OEV26006426 – AGENCY SOLICITATION SPECIFICATIONS

TITLE: FY26 MPA 136 OE HVAC MAINTENANCE, REPAIR AND INSTALLATION

SECTION A. BACKGROUND

The State of Rhode Island is seeking vendors to be added onto MPA 136, to provide services to include the maintenance, repair and replacement of the heating, ventilating, air conditioning systems, subsystems, and components normally considered as part of an HVAC system. In addition, the HVAC contractor(s) must provide services required for the proper functioning of the system according to standard industry practices and usage for the best value.

SECTION B: SCOPE OF WORK AND REQUIREMENTS

The types of work anticipated under the scope of this contract are as follows,

1. General Service and Repair or Emergency Service - repairs as required bringing HVAC equipment back online and restoring to proper working order.
2. Maintenance - includes but is not limited to the cleaning, lubrication, overhaul and all other regular maintenance on HVAC equipment to keep it in proper running order
3. Replacement - HVAC equipment that is damaged or deteriorated beyond the point of economic repair in kind.

Vendors are responsible to maintain a staff of technicians that are qualified to make repairs or replacing equipment of the following such as, motors, pumps, pulleys, belts, compressors, gauges, instruments, filters valves, piping, furnaces, boilers, as well as other appurtenances and components used to control the temperature, humidity and air flow. In addition, related electrical, mechanical and control components are included in the maintenance.

I. <u>Service/Repair Including Overtime and Emergency Repairs</u>

a. <u>Service/Repair Including Overtime</u>

i. All necessary service, diagnostic, repair and replacement work includes but is not limited to Centrifugal, Absorption and Scroll/Screw Chillers, High Pressure Steam Boiler Systems and Automated Temperature Control Systems. This level also includes Engineering and Supervisory Level Troubleshooting Support, IAQ Specialists and Certified Testing & Balancing Services.

ii. All necessary diagnostic, repair and replacement work to keep all listed HVAC equipment operating at a reliable and efficient manner with exception to Centrifugal, Absorption and Scroll/Screw Chillers, High Pressure Steam Boiler Systems and Automated Temperature Control Systems.

iii. Charges for general and emergency repairs to the systems will be on a time and material basis, with a written scope of work to be mutually agreed upon by the State and the contractor(s). All hourly rates are to be on site rates only unless approved in writing by the User Agency, travel time shall not be an allowable expense. The contractor(s) shall provide the necessary transportation for all repair personnel, materials, and equipment to fulfill the terms of the contract. Service, inspections, non-emergency repairs will be performed at the straight time rate during each facility's normal business hours if requested

iv. Responsible for testing equipment and troubleshooting problems to develop effective resolutions.

v. Ability to make preliminary assessments of the mechanical problems based upon the telephone communications with the User Agency.

vi. Field Service reports must be provided each time service is performed at a facility. The Contractor shall supply the State with written verification of all work performed, man hours required, materials/parts used, technician(s) name(s), date(s) and hours of service.

vii. Have a dispatcher available through one (1) telephone number and provide 24 hours response to service calls, seven (7) days per week including holidays. Call should establish a mutually agreed arrival time at the User Agency.

viii. Contractors must send qualifies licensed personnel to the User Agency location and supply all equipment needed to complete projects. All tools and equipment are to be included in the Contractors hourly rate. Charges for additional equipment beyond the scope of a standard service call must be authorized in writing by the User Agency. Failure to arrive at the User Agency without qualified licensed personnel may be considered an unacceptable service call. Contractors shall not charge for an unacceptable service call and the User Agency shall not be required to pay for an unacceptable service call.

ix. Duct cleaning and air balancing services may be requested under this contract. If requested, Contractor shall provide a cost proposal for such services, and subsequently, a separate Purchase Order would be issued for these services.

x. Work shall be performed in accordance with the manufacturer's recommendations.

b. <u>Emergency Service</u>

Emergency Services includes all above information found in section <u>a. Service/Repair Including Overtime</u>

i. A minimum of two (2) technicians shall be available to respond to emergency service calls, which may be received at any time, to promptly affect temporary and/or permanent repairs.

ii. Maintain a twenty-four (24) hour capability with sufficient manpower, equipment and vehicles to assure emergency repair response. The Contractors' response staff should be the individual or individuals most familiar with the distribution system.

iii. Emergency calls –Respond within two (2) hours or less of initial call as directed by the User Agency.

iv. Vendor must be able to arrive at User Agency location within 2 hours of emergency service call.

