

**BOARD of TRUSTEES, Warwick Public Library, Warwick RI
BIDS REQUESTED FOR**

Bid #2015L-03 Contract Services for Library HVAC

Specifications are available in the Administrative Office, Warwick Public Library, 600 Sandy Lane, Warwick RI, Monday through Friday, 9:00 AM until 4:00 PM on or after Thursday, October, 22 and on the City of Warwick's website, <http://www.warwickri.gov/purchasing-division/pages/request-proposals-and-invitations-bid>.

Sealed bids will be received in the Administrative Office, Warwick Public Library, 600 Sandy Lane, Warwick, RI 02889 until **3:00 pm on November 10**. The bids will be opened publicly commencing at **3:00 PM** on the same day in the Administrative Office, Warwick Public Library.

The contractor will not discriminate against any employee or applicant for employment because of physical or mental handicap for any position for which the employee or applicant is qualified and that in the event of noncompliance the Library may declare the contractor in breach and take any necessary legal recourse including termination or cancellation of the contract.

A bidder filing a bid thereby certifies that no officer, agent, or employee of the Library or City has a pecuniary interest in the bid or has participated in contract negotiations on the part of the Library, that the bid is made in good faith without fraud or collusion, or connection of any kind with any other bidder for the same call for bids and that the bidder is competing solely in his own behalf without connection with, or obligation to, any undisclosed person or firm.

All bids should be submitted with one (1) original and one (1) copy in a sealed envelope. The exterior of the envelope shall be plainly marked to include: Your Company Name and "Bid #2015L-03 Contract Services for Library HVAC". Bids received prior to the time of the opening will be securely kept, unopened. No responsibility will be attached to an officer or person for the premature opening of a bid not properly addressed and identified. No bids shall be accepted via fax or email.

All questions pertaining to these specifications should be referred to Christopher LaRoux, Director, Warwick Public Library, 600 Sandy Lane, Warwick RI 02889, 401-739-5440 ext. 223.

Any deviation from the specifications must be noted in writing and attached as part of the bid. The Bidder shall indicate the item or part with the deviation and indicate how the bid will deviate from the specifications.

Negligence on the part of the bidder in preparing the bid confers no rights for the withdrawal of the bid after it is opened.

The successful bidder must provide the City of Warwick Public Library with an ***original*** certificate of insurance for General Liability in a minimum **amount of \$1 million** naming the ***City of Warwick as the additional insured*** and so stated on the certificate with the bid name and bid number.

The successful bidder must furnish a labor and material bond, and a performance bond in the amount of \$20,000.00

The successful bidder will provide said insurance within ten (10) calendar days after notification of award or the City reserves the right to rescind said award.

The contractor must carry sufficient liability insurance and agree to indemnify the Library against all claims of any nature, which might arise as a result of his operations or conduct of work.

The successful bidder must comply with all Rhode Island Laws, applicable to public works projects, including, but not limited to provisions of Chapter 13 of Title 37 of the Rhode Island General Laws, pertaining to prevailing wage rates, and all other applicable local, state and federal laws. Prevailing Wages will apply to this bid. Current rates may be viewed at <http://www.dlt.state.ri.us/pw/>

The IRS Form W-9 must be completed and submitted with the bid if the bidder falls under IRS requirements to file this form.

Prices to be held firm from January 1, 2016 through December 31, 2016. Term contracts may be extended for two additional terms upon mutual agreement unless otherwise stated.

The Library is exempt from the payment of the Rhode Island Sales Tax under the 1956 General Laws of the State of Rhode Island, 44-18-30, Paragraph I, as amended.

The award shall be made on the basis of the lowest evaluated or responsive bid price. The Board of Trustees of the Warwick Public Library is not obligated to accept the lowest bid and reserves the right to reject any and all bids or amend the scope of the project.

The Library reserves the right to terminate the contract or any part of the contract in the best interests of the Library, upon 30-day notice to the contractor. The Library shall incur no liability for materials or services not yet ordered if it terminates in the best interests of

the Library. If the Library terminates in the interests of the Library after an order for materials or services have been placed, the contractor shall be entitled to compensation upon submission of invoices and proper proof of claim, in that proportion which its services and products were satisfactorily rendered or provided, as well as expenses necessarily incurred in the performance of work up to time of termination.

