



September 19, 2017

BID #1285

NBC SPECIFICATIONS FOR HEATING, VENTILATION AND AIR CONDITIONING

VENDOR TO PROVIDE MAINTENANCE SERVICE (AS REQUESTED/DESIGNATED/SCHEDULED BY NBC) FOR THE HEATING, VENTILATION AND AIR CONDITIONING (HVAC) SYSTEMS AND ATC CONTROL SYSTEM AT WATER QUALITY SCIENCE BUILDING (WQSB) LOCATED AT 7 SERVICE ROAD, PROVIDENCE RI 02905

1. Vendor Qualifications

- (A) Vendor and/or plumber shall maintain a current State of Rhode Island HVAC Master License and must record License Number on Page 1 and 2 of enclosed Exhibit "A".
- (B) Vendor shall have been in the commercial plumbing and HVAC business for a minimum of five (5) years, and have available a minimum work force of three (3) State of Rhode Island licensed commercial journeyman plumbers (plumbers) with a minimum of five (5) years commercial plumbing and HVAC experience. Apprentice plumbers (apprentices) shall have a minimum of one (1) year of commercial plumbers and HVAC experience.
- (C) Vendor shall have been in automatic temperature controls programming (specifically, but not limited to, JCI) for a minimum of five (5) years
- (D) Vendor shall provide documentation of RI HVAC Master License and commercial experience for plumbers and apprentices when requested by NBC.
- (E) Vendor must have staffing capable of responding to multiple service site requests simultaneously.
- (F) Vendor shall not sublet any portion of service without the written approval of NBC Management.
- (G) Vendor must be prepared to accept NBC staff visit to their service facility for a review of their ability to meet the NBC Specification Requirements.
- (H) Any work requiring a separate license shall be performed under the applicable license as required under local or state law.

2. General

- (A) Work to be performed shall include preventive and corrective maintenance along with improvement or survey projects.
- (B) Vendor must be capable of performing all Maintenance Service/Repairs/Replacements for NBC HVAC system equipment including:
 - (1) Air conditioning
 - (2) Air Handling
 - (3) Sheet metal and duct work
 - (4) Sensing components
 - (5) Control devices
 - (6) Control Systems programming

3. Preventive Maintenance

- (A) Shall be scheduled four (4) times a year during the months of December, April, July, and October.
- (B) Shall cover the equipment itemized on Attachment No.1 which shall be a part of these specifications.
- (C) Functions to be performed during each service shall include but not limited to:
 - (1) Clean all control cabinets and components
 - (2) Check all chiller components for pressures and controls.
 - (3) Clean chiller coils (2 times a year, April and October)
 - (4) Inspection and operation of air conditioning system (air conditioning season).
 - (5) Replace all fiber type (replaceable) filters and clean all washable filter elements, check ductwork connections.
 - (6) Check electrical connections, advise on electrical problems.
 - (7) Make adjustments as needed within systems
 - (8) Check and lubricate (if possible) condenser fans.
 - (9) Provide lubrication as necessary.
 - (10) Power wash and clean all condenser coils 2 times a year.
 - (11) Inspect all HVAC systems drive belts and replace at least once a year or if necessary, if requested by NBC.
 - (12) Glycol Make-Up Systems
Clean tank, tank probes and replace filters
 - (13) Maintain JCI Automatic Temperature Controls System and install all the necessary upgrades
 - (14) Make written recommendations for future work where and when appropriate.

4. Corrective Maintenance

- (A) Shall always be authorized by a coordinating member of NBC management.
- (B) When designated as “emergency”, shall be responded to within two (2) hours of such notice, regardless of hour of day or day of week.
- (C) Routine service requests made prior to noon of any workday shall be responded to at the start of the next regular workday.

5. Improvement and Survey Projects

Vendor shall be prepared, when authorized, to perform special improvement and survey projects related to the HVAC systems.

6. HVAC Related Components, Parts and Accessories

- (A) Shall only be supplied by vendor when specifically approved or requested by NBC.
- (B) All pricing to include delivery to NBC site identified by order originator.
- (C) All products supplied must be of Original Equipment Manufacturer (OEM) unless exception is approved by NBC in writing. Warranty period for vendor provided materials shall be for a period of one year after completion of the installation or within the manufacturers' warranty, whichever is the later period. The warranty period shall commence upon date of acceptance by NBC.

7. Additional Requirements

- (A) Under no circumstances shall Chloro Fluoro Carbon (CFC), from air conditioners, be released into the atmosphere.
- (B) Vendor must supply, at time of delivery or before, the material safety data sheet (M.S.D.S.) for each chemical substance product supplied in quantities (volume/weight) of two (2) gallons/ten (10) pounds or more and for any known carcinogen in any quantity.
- (C) If requested, (before, during or within fifteen days of job completion) by an NBC coordinating management representative, vendor shall incorporate into the scope of the job and supply to NBC (within thirty days) two copies of an acceptable reference document containing a sketch with a written description as well as all specifications for any modification to an existing NBC Site/Building/Equipment System.
- (D) Vendor shall furnish service on a twenty-four-hour/seven day a week basis and list phone number for requesting such service.
- (E) Vendor representatives must sign-in and personally check in (upon arrival at NBC site) with the senior NBC staff member present, to receive any appropriate instructions/information and upon completion of work must sign-out and check out in person with the senior NBC staff member present, which shall be done consistent with the following:

(1) Seven Service Road, WQSB

Check-in and out, 7:30 A.M. – 3:30 P.M., Mon-Fri (except holidays) with NBC Laboratory Clerk on second floor.

