



# COUNTY OF ROANOKE

## FINANCE DEPARTMENT

### PURCHASING DIVISION

February 5, 2018

Dawn M. Rago  
Buyer

P.O. Box 29800  
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Roanoke, VA 24018  
Phone: (540) 283-8150  
[drago@roanokecountyva.gov](mailto:drago@roanokecountyva.gov)

## REQUEST FOR PROPOSALS (RFP)

**#2018-026**

for

Maintenance Agreement for HVAC and other Mechanical Equipment and Components

Sealed Proposals Due:

February 27, 2018  
2:00 PM  
(Local Prevailing Time)  
One (1) unbound original  
5 bound complete copies  
One (1) electronic copy (USB preferred)

## **RFP #2018-026**

### **Maintenance Agreement for HVAC and other Mechanical Equipment and Components**

#### **GENERAL INFORMATION**

There will be a **Mandatory** Pre-Proposal meeting to be held at Green Ridge Recreation Center 7415 Wood Haven Road, Roanoke, VA 24019 on Thursday, February 15, 2018 at 9:00 AM

The County of Roanoke would request One (1) unbound original, Five (5) bound complete copies and one (1) electronic copy (USB preferred) of the proposals, in a sealed envelope/package, shall be received at and until **February 27, 2018, at 2:00 PM (local prevailing time)**, at the offices of Roanoke County Purchasing Division at 5204 Bernard Drive, Suite 300F, Roanoke, Virginia 24018. NO faxed proposals will be accepted. It is the responsibility of the Offeror to ensure that its proposal is received in the Purchasing Division by the above date and time. Any proposal received after the above time and/or date will be returned to the Offeror unopened. Your response must be submitted in a sealed envelope/package, clearly marked "**RFP #2018-026 Maintenance Agreement for HVAC and other Mechanical Equipment and Components**" on the outside of the envelope/package. The Offeror assumes responsibility for having its proposal delivered on time at the place specified. An agent of the Offeror authorized to make financial and delivery commitments must sign the proposal. As this is a formal, sealed Request for Proposal no information regarding the contents of the proposal or the identity of the Offerors will be discussed until after the negotiation process.

Roanoke County shall provide the mechanism for the evaluation of all information received. Roanoke County reserves the right to make the final determination of responsible Offerors and to waive informalities and/or irregularities and to accept or reject any or all offers. Proposals shall be as thorough and detailed as possible so that the County may properly evaluate the capabilities of the Offeror to provide the required services. It is not the intent of the specifications to be proprietary, or to exclude any individual, business or firm.

#### **RFP QUESTIONS:**

Any inquiries regarding submittal of proposal or any questions concerning specifications shall be in writing and sent via mail, fax or email to:

Dawn M. Rago, Buyer  
5204 Bernard Drive SW, Suite 300F  
Roanoke, VA 24018

Phone: (540) 283-8150  
[drago@roanokecountyva.gov](mailto:drago@roanokecountyva.gov)

Written responses, including any questions will be provided on our Purchasing Website in the form of an Addendum. It is the responsibility of the Offeror to periodically check our website for any addendum or sign up for County Email Notification. Questions received within five (5) days of the proposal closing date will be attempted to be answered, but will not be reason to delay the closing time of the proposals.

## **BACKGROUND**

Green Ridge Recreation Center “the Center” serves the citizens of Roanoke and the general public as a wellness and conference facility.

The Center was constructed in 2009 by English Construction Company in the Northeast section of Roanoke County adjacent to the intersection of I-81 and 581 with funding provided by the County of Roanoke.

The approximately 74,000 square foot facility entails a gym, multipurpose rooms, kitchen, day care, activity room, lobby, administrative offices, conference room and Wellness center. It also contains an indoor pool with adjoined locker rooms and a pool party room. Next to the center is Splash Valley, an outdoor water park that offers its own locker rooms, locker rental area and concessions housed within a separate structure a central mechanical/electrical room contains the Centers heating systems and electrical services. A pool pump room contains all of the pool pumps, filters and chemical control systems. The majority of the centers HVAC systems are roof top units (RTU).

The Center contains a total of ten Carrier RTU's, two Desert Air dehumidification units, four Energy Recovery Venilators (ERV), nine exhaust fans, two split system package units, ten Energy Recovery Units (ERU), two Lochinvar boilers for building heat, three Lochinvar boilers for pool water heat, two Lochinvar boilers for heating domestic water, various pumps and VFD's. All systems are monitored and controlled by a Building Automation System recently upgraded to Tridium N4.

## **PURPOSE**

The purpose of this Request for Proposal (RFP) is to solicit through competitive negotiations, sealed proposals from a qualified firm to establish an exclusive contract to provide “All Efforts and Materials Necessary” for the annual maintenance and services of HVAC and other mechanical equipment and related components as specified herein, for Roanoke Counties Parks, Recreation and Tourism's Green Ridge Recreation Center.

The firm will provide materials and labor to perform scheduled HVAC, mechanical and control system preventive maintenance, technical support and 24 hour on call maintenance/repair. Contractor will have staff qualified to inspect, maintain and repair the building heat, heating water system, domestic water system, building automation system and all systems associated to the buildings HVAC and mechanical systems listed.

## **SCOPE OF WORK**

### **A. Requirements**

1. Contractor shall furnish all labor, supervision, tools, materials and equipment necessary to fully maintain all HVAC listed in Attachment A in accordance with all terms, conditions, provisions and schedules of this specification and to keep them in first class operating condition.

2. All work performed under this contract shall be performed in accordance with all applicable Codes and with the standards, which are incorporated into this contract in their entirety.
3. All materials, equipment and workmanship shall comply with the provisions, recommendations and requirements of the Electrical Code, Mechanical Code, Plumbing Code and Building Code, NEC, ASHRAE, Fire Underwriters and all State and Federal agencies having jurisdictions. The Contractor shall secure all permits and pay all fees required for his work.
4. All materials shall be new and completely designed and manufactured to meet the quality standards and tolerances recommended by the original equipment manufacturer. All materials, repairs and workmanship shall be of the highest quality and equal to the best standards and practices of the industry.
5. All work will be scheduled with Facility Contact. The Contractor will report in when arriving at the center and check-out when leaving, ensuring that appropriate reporting or documentation of work accomplished is dropped off before departing the center.
6. Reporting and Delivery Requirements
  - a. The Contractor will report to the Front desk when arriving at the facility.
  - b. Contractor vehicles are not to be parked in fire lanes at any time. Vehicles can be parked along the curb opposite the fire lane in front of the building.
  - c. All workers will sign into the Contractor log at the front desk and will receive Contractor badge to be displayed while in the facility.
  - d. Crew Supervisor can check out access key from front desk if Center staff are unavailable to provide access or if work requires frequent relocation within the building.
  - e. Contractor staff will sign out when leaving building for lunch or to pick up supplies. Keys must not leave facility and will be checked back into front desk before leaving facility.
  - f. Contractor staff will sign out and return all badges and keys at end of work day or when work completed.
7. Procedures for Normal Working Hours, Emergency Service Call and Emergency/Non-Scheduled repairs and services may be requested and provided on an 'as needed' basis, as follows:
  - a. Payment will be based on established hourly labor rate(s);
  - b. All necessary materials shall be provided at cost.
  - c. Percentage reduction on materials cost should be indicated in writing.
  - d. Contractor will provide parts list as part of quotation process.
  - e. Contractor shall provide a toll free number or equivalent that is accessible 24 hours per day;
  - f. Contractor shall have fully equipped radio or cellular telephone dispatched service vehicles available 24 hours per day, 7 days per week;

- g. Contractor shall have service technician(s) with qualifications that meet or exceed those described herein, on the premises within two (2) hours after receipt of call to respond to any repair or service request(s);
- h. Contractor shall provide written quotation within two (2) days for any notification or request for Emergency/Non-Scheduled Repairs and Services.
- 8. All Quotes should have parts and labor costs included.
- 9. At the conclusion of the work, the Contractor shall demonstrate to the authorized Center representative that the work is fully operational and in compliance with contract specifications and codes. Any deficiencies shall be promptly and permanently corrected by the Contractor at the Contractor's sole expense prior to final acceptance of the work.
- 10. Except as otherwise specified, all work shall be guaranteed by the Contractor against defects resulting from the use of inferior materials, equipment, or defective parts and or labor or one (1) year from the date of final acceptance of the entire project by the owner in writing.
- 11. The Center reserves the right to conduct any test or inspection it may deem advisable to assure goods and services conform to the specification.
- 12. The Center, the Centers inspectors and other testing personnel shall have access to the work at all times. The Contractor shall provide proper facilities for access and inspection.
- 13. The contractor shall provide the Center a clean set of reproducible "as built" drawings and wiring diagrams, marked to record modifications to existing equipment or installation of any new equipment.
- 14. Contractor will provide Desert Air trained staff to manage and trouble shoot the pool dehumidification system and coordinate with pool dehumidification system manufacturer.
- 15. The chosen firm will provide maintenance, repair, design and installation for the Centers Carrier, Desert Air, Lochivar, Tridium building automation system, water system, RPZ's, equipment and all other specified County facility systems on a scheduled and as-needed basis.

