Request for Proposals

HVAC Maintenance Services Pickerington Public Library

Request for

HVAC

Maintenance Services

Facilities Department

Pickerington Public Library

Proposal 2021-002

December 28, 2021

Dear Proposer,

The Pickerington Public Library (hereinafter referred to as the "PPL" or the "Library”) is requesting proposals from a qualified public entity or private firm, to establish a contract to provide HVAC services at its Main Library and its Sycamore Plaza Library branch location. The service provider must be reputable and capable of furnishing required materials, equipment, transportation, machinery, supplies, tools, apparatus, incidentals, labor, and supervision necessary to provide superior preventative maintenance services and must be able to maintain all PPL’s HVAC systems as defined in this RFP document. The intent in soliciting proposals is to obtain a quality and qualified contractor and to allow for a competitive process of quoting HVAC services.

To be considered as responsive, proposers must respond to this solicitation in accordance with the requirements, specifications, commercial terms, and provisions as described and set forth herein. Proposals must embrace a concept that the successful proposer will satisfy all of the objectives and service specifications in the most cost-effective and efficient way possible as outlined in this document.

The term is expected to be for two (2) years with a two (2) year extension if agreed to by both parties.

1. COMMUNICATIONS REGARDING THIS RFP:

Please direct all communications for this project to: Frank Moriconi, Facilities Manager

Ref.: HVAC Services RFP 201 Opportunity Way Pickerington, Ohio 43147

Telephone: 614 837-4104

Email: [fmoriconi@pickeringtonlibrary.org](mailto:fmoriconi@pickeringtonlibrary.org)

All communications, comments, or questions concerning this RFP must be submitted in writing. The deadline for questions is noon January 19, 2022. All responses will be posted on the library’s website no later than the end of business on January 21, 2022 under “Current RFPs”.

A complete copy of this RFP and any additional documentation can be found at the Library’s website at the bottom of the home page under “Current RFP/RFQ questions and answers” at:

<http://www.pickeringtonlibrary.org>

1. RFP SCHEDULE:

This Proposal will have the following schedule:

Release of RFP December 28, 2021

Pre-Proposal Meeting at Main Library 1pm January 10, 2022

**MANDATORY** Tour of Buildings By January 14, 2022

Tours can be scheduled using the email listed above

Deadline for questions **by noon** January 19, 2022 Responses posted on the PPL website January 21, 2022 Proposals are Due **by noon** January 31, 2022

Announcement of Award February 4, 2022

Contract start Date March 1, 2022 or sooner

Contract term 2 years with option for an additional 2 years

The Pre-proposal meeting is optional. Building plans will be available to view and a more comprehensive equipment list will be provided. This meeting will be held at 201 Opportunity Way Pickerington Ohio 43147 in meeting room A from 1-3pm. General questions concerning the RFP will be answered. Specific questions related to this RFP and or concerning equipment must be sent to the email address above. Please limit your representatives to no more than two people per company.

The site mandatory tour of buildings route is listed under Exhibit A.

1. PROPOSAL SUBMISSION:

All proposals must have two original signed proposals submitted in a sealed envelope addressed and delivered to:

Pickerington Public Library Attn.: Frank Moriconi

Ref.: HVAC Services RFP

201 Opportunity Way

Pickerington, Ohio 43147

Proposals shall be signed by an officer of the company who has binding authority. Sealed proposals must be received by noon, Thursday, January 31, 2022. Emailed or faxed submissions will not be accepted. Proposals received after this day and or time will not be considered. It is the responsibility of the proposer to deliver the proposal in a timely manner.

Pickerington Public Library (PPL) reserves the right to reject any and or all proposals, waive irregularities in the proposal and accept the proposal(s) that it sees is in the best interest of PPL. PPL reserves the right select a successful proposer on the basis of the proposal received without seeking clarification from the proposer.

Upon review of the proposals, PPL will select one or two final proposers and may invite the successful proposer(s) for an oral presentation. The successful proposer(s) should be prepared to bring their service manager and other pertinent personnel to this presentation. This presentation will also include a question and answer session with PPL.

PPL does not guarantee that any contract will be awarded as a result of this RFP. Should a contract be awarded but not executed, PPM may or may not attempt to re- award a contract to any other proposers.

All local, state and federal laws governing this RFP will be followed.

