professionals and businesses range from architects to yacht brokers, from boxers to barbeque restaurants, and they keep Florida's economy strong.

Every day we work to improve the way we do business in order to serve you better. For information about our services, please log onto [www.myfloridalicense.com](http://www.myfloridalicense.com). There you can find more information about our divisions and the regulations that impact you, subscribe to department newsletters and learn more about the Department's initiatives.

Our mission at the Department is: License Efficiently, Regulate Fairly. We constantly strive to serve you better so that you can serve your customers. Thank you for doing business in Florida, and congratulations on your new license!



**STATE OF FLORIDA DEPARTMENT  
OF BUSINESS AND PROFESSIONAL  
REGULATION**

CMC1250346  
CERTIFIED MECHANICAL CONTRACTOR  
CROPP, BRUCE WAYNE  
ALTMAN AIR CONDITIONING COMPANY INC

ISSUED: 05/29/2020

Signature

LICENSED UNDER CHAPTER 489, FLORIDA STATUTES  
EXPIRATION DATE: AUGUST 31, 2022

Ron DeSantis, Governor

Halsey Beshears, Secretary

**STATE OF FLORIDA  
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION  
CONSTRUCTION INDUSTRY LICENSING BOARD**

**LICENSE NUMBER: CMC1250346**

**EXPIRATION DATE: AUGUST 31, 2022**

THE MECHANICAL CONTRACTOR HEREIN IS CERTIFIED UNDER THE  
PROVISIONS OF CHAPTER 489, FLORIDA STATUTES

CROPP, BRUCE WAYNE  
ALTMAN AIR CONDITIONING COMPANY INC  
1125 OLD DIXIE HIGHWAY, SUITE 10  
LAKE PARK FL 33403



ISSUED: 05/29/2020

Always verify licenses online at [MyFloridaLicense.com](http://MyFloridaLicense.com)

Do not alter this document in any form.

This is your license. It is unlawful for anyone other than the licensee to use this document.

CROPP, BRUCE  
(561)863-8663

**2022**

TOWN OF LAKE PARK  
LOCAL BUSINESS TAX RECEIPT  
535 PARK AVENUE, LAKE PARK, FL. 33403  
THIS TAX RECEIPT EXPIRES SEPTEMBER 30, 2022

No: 00654  
Date: 8/23/21

Address: 1125 OLD DIXIE HWY #10  
LAKE PARK FL 33403  
Activity: CO108 BUILDING CONTRACTORS, GENERAL



Tax 148.05  
Penalty  
Transfer

Total Paid 148.05

Issued to: ALTMAN AIR CONDITIONING CO.  
1125 OLD DIXIE HWY #10  
LAKE PARK FL 33403

*Laurel Cariseo*

A THIS RECEIPT MUST BE CONSPICUOUSLY DISPLAYED AT BUSINESS BUSINESS TAX OFFICIAL

CROPP, BRUCE  
(561)863-8663

**2022**

TOWN OF LAKE PARK  
LOCAL BUSINESS TAX RECEIPT  
535 PARK AVENUE, LAKE PARK, FL. 33403  
THIS TAX RECEIPT EXPIRES SEPTEMBER 30, 2022

No: 00654  
Date: 8/23/21

Address: 1125 OLD DIXIE HWY #10  
LAKE PARK FL 33403  
Activity: CO001 ALL OTHER CONTRACTORS



Tax 98.70  
Penalty  
Transfer

Total Paid 98.70

Issued to: ALTMAN AIR CONDITIONING CO.  
1125 OLD DIXIE HWY #10  
LAKE PARK FL 33403

*Laurel Cariseo*

A THIS RECEIPT MUST BE CONSPICUOUSLY DISPLAYED AT BUSINESS BUSINESS TAX OFFICIAL





**ANNE M. GANNON**  
CONSTITUTIONAL TAX COLLECTOR  
Serving Palm Beach County

P.O. Box 3353, West Palm Beach, FL 33402-3353  
www.pbctax.com Tel: (561) 355-2264

**\*\*LOCATED AT\*\***

1125 OLD DIXIE HWY #10  
LAKE PARK, FL 33403-2348

*Serving you.*

TYPE OF BUSINESS	OWNER	CERTIFICATION #	RECEIPT #/DATE PAID	AMT PAID	BILL #
23-0108 CW MECHANICAL CONTRACTOR	CROPP BRUCE WAYNE	CMC1250346	U21.504143 - 09/03/21	\$284.60	B40121058

This document is valid only when receipted by the Tax Collector's Office.