- (F) At completion of on-site work on each day, a vendor service representative must complete and sign a written narrative "report of work performed" to include: NBC work order number (which will be provided to vendor at time of order placement), date, site street address, building/area, specific equipment, parts/materials installed/used and labor hours expended. Report shall be on vendor form for Field's Point and Bucklin Point, but on NBC Form for the Interceptor Network Sites (Pumping Stations).

Vendor representative must have report signed by the senior NBC staff member present, to whom a copy of the report shall be given at that time.
Failure to record the NBC work order number on service reports will delay vendor payment processing.

(G) Vendor invoices shall:

(1) Include:

(A) Number and date of invoice

(B) NBC Work Order Number

(C) List of each service report with number, date and total dollar amount.

(D) As attachment (s), a copy of each fully priced (with labor and individual part pricing) service report listed on the invoice.

(E) Have copy of vendor's material cost invoice attached.

(G) Be forwarded to NBC as follows:

Original (with attachments) mailed to:

Narragansett Bay Commission

One Service Road

Providence, RI 02905

ATTN: ACCOUNTING DEPT.

(H) Vendor shall not invoice NBC for any quotes, which may be requested.

(I) In accordance with the Narragansett Bay Commission Permit-Required Confined Space Program, a contractor shall provide their own safety equipment pursuant to US Department of Labor, Occupational Safety and Health ACT (OSHA) 29 CFR 1910.146(d) Standard.

(1) Air testing and monitoring equipment.

(2) Ventilating equipment, such as a blower with hose.

(3) Personal protective equipment such as a harness, lifeline, tripod with winch, hardhat, gloves, boots and tyvex suits.

(4) Lighting equipment to illuminate the space

(5) Barriers, railing and/or shields to prevent someone from falling into the space.

(6) Ladders for egress.

(7) The proper filling out of the permit-required confined space form and to display it in a conspicuous location where it can be seen.

8. Vendor shall invoice NBC only based on:

(A) Bid award hourly labor rates cited by vendor on Exhibit "A" to the NBC Specifications attached to the bid.

(B) Parts, accessories, supplies and materials at vendor cost plus twenty percent (+20%).

(1) Vendor, by submission of bid, agrees to attach, to monthly invoice, copies of material supplier invoices documenting vendor's cost of materials. pricing specification and including note (1) shall be grounds for cancellation of the remaining balance of the bid award blanket agreement.

9. References

- (A) Bidder shall submit, with the bid, the name, address, telephone number and point-of-contact of at least three firms, for which the bidder provided commercial HVAC Services and JCI ATC troubleshooting within the preceding 24 months. References may be checked prior to any bid award. Any negative responses received may result in disqualification of the bid.

NOTES:

- (A) NBC RESERVES THE RIGHT TO ADD, REPLACE OR DELETE SITES AND/OR SPECIFIC HVAC EQUIPMENT AT ANY TIME DURING THE AGREEMENT PERIOD.
- (B) NBC WILL PROCESS VENDOR INVOICES FOR PAYMENT, ONCE A MONTH.
- (C) NBC IS A RI PUBLIC CORPORATION AND IS EXEMPT FROM RI STATE SALES TAX.
- (D) VENDOR MUST LIST ANY EXCEPTION TO NBC SPECIFICATIONS WHETHER RELATED TO SERVICE, CATEGORIES, EQUIPMENT TYPES, SERVICE CALL REPORTS, PARTS, REQUIREMENTS OR INVOICING PROCEDURES. EXCEPTIONS NOTED MUST BE ON SEPARATE COMPANY LETTERHEAD, REFERENCED TO THE NBC BID NUMBER PLUS BID ITEM NUMBER, BE DATED AND SIGNED BY AN AUTHORIZED SIGNATURE WITH TYPED NAME & TITLE OF SIGNATORY.
- (E) QUESTIONS REGARDING THESE SPECIFICATIONS MUST BE ADDRESSED TO EUGENE SORKIN VIA EMAIL ESORKIN@NARRABAY.COM BY NO LATER THAN OCTOBER 26, 2017
- (F) MANDATORY PREBID CONFERENCE AND WALKTHROUGH IS SCHEDULED FOR OCTOBER 23, 2017 AT 10:00AM, IN THE NBC O&M SUPPORT BUILDING, 2 ERNEST ST. PROVIDENCE, RI 02905
- (G) VENDOR MUST SUBMIT ONE ORIGINAL AND ONE COPY OF BID PROPOSAL.

Attachment

ATTACHMENT 1

List of equipment for HVAC Preventive Maintenance Contract:

Air Handling Units

AHU - 1 - Attic

AHU - 2 - Attic

AHU - 3 - Attic

AHU - 4 - Attic

AHU - 5 - Basement

Chillers

CH- 01 - Roof

Ductless Split Air Conditioning Systems

ACU - 1 Teledata Room 1

ACU - 2 Constant Temperature Room

ACU - 3 Basement Electrical Room

ACU - 4 Electrical Room 220

ACU - 5 Electrical Room 239

ACU - 6 Electrical Room 118

ACU - 7 Teledata Room 2

Boilers

Drysteam, boiler/humidifier with a water purification system

Glycol Make-Up Systems

System 1 - Weil Mc Lain boilers

System 2 - CH-01

System 3 - Run-Around Loop

JCI ATC/BMS