



301 Pine Avenue
Waynesboro, Virginia 22980

Phone (540) 946-4600 ext 12
Fax (540) 949-4608

Request for Proposal HVAC SERVICES

The Waynesboro Public Schools is requesting proposals from qualified companies that perform the following:

- HVAC Repair and Preventive Maintenance
- On-Call Services
- Water Treatment
- Monitoring Indoor Air Quality

Contract Period: July 1, 2017 to June 30, 2018, renewed annually up to Four (4) additional years pending annual review and approval by the Waynesboro Public Schools. If the Waynesboro Public Schools is satisfied with the annual performance of the contractor, then it is highly likely the annual contract will be renewed for each additional year.

Locations Served:

Waynesboro High School
Berkeley Glen Elementary School
Wenonah Elementary School
William Perry Elementary School

Kate Collins Middle School
Wayne Hills Center
Westwood Hills Elementary School
Central Administrative Building

Important Dates.

Mandatory Pre-Proposal Conference: May 4, 2017, 10:00 AM local prevailing time, Central Administration Building, Downstairs Board Room, 301 Pine Avenue, Waynesboro, VA 22980.

School Site Visits: Will be performed following the Pre-Proposal Conference on May 4, 2017 to answer questions such as identifying the type of equipment being serviced.

All inquiries for information and or questions should be submitted in writing to Victor Bruce (vbruce@waynesboro.k12.va.us) before May 18, 2017. No questions will be answered after this date.

Proposal Due Date: Submit three (3) copies, marked "HVAC Proposal" no later than **May 25, 2017, at 2:00 PM EDT**, as determined by the Director of Finance. All proposals should be mailed or hand delivered in a sealed package to Waynesboro Public Schools, ATTN: Victor Bruce, 301 Pine Avenue, Waynesboro, Va. Late bids will not be accepted. A committee will evaluate all proposals and will determine which contractors are interviewed.

Purpose: The purpose of this RFP is to establish an annual contract with a qualified Mechanical Contractor for HVAC Preventive Maintenance, Routine Repairs, On-call Services, Emergency Repair Services, Water Treatment, and Monitoring Indoor Air Quality for the school division.

Section I Requirements:

The awarded contractor shall be responsible for routine preventive maintenance as outlined in section II. Contractor shall provide the following:

1. Certified Journeyman HVAC, Boiler, Chiller, and Water Treatment Technicians to ensure all equipment is running efficiently.
2. All Preventive Maintenance Materials (Filters, Belts, Coil Cleaner, Lubricants, Drain Tablets, Shop Towels, or any other PM items necessary including tools, travel, supervision, rigging, scaffolds, duct jacks, etc.)
3. Adhere to PM guidelines in Section II and manufacturer's recommendations for preventive maintenance. Written quarterly reports broken down BY SCHOOL shall be submitted to Victor Bruce after each PM is completed.
4. Routine service calls, emergency service calls, and parts are covered in this RFP.
5. All PM work to be completed Monday-Friday 7:30 A.M.- 4:30 P.M.
6. Technician MUST sign-in and sign-out at location visited that day.
7. Filters will be changed twice a year during school winter and summer breaks. Pricing for an optional 3rd filter change will be listed on the price page. Socks and bag filters are to be changed annually. Belts are to be changed annually.
8. Repair/Replacement of routine parts such as, but not limited to, include motors, compressors, contactors, relays, ignitors, pump bearings & couplers, gas valves, etc. are expected to be covered. Items deemed obsolete or unrepairable will be discussed on a case by case basis. Those items would typically include piping, hangers, electrical panels, mechanical valves, heat exchangers, cabinets, drain pans, blower wheels, vandalism, refrigerant leaks, etc.
9. Contractor is expected to have remote access to the Seimen's Insight BAC system for the purpose of changing HVAC & lighting schedules for after-hours events such as plays, sporting events, parent-teacher conferences, etc. WPS will make every effort to give at least a week's notice for schedule changes.
10. Seimen's is responsible for PM controls and trouble-shooting as the controls are proprietary. The contractor is expected to coordinate and communicate with the Seimen's technician representative when required.
11. Emergency calls are expected to be responded to in 2 hours. Routine service calls are expected to be responded to in 24 hours. Any overtime for emergency repairs must be preapproved.
12. Contractor must provide written quotes for any work outside of the RFP scope. Quotes are to be e-mailed to Victor Bruce.

Section II Scope of Service

Annual Spring Chiller Maintenance:

1. Notify WPS of any unscheduled shut-downs.
2. Review diagnostics.
3. Check oil levels.
4. Check for refrigerant leaks.
5. Verify chill water gauges/ thermometers are operational and correct.
6. Perform oil analysis for each circuit (excludes scrolls).
7. Verify operation of low oil pressure safety and flow switch (if applicable).
8. Tighten electrical connections.
9. Verify crankcase heater operation.
10. Clean coils on air-cooled machines.
11. Check temperature drop, rod condenser coils as needed.
12. Check operation of motors.
13. Provide written report.