All invoices submitted for payment must include the date(s) of service and or the contract period that is being billed.

All costs directly or indirectly related to the preparation of a response to this solicitation, or any presentation or communication to supplement and/or clarify any response to this solicitation, which may be required or requested by the Library, shall be the sole responsibility of and shall be borne by the respondent.

If the respondent is awarded a contract in accordance with this solicitation and the respondents bid or response and if the respondent fails or refuses to satisfy fully all of the respondents obligations there under, the Warwick Public Library shall be entitled to recover from the respondent any losses, damages or costs incurred by the Library as a result of such failure or refusal.

The Library reserves the right to rescind award for non-compliance to bid specifications.

The successful bidder must adhere to all City, State and Federal Laws, where applicable.

WARWICK PUBLIC LIBRARY

CONTRACT SERVICES FOR LIBRARY HVAC

1.0 GENERAL:

Bids are herewith being requested to provide contract services and repair of heating, ventilating and air condition systems at the Warwick Public Library. The Warwick Library is a two-story structure of approximately 63,000 square feet. The building was renovated and expanded in 1998, with all new heating and cooling equipment installed. See attached list of equipment.

Under this agreement, the Contractor will be responsible for providing a maintenance and support program for Automatic Temperature Controls (DDC), Heating, Ventilating, and Air Conditioning at the Warwick Public Library. In essence, the contractor will absorb all costs associated with maintaining and supporting this program as described herein.

The intent is to secure one Contractor to maintain all HVAC and Schneider Electric NW8000 Control Suite System and to provide a single focal point for HVAC and Automation services.

Use of subcontractors is not allowed.

To insure efficiency in implementing this program the successful bidder shall assign a lead mechanic and technical specialist who will be knowledgeable of the building layouts and manage the program.

1.01 SPECIFIC SERVICES SOUGHT

1. Provide periodic/preventative maintenance for all equipment, including changing of filters in air handling equipment.
2. Provide repair services as necessary, in a timely manner as detailed within the attached specifications.
3. Maintain, monitor and provide software upgrades for Library's Schneider Electric NW8000/Control Suite DDC System. .

2.0 TIME OF PERFORMANCE:

2.01 Normal working hours are considered to be Monday through Friday 8 a.m. to 5 p.m. nationally observed Holidays and other hours considered overtime hours.

2.02 The Contractor must make provisions so that service can be provided at all times on a 24 hours basis, including Saturdays, Sundays and Holidays, when requested by the Library. Nighttime telephone number(s) for contacting contractor's personnel must be provided.

2.03 Response time for the Contractor to respond to a given request the Library are as follows:

203.1 Emergency: Within one (1) hour any time of day or night

203.2 Repair Service: Within 24 hours

3.0 CREW SIZE:

3.01 Normal crew size is considered to be one (1) person.

3.02 If more than one person is needed to perform, repair or maintain a job, prior authorization must be obtained from the Director of the Library or his representative.

3.03 Compensation for such additional personnel will be as stipulated under the payment provisions.

4.0 PROPRIETARY PRIVILEGES:

4.01 Warwick Public Library reserves the right to request from the successful bidder, copies of vendors invoices for parts being billed to the Library.

4.02 Warwick Public Library reserves the exclusive right to purchase any part, equipment directly and have the successful bidder install the item(s) at the respective bid rate, if it is in the Library's best interest to do so.

4.03 Warwick Public Library reserves the exclusive right to purchase equipment or service from any vendor or contractor and perform any of the work covered by these specifications with its own personnel if it is in the Library's best interest to do so.

4.04 Warwick Public Library reserves the right to award this bid in part or in full.

4.05 Warwick Public Library reserves the right to cancel the bid immediately for failure to comply with these specifications.

5.0 MISCELLANEOUS PROVISIONS:

5.01 The successful bidder must provide the Library, prior to award, a certificate of insurance naming the Library as additional insured on the policy and so stated on the certificate.

5.02 The successful bidder must be licensed to operate and provide upgrades for the Schneider Electric NW8000/Control Suite DDC System.