## **B. Repair Service (Non-Emergency)**

- 1. The Contractor shall provide all labor, tools, equipment, materials and all incidentals required and/or implied for the complete and satisfactory performance of repair servicing for all HVAC systems listed in Attachment A.
- 2. Regular working hours are 7:30 AM – 5:00 PM.
- 3. Repairs, which are not included in preventative maintenance, may be paid for on an hourly labor rate basis according to final contract negotiation.
- 4. The Contractor shall be required to provide a not-to-exceed (NTE) estimate of the cost and descriptive information of the necessary repairs to the Facility

contact at the time of the service call. No repair work shall be performed until approval is given by the Facility contact.

### **C. On-Call Repair Service (Emergency)**

1. Emergency or after hours service is service performed outside the normal hours of operation of Monday thru Friday from 7:30 AM to 5 PM. If deemed an emergency by the Facility Contract, the Contractor shall provide service within two (2) hours of the time of the call. If the Contractor exceeds this time parameter, the Center reserves the right to call another vendor to provide the needed services and bill the Contractor for the difference in price.
2. The provisions of this section shall apply twenty-four (24) hours a day, seven (7) days a week.
3. Call backs for on-call repairs for the same problem within a twenty-four (24) hour period shall be at the Contractor's expense.

### **D. Qualifications**

1. The importance of maintaining this equipment in line with its original design and performance and in proper and safe operating condition requires the service to be performed by an experienced and competent Contractor who has satisfactorily maintained equipment of this type and to the degree included in these specifications. Contractor shall have all tools (including software and interface means) required to properly maintain and service the HVAC equipment listed in Attachment A.

#### **Personnel Qualifications**

1. The personnel used by the Contractor for the performance of this work shall be experienced and trained in the maintenance and repair of this type of equipment, and shall be capable and qualified in performing the work, and at a minimum must have a minimum of ten (10) years' experience as a mechanic in the maintenance and repair of the HVAC equipment. Contractor will provide resume for all staff.
2. Use of personnel without these qualifications may be considered on a case-by-case basis and must be approved in writing by the Facility contract. A qualified HVAC Mechanic shall be present during the performance of any work under this contract. Qualifications for HVAC Mechanics shall be submitted with the proposal

documents and approved by the Center prior to performing any work under this contract.

### **HVAC Maintenance Helpers**

1. HVAC Maintenance “Helpers” should be capable of providing assistance to the Mechanics and shall be equipped with all tools, equipment, safety equipment and other incidentals necessary for the performance of the work.
2. The Contractor shall have and maintain technical support personnel who are specifically trained and experienced in the adjusting and testing of equipment similar to the type covered by this contract.
3. The Contractor’s technical support personnel shall be available at all times to support or assist assigned Mechanics.

### **Personnel Changes**

1. Any changes that may occur in personnel during the term of this contract shall be submitted in writing by the Contractor to the Contract Administrator five (5) working days prior to such change.
2. All Mechanics’ training and experience credentials shall be provided along with the notice of change in the Mechanics’ assignments.
3. The Center will notify the Contractor of approval or disapproval of the Contractor’s request within five (5) working days after receipt of notice of Mechanic change.
4. The Center reserves the right to refuse assignment of any personnel deemed by the Center to have inadequate training, credentials, or who shows an inability to effectively maintain the equipment.
5. Only those Mechanics specifically named and approved by the Center shall be allowed to perform service under this contract, excluding the five (5) day notification of mechanic change period and the five (5) day approval of change period.

## **E. Standards**

1. All work shall be performed in a professional manner according to the standards of the industry. The Contractor shall be responsible to maintain all equipment under this contract in safe operating condition in accordance with the latest version of ANSI/ASHRAE/ACCA Standard 180-2008 – Standard Practice for Inspection and Maintenance of Commercial Building HVAC Systems.
2. Green Ridge Recreation Center is a smoke-free facility. Use of tobacco products is not allowed in the facility.
3. Each vehicle must have the Contractor's name clearly marked on each side of the vehicle.
4. Contractor's personnel shall wear an appropriate uniform that identifies the company performing the work. All personnel must wear a name badge or other form of identification with credentials.

## **F. NTE Estimates of Work**

1. Upon requests by the Center, and for work with adequate plans and specifications or written directions, the Contractor should prepare and submit to the Center a written not to exceed estimate (quantity of each contract billable unit) required to perform the work specified under this contract. The Contractor should also provide an estimate of the costs for equipment, materials and supplies needed to perform the repair. Estimate to include time to make repair and percentage off of list price. The Contractor, only with the Facility contact written authorization, may then perform this work.

## **G. Reports**

1. The Contractor shall submit a written report to the Facility contact upon the completion of, and on the same day as, water treatment, energy management, Preventative HVAC Maintenance and/or Repair service call. The report may be made on the Contractor's form, to be approved by the Center and should include the following:
  - A. Company Name, Mechanic(s) Name(s); Helper(s) Name(s) (if applicable); Time and Date of Service or Repair Work.
  - B. Identification of HVAC Equipment serviced or repaired; Checklist of Examinations Made and Work Performed; Time Worked; Type and Quantity of Material and Parts needed.
  - C. Certification that work was performed in accordance with the specifications, signed by the Mechanic.

- D. Needed repair work, problems, failures or malfunctions discovered during repair work.

## **H. Method of Payment**

1. Contractor shall invoice the Center after approved work is completed.
2. Invoices and reports shall be sent to the Facility contact and shall show detail of work completed.

No payment will be issued prior to the receipt of the report(s).

## **I. Preventive Maintenance Service**

1. The Contractor shall provide all labor, tools, equipment, materials and all incidentals required and/or implied for the complete and satisfactory performance of regularly scheduled preventative maintenance servicing and needed repairs for all systems listed in Attachment A.
2. This is a preventative maintenance agreement contract to include regularly scheduled preventative maintenance and repairs on all HVAC and mechanical systems in Attachment A. At a minimum, HVAC equipment preventative maintenance shall be provided as stated in Attachment A and shall include, but not be limited to, the latest revision of ANSI/ASHRAE/ACCA Standard 180-2008.
3. Typical maintenance should include testing for excessive vibration, motor winding resistance, refrigerant charge, fan RPM, refrigerant oil (acid), water condition, flue gas analysis, safety controls, combustion and draft, crankcase heaters, control systems, etc.

Inspecting for worn, failed or doubtful parts, mountings, drive couplings, oil level, rotation, soot, flame composition and shape, pilot and ignitor, steam, water and/or refrigerant leaks etc.

Cleaning condenser and evaporator coil surfaces, unit cabinet, fan impellars and blades, electrical contacts, burner orifices, passages and nozzles, pilot and igniter etc.

Lubricating motors, fan and damper bearings, valve stems, damper linkage, etc. Adjusting belt tension, refrigerant charge, super heat, fan RPM, water chemical feed and feed rate, burner fuel/air ratio, gas pressure, set point of controls and limits, damper close off, sump floats etc.

