

SPECIFICATIONS

11 - 275

FOR TOTAL SYSTEM MAINTENANCE

COUNTY OF SUMMIT DEPARTMENT OF JOB AND FAMILY SERVICES

The Contractor is required to read carefully the specifications for all parts of the work so as to become familiar with the work covered by this agreement. The Contractor shall visit the site and familiarize himself with the existing conditions before submitting his bid. No additional compensation will be awarded due to unfamiliarity. It shall be assumed that he has full knowledge of existing conditions and accepts them as is.

All items of labor, material or equipment not specifically required by the specifications but incidental to or necessary for the proper operation of the various systems, or reasonably implied in connection therewith, shall be furnished as if specifically required by the specifications.

I. SCOPE OF WORK

- A. Contractor shall furnish mechanical maintenance according to the terms and conditions hereafter set forth.
- B. Contractor shall maintain all heating, ventilation, refrigeration, and air conditioning equipment and controls at the County of Summit, Department of Job and Family Services (CSDJFS), 47 North Main Street, Akron, Ohio, as set forth in these specifications. The buildings to be covered are:

- Building 2 - 33-35 N. Main Street
- Building 3 - 25 N. Main Street
- Building 4 - 37 N. High Street
- Garage ----- 40 N. High Street

- C. Contractor will use trained men directly employed or supervised by him. They must be qualified to keep the equipment properly maintained. Contractor will leave with the Director of Building Operations information on how to contact men who are responsible for the work. Contractor must have technician with technical knowledge and understanding of Honeywell EXCEL 5000 system use and programming. Employer or employees should also have a useable understanding of Windows 98 and Windows NT.

- D. Contractor shall submit, with bid, evidence of full service maintenance contract covering all labor, material and equipment replacement. A minimum of ten (10) years' experience in commercial maintenance contracts is required to qualify for bidding. Contractor shall give name and address of at least four (4) customers with whom he has completed full responsibility contracts in excess of \$30,000.00 for at least one (1) year. Failure to submit with bid package will result in the rejection of the bid.
- E. Contractor shall submit, with bid, evidence of documented full service maintenance contracts covering total systems. Contractor shall give name and address of at least five (5) customers with whom he has documented full service continuous maintenance contracts for at least five (5) years. Failure to submit with bid package will result in the rejection of the bid.
- F. A copy of the preventive maintenance work order form which Contractor plans to use shall be submitted with bid and must be approved by the Owner. Failure to submit with bid package will result in the rejection of the bid.
- G. It is the responsibility of the Contractor to verify equipment items and location on the site. Any omissions do not relieve the Contractor of the responsibility for maintaining omitted items.
- H. Contractor will bid a total cost of five (5) years. Time plus material bids or other types of bid prices which do not indicate to the Owner the total cost of maintenance will not be accepted.
- I. Contractor shall submit bids on all of the following parts:
 - 1. Mechanical Maintenance of Equipment.
 - 2. Control System Maintenance including Temperature Controls, Motor Controls, Variable Speed Drives, Control Valves and Traps, Radiator Control Valves, and computer programs.
 - 3. Water Treatment
 - 4. Air Filter Service
 - 5. All required refrigerant use within the complex.
 - 6. Start up and shut down of system per season change.

J. CSDJFS reserves the right to accept or reject any or all bids on the basis of what is considered in the best interests of the Department and the County and also the right to waive any minor defects or informalities in the bids. Any bid which is incomplete, conditional, obscure, or has irregularities of any kind, may be cause for rejection of bid.

K. The Contractor will abide by all federal, state and local laws.

II. MAINTENANCE - MECHANICAL EQUIPMENT

A. All preventive maintenance tasks shall be based on a program using each building's run time and on manufacturer's maintenance recommendations. As work is performed, it shall be checked off on the service sheets and then kept on file by the Contractor. CSDJFS reserves the right to have access to this file within 48 hours of notification of the Contractor. These files must be kept for the life of the contract.