**STATE OF FLORIDA  
PALM BEACH COUNTY  
2021/2022 LOCAL BUSINESS TAX RECEIPT**

**LBTR Number: 200803916  
EXPIRES: SEPTEMBER 30, 2022**

ALTMAN AIR CONDITIONING COMPANY INC  
ALTMAN AIR CONDITIONING COMPANY INC  
1125 OLD DIXIE HWY #10  
LAKE PARK, FL 33403-2348

This receipt grants the privilege of engaging in or managing any business profession or occupation within its jurisdiction and **MUST** be conspicuously displayed at the place of business and in such a manner as to be open to the view of the public.



**ANNE M. GANNON**  
CONSTITUTIONAL TAX COLLECTOR  
Serving Palm Beach County

P.O. Box 3353, West Palm Beach, FL 33402-3353  
www.pbctax.com Tel: (561) 355-2264

**\*\*LOCATED AT\*\***

1125 OLD DIXIE HIGHWAY #10  
LAKE PARK, FL 33403-2348

*Serving you.*

TYPE OF BUSINESS	OWNER	CERTIFICATION #	RECEIPT #/DATE PAID	AMT PAID	BILL #
23-0065 MECHANICAL CONTRACTOR	CROPP BRUCE WAYNE	CMC1250346	B21.988560 - 09/10/21	\$27.50	B40121059

This document is valid only when receipted by the Tax Collector's Office.

**STATE OF FLORIDA  
PALM BEACH COUNTY  
2021/2022 LOCAL BUSINESS TAX RECEIPT**

**LBTR Number: 200803910  
EXPIRES: SEPTEMBER 30, 2022**

ALTMAN AIR CONDITIONING COMPANY INC  
ALTMAN AIR CONDITIONING COMPANY INC  
1125 OLD DIXIE HWY STE 10  
LAKE PARK FL 33403-2348



This receipt grants the privilege of engaging in or managing any business profession or occupation within its jurisdiction and **MUST** be conspicuously displayed at the place of business and in such a manner as to be open to the view of the public.

20  
6-0032

## LIST OF REFERENCES

Following are references from agencies/companies/individuals in which your company has provided similar services within the last 5 years:

### **REFERENCE #1**

Company/Agency Name: A.W. PROPERTY  
Address: 11780 US HIGHWAY ONE  
NORTH PALM BEACH, FL 33408  
Point of Contact: AMY FERGUSON  
Phone Number: 561-687-5800  
Fax Number: 561-689-1255  
E-mail: [aferguson@awproperty.com](mailto:aferguson@awproperty.com)

---

### **REFERENCE #2**

Company/Agency Name: DIVOSTA INVESTMENTS  
Address: 3825 PGA BLVD  
PALM BEACH GARDENS, FL 33410  
Point of Contact: PHIL BRANDT  
Phone Number: 561-691-9050  
Fax Number: 561-622-1851  
E-mail: [philbrandt@divostainvestments.com](mailto:philbrandt@divostainvestments.com)

---

### **REFERENCE #3**

Company/Agency Name: PALM BEACH KENNEL CLUB  
Address: 1111 CONGRESS AVE  
WEST PALM BEACH, FL 33409  
Point of Contact: ROBERT SRANTON  
Phone Number: 561-683-2222  
Fax Number: 561-640-7856  
E-mail: [roberts@pbkennelclub.com](mailto:roberts@pbkennelclub.com)



## ANTI-KICKBACK AFFIDAVIT

STATE OF FLORIDA  
COUNTY OF PALM BEACH

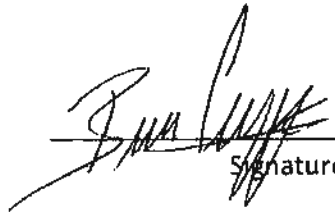
BEFORE ME, the undersigned authority, personally appeared BRUCE CROPP , who, after being by me first duly sworn, deposes and says:

(1) I am Bruce Cropp of Altman Air Conditioning, the offeror that has submitted a proposal to perform work for the following project:

Contract # 102-2022

Project name: Three year Quarterly A/C PM

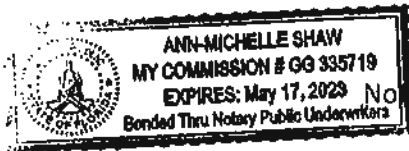
(2) I, the undersigned, hereby depose and say that no portion of the sum bid in connection with the work to be performed at the property identified above will be paid to any employee of the Town of Lake Park as a commission, kickback, reward or gift, directly or indirectly by me or any member of my firm or by an officer of the corporation.

