

**LAWRENCE COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES
INVITATION TO BID
HVAC MAINTENANCE AND MONITORING SERVICES**

1.0 GENERAL:

It is the Lawrence County Department of Job and Family Services (LCDJFS) intent to enter into a comprehensive, potentially multi-year, service agreement with a single firm for Heating, Ventilation, and Air Conditioning Control (HVAC) including Preventive Maintenance, Repair, and Emergency Services, for the effective and economical operation of LCDJFS facilities. The selected firm (Contractor) shall furnish all labor, materials, tools, and resources necessary to design, develop and implement a maintenance procedure for all heating, cooling, humidity control, and related building control systems located in the facilities listed in Attachment A to this Scope of Services.

In addition to normal maintenance and repairs, the Contractor shall have the capability and resources to design, install, and maintain new systems or replacement systems as required by LCDJFS. In order to achieve this goal, the Contractor must provide goods and services that include, but are not necessarily limited to, those outlined below:

Schedule & Submittal Instructions

1.1. Schedule of Events

Task	Date
Initial mailing of ITB	January 15, 2019
Public advertisement in Ironton Tribune	January 17 & 24, 2019
Deadline for Proposal Submission, 4:00 pm EST	January 31, 2019
Anticipated Award Date	February 5, 2019
Estimated Service Dates	Feb 2019 – Jan 2020

1.2. Submittal Instructions

1. Cost to Prepare and Submit Responses

All costs incurred in the preparation and submission of responses to the ITB shall be the responsibility of the Respondent.

2. Late Proposals

Proposals received after the due date and time will not be considered and will be returned unopened to the sender. Regardless of the method used for delivery, Respondents shall be wholly responsible for the timely delivery of submitted proposals.

3. Preparation

Proposals should be prepared in such a way as to provide a straightforward, concise delineation of capacities to satisfy the requirements of the ITB. Expensive bindings, color displays, promotional materials, etc., are not necessary or desired. Emphasis

should concentrate on conformance to the ITB instructions, responsiveness to ITB requirements, and on completeness and clarity of content. All proposals and accompanying documents become the property of LCDJFS.

4. Proprietary Information

Proposals, upon established opening time, become the property of LCDJFS. All products/services produced in response to the contract resulting from this ITB will be the sole property of LCDJFS, unless otherwise noted in the ITB. The contents of the successful Contractor's proposal will become contractual obligations.

5. Proposal Delivery Instructions

Submit proposals and mark boxes or envelopes plainly as indicated below:

Lawrence County Board of Commissioners
RE: LCDJFS HVAC Bid
111 S 4th Street, 3rd Floor
Ironton OH 45638

2.0 GENERAL REQUIREMENTS:

2.1 Provide preventive maintenance services on all equipment, controllers, and associated devices related to the heating, ventilation, air conditioning and building control systems within the facilities listed in Attachment A.

2.2 Furnish all labor, parts, materials, test equipment, tools, programming materials, and services in conformance with the terms and conditions as outlined in the ITB.

2.3 The Contractor shall have a performance management system implemented that provides the minimum service performance information as defined herein.

2.4 Each firm interested in submitting a proposal may visit the site of the equipment and proposed work prior to submitting a proposal; this is a NOT mandatory pre-proposal submission requirement however. This visit would be intended to acquaint the firm with any and all conditions at the sites, and to identify, inspect, and inventory the equipment. Interested firms will not be relieved from assuming all responsibility for properly estimating the difficulties and cost of performing the services required by, described in, this Scope of Services because of the failure to become acquainted with all the information concerning the services to be performed.

2.5 Proposals must be accompanied by a statutory performance bond in the amount of one thousand dollars (\$1,000.00), conditioned that if the proposal is accepted, the Contractor will execute the agreement in conformity this ITB.

The Contractor must meet or exceed all requirements listed in this Invitation to Bid. Any proposal not meeting all requirements contained in the ITB will be considered non-responsive and rejected.

3.0 QUALIFICATIONS:

3.1 Technician's Qualifications:

The Contractor shall employ sufficiently qualified mechanics and technicians who can arrive on the site within the specified time period.

The service technicians assigned to maintain the mechanical systems shall be qualified to service the equipment type under contract as well as all associated pneumatic, electric, and/or electronic controls. Resumes of proposed technicians shall be included with the proposal.

3.2 Subcontracting:

Services to be provided shall be performed by qualified and trained service personnel, directly employed by the Contractor. Under no condition will any work specified be subcontracted without LCDJFS' prior written approval.