1. PROPOSAL CONTENT:

All brochures and supplemental documentation shall be included in each set of proposals submitted. Any incomplete proposals will be considered non-responsive. Each vendor is required to submit the following:

* + Letter of Interest. The proposer shall submit a letter of interest to PPL for HVAC services. This letter should briefly summarize the company’s willingness to perform services listed in this RFP. The letter shall be signed by a binding agent of the company.
  + Proposer’s information including but not limited to address, contact name, phone number, form of ownership, years in business, etc.
  + A list of any current litigation in which the company is engaged.
  + A list of key personnel and their resumes including how long they have been with the company, how long they have been in the HVAC field and their certifications/expertise.
  + References. A minimum of three positive and two negative references. This should include contact names and verified, working phone numbers. References must be commercial references and similar to the size and design of PPL buildings. A negative reference is defined as someone who can verify your company worked on their systems but no longer does so for specific reasons they can share with PPL.
  + Statement of exceptions. Provide a statement of exceptions to any part of this RFP. PPL will only break down the services for this RFP in the following manner:

1. Preventative & HVAC maintenance services for all PPL equipment.
2. Filter replacement for all ADM equipment.

The Proposer must be able to service all PPL equipment. See cost breakdown options under Exhibit B.

* + Proposal Response. Please prepare a written statement signed by a binding agent of the company stating the company is qualified and prepared to service all PPL equipment as per the terms of this RFP.
  + Exhibit B; Proposed Pricing. This proposal will be broken down into several components providing PPL with options to build a service plan from.

1. BACKGROUND:

Pickerington Public Library is seeking a well-qualified HVAC firm to provide comprehensive preventative and maintenance services for its 2 buildings located in the northeast portion of Fairfield County. The work will include a programmed approach to preventative maintenance and emergency services. This will include but not be limited to inspections, preventative maintenance, repair, replacement, and other tasks, and services necessary to maintain a safe, reliable HVAC system for our staff and patrons.

Pickerington Public Library currently has 2 buildings. Our building stock includes one rented facility (Sycamore Plaza Library). PPL is responsible for the HVAC systems at this location. PPL’s Main Library is owner occupied.

1. SCOPE OF SERVICES – STANDARDS AND SPECIFICATIONS

The Pickerington Public Library is looking for a well-qualified, highly experienced and professional firm to potentially perform full service, preventative maintenance, repair, and/or replacement of heating, ventilation, and cooling equipment for both PPL buildings. This agreement must be all inclusive (labor, material, trip charges, supervision, etc.).

Prior to submitting a proposal for services, the proposer must have at least five complete and consecutive years of experience in the commercial HVAC industry and have held contracts for buildings of a similar size and design as PPL’s properties.

Please submit a list three positive references and two negative references of companies/organizations for which the proposer provided similar services for comparable equipment. These services must have been within the last five years. Each reference shall include the following information:

* + Company name, address, current contact and verified working phone number
  + Location of services if different from company information above.
  + Terms of your contract.
  + Square footage of location serviced and type of facility
  + Type of services provided

1. REQUIRED MINIMAL QUALIFICATIONS:
2. The Contractor must be licensed in the state of Ohio and comply with all federal, state and local regulations.
3. All Contractor employees assigned to work on PPL HVAC equipment must have the updated required licenses and or certificates to perform the assigned work.
4. The Contractor will provide a list of all employees who will service the contract. This list must include the employee’s name, the length of time they have been with the company, their time and experience in the industry, and a copy of their license(s). Any changes to personnel providing service to PPL during the contract terms must be submitted to PPL for approval.
5. A 24-hour emergency phone number must be provided and the Contractor must have a means to conduct emergency services within two (2) hours of receiving a phone call requesting service 24 hours a day, seven days a week. When a request for emergency service is made; a qualified, licensed employee must respond within that two-hour time period.
6. The Contractor must have reasonable tools and supplies on hand to perform all work required by this contract. It is the Contractor’s responsibility to coordinate supplies to perform regular preventative maintenance tasks so that materials are on hand for all scheduled maintenance work with minimal downtime.
7. As work is performed, it must follow all federal, state, and local codes, standards, and safety requirements. All work performed by the Contractor will be performed under their licensure.
8. It will be the responsibility of the Contractor’s service personnel to check in at each building with the manager on duty prior to starting work either routine or emergency. An itemized work ticket indicating all work completed, parts ordered for a return trip, parts/equipment that are being monitored for future replacement, and any other applicable notes will be sent to PPL’s Maintenance Manager no later than the noon the following business day the work was performed. This must be an electronic or otherwise legible copy of the work ticket. The minimum information on the work ticket will include the date of service, the location services were performed, who performed any work, the number of hours worked, the work accomplished, parts used, parts ordered, anticipated return date, and any additional notes applicable to the visit. The work ticket must be signed by the technician providing service.
9. SERVICES PROVIDED

Contractor will provide the following preventative maintenance services for both PPL active buildings as a part of Exhibit A. PPL will provide an extensive, but not complete list of equipment at the pre-bid meeting and tour of the buildings. This information is provided to assist in development of your proposal.

