



*Sallie V. Chandler, Chair
District 1*

*Richard R. Dutremble
District 2*

*Daniel C. Cabral
District 3*

*Michael J. Cote
District 4*

*Gary A. Sinden
District 5*

COUNTY OF YORK

45 Kennebunk Road
Alfred, Maine 04002

(207) 459-2313
Fax (207) 324-9494
YC-Commish@co.york.me.us

*Gregory T. Zinser
County Manager*

*Kathryn A. Dumont
Exec Admin Assistant*

*Victoria C. Ridlon
Finance Director*

*Frank P. Wood
Treasurer*

*Rose M. Leeman
Deputy Treasurer*

Request for Proposal and Notice of Mandatory Pre-Bid Meeting

The County of York invites you to submit a proposal to furnish all labor, materials, equipment and transportation necessary to perform all operations for preventive maintenance and repair for the HVAC systems at York County; the facilities are as follows;

HVAC Systems For:

York County Government Building
149 Jordan Springs Road
Alfred, Maine, 04002

York County Courthouse
45 Kennebunk Road
Alfred, Maine, 04002

York County Jail
1 Layman Way
Alfred, Maine, 04002

Southern Maine Re-entry Center
2 Layman Way
Alfred, Maine, 04002

There will be a pre-bid meeting on April 17, 2014 at 9:00AM at the York County Government building located at 149 Jordan Springs Road, Alfred, Maine, 04002. Failure to attend this meeting will exclude your company from submitting a qualified bid. The County reserves the right to accept or reject any or all proposals at any time for any reason and to waive any formalities.

Project Overview:

The HVAC contractor receiving the award will provide preventive maintenance and repair services on equipment on above listed York County facilities. All work shall be in accordance with the County's procedures and shall be consistent with manufacturers' recommendations and industry standards. The services include the provision of labor, materials, transportation and equipment necessary to perform regular monthly maintenance and repair (M&R) services. M&R is defined as the maintenance and repair that is required to keep the system and related equipment running properly and efficiently. This includes monthly preventive maintenance per the manufacturer's recommendations or as required by the equipment's operating conditions. It also includes periodic minor repairs and emergency repairs on an as-needed basis. Major repairs and replacement (M&R) will also be provided by the contractor for work specifically excluded or for equipment not listed on the equipment list excluded under the procedures described below.

Scope of work:

Tasks

- Prior to starting work the contractor that receives the award shall survey all of the equipment and document the equipment's operating condition.
- The contractor shall provide a comprehensive M&R services program for the maintained equipment. This program shall include major seasonal start up/shut down, scheduled preventive maintenance, periodic inspections, and operational service repair calls.
- The preventive maintenance tasks and inspections shall be performed on a basis defined by the manufacturer's recommendations or as operational conditions require. It is expected that each piece of equipment will be inspected on a monthly basis. Preventive maintenance tasks (filter changes, belt adjustments, etc.), will be performed bi-monthly or as defined by operational conditions.
- The contractor shall provide all the preventive maintenance necessary to keep the covered equipment functioning and in good working order, including all labor, materials, travel labor and travel expenses required to clean, align, calibrate, tighten, adjust, lubricate and test the equipment covered by the services.
- Typical maintenance activities include;
 - Cleaning of electrical contacts, fan blades, coil surfaces, burner orifices, flue passages and nozzles, pilot and igniter, cooling tower baffles, basin, sump, chiller, condenser, and boiler tubes etc.
 - Alignment of drive couplings, belt drives, air fins etc.
 - Calibration of safety controls, temperature and pressure controls.