3.3 Licensing:

Must be a Class A Contractor licensed to do business in the State of Ohio with the proper sub-classifications as required for the tasks being performed (mechanical, electrical, etc.). This license must remain valid throughout the term of contract.

4.0 INVENTORY AND TEST EQUIPMENT:

To ensure timely availability in emergency situations, the Contractor shall maintain, or have access to, an adequate inventory of standard replacement parts for common components in the system under contract.

5.0 PREVENTIVE MAINTENANCE SCHEDULING:

The Contractor shall schedule preventive maintenance tasks to ensure a uniform and detailed method of scheduling work. The work orders shall be transmitted in real-time to service mechanics. To ensure a uniform and detailed method of defining preventative maintenance tasks shall be scheduled based the manufacturer's maintenance recommendations and on no less than ten (10) years of maintenance history. The Contractor may be required to show copies of said computer preventative maintenance report to demonstrate compliance with this requirement.

The Contractor shall, based on guidance from an Agency representative, schedule preventive maintenance tasks for each piece of equipment in each facility to accommodate occupant schedules and operating hours.

6.0 GENERAL MAINTENANCE PROCEDURES:

6.1 Procedures and Records - The Contractor Shall:

- Maintain complete and detailed service and maintenance records for each piece

- of equipment in a secure fashion that will be provided to LCDJFS upon request.
- Provide real time records to each and all technicians servicing any piece of equipment on the site.
 - Provide records that are secure and available only to authorized LCDJFS or service personnel.
 - Provide work orders that clearly identify the equipment to be serviced and contain sufficient information about the task required to complete the work.
 - Ability to provide indoor air quality reports and analysis for designated buildings on an as-needed basis with the ability to provide additional testing as required. These service are outside the Scope of Service for this ITB, but may be requested (at additional expense to LCDJFS) in the future.
 - Provide “real time” status of any current work order at any time upon the request of LCDJFS.
 - Have certified quality processes (i.e., ISO 9002 certification) that ensure equipment is serviced and work actions are recorded in a uniform manner every time, regardless of the assigned technician.
 - Have the ability for service requests and preventive maintenance activities to be tracked to completion in a timely manner.
 - Have the ability for information and data to be properly and securely controlled.

6.2 Preventive Maintenance Calls:

All scheduled maintenance calls under this agreement shall be performed during the normal working hours defined as 8:00 AM – through 5:00 PM, Monday – Friday. The Contractor must respond to all emergency service requests regardless of weather conditions (snow, ice, etc.). LCDJFS will provide reasonable means of access to all equipment covered by the resulting agreement. The Contractor shall be free to start and stop all primary equipment incidental to the operation of the systems as arranged with LCDJFS representatives.

6.3 Emergency Service:

Emergency service shall be provided 24 hours a day to minimize downtime and disruption to business. Emergency service as often as needed, on a 24 hour basis, weekends and legal holidays included. Service personnel shall arrive on-site within 2 hours after notification of an emergency situation. Provide two (2) local or toll free phone numbers. These phones must be answered (24/7/365) by a person directly employed by the Contractor.

The Contractor shall provide emergency service including:

- All labor, overtime, travel costs, parts, supplies, etc to diagnose and repair any failed equipment.
- All proposals shall include current contact service labor rates for straight time and overtime service calls.

6.4 Parts and Complete Replacement:

Repair or replace worn parts or complete components covered under this contract with new parts. All repair and replacement parts, components, and devices for the mechanical systems and equipment shall be provided by the Contractor and will be included in the cost of this service program. All miscellaneous parts and supplies necessary to maintain the mechanical systems and equipment shall be supplied by the Contractor and will be included in the cost of this service

program (belts, valve packing, lubricants, tools, wires, paints, refrigerant, test instruments, meters. etc).

All proposals shall reflect the standard percentage charge above the Contractor's cost for all replacement and repair parts. Cost of parts not included in this agreement shall require Agency approval and shall be presented on an itemized invoice to the Agency for payment.

The Contractor will not be held responsible for repairs or replacements necessitated by reason of negligence or misuse of the equipment by other than the Contractor or by reason of any other cause beyond the control of the Contractor, except ordinary wear and tear.

7.0 TEMPERATURE CONTROL MAINTENANCE:

7.1 General:

Each preventive maintenance call shall be scheduled detailing exactly what it takes to perform, planned time of performance, skill level required, and special tools and instrumentation needed to maintain the system at optimum comfort and efficiency levels. Maintenance intervals shall be determined by equipment run time, application, location, and the Contractor's data bank of maintenance experience and manufacturer's specifications.