Aligning belt drives, drive couplings, air fins etc.

Tightening electrical connections, mounting bolts, pipe clamps, refrigerant piping fittings, damper sections, etc. Calibrating safety controls, temperature and pressure controls, etc.

## **NO CONTACT POLICY**

After the date and time established for receipt of proposals by the County, any contact initiated by any Offeror with any County representative, other than the purchasing representative listed herein, concerning this request for proposals is prohibited. Any such unauthorized contact may cause disqualification of the Offeror from this procurement transaction.

## **EVALUATION CRITERIA**

*Several factors, in addition to costs, will be taken into account when evaluating proposals.*

Roanoke County shall provide the mechanism for the evaluation of all information received, the final determination of responsible Offerors, and reserves the right to waive informalities and to accept or reject any or all proposals.

The criteria below will be utilized in the evaluation of qualifications for development of the shortlist of those Offerors to be considered for interviews/demonstrations and/or potential negotiations. Offerors are required to address each evaluation criteria in the order listed and to be specific in presenting their qualifications.

- A. **Responsibility:** The capability, in all respects, to perform fully the contract requirements, the moral and business integrity and reliability which will assure good faith performance as required by the specifications contained herein, including vendor references. (30 Points)
- B. **Experience:** Experience by the firm in performing the services required. Based upon the staff resumes provided by contractor. (25 Points)
- C. **Cost:** Cost will not be the sole deciding factor in the selection process, but will be considered in the case of this RFP. (20 Points)
- D. **Responsiveness:** The degree to which the vendor has responded to the purpose and scope of work and conformance in all respects to this RFP. (15 Points)
- E. **Ability to Follow Directions:** The Offerors' ability to follow the proposal preparation instructions set forth in this solicitation will also be considered to be an indicator of the Offerors' ability to follow instructions should they receive an award as a result of this solicitation. Any Contract between the Center and an Awarded Vendor requires the delivery of information and data. The quality of organization and writing reflected in the proposal will be considered to be an indication of the quality of organization and writing which would be prevalent if a Contract was awarded. As a result, the proposal will be evaluated as a sample of data submission. Subjective judgment on the part of the Center evaluators is implicit in this process. (10 points)

## **BASIS FOR AWARD**

Information and/or factors gathered during interviews, negotiations and any reference checks, in addition to the evaluation criteria stated in the RFP, and any other information or factors deemed relevant by the County, shall be utilized in the final award. Respondents are encouraged to submit proposals that the respondent feels best meets the needs of Roanoke County. The County will make the final determination of the proposal that best meets the needs of Roanoke County.

## **COOPERATIVE PROCUREMENT**

The procurement of goods and/or services provided for in this Invitation for Bid is being

conducted pursuant to Virginia Code, Section 2.2-4304.

Therefore, the Offeror or Bidder is advised, and by submitting a response to this procurement, such Offeror or Bidder agrees that any resulting contract from this procurement may in addition to the County of Roanoke, may also be extended to other public agencies or bodies in the Commonwealth of Virginia to permit those public agencies or bodies to purchase such goods and/or services at contract prices, in accordance with the terms, conditions, and specifications of this procurement. The successful Offeror or Bidder shall deal directly with each public agency or body seeking to obtain any goods and/or services pursuant to any contract that may result from this procurement and in accordance with Virginia Code, Section 2.2-4304.

The County of Roanoke shall not be responsible or liable for any costs, expenses, or any other matters of any type to either the successful Offeror or Bidder or the public agency or body seeking to obtain any goods and/or services pursuant to this cooperative procurement provision.

#### **GENERAL TERMS, CONDITIONS, AND INSTRUCTIONS-RFP (04/12/2012)**

**READ CAREFULLY** - Proposals must be submitted in accordance with instructions given in this document. All information requested must be submitted. Failure to do so may result in the proposal being considered non-responsive and, therefore, rejected.

Wherever the term Roanoke County, County or Roanoke County Board of Supervisors is used it is understood to include the Roanoke County School Board, in addition, any contract awarded from this solicitation may be used by Roanoke County Public Schools and any other public entity for which the County of Roanoke acts as a fiscal or purchasing agent.

#### **SUBMISSION AND RECEIPT OF PROPOSALS**

- (a) To be considered, all proposals must be delivered in a sealed envelope, clearly marked with the words "Proposal Documents", proposal number and the title of the Request for Proposal and received in the Roanoke County Finance Department/Purchasing Division no later than the specified date and time for the Request for Proposal opening. Failure to timely submit such proposal shall disqualify the Offer and such proposal will be returned to the Offeror unopened. NO FAXED PROPOSALS WILL BE ACCEPTED.
- (b) Unless otherwise specified, Offerors must use the Request for Proposal price form furnished by the County. Failure to do so shall be grounds for rejection of the proposal.
- (c) Proposals having any erasures or corrections must be initialed in ink by the Offeror. An authorized officer of the company must sign proposals in ink. Such authorization shall be a part of the proposal document. All quotations must either be typewritten or printed in ink.
- (d) The original proposal response must not be permanently bound as to allow for document scanning for internal recordkeeping and one (1) electronic copy on USB is preferred.

#### **IMPORTANT NOTICE – ADDENDUMS AND NOTICES OF AWARD**

All vendors interested in receiving these automatic electronic notifications will need to sign up in the new '**Notify Me**' and it is their responsibility to keep information current in the system in

order to receive the notifications. The sign up only requires an email address and/or a cell phone number for receiving text messages (if your phone is capable) and your choice of categories. The address for this new website is [www.RoanokeCountyVA.gov/purchasing](http://www.RoanokeCountyVA.gov/purchasing).

Questions should be directed to:

Dawn M. Rago, Buyer  
5204 Bernard Drive SW, Suite 300F  
Roanoke, VA 24018  
Phone: (540) 283-8150  
drago@roanokecountyva.gov

### **ACCEPTANCE OR REJECTION OF PROPOSALS**

The County of Roanoke reserves the right to accept or reject any or all offers. The County also reserves the right to award the contract for any such materials, goods or services the County deems will best serve its interests. It further reserves the right to award the contract on a split order basis, lump sum or individual basis, or such combinations as shall best serve the interest of the County. Roanoke County reserves the right to make a site visit to the facility prior to proposal award.

### **PROPOSAL GUARANTY**

The Offeror must guarantee not to withdraw a proposal during the period of ninety (90) days following the due date or until a contract is signed; that if such proposal is accepted the Offeror will accept and perform under the terms of this RFP, the proposal and any subsequent negotiation and resulting contract.

Modification or withdrawal of a proposal will be executed as outlined in the Roanoke County Procurement Code.

Roanoke County encourages free and open competition. Whenever possible, specifications, proposal invitations, and conditions are designed to accomplish this objective, consistent with the necessity to satisfy Roanoke County's needs and the accomplishment of a sound economical operation. The Offeror's signature on this proposal guarantees that the price offered has been established without collusion with other eligible Offerors and without effort to preclude Roanoke County from obtaining the lowest possible competitive price. The award (s) will be made to the responsible Offeror(s) whose proposal is determined to be most advantageous to Roanoke County based on the evaluation factors set forth in this Request for Proposal.

Costs of developing and delivering responses to the Request for Proposals are entirely the responsibility of the Offeror.

All materials submitted in response to the RFP become the property of Roanoke County upon delivery to the Roanoke County Purchasing Office and are subject to public inspection in accordance with the Virginia Freedom of Information Act.

### **SELECTION PROCESS/AWARD OF CONTRACT**

As this is a Request for Proposal, no information regarding the identity of neither the vendors nor the contents will be released until after the negotiation process.

Proposals may be ranked without interviews; hence, firms are encouraged to submit their initial

proposals as comprehensively as possible.