- Tightening of electrical connections, mounting bolts, pipe clamps, refrigerant pipe fittings, damper sections etc.
 - Adjustment of belt tension, refrigerant charge, fans RPM, water chemical feed and feed rate, burner air/fuel ratios etc.
 - Lubrication of motors, fan and damper bearings, linkages etc.
 - Changing belts as required.
- The contractor shall provide all labor (including job, materials, travel and parts procurement labor) and travel expenses required to repair or replace defective, broken, worn and/ or doubtful, components and/or maintained parts covered under the services.
 - All of the contractor's labor costs, all materials, and emergency services are included under the Services.
 - The contractor shall provide an inventory of, or demonstrate the ability to access whenever required, the components, parts, and supplies required to keep the equipment covered by the services operating properly. Replacements will be of like or current design to minimize system obsolescence.
 - The contractor shall provide all the required standard maintenance supplies to effectively implement this program; it includes but is not limited to, proper tools, lubricant and cleaning supplies.
 - The contractor shall assist the County in complying with applicable rules and regulations governing refrigerant management issues and other environmental products, as well as facilitating short term and long term strategic planning.
 - Contractor shall annually perform an inspection of the equipment with the County Facilities Director.
 - For the York County Jail, the Contractor will operate the system within the established Standards for County jails as published by the Maine Department of Corrections. If the system at the jail is out of compliance, the Contractor is required to work with the County's designee to bring the system into compliance.
 - Contractor shall provide all M&R services in a timely manner and consistent with manufacturer instructions and recommendations or as required by the equipment's operating conditions.
 - In the event of a category 1 emergency (see Category 1 section, pg. 5) the contractor shall repair or replace, at its option, the non-functioning components of the maintained equipment.
 - Maintained equipment includes equipment shown on the attached equipment list.
 - Prior to the termination of the Services, all maintained equipment shall be inspected by the County and the Contractor and certified to be in good working order.

Inspect/Test:

The Contractor shall provide all labor, travel required to visually and/or manually test and inspect the covered equipment on a monthly basis or as may be required by operating conditions.

Service Calls:

The Contractor will be responsible for responding to all service calls related to the equipment. The County will direct service calls to the contractor or contractor designee.

The Contractor shall provide service including all labor (job and travel, including overtime) plus travel expenses necessary to address deficient or abnormal equipment condition or operation.

Emergency Service:

The Contractor shall provide emergency service including all labor (job and travel, including overtime) plus travel expenses necessary to address deficient or abnormal equipment condition or operation. Emergency service shall be provided on a 24-hour basis, 365 days per year. The contractor shall respond to calls for emergency service within 2 hours.

Guidelines:

- Access will be provided to the facility. Prior notice shall be given to the County (Facilities Director) before any planned stoppage of the HVAC systems, or operation of the system at a reduced capacity.
- All planned M&R services will be performed during regular hours.
- The Contractor shall conform to all security requirements, since one of the project sites is the jail.
- For security issues the Contractor shall provide a list of all personnel that will be accessing the project sites. Background checks will be done at the discretion of the County.
- The Contractor will be responsible for the on-going management of the M&R services, which includes scheduling, inventory and follow-up.
- The Contractor shall submit standard service and maintenance summary reports to the County designee on a regular basis.
- The Contractor shall attend meetings as requested by the County.
- The M&R services program will be administered and monitored by the County.

Equipment Included in scope of work:

The Contractor will be responsible of all of the equipment as outlined in the equipment list (see attached).

The following is excluded from the services;

1. Fuel oil tank
2. Plumbing
3. Sprinklers
4. Lighting

5. Emergency generator system
6. Main electrical service
7. Electrical power wiring
8. Hot water piping
9. Design of system
10. Obsolescence
11. Safety tests

As-built Drawings

The as-built drawings will be made available to the Contractor.

Preventive Maintenance Procedures:

Overview;

The Contractor will conduct scheduled preventive maintenance for all equipment included in the Services as identified in the equipment list.

Outline of PM Procedures:

An outline of the expected PM scope of services is presented below. These outlines are intended as a guide and are not intended to be comprehensive. They in no way limit the contractor's scope nor alleviate the Contractor of the responsibility of developing a comprehensive PM program addressing all of the covered equipment.

Monthly

1. Visually inspect all of the equipment.
2. Conduct monthly maintenance according to (but not limited to) the maintenance tasks outlined by the manufacturer or as required by the condition of the equipment.

Bi-Monthly

1. Visually inspect all equipment.
2. Conduct all PM procedures on air handlers.

Quarterly

1. Conduct all PM procedures on all rooftop air conditioning equipment.

Annual

1. Conduct annual and (monthly) maintenance according to (but not limited to) the maintenance tasks outlined by the manufacturer.
2. Include all items from monthly, bi-monthly and quarterly inspections and maintenance.
3. Provide annual boiler cleaning (determine specific month)
4. Provide annual belt changes on all belt driven equipment.

Service Call Procedures:

The Contractor shall be responsible for responding to all service calls related to the equipment. The County designee will direct service calls directly to the Contractor designee. In summary, the Contractor shall be notified of equipment problems via the following mechanisms;

- Notified by the County designee.
- Periodic inspection by the County designee and Contractor personnel.