II. Maintenance

a. Routine and preventative maintenance and inspections on general HVAC equipment including but not limited to, Split-Systems, Packaged Unit, Air Handlers, CAV's, VAV's, Unit Ventilators, Fan Coil Units and Heat Pumps. Tasks will include filter changes, oil and greasing, belt adjustments or replacement, cleaning of coils, evaporators, condensers, tubes and cooling towers, water treatment, truck driving, parts pickup and delivery.

b. All necessary diagnostic, repair and replacement work to keep all listed HVAC equipment operating at a reliable and efficient manner with exception to Centrifugal, Absorption and Scroll/Screw Chillers, High Pressure Steam Boiler Systems and Automated Temperature Control Systems.

c. All hourly rates are to be on site rates only unless approved in writing by the User Agency, travel time shall not be an allowable expense. The contractor(s) shall provide the necessary transportation for all personnel, materials, and equipment to fulfill the terms of the contract. Maintenance will be performed at the straight time rate during each facility's normal business hours if requested

d. Vender must be willing to train designated State of Rhode Island facilities personnel in routine preventative maintenance procedures.

e. Work shall be performed in accordance with the manufacturer's recommendations.

f. The contractor(s) shall furnish all labor, equipment, parts, and materials, to maintain and operate the respective HVAC systems in optimum operating condition always.

g. Maintenance contracts can be created with a term length up to three (3) years

h. Maintain qualified staff to perform routine maintenance per the specifications of manufacturer.

III. License Requirements

Vendors must submit a copy of their license(s) for this solicitation at the time of bid submission. One or more of the following licenses are required:

a. **Master Mechanical Contractor (MMA)**: Can bid, engage in and obtain permits for unlimited heating, cooling and process piping work.

b. **Contractor Master – (CM)**: Can bid on unlimited heating, cooling and process piping work. This license does not allow the holder to perform heating, cooling and process piping work: this work must be done by properly licensed individuals.

c. **Pipefitter Master – Class I – Unlimited License (PM1)**: Can bid, engage in and obtain permits for unlimited process piping and heating work.

d. **Refrigeration Master – Class I – Unlimited License (RM1)**: Can bid, engage in and obtain permits for refrigeration, air conditioning and cooling work.

All contractors and sub-contractors must have current valid licensing issued by the State of Rhode Island Department of Labor and Training. Best commercial practices shall be applied in performance of work. All work shall be completed per approved and accepted industry and equipment manufacturer's standards and shall comply with building and safety codes, applicable local, State, and Federal regulation.

IV. Parts

a. Replacement parts or components must conform to original equipment manufacturer's specifications. If correct replacement parts are discontinued, and

no longer available, replacement shall be made in accordance with proposed labor and material rates as specified.

V. Additional Requirements

- Contractors must receive prior approval from the User Agency to perform all projects including additional repairs and services that are not part of the initial service call. During the course of repairs or preventive maintenance, if the technician notices any condition not in the scope of work, that warrants repair or service, this condition should be brought to the owner's attention. Failure to receive prior approval may constitute unauthorized repair or service, and contractors shall not be compensated for such services. In addition, Contractors shall be held accountable for any unauthorized services and responsible for compensating the User Agency if any damage occurs. User Agencies, the contracting authority shall be responsible for requesting Contractor service and compensating Contractors.

- Contractors shall be responsible for informing designated User Agency personnel to status of all work in progress on a daily basis including but not limited to estimated completion date, parts delivery dates and accrued and project costs.

- All Projects related work is to be coordinated through designated User Agency personnel. In addition, a suitable Contractor work order form shall be maintained by the User Agency documenting Contractor personnel on the Project site, together with start and completion times. The Contractor representatives must sign the work order form and retain a copy for his/her files. Work order forms shall be used for verifying billable hours.

- Maintain records related to work performed including use of computers.

- Contractors shall be responsible for cleaning the work area after the Project is completed, this includes removal of all package material, sweeping the area of debris, removing all debris (if applicable), properly disposing of any materials removed or replaced including any areas disturbed or damaged must be restored to their original condition and leaving the work area in a safe condition.