  
Signature

Subscribed and sworn to (or affirmed) before me this 7<sup>th</sup> day of February 2022

by BRUCE CROPP , who is personally known to me or who has  
produced N/Aas identification.

NOTARY SEAL:



Notary Signature:



Notary Name: Ann-Michelle Shaw  
Notary Public-State of Florida

**LIST OF SUBCONTRACTORS AND PRIME VENDORS**

The following are the subcontractors and prime vendors anticipated to be used if your company is awarded the Contract. Please note that all changes to this list must first be approved in writing by the TOWN OF LAKE PARK, Operations Manager.

<u>NAME OF COMPANY</u>	<u>ADDRESS OF COMPANY</u>	<u>PHONE/CONTACT</u>
1) N/A		
2) N/A		
3) N/A		
4) N/A		
5) N/A		

## **CERTIFICATION OF NON-SEGREGATED FACILITIES**

The Bidder certifies that he/she does not maintain or provide for his/her employees any segregated facilities at any of his/her establishments, and that he/she does not permit his/her employees to perform their services at any location, under his/her control where segregated facilities are maintained. The bidder certifies further that he/she will not maintain or provide for his/her employees any segregated facilities at any of his/her establishments, and that he/she will not permit his/her employees to perform their services at any location under his/her control where segregated facilities are maintained. The bidder agrees that a breach of this certification will be a violation of the Equal Opportunity clause in any contract resulting from acceptance of this bid. As used in this certification, the term "segregated facilities" means any waiting rooms, work areas, restrooms and washrooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, color, religion, or national origin, because of habit, local custom, or otherwise. The bidder agrees that (except where he/she has obtained identical certification from proposed subcontractors for specific time periods) he/she will obtain identical certifications from proposed subcontractors prior to the award of subcontracts exceeding \$10,000 which are not exempt from the provisions of the Equal Opportunity clause, and that he/she will retain such certifications in his/her files.

NOTE: The penalty for making false statements in offers is prescribed in 18 U.S.C. 1001.

Project Name: Three Year Quarterly A/C PM

Company Name and Address: Altman Air Conditioning Co Inc. 1125 Old Dixie Hwy STE 10 Lake Park, FL. 33403

Signature: \_\_\_\_\_

A handwritten signature in black ink, appearing to read "Bruce Cropp", is written over a horizontal line.

Name & Title: Bruce Cropp - President

	AHU2 York AE60DBG21D	W1K8176008	1-22X20X1	No	In unit phone room
	AHU3 York AE24BBA21	W1K8140836	1-20X20X1	No	In unit dispatch room
<b>MINI-SPLIT</b>					
	Daikin RKB18AXVJU	Part KWDOA5SLY18C			Outside SE Door
AHU In server Room No Model Number			washable	No	Server Room
	Daikin 2 Heads 2MX518NMVJUA	E013385			Outside SE Door
In Gym	FTXS09LVJU	E146249			In Gym
In Gym	FTXS09LVJU	E146770			
<b>LIBRARY</b>					
Librarian Office	Condenser1 YC09C002A2AAA5	N1B9598708			

	AHU1 NC090C00C6AAA2	N1B9598708	4-16X25X2	A44	In unit outside closet
Schuyler Room	Condenser2				
	AHU2 AE60CBD22D	W1C9745219	2-23 1/2X23 1/2X1	No	Schuyler Room
Childrens Room	Package Unit3 RACA14048AJT	F26150170	2-20X20X1		Filter in children's room
Study Room	Package Unit4 RACA14048AJT	F261500658	3-20X20X1 Roof		Children's room and study rooms
Main Lobby	Condenser5 CA16NW061-B	4320X45489			Cond & AHU 5&6
	Condenser6 CA16NW061-B	3820x56345			On roof in closet
	AHU5 FB4CNP060	3520F25469			Filter in unit on roof
	AHU6 FB4CNP060	3520f25511	4-20X22X1		
Computer Room	Package Unit 7 PEC4A2A422B	W1D9783768	1-22X22X1		Filter in computer room