Quarterly:

1. Visual operating inspection.
2. Provide written report.

Cooling Tower Annual Spring Maintenance:

1. Replace belts.
2. Drain and clean tower, remove debris from site.
3. Check operation of sump heater.
4. Check operation of make-up water valve.
5. Check gear box, lubricate as needed.
6. Re-fill tower and confirm operation.
7. Provide written report.

Quarterly:

1. Check operation.
2. Inspect sump heater and make-up water valve.
3. Provide written report.

Spring Preventive Maintenance:

1. Chemically clean condenser coils.
2. Inspect and clean evaporator coils as need.
3. Check for proper refrigerant charge, adjust as needed. Notify Victor Bruce of significant leaks.
4. Inspect main electrical components, tighten connections.
5. Replace air filters.
6. Inspect blower wheels and drain pans. Blow condensate drains and add pan treatment.
7. Check operation of temperature controls.
8. Inspect and lubricate blower bearings.
9. Clean debris from motor vents, where applicable.
10. Confirm operation of condenser and blower fans.
11. Replace all belts.
12. Follow manufacturers recommended maintenance guidelines.
13. Provide written reports.

Winter and Summer Operating Inspections (2):

1. Visually inspect condenser and evaporator coils for signs of leaks.
2. Inspect drain pans, clean as needed.
3. Inspect belts, replace as needed.
4. Inspect electrical components.
5. Inspect air filters, replace as needed.
6. Inspect blower and condenser fans.
7. Provide written report.

Fall Preventive Maintenance:

1. Follow manufacturer's recommendations for preventive maintenance.
2. Replace air filters.
3. Inspect drain pans.
4. Inspect and leak check gas trains.
5. Confirm operation of gas valves and safeties.
6. Check flues and vents for obstructions and signs of corrosion.
7. Confirm sequence of operation for all boilers.

8. Inspect boilers for water leaks.
9. Clean and service boilers per manufacturer's instruction.
10. Perform combustion analysis on boilers.
11. Inspect and lubricate pumps, inspect couplers (replace as needed).
12. Provide written reports.

Exhaust Fans Maintenance:

1. Confirm operation.
2. Lubricate where applicable.
3. Replace belts.
4. Tighten covers, lubricate latches and replace any missing fasteners.
5. Provide written report.

Water Treatment:

1. Quarterly Water Treatment to Include:

Labor and Materials

Cooling Tower

Chillers

Boilers

Sock Filters

2. Provide Written Report.

Section III – Equipment List

ALL EQUIPMENT BEING SERVICED WILL BE DISCUSSED AT PRE-PROPOSAL CONFERENCE AND/OR VISITS TO EACH SCHOOL.

Section IV- Filters and Belts (This listing is provided for reference information and we believe this listing is accurate but should be verified by contractor submitting a proposal)

| | Filter Size | Quantity | Belt Type | Quantity |
|----------------------------|------------------------|-----------------|----------------------|-----------------|
| Berkeley Glen Elementary | 16x16x2 | 6 | A36 | 1 |
| | 16x20x2 | 4 | A40 | 1 |
| | 16x25x2 | 20 | A42 | 1 |
| | 20x25x2 | 2 | A43 | 1 |
| | 10x60.5x1 | 23 | A50 | 1 |
| | | | B73 | 2 |
| Central Office | 16x20x1 | 2 | - | - |
| | 20x20x1 | 4 | - | - |
| | 22x22x1 | 1 | - | - |
| Kate Collins Middle School | 10x20x1 | 12 | A34 | 2 |
| | 12x20x1 | 1 | A36 | 4 |
| | 12x24x2 | 16 | A38 | 5 |
| | 12x24x4 | 20 | A40 | 3 |
| | 16x16x2 | 52 | A44 | 4 |
| | 16x20x2 | 75 | A46 | 2 |
| | 16x25x2 | 18 | A48 | 2 |
| | 16x25x4 | 4 | A53 | 1 |
| | 18x24x1 | 26 | A58 | 1 |
| | 20x20x2 | 12 | A70 | 2 |
| | 20x25x1 | 2 | AX39 | 1 |
| | 20x25x2 | 3 | AX39 | 1 |
| | 22x30x1 | 1 | AX40 | 1 |
| | 24x24x2 | 20 | AX46 | 2 |
| | 24x24x4 | 20 | B35 | 2 |
| | 28x28x2 | 2 | B39 | 1 |
| | 28x30x2 | 4 | B40 | 2 |
| | | | B46 | 1 |
| | | | B72 | 1 |
| | | | BX35 | 2 |
| BX40 | | | 1 | |
| SV950 | 2 | | | |
| Waynesboro High School | 12x20x2 | 4 | A24 | 1 |
| | 12x24x2 | 9 | A44 | 1 |
| | 16x16x2 | 10 | A51 | 2 |
| | 16x20x2 | 33 | A66 | 1 |
| | 16x25x2 | 2 | A70 | 4 |
| | 18x24x1 | 9 | AX26 | 4 |
| | 20x20x2 | 8 | AX35 | 1 |