After each service call is completed and the report shall be sent to LCDJFS to ensure closed loop performance control and continuous program updating.

7.2 Predictive Maintenance:

System analysis shall be performed on equipment covered under this ITB to detect early signs of deteriorating performance and to predict potential equipment failures. After identifying potential problem areas, corrective action, as outlined in this Scope of Services will be taken.

7.3 Component Replacement:

The Contractor will repair or replace any worn, defective, or doubtful components that are part of the maintained systems at no additional cost to LCDJFS. In order to maintain the standardization and integrity of the existing temperature control system, all controls must be replaced with current major control manufacturer replacement parts only.

All proposals shall reflect the standard percentage charge above the Contractor's cost for all replacement and repair parts. Cost of parts not included in this agreement shall require Agency approval and shall be presented on an itemized invoice to the Agency for payment.

8.0 ENVIRONMENTAL CONTROL SYSTEMS MAINTENANCE:

8.1 Equipment:

Equipment to include thermostats, pressure controls, relays, limits, valves, valve operators, damper motors, step switches, time clocks, contactors, controllers, capacity controls, safety controls, recorders, control panels, gauges, and air compressors.

8.2 Services:

- Examining each piece of equipment and device to see that it is functioning properly and is in good operational condition.
- Cleaning all components of dust, old lubricants, etc. to allow the equipment to function as designed.
- Lubricating all equipment where needed to permit bearings, gears and all contact wearing points to operate freely and without undue wear.
- Adjusting all linkages, motors, drives, etc. that may have drifted from the original design settings and positions.
- Calibrating all sensing, monitoring, output, safety, and readout devices for proper ranges, settings, and optimum efficiencies.
- Replacing the device by the addition of replacement parts should the above maintenance not be adequate.
- Testing and cycling all equipment as a system after it has been cleaned, lubricated, adjusted, and calibrated, to see that it is in good operational condition and at optimum efficiency.

8.3 Parts/Component Replacement:

The Contractor shall repair or replace any worn, defective, or doubtful components that are part of the maintained systems at no additional cost to LCDJFS. In order to maintain the standardization and integrity of the existing temperature control system, all controls must be replaced with current major control manufacturer replacement parts only.

All proposals shall reflect the standard percentage charge above the Contractor's cost for all replacement and repair parts. Cost of parts not included in this agreement shall require Agency approval and shall be presented on an itemized invoice to the Agency for payment.

9.0 MECHANICAL SYSTEMS MAINTENANCE:

9.1 Equipment Included:

All HVAC mechanical systems and filters associated with buildings listed in Attachment A.

The preventive maintenance schedule is the responsibility of the selected Contractor and shall not be limited to the major pieces of equipment listed herein, but also is meant to include appurtenant devices and systems that are related to the heating, ventilation, and air conditioning. Included equipment is as follows:

Heating System – Boilers, burners, furnaces, pumps, cleaning of heating coils, water strainers, unit heaters, duct heaters, heat exchangers, humidifiers etc.

Cooling System – Air conditioning compressors, evaporative condensers, air cooled condensers, pumps, water chillers, cleaning of cooling coils etc.

Air Handling Units – Fans, motors, air grills, (cleaning), registers (cleaning), air filters, dampers, induction units, mixing boxes, fan coil units, electric heat elements, etc.

Miscellaneous Equipment – Exhaust fans, manual valves, float valves, direct expansion valves, thermometers, gauges, magnetic starters, manual motor starters, pump and fan motor drives, belts, electric wiring from motor starter to their respective motor, check valves, and refrigerant.

9.2 Equipment Not Included:

Maintenance services, including repair labor and parts replacement, for portions of the system and equipment that are non-maintainable or non-moving are not included as part of this specification.

Excluded items shall be considered as: foundations, structural supports, domestic water lines, plumbing, oil lines, gas lines, piping, oil storage tanks, air handling duct work, boiler shell and tubes, unit cabinets, boiler trim and reflector material, cooling tower structures, etc.

The Contractor shall provide a report of any work encountered that is outside the scope of this specification that is in need of attention, and that may include such equipment as outlined above.

This specification covers only that equipment associated with each building listed in Attachment A, and in the event the system is altered, changed, or if any equipment is added, then that portion shall be added or deleted as required and will be in accordance with this specification.