5.03 R.I. State Labor laws chapter 37-12 and 13 must be adhered to when applicable. successful bidder must comply with all local, State and Federal laws when applicable.

5.04 Subcontracting, by the successful bidder, will not be allowed.

5.05 Any equipment or property damaged by the successful bidder as a result of faulty workmanship will be repaired or replaced at no cost to the Library.

6.0 PAYMENT

6.01 For work during normal working hours, payment will be made at the hourly rate as shown on the bid form for the applicable building HVAC system for the number of hours contractor is actively engaged in repair or maintenance work.

6.02 For work outside of normal working hours (overtime), payment will be made at the overtime rate as shown on the bid form for the applicable building HVAC system for the number of hours contractor is actively engaged in repair or maintenance work.

6.03 For purpose of payment, the minimum payment for responding to repair or maintenance work will be (1) hour multiplied by the applicable bid item rate.

6.04 No adjustment for travel time to and from the job at the beginning or completion of work will be made.

6.05 If more than one of the contractor's persons is authorized by the Library to become engaged in a job, payment for the second, third and fourth persons will be at the applicable bid rate for the respective additional work personnel.

6.06 Percentage of mark up (over vendor's cost) on all parts and equipment purchased and installed by the contractor will be at the percentage mark-up given in the bid, except that a mark-up greater than 20% (twenty) will not be allowed.

6.07 Bid prices will remain firm for one year from date of award.

6.08 The respective hourly bid rates given on the bid will apply for both preventive maintenance as required, repair service, and installation.

EQUIPMENT LIST

<u>QUANTITY</u>	<u>EQUIPMENT</u>	<u>MAKE</u>
2	GAS FIRED BOILER	WEIL MCCLAN
20	EXHAUST FANS	PENN DOMEX
3	GAS FIRED RTUs	RENXOR
4	PUMPS	ARMSTRONG
1	90-TON AIR COOLED CHILLER	YORK
4	CABINET HEATERS	TRANE
5	HYDRONIC UNIT HEATERS	TRANE
1	ELECTRIC UNIT HEATER	TRANE
3	AIR COOLED CONDENSING UNITS	TRANE
8	GAS/ELECTRIC RTUs	TRANE
1	CENTRAL STATION AHU	TRANE

Included in the required preventive/periodic maintenance under this contract is the replacement of all filters, on a regular schedule to comply with manufacturer's recommendations, for all HVAC equipment at the library.

INSPECTION MAINTENANCE PROGRAM UNITARY EQUIPMENT

1. MAINTENANCE – Twice a year a thorough preventive maintenance schedule will be Performed including the following:
 - a. Check unit thoroughly for refrigerant leaks
 - b. Check and calibrate safety controls and overloads
 - c. Meg test compressor motor and record readings
 - d. Check main starter, tighten all starter terminals and check contacts for wear
 - e. Check oil level in compressor (where applicable)
 - f. Tighten motor terminals and control panel terminals
 - g. Check crankcase heater
 - h. Check external interlocks
 - i. Check oil sample for acid (where applicable)
 - j. Inspect and adjust belt
 - k. Lubricate fan bearings
 - l. Check damper operation. Lubricate and adjust as required
 - m. Inspect filters
 - n. Gas heater option
 1. Check operation and calibration of gas train components
 2. Check burner sequence of operation
 3. Check combustion blower and clean if required
 4. Check combustion efficiency
 5. Inspect heat exchanger
 6. Check and calibrate operating controls
 - o. Electric heat option
 1. Inspect electrical connections and contractors
 2. Check and calibrate all operating and safety controls
 - p. Hot water/steam heat option
 1. Inspect control valves and traps
 2. Check and calibrate
 - q. Report any uncorrected deficiencies noted
2. WRITTEN REPORTS – Provided to Library representative following each regular inspection or emergency call.
3. SEASONAL START-UP
 - a. Meg test compressor motor
 - b. Start unit, check controls and calibrate
 - c. Check compressor oil levels (where applicable)
 - d. Make operating log including refrigerant pressures, temperatures, super heat, and subcooling
 - e. Check burner or heating element operation (where applicable)

- f. Check starter operation, voltage and current
- g. Set up operating log with operator, instruct and advise troubleshooting techniques as requested