- Monthly billing reports must be provided to the State listing each work order which has been billed out during the month, the cost and date completed. These items will be listed by building location and be a cumulative list with a year to date total by building and overall. Contractor must provide any additional ad-hoc reports as requested, at no cost to the State.

- All Contractors personnel shall dress appropriately, including having proper PPE for all service calls and address work/services, with clear identification of the employee’s name.

- Contractors shall receive a copy of the User Agency’s electrical schematic and shall be required to maintain said schematic throughout the duration of the Project.

- The User Agency must be advised and must approve if more than (1) person is necessary on the project.

- All maintenance and repair work performed shall conform to all applicable codes and ordinances, including EPA certified technicians to handle CFC refrigerants.

- Have the capability to provide or sub-contract air balancing analyses in accordance with the National Air Balancing Bureau or the Associate Air Balancing Council standards.

- Contractor's personnel and subcontractors shall be required to complete User Agency "time-in/time-out logs and sign into the State Facility Log indicating purpose of visit, person supervising the work, time arrived, time leaving and may be required to receive a visitor's badge before work can begin.

VI. Various Equipment/Manufacture Types:

The contractor will be required to perform service and repair on various types of equipment from various manufactures. Contractors are encouraged to make their own inspection for a better understanding of building systems.

Example (Manufactures): Carrier, Cleaver Brooks, Friedrich, Honeywell, Johnson Controls, Kewanee, Broad, Patterson-Kelley, Sprirax/Sarco, Liebert, McQuay, Slantfin, Trane, Weil McLain, York, Viessmann, Greenheck.

Example (Equipment): This is a sample only, agencies may have other equipment not included on the list below.

CAV Systems, Boxes and Components	Cabinet Heaters
VAV Systems, Boxes and Components	Air Separators
Chilled Water Systems, Pumps and Components	Control Dampers
Hot Water Systems, Pumps and Components	Pneumatic & Electronic Activators
Glycol Water Systems, Pumps and Components	Pneumatic & Electronic Control Valves
Return Air Systems, Fans, Components and Respective Motors	Pneumatic & Electronic Thermostats
Exhaust Systems, Fans Components and Respective Motors	Air Compressors Multiple Uses
Supply Vent Fans w/Respective Motors & Belts	Air Dryers
Cooling Towers and Radiators	Gas Fired Absorption Chiller/Boiler
Reciprocating and Centrifugal Chillers	Fuel Systems, Gas & Oil Pumps and Components
Boiler Feed Systems and Pumps	Expansion Tanks
Unit Heaters, Ventilators, Air Conditioning Systems and Components	Low and High Pressure Steam Boilers Gas and Oil Fired (all Sizes)
Control Systems	Steam Absorption Chillers
AHU Complete w/Motors & Fans (All Sizes)	Plate & Frame HT and Tube and Shell Exchangers
Condensate Systems, Pumps and Components	Hot Water Boilers — Gas and Oil Fired (All Sizes)
Domestic Hot Water Systems and Components	Condensing Units (All Sizes)

SECTION C: PROPOSAL

1. Proposal - Vendor Qualification Assessment

Narrative and format: Vendor responses must address specifically each of the following elements:

Licensing – Provide a copy of your current

A. Master Mechanical Contractor (MMA) or

B. Contractor Master – (CM) or

C. Pipefitter Master – Class I – Unlimited License (PM1) or

D. Refrigeration Master – Class I – Unlimited License (RM1)

license issued by the RI Department of Labor and Training

SECTION D: EVALUATION AND SELECTION - SOLICITATION SPECIFIC

Proposals shall be reviewed by the Division of Purchases on a "Pass/Fail" basis. All criteria must receive a "Pass" determination for a vendor's potential inclusion on the resulting OE MPA's qualified vendor list. Any criteria with a "Fail" determination will not be reviewed further and the vendor will be dropped from consideration.

Proposals shall be reviewed and scored based upon the following criteria:

Criteria	Pass/Fail
Licensing	Pass/Fail
Overall Pass/Fail	**Pass/Fail**

NOTE: See the "Requirements" tab of this solicitation for additional information on the evaluation and selection process in the "OE Standard Specifications-Vendor Qualification Assessment" section.