



**Solicitation Information**  
11 Feb 09

**RFP # 7203890**

**TITLE: (HVAC) MAINTENANCE AND REPAIR SERVICES PROGRAM**

**Submission Deadline: 16 March 09 @ 2:00 PM (Eastern Time)**

**PRE-BID/ PROPOSAL CONFERENCE: Yes Date: 26 Feb 09 Time: 2:00 PM**  
**Mandatory : No**  
**Location: Department of Administration / Division of Purchases (Bid Room), One Capitol Hill, Providence, RI**

**SURETY REQUIRED: No**

**BOND REQUIRED: No**

**Jerome D. Moynihan, C.P.M., CPPO**  
**Administrator of Purchasing Systems**

**Vendors must register on-line at the State Purchasing Website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).**

**NOTE TO VENDORS:**

**Offers received without the entire completed three-page RIVP Generated Bidder Certification Form attached may result in disqualification.**

**THIS PAGE IS NOT A BIDDER CERTIFICATION FORM**

**REQUEST FOR PROPOSALS FOR HEATING, VENTILATING, and AIR  
CONDITIONING (HVAC) MAINTENANCE AND REPAIR SERVICES PROGRAM  
FOR THE DEPARTMENT OF ADMINISTRATION**

**Section 1 — Introduction**

The Rhode Island Department of Administration / Division of Purchases is soliciting proposals from contractor(s), having experience, licenses, certificates and qualifications in preventive maintenance and repair of residential, commercial and industrial heating, ventilating and air conditioning (HVAC) systems including the furnishing of all labor, equipment, tools, materials, incidentals and the performing of all operations as necessary and described in the bid. The maintenance and repair services, as described, will be referred to herein as HVAC. The state reserves the right to award to multiple vendors

The award(s) will be for three (3) years with the potential for two (2) one-year extensions, in accordance with the terms of this Request for Proposals and the State's General Conditions of Purchase, which may be obtained under the 'Vendor Information' link located on the Rhode Island Division of Purchases web site at: <http://www.purchasing.ri.gov>.

The intent of this solicitation is to establish a **Master Price Agreement** to be used for services on an "as needed" basis. Past utilization is no guarantee of future need. Inclusion as a qualified service provider on a Master Price Agreement is no guarantee of income.

The award(s) will result in a "Master Price Agreement" (MPA), HVAC Maintenance and Repair Services Program, available to all state agencies under the purchasing regulations posted on the purchasing website. It is requested that the same terms and conditions be offered to Rhode Island towns and municipalities as well as quasi public agencies.

This is a Request for Proposals (RFP), not an Invitation for Bid. The responses will be evaluated on the basis of the relative merits of the proposal, in addition to price. Award shall be made to the responsible offeror(s) whose proposal(s) is/are determined in writing to be the most advantageous to the state, taking into account the evaluation factors set forth in this RFP. There will be no public opening and reading of responses received by the Division of Purchases pursuant to this RFP, other than to name offerors who have submitted proposals.

This solicitation, and any subsequent award (s), is governed by the State's General Terms & Conditions (available at [www.purchasing.ri.gov](http://www.purchasing.ri.gov))

**Instructions and Notifications to Offerors**

- Potential offerors are advised to review all sections of this RFP carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
- Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this RFP will be rejected as being non-responsive

- All costs associated with developing or submitting a proposal in response to this RFP, or to provide oral or written clarification of its content shall be borne by the offeror. The State assumes no responsibility for these costs.
- Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
- All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
- Proposals misdirected to other State locations or which are otherwise not present in the Division of Purchases at the time of opening for any cause will be determined to be late and may not be considered. The “Official” time clock is in the reception area of the Division of Purchases.
- In accordance with Title 7, Chapter 1 2 of the General Laws of Rhode Island, no foreign corporation shall have the right to transact business in the state until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). *This will be a requirement only of the successful vendor(s)*
- Offerors are advised that all materials submitted to the State of Rhode Island for consideration in response to the RFP will be considered to be public records, as defined in Title 38 Chapter 2 of the Rhode Island General Laws, without exception, and will be released for inspection immediately upon request, once an award has been made.
- It is intended that an award pursuant to this RFP will be made to a prime contractor, who will assume responsibility for all aspects of the work. Subcontracts are permitted, provided their use is clearly indicated in the offeror’s proposal, and the subcontractor(s) proposed to be used are identified in the proposal.
- The State of Rhode Island has a goal of ten percent (10%) participation by MBE’s in all State procurements. For further information, visit the web site <http://www.mbe.ri.gov>. To speak with an M.B.E. Officer, call (401) 574-8670.
- Interested parties are instructed to peruse the Division of Purchases web site on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP
- **Equal Employment Opportunity (RIGL 28-5.1)**  
**§ 28-5.1-1 Declaration of policy.** — (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies in all areas where the state dollar is spent, in employment, public service, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Employment Opportunity Office, at (401) 222-3090.
- If you wish to seek to do business with the State of Rhode Island, you must register and utilize the E-Verify Program. Please refer to [www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify) or the Division of Purchases website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov) for more information.
- Service providers must adhere to all federal, state, and local regulations regarding HVAC MAINTENANCE AND REPAIR SERVICES.

**Prevailing Wages**

Contractor must pay prevailing wages in accordance with the Rhode Island Department of Labor and Training and provide certified payrolls monthly to the Division of Facilities Management if requested. Hourly wages for each trade must be included.

**Section 2— Background**

The State of Rhode Island has numerous buildings located throughout the State. These buildings all have HVAC systems that will require preventive and repair maintenance in order to keep the equipment in both working order and the buildings properly heated and/or cooled. The health, safety and welfare of the employees, public, customers and clients are enhanced when HVAC systems work well. The State does not have maintenance personnel to provide the required services and is therefore soliciting proposals from qualified contractors.