4. SCHEDULE PREVENTIVE MAINTENANCE – Two (2) inspections during the operating season will be made to include the following:

- a. Make operating log of temperatures, pressures, voltages and amperages, etc.
- b. Check and adjust operating and safety controls
- c. Check operation of crankcase heater
- d. Check oil level and add as required
- e. Check operation of control circuit
- f. Check operating log with operation discuss operation of the machine generally
- g. Inspect filters
- h. Check operation of burner or heating elements (winter)
- i. Check operation of motor and starter
- j. Check heating controls (in season)
- k. Check gas burner or heating element operation (in season)
- l. Report to operator any uncorrected deficiencies noted

MAINTENANCE PROGRAM PUMP MAINTENANCE

Furnish maintenance for the pumps covered by the Service Agreement to include the services listed below.

1. ANNUAL MAINTENANCE AND SEASONAL START-UP

- a. Clean all strainers including but not limited to the main line strainers, the suction diffuser strainers, the air separator strainers and all strainer before traps and control valves
- b. Lubricate pump bearings per manufacturer's recommendations
- c. Lubricate motor bearings per manufacture's recommendations
- d. Tighten all nuts and bolts. Check motor mounts and vibration pads. Adjust as required.
- e. Visually check pump alignment and coupling
- f. Check motor operation conditions
- g. Inspect electrical connections and contactors
- h. Check and clean strainers and check hand valves
- i. Inspect mechanical seals or pump packing, adjust as required
- j. Check suction and discharge pressures

2. SCHEDULED PREVENTIVE MAINTENANCE

Two inspections during the operating season will be made to include:

- a. Record amperage draw
- b. Record pressure readings

- c. Inspect mechanical seals or pump packing, adjust as required
- d. Tighten all nuts and bolts. Check motor mounts and vibration pads. Adjust as required
- e. Visually check pump alignment and coupling

**MAINTENANCE PROGRAM
CENTRAL STATION AIR HANDLING**

Furnish maintenance for the air handling equipment covered by this agreement as indicated below:

1. ANNUAL WINTER MAINTENANCE

Twice a year a thorough preventive maintenance schedule will be performed including the following:

- a. Inspect coil; clean as required
- b. Inspect drain pan and drain line; clean as required
- c. Inspect fan wheels; clean as required
- d. Inspect drive sheaves
- e. Check belt alignment and adjust sheaves for proper alignment
- f. Lubricate as required
- g. Check bearing and motor mounting
- h. Check motor operating voltage and amperages, lubricate
- i. Check inlet fans (where applicable) and dampers and adjust if necessary
- j. Check belt tension and adjust. Replace belts and adjust if worn
- k. Check any excessive vibration or noise and correct if required
- l. Check for proper chemicals levels in closed loop hydronic heating or cooling systems. Add chemicals to maintain proper levels. Provide a report of chemical levels before and after treatment

**MAINTENANCE PROGRAM
BOILER MAINTENANCE**

Furnish preventive maintenance under terms of this agreement to include the following:

1. ANNUAL PRESEASON MAJOR MAINTENANCE – Once a year thorough Preventative Maintenance schedule will be performed including the following:

- a. Check heating surfaces and water side for: corrosion, pitting, scale, Blisters, bulges, and soot
- b. Inspect refractory
- c. Clean or replace water column sight glass, as required
- d. Disassemble, clean and inspect low water cutoff control
- e. Reassemble boiler and low water cutoff controls with new gaskets
- f. Test safety/relief valve after start-up

- g. Clean burners
- h. Clean flame safeguard sensors
- i. Clean and adjust ignition electrodes
- j. Check gas valves, operating pressure
- k. Check operation of flame safeguard control
- l. Perform pilot turn down test
- m. Check operation of low water cutoff and feed control
- n. Check settings and test all operating limit controls

2. SEASONAL START-UP

- a. Review manufacturer's recommendations for boiler and burner start-up
- b. Check fuel supply pressure
- c. Check auxiliary equipment operation
- d. Inspect burner boiler and controls prior to start-up
- e. Start burner, check operating controls. Test safety controls and pressure relief valve
- f. Perform combustion tests and adjust burner for maximum efficiency
- g. Log all operating conditions
- h. Review operating procedures and owner's log with boiler operator