Contractor personnel shall be available by phone or pager 24 hours per day, 7 days per week. The Contractor shall provide updated primary and backup telephone numbers. The Contractor shall respond to equipment problems according to the following three response priority categories or as indicated by the County in placing the request.

When a service call is received, the Contractor shall log the call and write up a service work order.

The appropriate supervisory personnel shall review the service work order to determine the priority and assign the work order to a maintenance mechanic. The appropriate maintenance mechanic shall respond to the call, perform the work necessary to complete the work order, and document the work as prescribed. A copy of the completed work order shall be forwarded to the Contractor Project Manager and the County. The response priorities are as follows;

- Emergency Maintenance Priority (category 1)
- Urgent Maintenance Priority (Category 2)
- Routine Maintenance Priority (category 3)

In the event that the Contractor receives a service call involving equipment that may not be in the Contractor's services, the Contractor shall respond in accordance with the appropriate priority level. If, upon inspecting the situation, it is determined that the service call relates to equipment not covered under this agreement, the Contractor shall notify the County designee.

Category 1. Emergency Maintenance:

Category 1 is defined as any situation relating to the covered equipment that, if allowed to continue, threatens the loss of life or injury, or damage to property, or may result in serious damage to equipment. Upon notification or receipt of a category 1 work order, the Contractor's staff shall respond within two hours, and shall initiate corrective action appropriate for the situation within 4 hours of initial notification. Work shall be continuous until the failed system is brought back to a safe and normal operating condition. Corrective action shall be completed within 24 hours.

Category 2. Urgent Maintenance:

Category 2 is service work defined as work that does not meet the category 1 definition, but is required because of system, utility, or equipment failure. Upon notification or

receipt of a Category 2 work order, Contractor shall respond within 4 hours and shall initiate corrective action within 4 to 24 hours depending upon the situation. Corrective action shall be completed within 2 days unless parts are required and are not available.

Examples of Category 2 system losses/malfunctions include but are not limited to;

- Non-critical equipment failure
- Failure of the controls system or components thereof.

Category 3. Routine Maintenance:

Category 3 is routine service work required to maintain systems, utilities, and equipment in good working condition. Upon notification or receipt of a Category 3 work order, the Contractor shall add it to the maintenance task list for the next scheduled maintenance visit. The service work shall be scheduled to be completed within a time frame appropriate to the situation.

Major Repair and Replacement Procedures:

For work specifically excluded or for equipment not listed on the equipment list: If contractor owned equipment included in the services requires a repair or is no longer operating in accordance with the specifications, the Contractor shall report the situation in writing to the County including an identification of the equipment affected, description of the problem and proposed repair or replacement, and time and cost for the completion of the repair. Upon receipt of the County's written notice to proceed with the repair, the Contractor shall proceed with the repair and inform the County of the same. The Contractor shall commence repair within 15 days (or sooner as necessary for urgent repairs) and shall complete the work within the schedule agreed upon with the County. All repair work shall be done in accordance with the authorization and shall carry a one year warranty on materials and workmanship. The Contractor shall obtain and enforce any manufacturers' warranties.

Site Requirements:

Site Safety

The Contractor shall perform all duties in a safe manner and in accordance with all Energy Control Procedures, safety regulations and requirements, and other pertinent regulations.

Insurance Requirements:

Providing and maintaining adequate insurance coverage is a material obligation of the Contractor and is of the essence of this contract. All such insurance shall meet all laws of the State of Maine. Such insurance coverage shall be obtained from companies that are authorized to provide such coverage and that are authorized by the Commissioner of Insurance to do business in Maine.

No work under this contract shall be started or performed until the successful bidder has obtained and provided the County of York with proof of insurance for the following types and minimum amounts of coverage;

1. Workers' Compensation and Employer's Liability coverage, as required by the State of Maine. Workers' Compensation coverage shall be provided as required by law or regulation (statutory requirements). Employer's Liability insurance shall be provided in amounts not less than \$500,000 per accident for bodily injury by accident; \$500,000 policy limit by disease; and \$500,000 per employee for bodily injury disease.
2. Contractor's General Liability coverage for bodily injury, personal injury, sickness or disease, and death in connection with the performance of this work for a limit of not less than \$1,000,000 for damages or injuries to more than one person and for a limit of not less than \$1,000,000 for damages or injuries to more than one person in any one occurrence
3. Contractor's General Liability coverage for property damage for all damages or injuries or destruction of property to include, but not limited to, general liability, completed operations, explosions, collapse hazards, underground hazards, environmental pollution hazards for a limit of not less than \$1,000,000 for any one occurrence.
4. Automobile Liability coverage to include all owned rented, leased, or hired vehicles in a minimum amount of \$1,000,000 for each occurrence.