| | | | | |
|---------------------------|---------|----|-------|---|
| | 20x24x2 | 24 | AX90 | 2 |
| | 24x24x2 | 40 | A36 | 1 |
| | | | B35 | 2 |
| | | | B40 | 1 |
| | | | B46 | 2 |
| | | | B47 | 2 |
| | | | B62 | 6 |
| | | | B65 | 2 |
| | | | B70 | 2 |
| | | | B128 | 4 |
| | | | BX35 | 1 |
| | | | BX40 | 1 |
| | | | BX42 | 1 |
| | | | BX51 | 2 |
| | | | BX62 | 3 |
| | | | BX65 | 2 |
| | | | 3L220 | 3 |
| Waynes Hills Pre School | 14x25x1 | 1 | A54 | 1 |
| | 15x20x2 | 2 | A55 | 1 |
| | 20x22x1 | 3 | A56 | 2 |
| | 20x24x2 | 16 | AX47 | 1 |
| | 20x30x1 | 4 | BX28 | 2 |
| Wenonah Elementary | 10x60x1 | 24 | A46 | 1 |
| | 16x25x2 | 6 | B62 | 1 |
| | 20x24x2 | 3 | A60 | 1 |
| | 20x25x2 | 6 | | |
| Westwood Hills Elementary | 12x24x2 | 20 | A44 | 1 |
| | 14x20x1 | 60 | A46 | 1 |
| | 20x24x2 | 8 | A51 | 2 |
| | 20x24x4 | 8 | A53 | 3 |
| | 24x24x2 | 30 | A58 | 3 |
| | | | A64 | 1 |
| | | | A65 | 4 |
| | | | A70 | 3 |
| | | | AX53 | 1 |
| | | | B50 | 1 |
| | | | B75 | 3 |
| William Perry Elementary | 12x20x1 | 20 | A48 | 1 |
| | 12x20x2 | 2 | A55 | 3 |
| | 12x24x2 | 2 | A66 | 1 |
| | 15x20x1 | 34 | A50 | 1 |
| | 20x20x1 | 1 | AX38 | 1 |
| | 20x24x2 | 6 | B36 | 1 |
| | 24x24x2 | 22 | BX42 | 1 |
| | | | BX64 | 2 |
| | | | B56 | 1 |
| | | | B33 | 2 |

Section V- Requirements:

Please include the following in your proposal:

1. Certificate of Insurance.
2. W-9.
3. Copy of Class A Contractors License.
4. Resume's and training of assigned technicians.
5. Company's organizational chart.
6. Provide an example of how work orders are generated and called in and processed. i.e., telephone or internet.
7. State whether remote access will be provided to the company's maintenance system platform so the school division can access the status of maintenance requests, repairs, preventive maintenance, or status of ordered parts.
8. If awarded the contract, contractor must provide copies of all business licenses and certifications. All requests for proprietary information must be requested under a separate request titled "Proprietary Request" and under separate request.
8. State at least three (3) references. At least one (1) reference must be preferably from a public or private school division. Please include contact name, telephone number and e-mail address.

Reference #1: _____

Reference #2: _____

Reference #3: _____

Section VI- Company Information

Name of Company: _____

Address: _____

Phone and Fax: _____

Primary Contact for this Account: _____

Years in Business: _____

Primary Trades: _____

Section VII- Pricing

Annual Price for HVAC PM, On-Call Services, Repair Services, Emergency Repairs, and Water Treatment:

| | <u>Annual Price</u> | <u>Annual % Increase</u> |
|-------------------------|---------------------|--------------------------|
| Year One (2017-2018): | _____ | |
| Year Two (2018-2019): | _____ | _____ |
| Year Three (2019-2020): | _____ | _____ |
| Year Four (2020-2021): | _____ | _____ |
| Year Five (2021-2022): | _____ | _____ |

Price for One (1) Additional Filter Service:

\$ _____

Parts Mark-Up for “Out of Scope” Repairs:

_____ %

Chiller/ Boiler Technician Hourly Labor Rates:

Regular Time (7:30-4:30): \$ _____

Overtime: \$ _____

HVAC Technician Hourly Labor Rates:

Regular Time (7:30 – 4:30): \$ _____

Overtime: \$ _____

(Please state if the above stated time should be altered)

Section VIII- Terms & Conditions

1. Waynesboro Public Schools reserves the right to reject all bids on this RFP.
2. Payment is based on availability of funds which change year to year. Waynesboro Public Schools reserves the right to cancel at any time due to lack of funding.
3. Waynesboro Public Schools reserves the right to cancel this RFP with 30 days written notice due to lack of performance by awarded contractor.
4. The use of tobacco products are strictly prohibited on school grounds.
5. All technicians are expected to be in company uniform and display proper identification. All work vehicles are to be clearly marked with company name.
6. All workers on site should have completed a criminal background check and it shall be provided at contractor's expense.
7. All workers are expected to conduct themselves in a professional manner at all times and not use profanity on school property.
8. If awarded the contract, contractor must provide copies of all licenses such as technician licensure, business license, insurance certificate, and provide certification that employees assigned to the Waynesboro Public Schools are not convicted sex offenders.