The selection process will be in accordance with **Section 2.2-4301** of the Code of Virginia:

**3(a). Procurement of Professional Services.** *The public body shall engage in individual discussions with two or more Offerors deemed fully qualified, responsible and suitable on the basis of initial responses and with emphasis on professional competence, to provide the required services. Repetitive informal interviews shall be permissible. The Offerors shall be encouraged to elaborate on their qualifications and performance data or staff expertise pertinent to the proposed project, as well as alternative concepts. The Request for Proposal shall not, however, request that Offerors furnish estimates of man-hours or cost for services. At the discussion stage, the public body may discuss nonbinding estimates of total project costs, including, but not limited to, life-cycle costing, and where appropriate, nonbinding estimates of price for services. Proprietary information from competing Offerors shall not be disclosed to the public or to competitors.*

*At the conclusion of discussion, outlined in this subdivision, on the basis of evaluation factors published in the Request for Proposal and all information developed in the selection process to this point, the public body shall select in the order of preference two or more Offerors whose professional qualifications and proposed services are deemed most meritorious. Negotiations shall then be conducted, beginning with the Offeror ranked first. If a contract satisfactory and advantageous to the public body can be negotiated at a price considered fair and reasonable, the award shall be made to that Offeror. Otherwise, negotiations with the Offeror ranked first shall be formally terminated and negotiations conducted with the Offeror ranked second, and so on until such a contract can be negotiated at a fair and reasonable price. Notwithstanding the foregoing, if the terms and conditions for multiple awards are included in the Request for Proposal, a public body may award contracts to more than one Offeror.*

*Should the public body determine in writing and in its sole discretion that only one Offeror is fully qualified, or that one Offeror is clearly more highly qualified and suitable than the others under consideration, a contract may be negotiated and awarded to that Offeror.*

**3(b). Procurement of other than professional services.** *Selection shall be made of two or more Offerors deemed to be fully qualified and best suited among those submitting proposals, on the basis of the factors involved in the Request for Proposal, including price if so stated in the Request for Proposal. Negotiations shall then be conducted with each of the Offerors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each Offeror so selected, the public body shall select the Offeror which, in its opinion, has made the best proposal, and shall award the contract to that Offeror. When the terms and conditions of multiple awards are so provided in the Request for Proposal, awards may be made to more than one Offeror.*

*Should the public body determine in writing and in its sole discretion that only one Offeror is fully qualified, or that one Offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that Offeror.*

## **INVOICES**

The contractor must send all invoices directly to the payment address shown on the purchase order/contract and must submit invoices for items ordered, delivered and accepted by Roanoke County. All invoices must show the purchase order/contract number. All contractors

need to be properly registered as a payment vendor for the County. An on-line **Vendor Payment Registration** is found on the Purchasing website. All vendors previously registered are still in the system as a payment vendor. This system will no longer be used for notification of IFB/RFP's.

### **PERFORMANCE BOND**

At the time of or prior to the execution of the contract, the County reserves the right to require the successful Offeror to furnish a performance and/or labor and material payment bond with corporate surety, satisfactory to the County of Roanoke, in the amount of the contract price.

### **QUALITY**

All materials used for the manufacture or construction of any supplies, materials or equipment covered by this contract shall be of the best quality available.

### **ACCEPTANCE OF MATERIAL**

Until such time as all the conditions in the contract are fulfilled, the County reserves the right to refuse and return material, at the seller's expense.

### **WARRANTY/RETURNS**

Clearly specify your warranty of product and handling of returns, including turnaround time on faulty equipment. Warranties and other technical data are to be included.

### **DELIVERY**

Time is of the essence for delivery of any items, products or service procured as a result of this contract. If delivery is not made at the time specified on the Request for Proposal or subsequent negotiations, the County reserves the right to call in any and all bonds or other security given for performance, to cancel the order, or any part thereof, without obligation, to declare the seller in default, and to disqualify the seller from bidding on future County contracts.

### **DEFAULT**

In case of failure to provide goods/services as specified herein, Roanoke County, after due written notice, may procure goods/services from other sources and hold the contractor responsible for any and all excess cost occasioned thereby.

### **COPYRIGHT OR PATENT RIGHTS**

The Offeror warrants that there have been no violations of copyrights or patent rights in the manufacture, production or sale of the goods shipped or ordered as a result of this proposal. The Offeror agrees that the County of Roanoke shall be indemnified and held harmless from any and all liability or expense occasioned by any such violations.

### **TAX EXEMPTION**

The County of Roanoke is exempt from any taxes imposed by State and/or Federal Government. Upon notification, the County will furnish a certificate of tax exemption.

### **CERTIFICATION AND ABILITY**

The County of Roanoke reserves the right to request from the Offeror, a separate manufacturer's certification of all statements made in the proposal. The County may request any or all s to furnish proof of experience, ability and financial standing.

## **COMPLIANCE WITH LAWS**

The Offeror is responsible for compliance with all Local, State and/or Federal laws and regulations. The County of Roanoke shall be held harmless from any liability.

## **AUTHORITY TO TRANSACT BUSINESS IN VIRGINIA**

A Contractor organized as a stock or non stock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership shall be authorized to transact business in the Commonwealth as a domestic or foreign business entity if so required by Title 13.1 or Title 50 of the Code of Virginia or as otherwise required by law. Any business entity described herein that enters into a Contract with the County pursuant to the Virginia Public Procurement Act 2.2-4300 et seq. shall not allow its existence to lapse or its certificate of authority or registration to transact business in the Commonwealth, if so required under Title 13.1 or Title 50 of the Code of Virginia, to be revoked or cancelled at any time during the term of the Contract. The County may void any Contract with a business entity if the business entity fails to remain in compliance with the provisions of this section. All corporations, LLC's and LLP's shall be registered with the State Corporation Commission. To determine whether your firm should register, please contact the SCC.

By my signature on this solicitation, I certify compliance with federal, state, and local laws and regulations applicable to the performance of the services described herein.

## **RULING LAW**

This request for proposals and any contract executed pursuant hereto of which this request for proposal shall be an internal part shall be governed, controlled and interpreted in accordance with the law of the Commonwealth of Virginia without reference to its conflict of law principles. Each party to such contract shall there by submit to the exclusive jurisdiction of the Circuit Court of the County of Roanoke or, in the event that jurisdiction is authorized, to the United States District Court for the Western District of Virginia, sitting at Roanoke, Virginia.

## **NONDISCRIMINATION PROVISIONS**

During the performance of this contract, the contractor will not discriminate against any employee or applicant for employment because of age, race, religion, color, sex or national origin, except where religion, sex or nation origin is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.

## **INSURANCE**

The CONTRACTOR shall purchase and maintain such insurance as will protect him from claims set forth below which may arise out of or result from the CONTRACTOR'S execution of the WORK, whether such execution be by himself or by any SUBCONTRACTOR or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable:

Claims under workmen's compensation, disability benefit and other similar employee benefit acts; and

Claims for damages because of bodily injury, occupational sickness or disease, or death of his employees; and

Claims for damages because of bodily injury, sickness liability coverage which are sustained (1) by any person as a result of an offense directly or indirectly related to the employment of such person by the CONTRACTOR, or (2) by any other person; and

Claims for damages because of bodily injury, sickness, or disease, or death of any person other than his employees; and

Claims for damages because of injury in or destruction of tangible property, including loss of use resulting there from.

Certificates of insurance acceptable to the OWNER shall be filed with the OWNER prior to coverage's afforded under the policies will not be canceled unless at least fifteen (15) days prior WRITTEN NOTICE has been given to the OWNER.

The CONTRACTOR shall procure and maintain, at his own expense, during the CONTRACT TIME, liability insurance as hereinafter specified:

CONTRACTOR'S General Public Liability and Property Damage Insurance including vehicle coverage issued to the CONTRACTOR and protecting him from all claims for personal injury, including death, and all claims for destruction of or damage to property, arising out of or in connection with any operations under the CONTRACT DOCUMENTS, whether such operations be by himself or by any SUBCONTRACTOR under him, or anyone directly or indirectly employed by the CONTRACTOR or by a SUBCONTRACTOR under him. Insurance shall be written with a limit of liability of not less than \$1,000,000 for all damages arising out of bodily injury, including death, at any time resulting there from, sustained by any one person in any one accident; and a limit of liability of not less than \$1,000,000 aggregate for any such damages sustained by two or more persons in any one accident. Insurance shall be written with a limit of liability of not less than \$1,000,000 for all property damage sustained by any one person in any one accident; and a limit of liability of not less than \$1,000,000 aggregate for any such damage sustained by two or more persons in any one accident.