<b>PUBLIC WORKS</b>					
Administration Office	Condenser1 JCG30B215	WID9802450			
	AHU1 AE30BX21	WIL8309982	1-16X20X1		Filter in unit server room
	Condenser2 JCG30B215	04D0310LL	1-16X20X1		Filter in unit server room
Directors Office outside wall	Mini-Split Condenser3 MSZGL09NA	94C00338			
	AHU3 MUZGL09NA		washable		Directors Office
Barn	Condenser4 JCG24B215	WIG8980247			
	AHU4 AE24BBP21	WIC9675583	1-11 1/2X29 1/2X1		Filter in office

**800 PARK AVENUE**

Condenser1	4TTA3042A30008A	9324TY25F			On Roof
Condenser1	4TTA3042A30008A	9353NU45F			On Roof
AHU	TWE090E300AA	1528SID	3-16X25X2		

**EVERGREEN HOUSE**

Condenser	YCG60B2125	W1C9716530			
AHU	AE42CX21	W1D9803381	1-20X20X1		

**LAKE SHORE PARK PAVILION**

Condenser	YCG60B21SA	W1C9712110			
AHU	AE60DBG21	W1L8248100	1-22X22X1		

**LAKE SHORE TENNIS CENTER**

Condenser	24ABB318A320	24ABB318A0032010			
AHU	FB4CNF018	3711A67874	1-20X20X1		



# Altman Air Conditioning

Mechanical Contractors

1125 Old Dixie Highway, Suite #10  
Lake Park, Florida 33403  
561-863-8663 FAX: 561-842-8106

## PROPOSAL

DATE

2/8/2022

QUOTE #

0000031651

CUSTOMER #

0000010

LOCATION

Town Of Lake Park  
Att: Finance Department  
535 Park Avenue  
Lake Park FL 33403

SUBMITTED TO:

Town Of Lake Park  
Att: Finance Department  
535 Park Avenue  
Lake Park FL 33403

ATTENTION	SALES REPRESENTATIVE	PAYMENT TERMS	PRICE IS VALID FOR
RFQ No. 102-2022	BRUCE CROPP	NET 30	30 days from Proposal Date
DESCRIPTION OF WORK TO BE PERFORMED			

REFERENCE: AIR CONDITIONING PREVENTATIVE MAINTENANCE  
TOWN OF LAKE PARK RFQ 102-2022

LOCATION: TOWN HALL: 535 PARK AVENUE  
LIBRARY: 529 PARK AVENUE  
RECREATION BUILDING: 800 PARK AVENUE  
PBSO SUB-STATION: 700 SIXTH STREET  
PUBLIC WORKS: 650 OLD DIXIE HIGHWAY  
EVERGREEN HOUSE: 601 FEDERAL HIGHWAY  
INDOOR PAVILION @ LAKESHORE PARK: 701 LAKE SHORE DRIVE  
TENNIS OFFICE: 701 LAKE SHORE DRIVE

We agree to perform a Maintenance Inspection at the above locations on a quarterly basis, (four (4) times a year)  
As per quote submittal RFQ 102-2022 this would be for three (3) years with two (2) one (1) year optional  
extensions.

OUR TECHNICIANS WILL PERFORM THE FOLLOWING PREVENTATIVE MAINTENANCE QUARTERLY (4)  
TIMES PER YEAR ON ALL AIR CONDITIONING SYSTEMS LISTED IN BID PACKAGE RFQ 102-2022:

- Change or clean all return air filters
- Clean return air grilles
- Check all fan drive belts. Replace as needed (to be billed in addition as necessary)
- Grease and oil motor bearings as needed
- Check for bearing wear and proper belt alignment
- Check and clean condensing and evaporator coils. (Will report unusually dirty conditions to the Town's  
Public Works Department. Provide quote for heavy cleaning and obtain approval and purchase order before  
proceeding.
- Check all equipment for proper electrical and mechanical operation.
- Check that all equipment is operating at its rated capacity and operating temperatures and pressures.
- Check water pumps. Report any leaks, loud bearing noise and/or abnormal amperage readings.
- Check refrigerant levels, temperatures and amperages.
- Check contacts on motor starters.
- Check oil levels in compressors
- Check automatic temperature controls throughout the buildings for proper operations
- Clean out condensate lines.
- Add algaecide to drain pans.