A Certificate of Liability Insurance listing each of the required types of coverage shown above must be issued to the County. The Certificate of Liability Insurance must name the County of York and its officers, officials, and employees as additional insured for the duration of this contract and must also indicate that the contractor's insurance is primary. In the event that the contractor fails to maintain or renew and insurance coverage during the period of the contract, the County may cancel the contract at that time without any prior notification. No insurance policy issued for this contract may be allowed to expire prior to the completion of this contract without first providing the County with at least 30 days advance notice of the expiration by certified mail. The contractor shall require any and all subcontractors performing work on this contract to provide and maintain insurance coverage of the minimum amounts specified during the period of the work.

Nothing contained in these insurance requirements is to be construed as limiting the extent of the contractor's responsibility for payment of damages resulting from his performance and completion of this work.

Check out and Start-up:

Check out and start-up will be performed per system operation procedure by qualified personnel.

Other Project Requirements:

Inventory of Spare Parts

Unless it is agreed otherwise, the Contractor shall be responsible for directly ordering replacement parts, disposables and other related components required for performing the standard preventive maintenance of the equipment. The Contractor shall maintain and keep an inventory of the appropriate spare parts in stock at the site for all equipment. A recommended list of spare parts shall be developed by the Contractor. The spare parts locations shall be provided for by the County.

M&R Tracking and Reporting:

The Contractor shall track each piece of equipment covered under the Services. The Contractor shall generate and track work orders for unscheduled maintenance work as well as preventive maintenance work, major repairs and upgrades. Data collected during the monthly inspections and PM visits will be recorded on a standard form developed by the County and the Contractor.

For normal inspection and PM visits the Contractor will submit copies of completed work orders and a copy of the standardized PM/inspection form to the County designee within 7 days after each maintenance visit.

The Contractor will track each piece of equipment covered under the services. Tracking will be done utilizing maintenance management software or standard data base capable of generating the following reports.

Within 24 hours of receiving a Category 1 or Category 2 maintenance request, the Contractor shall provide the County with a work order status report. Upon completion of the work order, a copy of the completed work order shall be sent to the County. The work order report shall include the following information:

- A detailed description of work required.
- Labor hours required to complete work and labor cost rate.
- A list of materials with material cost and mark-up listed separately.
- For Category 3 requests, the Contractor shall submit a completed work order report at the completion of the work order. The Contractor shall supply the County with a work order status report on Category 3 service if requested to do so.

Record Keeping:

In addition to the maintenance tracking above, the Contractor shall develop and maintain the following record systems. The Contractor shall provide any and all of this documentation to the County upon request.

Personnel/Subcontractor Records:

- Licenses held by Contractor personnel.
- Injury and accident logs and reports.
- Permits, inspections, or other correspondence related to the equipment.
- Subcontractor information regarding status as a small business, small disadvantaged business, or woman-owned business enterprise.
- Warranty documentation.

Documentation:

Contractor shall maintain a copy of records of the following items listed below and shall provide the original records to the County upon request

- Maintenance and repair Log-Time, activity, components involved; log should also include unusual conditions with the system or specific equipment.
- Unusual conditions that may affect personnel safety should be documented and reported to the County immediately.
- Unplanned shutdowns.
- Planned shutdowns.
- All work orders produced while performing work on site.
- All documentation provided to the Contractor (i.e., drawings and manuals) shall be returned to the County upon termination of contract.

Exclusion;

Excluded from this agreement are repairs and replacement of items not normally mechanically maintainable such as but not limited to ductwork, boiler shell and tubes, cabinets, boiler refractory material, heat exchangers, main power service and electrical wiring, variable frequency drives, piping, tube bundles, valve bodies, coils, structural supports, oil storage tanks, casings, fixtures, grillage and tower fill. All design responsibilities are also excluded from this agreement.