The CONTRACTOR shall procure and maintain, at his own expense, during the CONTRACT TIME, in accordance with the provisions of the laws of the state in which the WORK is performed. Workmen's Compensation Insurance, including occupational disease provisions, for all of his employees at the site of the PROJECT and in case any WORK is sublet, the CONTRACTOR shall require each SUBCONTRACTOR similarly to provide Workmen's Compensation Insurance, including occupational disease provisions for all of the latter's employees unless such employees are covered by the protection afforded by the CONTRACTOR. In case any class of employees engaged in hazardous WORK under this CONTRACT at the site of the PROJECT is not protected under Workmen's Compensation statute, the CONTRACTOR shall provide, and shall cause each SUBCONTRACTOR to provide, adequate and suitable insurance for the protection of his employees not otherwise protected.

**SPECIAL INSTRUCTIONS:****ANTITRUST**

By entering into a contract, the Offeror conveys, sells, assigns and transfers to Roanoke County all rights, title, and interest in and to all causes of the action it may now or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by Roanoke County under said contract.

**AVAILABILITY OF FUNDS**

It is understood and agreed between the parties herein that Roanoke County shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this contract.

**ASSIGNMENT OF CONTRACT**

A contract shall not be assignable by the in whole or in part without the written consent of Roanoke County.

**CONTRACT**

Any contract resulting from this proposal shall consist of the following documents: the General Terms and Conditions and the Specifications, both of which are contained in the Request for Proposal, together with the Offeror's response, which consists of this document, the Price Schedule and other related documents attached hereto or submitted with this Request for Proposal.

**MODIFICATION OF CONTRACT**

This RFP and any subsequent contract constitute the entire agreement between the Offeror and Roanoke County. No alteration, amendment, or modification in the provisions of the contract shall be effective unless it is put in writing, signed by all parties and attached.

**CANCELLATION OF CONTRACT**

Roanoke County reserves the right to cancel and terminate any resulting contract, with a 30-day written notice to the contractor. Any contract cancellation notice will not relieve the contractor of the obligation to deliver and/or perform on all services prior to the effective date of cancellation. Cancellation of the contract would become effective the thirty-first day after notification. Data for cancellation of the contract will be gathered by Roanoke County. The opinion of Roanoke County as to lack of performance will be final and without appeal.

**IMMIGRATION REFORM AND CONTROL ACT OF 1986**

By signing this proposal, the Offeror certifies that the firm does not and will not during the performance of this contract employ illegal alien workers or otherwise violate the Federal Immigration Reform and Control Act of 1986.

**KICKBACKS**

I certify and warrant that by my signature on this solicitation, neither I nor the Offeror for whom I am authorized to act has offered or received any kickback from any other Offeror, supplier, manufacturer, or subcontractor in connection with proposal on this contract, subcontractor in order, in the form of any payment, loan, subscription, advance, deposit of money, services or anything, present or promised, unless consideration of substantially equal or greater value is

exchanged. Further, no person shall demand or receive any payment, loan, subscription, advance, and deposit of money, service, or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value is exchanged.

### **DEBARMENT**

By my signature on this solicitation, I certify that this person/firm/corporation is not currently barred from bidding on contracts by any agency of the Commonwealth of Virginia or the federal government of the United States of America, nor is this person/firm/corporation a part of any firm/corporation that is currently barred from bidding on contracts by any agency of the Commonwealth of Virginia or the federal government of the United States of America. I have attached an explanation of the previous debarment(s) and copies of notice(s) of reinstatement(s).

### **INDEMNIFICATION**

To the fullest extent permitted by law, the Vendor shall indemnify and hold harmless the County of Roanoke and their agents and employees from and against all claims, damages, losses and expenses, including but not limited to, attorneys' fees, arising out of or resulting from the performance of the Work, provided that any such claim, damage, loss or expense (1) is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the Work itself) including the loss of use resulting there from, and (2) is caused in whole or in part by any negligent act or omission of the Vendor, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this paragraph.

The County cannot legally agree to any clause indemnifying the contractor from any damages arising out of the contract or holding the contractor harmless. The submission of a bid or proposal means that the contractor agrees not to request such language in the resulting contract.

### **DRUG-FREE WORKPLACE**

During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in violation of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a contractor in accordance with this chapter, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

## **DATA ON CONVICTIONS FOR CERTAIN CRIMES AND CHILD ABUSE AND NEGLECT**

The Proposer certifies that none of the persons who will provide services requiring direct contact with students on school property during school hours or during school-sponsored activities has been convicted of any of the following felony or misdemeanor offenses: felony sex or violence offenses, other felony offenses or misdemeanor sex offenses within the past ten years.

The Proposer further understands and acknowledges (1) that if he makes a materially false statement regarding any of the above offenses, he will be guilty of a Class 1 misdemeanor and may forfeit profits derived from the contract. Further, the Proposer understands and acknowledges that before any person is permitted to provide such services subsequent to this certification, he must complete a new certification regarding such person in a form satisfactory to the School Board. The required certification form is attached hereto.

## **PROPRIETARY INFORMATION**

Ownership of all data, materials, and documentation originated and prepared for the County of Roanoke pursuant to the REQUEST FOR PROPOSAL shall belong exclusively to the County and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an Offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the Offeror must invoke the protections of Section 2.2-4342F of the Code of Virginia, in writing, either before or at the time the data or other material is submitted.

The Offeror must specifically identify the data or materials to be protected and state the reasons why protection is necessary on the "Notice of Proprietary Information Form" below. In addition, the proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining in the Proposal and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information.

The classification of an entire proposal document, line item prices, and/or total proposal prices as proprietary or trade secrets is not acceptable and may result in rejection of the proposal.

## NOTICE OF PROPRIETARY INFORMATION FORM

RFP #2018-026

Maintenance Agreement for HVAC and other Mechanical Equipment and Components

Confidentiality References Protection in Accordance with the Code of Virginia, Section 2.2-4342

Section Title	Page #	Reason(s) for Withholding from Disclosure

**INSTRUCTIONS:** Identify the data or other materials to be protected and state the reasons by using the codes listed below. Indicate the specific words, figures, or paragraphs that constitute trade secrets or proprietary materials. The classification of an entire bid or proposal document, line item prices, and/or total bid or proposal prices as proprietary or trade secret is not acceptable and will result in rejection of the bid or proposal.

- A) This page contains information relating to "trade secrets", and "proprietary information" including processes. Operations, style of work, or apparatus. Identify confidential statistical data. Amount or source of any income...of any person (or) partnership. See Virginia Public Procurement Act. Section 2.2-4342. Unauthorized disclosure of such information would violate the Trade Secrets Act 18 U.S.C. 1905.
- B) This page contains proprietary information including confidential, commercial or financial information, which was provided to the Government on a voluntary basis and is of the type that would not customarily release to the public. See Virginia Public Procurement Act, Section 2.2-4342; 5 U.S.C. 552 (b) (4); 12 C.F.R. 309.5(c) (4).
- C) This page contains proprietary information including confidential, commercial or financial information. The disclosure of such information would cause substantial harm to competitive position and impair the Government's ability to obtain necessary information from contractors in the future. 5 U.S.C. See Virginia Public Procurement Act. Section 2.2-4342; 552 (b) (4); 12 C.F.R. 309.5(c) (4).4342; 552 (b) (4); 12 C.F.R. 309.5 (c) (4).

**RFP #2018-026**

Maintenance Agreement for HVAC and other Mechanical Equipment and Components

**DATA ON CONVICTIONS FOR CERTAIN CRIMES AND CHILD ABUSE AND NEGLECT  
CERTIFICATION OF CONTRACTOR**

Full Name of Contractor: \_\_\_\_\_

Description of Contract: \_\_\_\_\_

As required by Section 22.1-296.1 of the Code of Virginia, the undersigned hereby certifies that none of the persons who will provide services requiring direct contact with students on school property during school hours or during school-sponsored activities has been convicted of a felony or any offense involving the sexual molestation, physical or sexual abuse or rape of a child.