3. SCHEDULED PREVENTIVE MAINTENANCE

Two (2) inspections during the operating season, inspections and adjustments will be made

To include the following:

- a. Review owner's log. Log all operating conditions
- b. Inspect boiler and burner and make adjustments as required
- c. Test low water cutoff and pressure relief valve
- d. Check for water, steam and fuel leaks. Repair all leaks
- e. Check sequence and operation of flame safeguard control
- f. Check setting and test operating and limit controls
- g. Blow down gauge cocks and try cocks to confirm glass water level
- h. Check customers log with operator and discuss operation of boiler

4. COMBUSTION TESTING

Once a year

- a. Test for following items as applicable:
firing rate, fuel/air ratio, CO₂, CO, smoke test
- b. Adjust burner controls as required to obtain proper combustion

5. WRITTEN REPORTS

Provided to Library representative following inspection

COMPREHENSIVE PREVENTIVE MAINTENANCE PROGRAM FOR TERMINAL UNITS

The various services described below are provided as part of a comprehensive maintenance program.

UNIT HEATERS

1. ANNUAL WINTER MAINTENANCE – Once a year a thorough preventive maintenance schedule will be performed including the following:
 - a. Brush and vacuum coil, fan and housing as required
 - b. Lubricate fan and motor bearings per manufacturer's recommendations
 - c. Check belt and sheaves. Replace and adjust as required
 - d. Check and clean strainers. Check steam traps and hand valves
 - e. Inspect electrical connections, contactors, relays and operating/safety controls
 - f. Check unit operation. Adjust as required
 - g. Clean exterior surfaces as required

COMPREHENSIVE PREVENTIVE MAINTENANCE PROGRAM FOR AIR COOLED CONDENSER

The Comprehensive Annual Inspection may be performed in more than one season due to climatic conditions, winter shutdown, spring start-up, etc., to ensure proper equipment lay-up, start-up, and appropriateness and timeliness of the procedure.

1. ANNUAL WINTER MAINTENANCE – Once a year a thorough preventive maintenance schedule will be performed including the following:
 - a. Report to the Customer Representative
 - b. Record and report abnormal conditions, measurements taken, etc.
 - c. Review operation with customer for problems and trends
 - d. Clean all debris from air inlet louvers
 - e. Brush condenser coil(s) to remove loose dirt
 - f. Test for secureness of guards, doors and panels
 - g. Inspect all structural elements for corrosion and damage

CONDENSER FAN MOTOR

- a. Inspect for vibrations and unusual noise in bearings, motors, etc.
- b. Wipe down motor(s) to remove loose dirt and oil build-up
- c. Inspect fans for vibrations and tightness
- d. Inspect wiring and connections for signs of wear, overheating, burns, etc.

- e. Lubricate motor bearings and shaft bearings
- f. Inspect pulley grooves and belts for alignment, wear, and tension. Replace Belts if necessary

CONTROLS

- a. Verify operation of fan speed controls (where applicable)
- b. Verify operation fan cycling controller (where applicable)
- c. Verify operating of damper cycling controller (where applicable)

STARTERS

- a. Measure operating amperage and record readings
- b. Inspect contacts for signs of wear, arcing, over-heating, etc.
- c. Clean enclosure
- d. Measure operating voltage and record readings
- e. Tighten terminal connections at started
- f. Inspect wiring for secureness and damage. Report condenser condition and repair requirements (if any)

COMPREHENSIVE PREVENTIVE MAINTENANCE PROGRAM AIR COOLED ROTARY SCREW CHILLERS

The various services described below are provided as part of a comprehensive maintenance program.