This and all other work is to be performed in a professional manner by properly trained personnel. All maintenance shall include parts, labor, and materials. Preventive maintenance calls shall include checking the performance of all components and testing, adjusting, calibrating, and cleaning of all system components, including: a once-a-year cleaning of all coils during off hours.

B. This mechanical maintenance includes all parts, materials, and labor necessary to make the repairs and, the necessary replacement of any units.

Including:

1. Water circulating pumps as pertaining to heating and cooling systems.
2. Water regulating valves.
3. Float valves.
4. Hand valves.
5. Supply and exhaust fans.
6. Electric motors.
7. Belts.
8. Electric starters.
9. Heating coils, Fin Tubes, Heat Exchangers and Radiators.
10. Cooling coils.
11. Belt drives.
12. Steam traps within the buildings.
13. All water strainers.
14. Capacity and safety devices which control the equipment.

15. All grills and dampers.
16. Unit heaters.
17. Fan cabinets, air handling units.
18. Steam valves and connecting gaskets if any.
19. Vacuum condensate return pumps.
20. Refrigeration chillers and their refrigerant.
21. Cooling towers.
22. Water cooled condensers.
23. Domestic water pumps.
24. Steam hot water converters.
25. Packaged air handling units.
26. Variable speed drives.
27. All microprocessors, communicating bus systems, reprogramming of data programs that are lost due to the break down of the above and/or the replacement of printed circuit boards and devices that pertain to the operations of and communications with all H.V.A.C. equipment. All checking of components and testing, adjusting and calibrating of systems components.
28. All controlling solenoid valves assemblies and parts that control or regulate city water entering into cooling system, such as make up water for water towers and condensers during use of air conditioning systems and their operations.
29. Electric heating cables used to keep water lines from freezing on water towers during winter use, and all controls pertaining to the operations of these devices.
30. All H.V.A.C. duct smoke detectors that operate, shut-down, or control units.
31. All modulating motors and their controls.
32. 3 way valves for heat pump units.
33. All heat pump units and equipment contained in.
34. All stand alone units
35. All ceiling A/C units
36. Expansion and storage tanks necessary for heating

III. MAINTENANCE - CONTROL SYSTEM

- A. All preventive maintenance tasks shall be based on a program using each building's run time and on manufacturer's maintenance recommendations. As work is performed, it shall be checked off on the service sheets and then kept on file by the Contractor. CSDJFS reserves the right to have access to this file within 48 hours of notification of the Contractor. These files must be kept for the life of the agreement.

This and all other work is to be performed in a professional manner by properly trained personnel. All maintenance shall include parts, labor, and materials. Preventive maintenance calls shall include checking the performance of all components and testing, adjusting, calibrating, lubricating and cleaning of all system components.

- B. This mechanical maintenance includes all parts, materials, and labor necessary to the repairs and, in addition, the necessary replacement of any units listed. All parts replacements shall be made with new parts.

Automatic control shall include:

1. Thermostats
2. Humidity controls
3. Temperature controls
4. Pressure controls (including filters)
5. Relays
6. Control Motors
7. Circuit cards
8. Dampers and mixing boxes
9. Pneumatic-electric switches
10. Electric-pneumatic switches
11. All air-compressing units complete
12. Freezestats
13. Compressors
14. Air dryers
15. Control transformers
16. Thermostatic control valves for heating and cooling systems
17. Variable speed drives
18. All microprocessors which control all H.V.A.C. components or devices pertaining to the temperature, humidity or operation of the units themselves, printed circuit boards and devices that pertain to the operations of and communications with all H.V.A.C. equipment.
19. Adjustable speed fan drive controllers.
20. All solenoid valves controlling fluids pertaining to the operation of all H.V.A.C. equipment, and/or water towers, condensers, or devices used for winter cooling when towers are drained.
21. All motorized control devices.
22. Spence valves and /or stem and pressure control devices.