I further understand and acknowledge (1) that if I make a materially false statement regarding any of the above offenses, I will be guilty of a Class 1 misdemeanor and (2) that before any person is permitted to provide such services subsequent to this certification, I must complete a new certification regarding such person.

Date: \_\_\_\_\_ Name of Contractor \_\_\_\_\_

By: \_\_\_\_\_

\_\_\_\_\_  
TITLE

## SIGNATURE SHEET

RFP #2018-026

Maintenance Agreement for HVAC and other Mechanical Equipment and Components

My signature certifies that the proposal as submitted complies with all Terms and Conditions as set forth in the RFP.

My signature also certifies that the accompanying proposal is not the result of, or affected by, any unlawful act of collusion with another person or company engaged in the same line of business or commerce, or any act of fraud punishable under Title 18.2, Chapter 12, Article 1.1 of the Code of Virginia, 1950 as amended, Furthermore, I understand that fraud and unlawful collusion are crimes under the Virginia Governmental Frauds Act, The Virginia Government Bid Rigging Act, and Virginia Antitrust Act and Federal Law, and can result in fines, prison sentences, and civil damage awards.

My signature also certifies that this firm has no business or personal relationships with any other companies or persons that could be considered as a conflict of interest or potential conflict of interest to the County Of Roanoke, and that there are no principals, officers, agents, employees, or representatives of this firm that have any business or personal relationships with any other companies or persons that could be considered as a conflict of interest or a potential conflict of interest to the County Of Roanoke, pertaining to any and all work or services to be performed as a result of this request and any resulting contract with the County Of Roanoke.

I hereby certify that I am authorized to sign as a Representative for the Firm:

COMPANY NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE # \_\_\_\_\_

\_\_\_\_\_ FAX # \_\_\_\_\_

\_\_\_\_\_ EMAIL \_\_\_\_\_

FEIN \_\_\_\_\_ VA BUSINESS LICENSE NO. \_\_\_\_\_

STATE CONTRACTOR'S NUMBER (IF APPLICABLE) \_\_\_\_\_

VIRGINIA SCC # OR STATEMENT DESCRIBING WHY FIRM IS NOT REQUIRED TO BE SO

AUTHORIZED PER VA CODE §2.2-4311.2 \_\_\_\_\_

\_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

NAME \_\_\_\_\_ TITLE \_\_\_\_\_

**REFERENCE FORM**

**RFP #2018-026**

Maintenance Agreement for HVAC and other Mechanical Equipment and Components

Name of Entity \_\_\_\_\_

Contact \_\_\_\_\_ Title \_\_\_\_\_

Telephone \_\_\_\_\_ Length of Business Relationship \_\_\_\_\_

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Name of Entity \_\_\_\_\_

Contact \_\_\_\_\_ Title \_\_\_\_\_

Telephone \_\_\_\_\_ Length of Business Relationship \_\_\_\_\_

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Name of Entity \_\_\_\_\_

Contact \_\_\_\_\_ Title \_\_\_\_\_

Telephone \_\_\_\_\_ Length of Business Relationship \_\_\_\_\_

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Name of Entity \_\_\_\_\_

Contact \_\_\_\_\_ Title \_\_\_\_\_

Telephone \_\_\_\_\_ Length of Business Relationship \_\_\_\_\_

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Name of Entity \_\_\_\_\_

Contact \_\_\_\_\_ Title \_\_\_\_\_

Telephone \_\_\_\_\_ Length of Business Relationship \_\_\_\_\_

ATTACHMENT A  
INVENTORY OF EQUIPMENT-GREEN RIDGE REC. CENTER

QTY	EQUIPMENT	MANUFACTURER	MODEL	RATING	LOCATION
1	RTU-1	Carrier-Constant Velocity RTU	48PGDC08-DJ6-BP	7.5 ton	Roof
1	RTU-2	Carrier-Constant Velocity RTU	48PGDC08-DJ6-BP	7.5 ton	Roof
1	RTU-3	Carrier-Constant Velocity RTU	48PGDC16-B-6-B1	15 ton	Roof
1	RTU-4	Carrier-Constant Velocity RTU	48PGDC16-B-6-B1	15 ton	Roof
1	RTU-5	Carrier-Constant Velocity RTU	48TCDD08A2G6	7.5 ton	Roof
1	RTU-6	Carrier-Variable Velocity RTU	48A3DO25A1V611HH	24 ton	Roof
1	ERV-6	Carrier-Energy Recovery	62EEGEETO-6-ED		Roof
5	TU 6-1/6-5	Carrier-Terminal units	35E	varies	Above ceiling-varies
1	RTU-7	Carrier-Variable Velocity RTU	48A3DO3042Q611HH	30 ton	Roof
17	TU 7-1 / 17	Carrier-Terminal units	35E	varies	Above ceiling-varies
1	RTU-8	Carrier-Constant Velocity RTU	48PGEC24-C-6-B1	20 ton	Roof
1	ERV-8	Carrier	62EEGEETD-6-ED		Roof
1	RTU-9	Carrier-Constant Velocity RTU	48PGEC24-C-6--B1	20 ton	Roof
1	ERV-9	Carrier	62EEG		Roof
1	RTU-10	Carrier-Constant Velocity RTU	48TCDD08A2G6-2B0A0	5 ton	Roof-Concessions
1	ERU-1	Greenheck	ERCH-45H-15-12.5		Roof
1		Nelson-heat trace thermostat	TF4X40		Roof
1	DHU-1	Desert Air-Dehumid w/hot water heat	SA50R4MCH21E	50 ton	Roof
1	ACC-1	Desert Air-Remote condensation unit	ROCH021D04		Roof
1	DHU-2	Desert Air-Dehumid w/hot water heat	SA50R4MCH21E	50 ton	Roof
1	ACC-2	Desert Air-Remote condensation unit	ROCH021D04		Roof
1	DHP-1	Armstrong-Pool Water to DHU circulation pump	1.5B 4360B-00	3 HP	Mechanical Room
1	DSS CU-1	Carrier	38HDF024-3	2 ton	Roof
1	DSS AHU-1	Carrier	40QNC01824-3	2 ton	Tele-Data Room 129
1	DSS CU-2	Carrier	38HDF024-3	2 ton	Roof
1	DSS AHU-2	Carrier	40QNC01824-3	2 ton	Data Room 210
1	GUH-1	Modine	BTS175	175,000 BTU/HR	Mechanical Room
1	EWH-1	Markel - Electric wall heater	G3325	3000 watts	Vestibule 133A
1	EWH-2	Markel - Electric wall heater	G3325	3000 watts	Stair S1
1	EWH-3	Markel - Electric wall heater	G3325	3000 watts	Stair S3
2	ERU-DH1,2	Warren Custom Duct heater-ERU	CBK-141616	14 kw 460 3 ph	Locker rooms-above ceiling