1. Preventative Maintenance

Preventative maintenance will occur based on the manufacturer’s recommendations for prolonging the life of the equipment. The following are the minimum required services; however, the manufacturer may require additional services to maintain warranty and for prolonging the life of the equipment. The following PM work should be done semiannually unless otherwise noted (any manufacturer’s requirements will supersede PPL’s requirements). Travel times and costs shall be a part of the preventative maintenance service agreement.

* + Visually and audibly inspect systems and equipment for proper operation.
  + Check for proper refrigerant, superheat, oil, gas pressure and or H2O/antifreeze levels. Adjust/refill as needed.
  + Change AHU filters with pleated MERV 13 box filters (annually). Change the pre-filter quarterly. Some locations do utilize a MERV 8 pre-filter in the equipment. Equipment older than 2012 utilize MERV 11 filters. Refer back to the manufacturer’s specifications.
  + Check and clean/replace cabinet unit heaters, fan coil units, minis split units, etc. filters.
  + Clean evaporator coils (once a year).
  + Clean condenser coils and fan blades (quarterly).
  + Inspect and clean/repair drain lines and drain pans as needed.
  + Inspect and tighten wiring and electrical connections.
  + Inspect fan motors, belts, pulleys, and clean blowers. At a minimum, belts shall be replaced annually.
  + Check belt tension and sheave alignment. Adjust as needed.
  + Inspect and secure all mounting hardware.
  + Verify proper operation of dampers, actuators and linkage. Adjust & lubricate as necessary.
  + Check and record all coil delta T (annually).
  + Inspect heat exchangers.
  + Inspect compressors, evaporators.
  + Inspect and adjust ignition and burner assemblies.
  + Inspect boiler drain, relief valves, and pressure gauges.
  + Inspect flues. Reseal as needed.
  + Lubricate bearings, pumps and motors (annually).
  + Inspect couplings, check for leaks.
  + Check fault histories. Check controllers
  + Check starter contacts for wear.
  + Clean chiller barrel tubs each winter.
  + Check all expansion tanks, air/oil separators and cabinet unit heaters (annually).
  + Check all pumps (semi-annually).
  + Check all fan coil units and cabinet unit heaters for proper operation in early fall.

1. Repair and replacement labor shall include job labor, travel labor, trip charges, parts procurement, and any other expense associated with repair, removal and replacement of broken, worn or doubtful parts, and or components.
2. Parts, components, and supplies required to keep PPL equipment in proper operation and working efficiently shall be included as a part of the preventative maintenance portion of this proposal.
3. Trouble and or emergency calls shall include job labor, travel labor, trip charges, and any other cost assisted with unscheduled work resulting from any abnormal conditions. Emergency after hours calls (5pm-6am) must be returned within 30 minutes of the initial call from PPL. The service response must be within two hours of the initial call from PPL. Any unscheduled request for service must have a response and a technician to the building within two hours of the initial call from PPL unless otherwise agreed to.
4. Costs not covered under this agreement. Please spell out any cost not covered by this agreement. Include labor charges, travel charges, fuel charges, environmental, administration fees, material, and tool charges.
5. Cost of equipment will include a markup for profit and overhead. This will be a percentage of the cost of the parts or equipment not covered by the preventative maintenance agreement.
6. TAX EXEMPT

All materials purchased for use on PPL properties under this contract will be tax exempt from any State of Ohio sales tax. A blanket Certificate of Exemption form will be furnished to the successful proposer by PPL’s Finance Department.

1. STANDARD TERMS AND CONDITIONS
2. Term

The Agreement shall commence upon execution of a contract with a start date on or about March 1, 2022 or sooner. The initial agreement shall be for two (2) years with an optional renewal of an additional two (2) years.

1. Proposal Costs

Each proposer shall be responsible for any and all costs associated with the preparation of a response to this RFP. All documents, materials or the like submitted as a part of this RFP will become the property of PPL once submitted. Proposers selected for further interviews and or negotiations will also be responsible for any costs incurred during this expanded process.

1. Compensation

The successful proposer shall invoice no sooner than ten days after the start of the services. Invoicing should occur at regular monthly intervals and include a purchase order number. Invoices shall be submitted to the Finance Department and will be paid in thirty days or less unless there is a dispute with the invoice.

1. Standard of Care

The successful proposer will exercise the same degree of care in servicing PPL equipment as would be expected by any other professional under the same circumstances.

1. Indemnification

The successful proposer shall indemnify and defend PPL, its Board, officers, employees and agents from and against all claims, demands, losses, damages,

fines/penalties, and expenses (including attorney expenses) that arise from or are a result of or in connection with the course of the performance of the work and the obligation herein, including any claims from subcontractors and or suppliers contracting with the successful proposer. The provisions of this section of the Request for Proposal shall survive the expiration or termination of this Agreement.