PLEASE NOTE: FILTERS ARE INCLUDED IN THE PRICE LISTED BELOW. MERV 8 FILTERS WILL BE  
USED. ALL OTHER PARTS AND MATERIALS ARE BILLED EXTRA AND ARE NOT INCLUDED IN THE  
MAINTENANCE AMOUNT. THIS AGREEMENT IS FOR MAINTENANCE ONLY. COIL CLEANING IS NOT





# Altman Air Conditioning

Mechanical Contractors

1125 Old Dixie Highway, Suite #10

Lake Park, Florida 33403

561-863-8663 FAX: 561-842-8106

## PROPOSAL

DATE

2/8/2022

QUOTE #

0000031651

CUSTOMER #

0000010

LOCATION

Town Of Lake Park  
Att: Finance Department  
535 Park Avenue  
Lake Park FL 33403

SUBMITTED TO:

Town Of Lake Park  
Att: Finance Department  
535 Park Avenue  
Lake Park FL 33403

ATTENTION	SALES REPRESENTATIVE	PAYMENT TERMS	PRICE IS VALID FOR
RFQ No. 102-2022	BRUCE CROPP	NET 30	30 days from Proposal Date
DESCRIPTION OF WORK TO BE PERFORMED			

INCLUDED AND WILL BE PERFORMED ON A TIME AND MATERIAL BASIS AS NEEDED. EMERGENCY SERVICE CALLS ARE BILLED AT THE RATE LISTED BELOW.

EQUIPMENT TO BE SERVICED: As specified on ATTACHEMENT 1 of bid package RFQ 102-2022

\*TOTAL AMOUNT PER QUARTERLY INSPECTION IS: \$ 1979.00

EMERGENCY SERVICE RATE: \$78.00 / per hour

\*\*\*NO OVERTIME CHARGED\*\*\*

MAXIMUM RESPONSE TIME TO EMERGENCY CALLS: 3 HOURS

PAYMENT TERMS: Net thirty (30) days as billed upon completion

-EMERGENCY SERVICE IS AVAILABLE 24 HOURS A DAY -  
SEVEN (7) DAYS A WEEK

### NOTES / EXCLUSIONS:

This proposal is for preventative maintenance only. It does not include any emergency service calls that may be due to the following:

- Air Conditioning equipment not being operated properly by owner's.
- Pre-existing conditions due to lack of service or maintenance
- Lack of improper electrical power or utilities to equipment.
- Water leaks that are not related to air conditioning such as roof or plumbing problems.
- Problems not promptly brought to the attention of Altman air conditioning. This is to ensure minimal damage and better service of the equipment.
- Equipment which in the opinion of Altman Air Conditioning, is deemed non-repairable due to age or extremely poor condition.
- Damage to equipment beyond the control of Altman Air Conditioning, such as vandalism, flooding, storm-related, or any other acts of God.

ALTMAN AIR CONDITIONING will not be held liable for any damages or loss of property or equipment due to malfunction, non-operating, or installation of equipment beyond our control.

1125 Old Dixie Highway, Suite #10  
Lake Park, Florida 33403  
561-863-8663 FAX: 561-842-8106

# PROPOSAL

DATE

2/8/2022

QUOTE #

0000031651

CUSTOMER #

0000010

SUBMITTED TO:

Town Of Lake Park  
Att: Finance Department  
535 Park Avenue  
Lake Park FL 33403

LOCATION

Town Of Lake Park  
Att: Finance Department  
535 Park Avenue  
Lake Park FL 33403

ATTENTION	SALES REPRESENTATIVE	PAYMENT TERMS	PRICE IS VALID FOR
RFQ No. 102-2022	BRUCE CROPP	NET 30	30 days from Proposal Date
DESCRIPTION OF WORK TO BE PERFORMED			

**ACCEPTANCE:**

The above price is satisfactory and hereby accepted. You are authorized to perform a maintenance inspection as outlined above. Payment will also be made as specified. This agreement may be withdrawn by either party if not accepted within sixty (60) days.