IV. MAINTENANCE - WATER TREATMENT

- A. Contractor shall provide a water treatment program designed to provide suitable preventative maintenance to preserve the equipment, maintain its

efficiency, prolong its life, and avoid malfunction or breakdown. All maintenance shall include parts, labor, and materials.

- B. The water treatment program shall include:
 - 1. Cooling towers
 - 2. Condenser water system
 - 3. Chilled water system
 - 4. Drip pans
- C. The water treatment program shall be designed for scale control, corrosion control, and control of biological fouling.
- D. Chilled water system.

Contractor shall provide all parts, labor, materials and chemical feed pumps to:

- 1. Drain system of existing water and treatment chemicals.
- 2. Refill system with clean water and add the required dosage of chemical treatment. Chemical shall be a non-chromate corrosion inhibitor such as the borate nitrate type. It shall be acceptable to the pollution agencies to be a non-pollutant.
- 3. Contractor shall provide necessary parts, labor, and materials to test and maintain proper treatment level.

- E. Cooling towers and condenser water system.

The Contractor shall provide all parts, labor and materials to:

- 1. Drain and complete flush of cooling towers.
- 2. An automated system capable of sensing a change in operating conditions and capable of taking proper action to make adjustments in chemical treatment and bleed of tower water will be used.
- 3. Chemical shall be a multi-duty scale and corrosion inhibitor. The chemical shall be non-acid, non-chromatic, non-toxic, and shall be biodegradable E.P.A. approved.
- 4. The Contractor shall provide the necessary parts, labor, and materials, to test and maintain the proper treatment level. A copy of test results will be supplied to Owner`s representative.

5. A copy of M.S.D.S. sheets will be supplies to Owner's representative.

F. Contractor is responsible for water treatment as listed above in all the buildings covered under this agreement. Contractor shall not be responsible for any treatment of the steam system from the city steam system.

V. MAINTENANCE - AIR FILTER MAINTENANCE SERVICE

A. Contractor shall provide air filter service which includes labor, frames, and replacement filter media and other materials necessary for this service. Replacement shall be as needed, with a minimum of four (4) complete changes per year, January, April, July and October. Except for bag filters which will be changed every January, once a year.

B. Air filters:

1. Filters shall be extended surface, pleated panel disposal filters.
2. Filter shall consist of white pleated media pack enclosed in a heavy duty chipboard frame. Filters shall be available in 1/2", 1", 2" and 4" depths and shall be furnished in the maximum depth that the existing holding frame will accommodate.
3. A wire grid shall be bonded to the leaving air side of the filter to support the media and to maintain the uniform shape of the pleats.
4. The frame shall be two pieces, die-cut from heavy duty chipboard, one on the entering air side and one on the leaving air side, when assembled, the two mating halves of the frame shall overlap to provide a double wall on all four sides. The pleated media rack shall be bonded to the inside of the frame, forming a totally unitized construction and providing a positive seal against leakage.
5. Average efficiency shall be 25 to 30% based on ASHRAE 52-76 test method. Performance tolerances shall conform to Section 7.4 of AIR Standard 850-78.
6. A bag type air filter, the average efficiency 55-65% based on ASHORE 52-76 test method. Performance tolerance shall conform to section 7.4 of AIR Standard 850-78.

7. Filters shall be UL Class 2 approved and listed. Testing and performance shall be according to UL Standard 900.

VII. EMERGENCY SERVICE

- A. All planned, preventive maintenance service work under these specifications shall be performed during the regular working hours of the regular work day.
- B. Emergency service including overtime service shall be included. Such service of this nature that may be required in order to keep the system in proper operation shall be provided with reasonable promptness, but never to exceed an 8-hour response period. Emergency service shall be provided on a 24-hour, 7-day a week basis at no additional charge.