**ATTACHMENT A**  
**INVENTORY OF EQUIPMENT-GREEN RIDGE REC. CENTER**

QTY	EQUIPMENT	MANUFACTURER	MODEL	RATING	LOCATION
1	EF-1	Greenheck	CUBE-180-20	2 HP	Roof-Natatorium
1	EF-2	Greenheck	GB-081-4-X	1/6 HP	Roof-1st Floor Restrooms
1	EF-3	Greenheck	SBE-3L24-5	1/2 HP	Wall-Mechanical Room
1	EF-4	Greenheck	CW-095-D	1/8 HP	Wall-Acid Room
1	EF-6	Greenheck	GB-220-5	1/2 HP	Roof-Pool Mech. Room
1	EF-8	Greenheck	GB-101-4	1/4 HP	Roof-2nd Floor Restrooms
1	EF-9	Greenheck	GB-071-6	1/6HP	Roof-Elevator Equipt. Room
1	EF-10	Greenheck	GB-071-6	1/6 HP	Roof-Concessions
1	EF-11	Greenheck	GB-141-3	1/3 HP	Roof-Outdoor Locker Rooms
1	JACE1.608252	Honeywell AX Site Supervisor	Tridium N4 Web-8000	Niagra framework	Operations Office
1	MISC MECHRM	Honeywell-SPYDER	Tridium N4		Operations Office
1	HW SYSTEM	Honeywell-SPYDER	Tridium N4		Operations Office
10		Carrier	Lon Card	Web -8000	Varies
25		Honeywell -unitary/VAV controllers	PVL6436AS	Web -8000	Varies
1		KELE-3 valve manifold	DPW-3VLV		2nd floor -above ceiling tiles
1		External Hard drive			COM-IT
1					
1		Manitowoc -Ice machine	B570		Concessions
1		Hoshizaki-Ice machine	KM-500MAE		MP storage room
1		TRUE-Freezer	T-23F	1/3 HP	Staff Kitchen
1		TRUE-Refrigerator	T-49	1/2 HP	Concessions
2		TRUE-Freezer	T-49F	1/2 HP	concessions
1					
1	RPZ-1	Wilkins-B1,2 make up line	975XL		Mechanical Room
1	RPZ-2	Wilkins-Dom.Water by pass line	975XL		Mechanical Room
1	RPZ-3	Wilkins-Dom.Water main RPZ	375ADA		Mechanical Room
1	RPZ-4	Wilkins-Spa Fill line	975XL		Pool Pump Room
1	RPZ -5	Colt-Backflow Special Check	200	175 PSI	Fire Pump Room
1					
1					
1					
1					
1					

**ATTACHMENT A**  
**INVENTORY OF EQUIPMENT-GREEN RIDGE REC. CENTER**

<b>QTY</b>	<b>EQUIPMENT</b>	<b>MANUFACTURER</b>	<b>MODEL</b>	<b>RATING</b>	<b>LOCATION</b>
2	DWBP-1,2	Armstrong-domestic water booster pump	3x3x6,4382		Mechanical Room
1	DWBP	Armstrong-VFD controller	6000V		Mechanical Room
1	EXP-1	B&G expansion tank	B-200	53 gallon 12 PSI	Mechanical Room
2	GWH-1,2	Lochinvar-Armor-Domestic water heater	AWN500PM		Mechanical Room
1	xx	Lochinvar-Domestic water Storage tank-	RJA175	170 Gal,150 PSI	Mechanical Room
1	xx	Wessels-Domestic water pressure tank	FXA-400	106 Gal/66 PSI	Mechanical Room
1	xx	Watts-Domestic hot water expansion tank	PTL35	150 PSI	Mechanical Room
1	TMV	Leonard-Thermostatic Mixing Valve	TM-186-20050-PRV-RF		Mechanical Room
1	DWHRP-1	B&G return pump	1BL013		Mechanical Room
1	xx	B&G circuit setter balance valve			Mechanical Room
1	PWH-1	Lochinvar-Copper Fin2-indoor pool heater	CPN0991	990,000 BTU/HR	Mechanical Room
1	PWH-2	Lochinvar-Copper Fin2-indoor pool heater	CPN0991	990,000 BTU/HR	Mechanical Room
1	PWH-3	Lochinvar-Copper Fin2-spa heater	CPN751	990,000 BTU/HR	Mechanical Room
2	PWH-1,2	Baldor-heater circulation pump	VL3504		Mechanical Room
1	PWH-3	Baldor-heater circulation pump	KL3403		Mechanical Room
3	GWH-2A,2B,2C	Takazi-flash water heater	T-K3	199,000 BTU	Concessions
1	xx	B & G-circulation pump	Series-LR	150 PSI/225 F	Concessions
2	B-1,2	Lochinvar-condensing water heater	SYNC-SBN1500	1,500,000 BTU/HR	Mechanical Room
2	EXV-1,2	HeatFab-double wall -Boiler vent	Saf-T Vent CI PLUS	6" x 45'	Mechanical Room
2	HWP-1,2	Armstrong-building heat circulation pump	3x2.5x10	7.5 HP	Mechanical Room
1	VFD-1,2	ABB			Mechanical Room
2	FS-1,2	United Electric Controls-Flow Switch	P/N 24-014	4-45 PSID/.3-3.1 bar	Mechanical Room
1	AS-1	Wessles-Building heat thermal expansion tank	R-4F	300 GPM	Mechanical Room
1	AS-1 arv	American Wheatley-air release valve	FIG ARV075	3/4"	Mechanical Room
1	xx	Armstong reducing valve-heat loop fill water	RD-40	12 PSI	Mechanical Room
1	xx	Wessles-Building heat Pressure tank	NLA-200		Mechanical Room
1	xx	Wingert-By pass feeder	DB-5HD		Mechanical Room
1	xx	B&G circuit setter balance valve	1174		Mechanical Room
1	UH-1	Modine-Hot water heater w/fan	HSB/HC-47	450 CFM	Pool Storage Room

ATTACHMENT A  
INVENTORY OF EQUIPMENT-GREEN RIDGE REC. CENTER

**ATTACHMENT B**  
**PREVENTIVE MAINTENANCE**

**HVAC SYSTEM QUARTERLY MAINTENANCE**

1. Change filters
2. Check/adjust belts
3. Lubricate all moving parts
4. Inspect/record alarms and trouble alerts
5. Inspect/test system operation
6. Inspect unit exterior and test doors for function
7. Inspect condensate pan, lines and traps-add
8. Clean condensate pan
9. Install controlled release anti-microbial or pan cleaner
10. Inspect coils and lines for leaks
11. Inspect exhaust fans operation
12. Inspect fan blades for wear or damage
13. Inspect pressure switches
14. Inspect refrigerant levels and pressures
15. Inspect motors operation
16. Clean motors
17. Inspect pump operation
18. Inspect energy wheel operation and condition
19. Inspect line insulation
20. Record/report unit condition and issues
21. Inspect exhaust fan fasteners

**HVAC SYSTEM SEMI ANNUAL MAINTENANCE**

1. Change filters of the following units
  - a. Dehumidification Units OA filters
  - b. ERVs
2. Check/adjust belts
3. Inspect unit exterior and test doors for function
4. Inspect/record alarms and trouble alerts
5. Inspect/test system operation
6. Inspect condensate traps
7. Inspect lines for leaks
8. Record/report unit condition and issues

**HVAC SYSTEM ANNUAL COOLING MAINTENANCE**

1. Clean coils
2. Clean condensate pan, lines, traps
3. Replace belts
4. Clean unit
5. Inspect VFD controls and perform/record diode test.
6. Lubricate motors
7. Clean blower assembly
8. Inspect and clean evaporator
9. Perform annual inspection and provide written report
10. Check and calibrate unit safety and operating controls
11. Check and tighten all electrical terminals and replace contacts as needed
12. Tighten motor terminals and control panel terminals
13. Check starter operation, voltage and current
14. Check crankcase heater
15. Visually inspect condenser tubes or air cooled condenser
16. Start unit-check unit controls and calibrate

**ATTACHMENT B**  
**PREVENTIVE MAINTENANCE**

17. Check refrigerant and oil level
18. Check operation and refrigerant pressures
19. Check water/air flow of evaporator and condenser

**HVAC SYSTEM ANNUAL HEATING MAINTENANCE**

1. Inspect condensate line insulation and heat tape operation
2. Inspect/test heater
3. Inspect/clean combustion inlets, burners, orifaces, flame sensors, igniter
4. Clean exterior of heat exchanger tubes, check wiring, gas valves
5. Clean unit as needed
6. Lubricate motors
7. Clean blower assembly
8. Inspect and clean evaporator
9. Perform annual inspection and provide written report
10. Check and calibrate unit safety and operating controls
11. Check and tighten all electrical terminals and replace contacts as needed
12. Tighten motor terminals and control panel terminals
13. Check starter operation, voltage and current
14. Check crankcase heater
15. Visually inspect condenser tubes or air cooled condenser
16. Start unit-check unit controls and calibrate
17. Check refrigerant and oil level
18. Check operation and refrigerant pressures
19. Check water/air flow of evaporator and condenser
20. Electric heaters: wall mount, duct etc require visual inspection for burnt wires, contactor wear, tighten electrical connections