SUBMITTED BY: BRUCE CROPP & RON STAUFFER

DATE: FEBRUARY 8, 2022

ACCEPTED BY:

DATE: \_\_\_\_\_





**Altman Air Conditioning Co., Inc.**

Mechanical Contractors



## Our Company

Altman Air conditioning Co., Inc. was established in 1982 by seasoned professionals with over 35 years' experience, determined to create a solid dependable company. Our corporation is a certified, licensed mechanical contractor and provides engineering design services. Experience has enabled the firm to gain the understanding and ability to quickly respond to customer's specialized needs. Responsiveness and high-quality service is a priority.

Here at Altman Air Conditioning, we have the flexibility to meet client's needs on a fast-track basis while providing the most economical alternative. Our company has designed, installed and serviced projects which include: Chillers, Computer Rooms, Clean Rooms, Thermal Storage Systems and Custom Glycol Systems.

Altman Air Conditioning Co., Inc. has the capability to provide a complete range of mechanical services from conceptual design to installation and follow-up maintenance.

Flexibility in responding to customer's needs is a primary factor in our growth and success, with over 80% of revenue coming from repeat clientele. The firm is dedicated to providing the highest level of quality service. In an effort to maintain a high level of quality at the various project levels, professional staff mechanics enrol in a series of on-going training and educational programs.

Our business office is located in Northern Palm Beach County, Florida at 1125 Old Dixie Highway, Lake park, Florida. The company is incorporated in the State of Florida and has elected to be taxed as a "C" corporation. All of Altman Air Conditioning's work is performed in accordance with all local and state codes, standards and regulations.

Our Florida State Certified Mechanical License Number is: CMC 1250346



# **Altman Air Conditioning Co., Inc.**

Mechanical Contractors

## **KEY EMPLOYEE'S OF ALTMAN AIR CONDITIONING**

**BRUCE CROPP, CO-OWNER, PRESIDENT, MANAGER – SEE RESUME ATTACHED**

**RONALD STAUFFER, DIRECTOR OF SERVICE AND SALES – SEE RESUME ATTACHED**

**MICHELLE TYREE, CO-OWNER, OPERATING AND FINANCIAL MANAGER**

Michelle has been employed by Altman Air Conditioning since its inception in 1985. She is responsible for all aspects of finance and administration for the Company. Over 35 years' experience in all aspects of the HVAC world.

**REMARKS:** The long-standing experience in accounting and finance along with the general business operations has made Michelle Tyree a vital part of the Altman Family

**GEORGE MC CLEAVE, SERVICE MANAGER**

Trained through the United Association of Air conditioning & Pipefitters & Welders.

**REMARKS:** Over forty (40) years' experience including new installation, construction, and service. Specialties include cooling Towers, chillers, Large Storage Coolers, Piping and Welding both commercial and industrial.

Certified State Air Conditioning Contractor: License #CAC1813440

**MIKKI SHAW, DIRECTOR OF OPERATIONS**

Over twenty-five (25) years in the HVAC industry.

**REMARKS:** Her extensive experience comes from working initially for two of the largest residential service companies as Parts Manager, and then several years' experience with a national HVAC distributor.

Mikki joined the Altman Family in 2005 and has been an important part of the team with a wide array of duties ranging from parts research and all customer service.

## BRUCE W. CROPP, PRESIDENT/GENERAL MANAGER

625 Southwind Circle #207 North Palm Beach, FL 33408 | 561-719-3167 | [bruce@altmancooling.com](mailto:bruce@altmancooling.com)

### SUMMARY

Construction Manager with 35-year record of success overseeing all aspects of million – dollar construction projects for commercial/industrial, government, power plants and private-sector clients. Experience includes managing multiple job crews simultaneously for various projects including various types of HVAC systems, thermal ice storage, chillers, cooling towers, duct work, piping, installation, and service. Backed by strong credentials and proven history of on-time, on-budget and high-quality project completion.