VIII. PARTS AND COMPLETE REPLACEMENTS

- A. The Contractor will repair or replace worn parts or complete components with new parts. Reconditioned components may be used only when delivery time of new components is excessive, and it is mandatory to get a piece of equipment in operation until new replacement parts become available.
- B. Damage obviously due to vandalism will be reimbursable by CSDJFS to the Contractor for replacement parts used plus the labor necessary to install parts.

IX. SPECIAL CONDITIONS

- A. The Contractor shall not be required to make safety tests and to install new attachments or additional controls or equipment as recommended or directed by any governmental authority and to make replacements mentioned herein with parts or devices or a different design for any reason whatsoever. Contractor shall be reimbursed for any expenses, parts, or labor which are incurred because of the above-mentioned work.
- B. It is agreed that the Director of Building Operations will provide access to all devices which are to be serviced. The Contractor shall be free to start and stop all primary equipment incidental to the operation of the mechanical system(s) as arranged with and directed by the Director of Building Operations or his duly authorized representative. The Director of Building Operations will take responsibility for equipment malfunction where such access is denied.
- C. The Contractor shall not be liable for any loss, delay, injury, or damage,

whether direct or consequential, that may be caused by conditions beyond the Contractor's direct control including, but not limited to, acts of government, strikes, lockouts, fire, explosions, theft, riot, civil commotion, war, malicious mischief, floods, and other acts of God.

- D. The following items pertaining to the system are not included under this agreement:
1. The replacement or repair of non-moving parts of heating, cooling, and ventilating equipment, such as fan ductwork and shells, etc.
 2. Maintenance or repair of electrical wiring, not pertaining to H.V.A.C., drains, plumbing, oil storage tanks, oil and/or gasoline and domestic water lines.
 3. New and/or replacement parts that are specifically requested by the Building Maintenance Manager or the administration.
- E. This maintenance agreement shall begin on September 1, 2011 or as soon thereafter as possible, and continue for a period of five (5) years. CSDJFS may terminate this agreement at any time by giving 30 days written notice by certified mail. Should cancellation occur, a refund of the sum paid by CSDJFS will be pro-rated on the basis of unused portion of the agreement period paid for. No service charge, handling fees or other penalties for cancellation will be accessible.
- F. Both parties must agree that the agreement is not transferable or assignable.
- G. It is further understood that no other agreement, oral or written, expressed or implied, shall limit or qualify the terms of this agreement unless such additional agreement is accepted in writing by both parties.
- H. It should further be understood that, should any major component of the system be replaced by the Director of Building Operations, a credit shall be issued by the Contractor pro-rated over the period of time in the agreement period during which service and repair of the new equipment is covered by the manufacturer's or installer's warranty.

Request for Legislation

Date: 6-13-2011

To: Director, Department of Law

Attn: Rose Reitz

Dear Sir/Madam:

✕

First Reading Passage Requested
 yes no

Late Filing
 yes no

Please prepare legislation to: Advertise for bids for a five year(5) full maintenance agreement
Covering the HVAC systems at DJFS.

The following information is to be used in the preamble: Permission to advertise for a five year
full HVAC maintenance agreement at the Truth bldg, bldg 2 and bldg 3.

The Legislation needs to be passed as emergency legislation because:

(Attach any additional documentation supporting or explaining this request)

Draft Legislation attached: yes no

For use in the office/department of : DJFS

Estimate of cost: \$ 300,000.00

Requisition or Purchase Order No.:

Banner Code:

Request prepared by: Name Craig Stanley
Phone 330-926-2405 Date 6-13-2011

Approved Officeholder/Dept. Head Date

Approved Director Dept. of Law Deb Matz/r Date 6-14-11

Approved Director DFB [Signature] Date 6/14/11

Approved Executive [Signature] Date 6/14/11

This form must be received by the Executive's Department of Law no later than 4:00 p.m. on the Tuesday following council committee meetings

*D.M.
Fall*