**BAS QUARTERLY MAINTENANCE**

1. Inspect and adjust operation of BAS and all associated HVAC points and controls
2. Inspect and adjust graphics, overrides, service history and controllers
3. Inspect and adjust operation of VAV system controls, sensors, actuators, CO2 sensors
4. Inspect and adjust HVAC thermostats, thermistors and all other controls
5. Inspect and adjust operation of hot water loop flow switch

**WATER SYSTEM MAINTENANCE-ANNUAL INSPECTION**

**Domestic Water system**

1. Inspect mixing valves annually for leaks, balance system, inspect limit stop, disassemble valve, inspect internal parts and valve coil for foreign deposits and smooth operation, replace packing and gaskets.
2. Inspect circuit setter for operation and leaks
3. Inspect reducing valve for operation and clean stainer
4. Inspect balance valve for operation and leaks. Adjust operation
5. Perform annual inspection of RPZ and DC valves and provide written report
6. Perform annual inspection of domestic water booster pump, VFD and check valves and provide written report
7. Check and clean pressure tanks

**Boiler Water system (CONTRACTED SEPARATELY)**

8. Perform quarterly inspection of water chemistry which uses sodium nitrite as inhibitor and provide written report;
9. Inspect and replace quarterly filter of boiler loop water treatment system;

**ATTACHMENT B**  
**PREVENTIVE MAINTENANCE**

**10. Routine chemistry (sodium nitrite maintained at a range of 600-1200 ppm)**

**Water /Heaters:** Perform maintenance services 'annually' during annual indoor pool shutdown between July 1st and September 30th of each subsequent contract period. Allowing 24 hour cool down period before beginning inspections. Coordinate inspection with water treatment specialist who will collect water samples for lab analysis and inspect heat exchanger tubes for scaling or corrosion. Services to be provided as follows:

1. Perform annual inspection and provide written report;
2. Check heating surfaces and waterside for corrosion, pitting, scale, blister, bulges and soot;
3. Inspect refractory;
4. Clean water column sight-glass and fire inspection glass;
5. Disassemble, clean and inspect low water cutoff control(s);
6. Check blow down valve packing and lubricate;
7. Test safety/relief valve(s) after start-up (full pressure test);
8. Clean burner fan wheel and air dampers;
9. Clean flame safeguard scanner and clean and adjust ignition electrode;
10. Clean and adjust ignition electrodes;
11. Check all burner linkage for excessive wear, tighten all linkage set screws;
12. Lubricate pump motors and shaft bearings;
13. Check gas valves against leakage (where test cocks are provided);
14. Clean contacts in program timer;
15. Check operation of flame safeguard control, operation of modulating motor, and operation of low water cutoff and feed control(s); and
16. Check settings and test all operating and limit controls.
17. Replace RTV caulking in connecting joints of stainless steel exhaust lines.
18. Check and adjust condensate drainage system.
19. Check and replace condensate drainage neutralization system.
20. Inspect operation of and clean boiler loop water pressure regulators;
21. Inspect operation of and clean differential pressure sensor sensors;

**Flash water heater**

**Annual maintenance & Inspection**

1. cold water inlet filter
2. Check combustion and ventilation for blockage
3. Check exhaust vent pipe
4. Check gas pressure

**Pumps**

**Annual Maintenance & Inspection**

1. Check voltage & amperage of motor
2. Check & tighten all electrical connections
3. Check starters/contactors for wear & free & smooth operation
4. Verify water flow thru pump, use suction & discharge gauges (check gauges), and operation
5. Check all operating & safety controls
6. Inspect coupling for wear
7. Check mechanical seals for leaks
8. Check seal packing for proper drip rate
9. Lubricate motor bearings per manufacturers recommendations
10. Lubricate pump bearings per manufacturers recommendations

**ATTACHMENT B**  
**PREVENTIVE MAINTENANCE**

11. Check pump & motor alignment
12. Check & clean strainers
13. Check, exercise & operate hand valves
14. Check mounts and vibration pads

**RPZ MAINTENANCE**

1. Inspect operation of RPZ's and test annually.

**APPLIANCES MAINTENANCE**

1. Inspect operation annually

ATTACHMENT C  
AIR FILTER SERVICE

UNIT	QUANTITY	SIZE	TYPE	CHANGES/YR
<b>FILTER DETAILS</b>				
RTU-1	4	20X25X2	TRI PLEAT MERV-13	4
RTU-2	4	20X25X2	TRI PLEAT MERV-13	4
RTU-3	8	20X20X2	TRI PLEAT MERV-13	4
RTU-4	4	20X20X2	TRI PLEAT MERV-13	4
RTU-5	4	16X20X2	TRI PLEAT MERV-13	4
RTU-6	10	20X24X2	TRI PLEAT MERV-13	4
RTU-7	10	20X24X2	TRI PLEAT MERV-13	4
RTU-8	9	16X25X2	TRI PLEAT MERV-13	4
RTU-9	9	16X25X2	TRI PLEAT MERV-13	4
RTU-10	2	16X25X2	TRI PLEAT MERV-13	4
ERV-6	4	20X25X2	TRI PLEAT MERV-13	6
ERV-8	4	20x25x2	TRI PLEAT MERV-13	6
ERV-9	4	20x25x2	TRI PLEAT MERV-13	6
ERU-1	6	20X25X2	TRI PLEAT MERV-13	4
DHU-1	9	25x29x4	TRI PLEAT MERV-13	4
	3	24x24x4	TRI PLEAT MERV-13	6
	1	20x24x4	TRI PLEAT MERV-13	6
DHU-2	9	25x29x4	TRI PLEAT MERV-13	4
	3	24x24x4	TRI PLEAT MERV-13	6
	1	20x24x4	TRI PLEAT MERV-13	6
GHU-1	3	10X24X1	POLY	4
PWH-1	1	16X16X1	POLY	4
PWH-2	1	16X16X1	POLY	4
PWH-3	1	12X12X1	POLY	4

## PRICING

<b>Description</b>	<b>Annual Cost</b>
Furnish all equipment, materials, goods, labor and services necessary including mileage for providing HVAC Quarterly and Semi Annual HVAC maintenance.	Quarterly \$ _____ March, June, Sept, December  Semi-Annual \$ _____ April and October
<b>HVAC ANNUAL COOLING MAINTENANCE</b>	
<b>Description</b>	<b>Cost</b>
Furnish all equipment, materials, goods, labor and services necessary including mileage for providing HVAC maintenance in May	Hours per year _____ X Hourly Rate _____
<b>HVAC ANNUAL HEATING MAINTENANCE</b>	
<b>Description</b>	<b>Annual Cost</b>
Furnish all equipment, materials, goods, labor and services necessary including mileage for providing HVAC maintenance in November.	Hours per year _____ X Hourly Rate _____
<b>BAS QUATERLY INSPECTION/SERVICE</b>	
<b>Description</b>	<b>Annual Cost</b>
Furnish all equipment, materials, goods, labor and services necessary including mileage for providing maintenance 4 times per year for BAS equipment. March, June, Sept, Dec.	
<b>ANNUAL RPZ MAINTENANCE/INSPECTION</b>	
<b>Description</b>	<b>Annual Cost</b>
Furnish all equipment, materials, goods, labor and services necessary including mileage for providing maintenance as described in Attachment A page 2.	
<b>APPLIANCE MAINTENANCE-Freezers and Refrigerators</b>	
<b>Description</b>	<b>Annual Cost</b>
Furnish all equipment, materials, goods, labor and services necessary including mileage for providing maintenance every April.	

<b>Water System Maintenance</b>	
<b>Description</b>	<b>Annual Cost</b>
Furnish all equipment, materials, goods, labor and services necessary including mileage for providing maintenance every August 5-15 during Indoor shutdown.	
<b>Labor Cost</b>	<b>Hourly Rate</b>
Monday-Friday 7:30 A.M. - 5:00 P.M.	
Emergency	
<b>MATERIAL COST</b>	_____ % off