1. ANNUAL MAINTENANCE – Once a year a thorough preventive maintenance schedule will be performed including the following:
 - a. Leak test as required
 - b. Repair any minor leaks
 - c. Check conditions of contacts of wear, pitting, etc.
 - d. Check and calibrate safety controls
 - e. Meg compressor motor and oil pump motor. Record settings
 - f. Check solid state overloads in main starter, tighten all starter terminals and check contacts for wear. Check and calibrate overloads. Record trip amps and trip times
 - g. Tighten motor terminals and control panels terminals
 - h. Clean oil strainer, replace filter and gasket where required
 - i. Tighten oil heater leads
 - j. Check operation of vane positioner
 - k. Change oil when so indicated by oil analysis unless done on an annual schedule
 - l. Visually inspect condenser tubes
 - m. Report to operator any uncorrected deficiencies

2. WRITTEN REPORTS – Provide to customer representative following each regular

Inspection or emergency call

3. SCHEDULED PREVENTIVE MAINTENANCE – Four (4) inspections during the Operating season will be made and include:
 - a. Adjust operating and safety controls. Record settings
 - b. Complete operating log of temperatures, pressures, voltages and amperages
 - c. Check operation of control circuit
 - d. Check operation of lubrication system including oil pressure regulator
 - e. Check operation of motor and starter
 - f. Check customer's log with operator, discuss operation of the machine
 - g. Report to operator any uncorrected deficiencies noted

4. ANALYSIS SERVICES – Various diagnostic tests are to be performed as instructed below. Reports with interpretation and recommendations to be included.
 - a. Oil sample and analysis for wear metals, acid content, and moisture. Sample to be taken once a year.

5. EMERGENCY SERVICES - Will respond twenty-four (24) hours per day, seven days a week, including holidays, to provide emergency service to equipment covered under this agreement.

MAINTENANCE PROGRAM AUTOMATED CONTROLS

The following items specify the minimum maintenance activities to be undertaken in connection with the automated controls of the Library's HVAC system, which is a **Schneider Electric NW8000/Control Suite DDC System**:

1. Scheduled Preventive Maintenance: The contractor shall perform all scheduled on-site system inspection and preventive maintenance tasks to ensure that the TAC Network is operating at maximum performance and reliability levels. On-site technicians shall analyze, adjust and calibrate all applicable temperature sensors, humidity sensors, diagnostic LED's, controllers, transmitters, transducers, and UPS. This work shall be performed during normal working hours.

2. Remote Diagnostics: The contractor shall communicate with the TAC Network for the purpose of system point verification, and to assist the Library's system operators with operational support and troubleshooting.

3. System Utilization Review: The contractor shall, through a comprehensive analysis of system software and output records, ensure that the system is operating optimally. Any abnormal conditions will be addressed by the contractor in accordance with the Library's instructions. Such review shall be undertaken at least every six months.

4. Database Backups: The contractor shall, at least monthly, back up system databases, and store such backups off site.
5. Firmware / Software Upgrades: The contractor shall be licensed to provide, at the request of the Library and at the Library's cost, the latest versions of applicable operating software and controller firmware for the Schneider Network.
6. Trend temperature and humidity (humidity where applicable) of each heating or cooling zone and or unit for 24 hours during winter and again during the summer season when the library is in operation. Provide a report of each trend. The trend report will be evidence of proper operation of the system. Correct any zone or system not performing to acceptable levels.

WARWICK PUBLIC LIBRARY

BID FORM

TITLE OF SPECIFICATION: *BID 2015L-03 Contract Services for Library HVAC*

BID:WHEREAS, the Warwick Public Library has duly asked for bids for performance of services and/or supply of goods in accordance with the above-indicated specifications.

The person or entity below does irrevocably offer to perform the services and/or furnish the goods in accordance with the specifications which are hereby incorporated by reference in exchange for the bid price below.

This offer shall remain open and irrevocable until the Warwick Public Library has accepted this bid or another bid on the specifications or abandoned the project.

The bidder agrees that acceptance below by the Warwick Public Library shall transform the bid into a contract. This bid and contract shall be secured by Bonds, if required by the specifications.

COMPANY NAME: _____

COMPANY ADDRESS: _____

BIDDER'S SIGNATURE: _____

BIDDER'S NAME/Position

(Print): _____

PRICE: _____ Annual cost

_____ Hourly labor rate

_____ Overtime Rate

Travel time/rates: Is travel time included in the hourly & overtime rates? _____

If so, from what location? _____

Describe company's relevant experience, including experience with the Schneider Electric NW8000/Control Suite DDC System.