### SKILLS

- |  |                                   |
|--|-----------------------------------|
| -State Certified Mechanical Contractor | - Factory Trained Technician      |
| -Bidding/Estimating/Proposals          | -Construction/Demolition Projects |
| -Various Types of Control Systems      | -Site Safety/OSHA Compliance      |
| -Budgeting & Cost Controls             | -Subcontractor Co-Ordinator       |

### EXPERIENCE

Altman Air Conditioning Co., Inc. – Lake Park, FL

07/1989 to Current      Oversee Complete Service and Construction Operations

- 1989 – hired as Chief Service Technician
- Current - Construction Manager/On-Site Project Manager

01/1993                      Manager of Field Operations

### EDUCATION AND TRAINING

07/2013                      Obtained State Certification  
Licensed Mechanical Contractor

## RONALD STAUFFER, DIRECTOR OF SERVICE AND SALES

West Palm Beach, FL 33403 | 561-863-8663 | Ron@Altmancooling.com

### SUMMARY

Motivated Sales Service Manager supervises staff and establishes and implements sales training to drive maximum effectiveness. Prospects and solicits new business for organizations and interacts with customers to provide information and recommendations about service, equipment and options. Proven experience estimating, bidding and closing deals with customers to meet company sales goals and financial objectives.

### SKILLS

- Social Media Savvy
- Sales process
- Recruiting and Hiring
- Compelling Leadership Skills
- HVAC Mechanical Service Expert
- Chiller Overhaul & Service Expert
- Management Skills
- Safety Coordinator
- Financial Experience

### EXPERIENCE

01/2020 to Current      Sales/Service Manager      Altman Air Conditioning Co. Inc. – Lake Park, FL

- Operated with high-quality service as core focus of business to drive exceptional sales growth.
- Reviewed and recommended candidates for hire and followed company policies for interviewing, training and termination.
- Trained and managed staff to drive high productivity, excellent performance and positive employee satisfaction and maintained standard operating procedures.

03/2008 to 03/2018      Sales Manager      Precision Air Conditioning – Wellington, FL

- Boosted revenue and facilitated sales activity while developing consistent employee measurements for exceeding goals.
- Generated company growth for 10 consecutive years through market expansion and sales.

### EDUCATION AND TRAINING

03/1980      GED      Twin Lakes High School      West Palm Beach, FL

01/1986      Local 630 Plumbers/Pipefitters Apprentice School      West Palm Beach, FL

02/1998      Overhaul & Service      Trane Chiller School      Lacrosse, WI

**BID TABULATION - RFQ 102-2022 THREE-YEAR QUARTERLY AIR PREVENTIVE MAINTENANCE**

<b>BIDDER</b>	<b>PER QUARTER</b>	<b>YEARLY</b>	<b>THREE-YEAR TOTAL</b>
Altman Air Conditioning Co., Inc.	\$1,979.00	\$7,916.00	\$23,748.00
Thermal Concepts, LLC	\$3,669.50	\$14,678.00	\$44,034.00

**Low Bidder is Altman Air Conditioning Co., Inc.**





Public Works  
Department

February 16, 2022

**NOTICE OF INTENT TO AWARD**

RFQ 102-2022 – Three-Year Quarterly Air Conditioning Preventive Maintenance

To All Interested Parties,

Thank you for submitting your response to RFQ 102-2022, Lake Park Three-Year Quarterly Air Conditioning Preventive Maintenance, dated January 31, 2022. The Town received two (2) responses total, with two (2) submittals being completely responsive and responsible bids.

Upon review, the following bidders were found to have submitted **fully responsive bids**:

1. Thermal Concepts, LLC
2. Altman Air Conditioning Co., Inc.

Attached to this notice is a complete bid tabulation. Of the two responsive bids received, the lowest bid was from Altman Air Conditioning Co., Inc., accordingly we announce our intent to award a contract to:

Altman Air Conditioning Co., Inc.  
1125 Old Dixie Hwy Suite 10  
Lake Park, FL 33403

Award will be made at a Commission Meeting in March 2022. We would like to thank all vendors for their time and effort in preparing a response to this solicitation. We appreciate your interest in doing business with the Town of Lake Park.

Sincerely,

Dwayne Bell, Sr.  
Public Works Operations Manager

ATTACHED - Bid Tabulation for RFQ 102-2022

650 Old Dixie Highway  
Lake Park, FL 33403  
Phone: (561) 881-3345  
Fax: (561) 881-3349

[www.lakeparkflorida.gov](http://www.lakeparkflorida.gov)