9.3 Services Included:

The general services listed below shall apply to the systems and equipment as described above. This preventive maintenance work shall be provided no less than four times per year, including start-up and shut down if applicable:

- Examining each piece of equipment and device to see that it is functioning properly and is in good operating condition.
- Cleaning all components of dust, old lubricants, etc. to allow the equipment to function as designed.
- Painting all equipment as needed to prevent and protect against corrosion and deterioration.
- Lubricating all equipment where needed to permit bearings, gears, and all contact wearing points to operate freely and without undue wear.
- Adjusting all linkages, motors, drives, wires, etc. that have drifted from the initial design settings and positions.
- Calibrating all sensing, monitoring, output, safety, and readout devices for proper ranges, settings, and optimum efficiencies.
- Repairing the device by the addition of replacement parts should the above maintenance not be adequate.
- Tearing down major pieces of equipment such as refrigeration compressors, water chillers, boilers etc. and overhauling periodically based on accumulated operating hours, building requirements, and/or as required to prevent breakdowns and to improve operational conditions.
- Testing and cycling all equipment as a system after it has been cleaned, lubricated, adjusted and calibrated to assure that it operates to original design specifications.
- This mechanical maintenance includes all parts, labor, and materials necessary to make the repairs and in addition the necessary replacement of any units including:

- Water circulating pumps as pertain to HVAC systems
- Water regulating valves
- Float Valves Hand Valves
- Supply and Exhaust Fans
- Electric Motors Belts
- Electric Starters (all)
- Heating Coils
- Cooling Coils
- Belt Drives
- All water Strainers
- Capacity System and Safety devices which control the equipment
- Unit heaters
- Fan Cabinets, Air handling units
- Boilers and Controls Compressors
- Air Cooled Condensers
- Packaged roof top units
- Terminal units
- Heat pumps

9.4 Parts Replacement:

All parts, components, or devices for the mechanical systems covered under this solicitation that are worn or are not in proper operational condition shall be repaired/replaced with new parts, components or devices.

All proposals shall reflect the standard percentage charge above the Contractor's cost for all replacement and repair parts. Cost of parts not included in this agreement shall require Agency approval and shall be presented on an itemized invoice to the Agency for payment.

10.0 AIR FILTER SERVICE:

The Contractor must be able to service:

- Air Filtration System: Pre-filters, frame filters, pouch filters, automatic roll type filters, and bag filters for all HVAC equipment including air handling units, & terminal/unitary units.

10.1 Services Included:

The Contractor shall provide, install and regularly change all filters at a frequency dictated by dirt conditions and no less than four times per year; additional changes may be required and shall be provided at no additional charge to LCDJFS.

11.0 OFF-SITE MONITORING:

The Contractor shall be capable of providing off-site 24/7/365 day monitoring of critical building conditions. This monitoring is to be performed by employees of the Contractor. A firm with the ability to provide listed monitoring services for peripheral building systems such

as fire or security alarm systems is preferred.

Additional capabilities such as these (i.e. services outside of the scope of this ITB) should be detailed so that LCDJFS can fully evaluate the Contractor's total capabilities.

12.0 PERFORMANCE MANAGEMENT SYSTEM:

The Contractor shall have a performance management system deployed to provide evidence to LCDJFS that the service requirements of this ITB are being met. The performance data shall be captured electronically and stored in an electronic data repository for the term of any Agreement resulting from this ITB.

12.1 Service Performance Data:

The minimum information required to be captured and stored shall consist of the following:

- An inventory of all equipment under coverage of the contract resulting from this ITB.
- Records of every service order issued during the term of the contract. These records shall include customer initiated service requests and preventive maintenance records.
- Each service record shall include the description of the request, date and time of the service request, name of the service mechanic assigned, date and time that the mechanic arrived at the site, resolution of the request with a description of the work performed and the date and time that the work was completed.

12.2 Viewing of Service Performance Information:

LCDJFS shall have access to the service performance information at all times. The service history shall be retrievable by individual building or by the type of service request (preventive maintenance, emergency service, etc). LCDJFS shall have the ability to view the service performance information in real time to review the status of service request that are "in-progress."

12.3 Retro-Commissioning:

The selected firm shall provide, within 30 days of contract award and on an annual basis, an analysis of operating efficiencies and energy consumption for all HVAC units under coverage of this contract. A written report summarizing the results of this analysis, including potential energy savings opportunities, shall be provided to LCDJFS and a corrective action plan, if necessary, shall be discussed. If the corrective action is outside of the requirements of this contract, the Contractor shall provide LCDJFS a written quotation of such additional services.