1. Insurance

During the terms of agreement with the successful proposer, the successful proposer shall maintain, at their cost no less than the following insurance issued by an insurance company authorized to conduct business in the State of Ohio and having an AM Best rating of A or better:

Evidence of Insurance (Acord 25)

Notice of Cancellation (30 days/10 for cancellation due to nonpayment of premium)

* 1. General Liability:

Commercial General Liability with a limit of not less than $1M per occurrence;

$2M Products and

Completed Operations Aggregate and $2M General Aggregate

Include Premises and Products/Completed Operations and Ohio Employers Liability with a limit not less than $500K each accident

* 1. Automobile

Automobile Liability (with a limit of not less than $1M combined single limit for Bodily Injury and Property Damage

Include coverage for any auto (Symbol 1)

* 1. Umbrella/Excess Liability

Umbrella/Excess Liability limits to apply excess of underlying Commercial General Liability, Automobile Liability and Ohio Employers Liability (with a limit not less than $1M)

Pickerington Public Library shall be covered as additional insured under Contractor’s general, automobile, and umbrella policies for liability arising out of the negligent acts or omissions of Contractor. Additional insured coverage must be provided on a primary/noncontributory basis and reflected on the certificate of insurance.

Workers Compensation Certificate for State of Ohio must be submitted to PPL as a part of the signed Contract.

1. Termination

This Agreement may be terminated by PPL upon written notice in the event the successful proposer fails to provide services as laid out in this Request for Proposal. Should any equipment or materials be damaged due to the lack of standard of care, the Contractor shall have ten (10) business days to make corrections or submit a plan for corrections. The plan must lay out an agreed upon timeline for corrections to be made.

PPL may terminate the Agreement at PPL’s discretion up to thirty (30) days written notice. In the event of termination, PPL will pay for services provided up to the termination date. Such termination will not relieve the Contractor from damages sustained by their negligence.

1. Subcontracting

A subcontractor can be utilized to subsidize the Contractor upon written agreement by all parties.

1. EVALUATION CRITIERIA

PPL will evaluate each proposal submitted based on the following criteria. After review of the written proposals, PPL may invite up to two proposers for an in-person presentation to discuss their proposal and get any necessary clarifications.

The evaluations will be completed on the information provided in the submitted proposals only:

|  |  |
| --- | --- |
| Cost for Services | 35% |
| Previous Experience in Similar Facilities with Similar Equipment | 30% |
| References | 20% |
| Key Personnel | 10% |
| Pickerington (15 mile radius)/Local Business | 5% |

Incomplete or non-responsive proposals, failure to attend or send a representative to the mandatory pre-bid tour may disqualify any vender and their proposal, immediately. Due to the multiple stops for the building tour, every vender or vender’s representative will be required to sign in at each location. Failure to sign in may also be cause for disqualification.

Exhibit A

Building Locations

Pickerington Main:

201 Opportunity Way

Pickerington, Ohio 43147

Sycamore Plaza:

7861 Refugee Rd

Pickerington, Ohio 43147

Exhibit B

Proposed Costs

|  |  |
| --- | --- |
| Proposed Preventative Maintenance Program | $ |
| Annual cost for services described in the documents above. |  |
| Proposed Preventative Maintenance Program plus all Labor Annual cost for services described in the documents above plus | $ |
| all labor cost for services and repairs outside the Preventative |  |
| Maintenance Program. |  |
| Proposed Preventative Maintenance Program plus Full Coverage | $ |
| Annual cost for services described in the documents above plus |  |
| all labor and material costs for services and repairs outside the Preventative Maintenance Program |  |
| Preventative Maintenance Program | $ |
| Annual cost for services described in the documents above, less air filter replacement. |  |
| Proposed Preventative Maintenance Program plus all Labor | $ |
| Annual cost for services described in the documents above plus  all labor cost for services and repairs outside the Preventative |  |
| Maintenance Program, less air filter replacement. | $\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Proposed Preventative Maintenance Program plus Full Coverage | $ |
| Annual cost for services described in the documents above plus |  |
| all labor and material costs for services and repairs outside the |  |
| Preventative Maintenance Program, less air filter replacement. |  |
| Annual Cost for air filter replacement program only |  |
| (quarterly pre-filter and annual filter replacement) | $ |
| Hourly Labor Rate | $ |
| Hourly Overtime Labor Rate | $\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Exhibit B

Proposed Costs

(Continued)

Hourly Holiday Labor Rate $

Percentage of profit and overhead $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_