The tool for performing this analysis shall comply as follows:

- All mechanics shall carry or have access to a handheld tool that when connected to the equipment shall: automatically analyze performance and provide integrated fault detection and equipment diagnostics.
- The retro-commissioning tool shall automatically measure and record critical pressures and temperatures of the HVAC equipment, calculate critical performance parameters and alert the Contractor if performance parameters are outside of desired limits.

- The retro-commissioning tool must be "Honeywell HV AC Service Assistant" or of equal quality and capability.

13.0 SPECIAL CONDITIONS:

The Contractor shall be reimbursed for any expenses, parts, or labor incurred as a result of any new government regulations issued after effective date of this contract. All work performed by the Contractor shall conform to all applicable codes and standards.

The Contractor shall not be liable for any loss, delay, injury, or damage whether direct or consequential, that may be caused by conditions beyond the Contractor's direct control including but not limited to acts of government, strikes, lockouts, fire, explosion, theft, riot, civil commotion, wars, malicious mischief, floods, or other acts of God.

The Contractor shall provide as part of this proposal a fixed annual service price for each twelve month period that this service agreement is to be in effect. If during the term of this agreement, LCDJFS adds equipment to a building or buildings for which coverage is desired, the Contractor shall directly negotiate the additional service prior to the new equipment entering service.

When compiling Proposal please make sure to include the following:

1. Comprehensive proposal cost for preventive maintenance services.
2. Clearly defined service labor rates for straight time and overtime service calls.
3. Clearly defined mileage/vehicle rates.
4. The standard percent charge above Contractor cost for all replacement and repair parts not included in preventive maintenance services.
5. Statutory performance bond for minimum \$1,000.00.
6. Clarification of proposed technicians qualifications and licensure.

Attached is the *Proposal Review Sheet* that will be utilized in evaluating all submitted proposals.

Scope of Services Attachment A - Equipment List

Equipment Name	Equipment Manufacturer	Equipment Number	Equipment Type	Equipment Model	Equipment Serial Number	Equipment Installed	ASHRAE Useful	Volts-Amp-Phase	Equipment Location	Filters/Belts	Equipment Size
AHU-1	McQuay	AHU-1	Air Handling Unit	LHD106CH	3YA01948-06	1993	19 years		Basement	2 16x25x2 1 20x25x2 1A50	
B-1	Hydro Therm	B-1	Boiler Hot Water	AM300	V922834	1992		115V/1pH	Basement		299000 BTU
B-2	Hydro Therm	B-2	Boiler Hot Water	AM300	V9228324	1992		115V/1pH	Basement		299000 BTU
B-3	Hydro Therm	B-3	Boiler Hot Water	AM300	0546667L	2005		115V/1pH	Basement		299000 BTU
Controls		Controls	Direct Digital Control								
Cooling Tower	Evapco	Cooling Tower	Cooling Tower	ATW-45A2	929170			208/3pH			
CWP-1		CWP-1	Pump	205X9.5XB9.259	1786383				Basement		
CWP-2		CWP-2	Pump	2.5x9.5B9.259	1786382				Basement		
Elevator Exhaust	Lauren Cook	Elevator Exhaust	Fan Exhaust/Supply	90SQIB	1725			115V/1pH	Elevator	4L350	
Hanging Heater	Qmark	Hanging Heater	Radiant Heater	MUH05-21	03-93-1059			208/230/3pH	Basement		
Heater-1	QMark	Heater-1	Unit Header	CU-B-MO-7987	303-93-148			208/240/3pH	First Floor		
Heater-2	QMark	Heater-2	Unit Header	CU-B-MO-7987	393149			208/240/3pH	First Floor		
Heater-3	Qmark	Heater-3	Unit Header	CU-B-MO-7987	393047			208/240/3pH	First Floor		
Heater-4	QMark	Heater-4	Unit Header	CU-B-MO-8010	03-93-090			208/3pH	First Floor		
Heater-5	QMark	Heater-5	Unit Header	CU-B-MO-8010	03-93-089			208/3pH	First Floor		
Heater-6	QMark	Heater-6	Unit Header	CU-B-MO-8010	03-93-091			208/3pH	First Floor		
Heater-7	QMark	Heater-7	Unit Header	CU-B-MO-8010	03-93-093			208/3pH	First Floor		
HWP-1	Bell and Gossett	HPW-1	Pump						Basement		
HWP-2	Bell and Gossett	HWP-2	Pump						Basement		
WSHP-1	McQuay	WSHP-1	Heat Pump	CCH030AMFE	7480217208	1993	19 years	208/230/3pH	Basement	1 20x20x1	