The State’s facilities are located throughout the State of Rhode Island in the five counties: Providence, Kent, Washington, Newport and Bristol.

The number of facilities where maintenance will be required may change during the life of the contract. Appendix 1 is a current list of the State facilities to be covered under this MPA.

The contractor will be required to perform maintenance and repair on equipment from various manufacturers as some are indicated below.

Carrier	Liebert
Cleaver Brook	McQuay
Friedrich	Slantfin
Honeywell	Trane
Johnson Controls	Weil McLain
Kewanee	York
Broad	Viessmann
Patterson-Kelley	Broad

Contractors, proposals shall indicate the extent to which their firm has the equipment and qualified staff to maintain each of these brands of equipment. Proposals should also detail specifically the names of employees, their resumes and certificates of who have the experience working on each of the brands listed

The contractor will be required to perform maintenance and repair on various types of equipment. The equipment list below typifies the types of components and systems that must be maintained. Contractors are encouraged to make there own inspection for a better understanding of building systems.

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)

Contractors, proposals shall indicate the extent to which his firm has the equipment and qualified staff to maintain each of these types of systems.

**Section 3— Scope of Work — General Requirements**

The intent of this contract is to establish relationships with HVAC contractor(s) that are capable of providing a full spectrum of services consisting of 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.

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

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

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. No travel or portal to portal. The contractor(s) must be capable of making repairs or replacing equipment 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.

The contractor(s) shall furnish all labor, equipment, parts, and materials, to maintain and operate the respective HVAC systems in optimum operating condition at all times. The contractor(s) shall provide the necessary transportation for all repair personnel, materials, and equipment in order to fulfill the terms of the contract. Preventive maintenance, inspections and non-emergency

repairs will be performed at the straight time rate during the each facility's normal business hours if requested.

#### **A. Preventive Maintenance**

Upon specific request, on a per building, per facility or a per unit of equipment basis, the prospective contractor shall provide a written proposal and cost to develop an annual Preventive Maintenance Program. The specific cost and date of completion for the development of this proposal for a Preventive Maintenance Program for each building or unit of equipment shall be submitted by the contractor as part of this RFP. The Preventive Maintenance Program proposed by the contractor should, in general, be consistent with the equipment manufacturer's recommendations. If the contractor's proposal deviates from the manufacturers' recommendations, such deviation should be explicitly identified in his proposal. Water chemical treatment, either for boilers, corrosion control or water towers will be also included as an annual Preventive Maintenance Program. Purchase Orders will be issued under this MPA for Preventive Maintenance Programs as described above.

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.

#### **Additional Preventive Maintenance Charges**

All materials and parts needed for above preventive maintenance shall be at the vendors cost plus a markup percentage. COST PROPOSAL FORM contained in Appendix 2 to this RFP. The State of Rhode Island will have at its discretion to the ability to purchase and provide material under this Award for the vendors, if the State see benefit.

In addition to the total cost to provide a Preventive Maintenance Program, please specify an hourly rate for on site repairs not included in the Preventive Maintenance Program.

Contractor's personnel and sub-contractors must sign in to the State Facility Log indicating purpose of visit, person supervising the work, time arrived, time leaving and may be required to receive a visitors badge before work can begin. No additional travel time charge to provide maintenance, repair or emergency service shall be paid by the State of Rhode Island.

#### **B. General and Emergency Repairs**

Bidders are required to provide pricing for standard labor hours on site, evening and weekend hours, as well as holiday hours for the performance of repairs necessary to ensure that the heating, ventilating, and air conditioning systems operate in accordance with the manufacturer's specifications and building occupant requirements

It is expected that emergency repair service will be available 24 hours a day, 7 days a week, on a year-round basis. The vendor's maximum response time for emergency service must be detailed in the proposal. Vendors must not send two technicians a matter of routine. The Agency must approve if more than one person is necessary.

Contractors will be compensated for parts and materials on the basis of the vendors cost plus a markup percentage as indicated in the COST PROPOSAL FORM contained in Appendix 2 to this RFP. The State of Rhode Island will have at its discretion to the ability to provide and

purchase material and or provide supplemental labor under this Award for the vendors, if the State see benefit.

The Contractor shall procure all necessary licenses and permits needed to conduct the work required under this contract. The State will reimburse Contractor for the cost of permits. All costs and fees related to any licenses shall be the sole responsibility of the Contractor.

**C. General Provisions — Preventive Maintenance / General and Emergency Repairs**

1. All maintenance and repair work performed shall conform to all applicable codes and ordinances, including EPA certified technicians to handle CFC refrigerants.
2. The Contractor shall, at all times, maintain a staff of technicians, qualified and certified, to perform the services required as described in this proposal. (Certification should include having the required Rhode Island license.) A minimum of two (2) technicians shall be available to respond to emergency service calls, which may be received at any time, in order to promptly affect temporary and/or permanent repairs.
3. Certifications shall be submitted with proposal, for all current employees who will service the State's equipment. Any future employees that are hired after the Contract commences must have written certification forwarded to the Division of Purchases prior to their first service call.
4. 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.
5. The Contractor must 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 must provide a copy of current certification with the proposal.
6. The Contractor shall have a dispatcher available through one (1) telephone number and provide 24 hours response to service calls, seven (7) days per week including holidays.
7. Maintenance and repairs of a non-emergency nature, shall be performed on straight time during the normal operating hours of the building in which the work is being performed.
8. Emergency maintenance and repair, requires the Contractor be on site to begin work as soon as possible or within one hour after the initial service call request.
9. During the course of repairs or preventive maintenance, if the technician notices any condition not in his scope of work, that warrants repair or service, this condition should be brought to the owner's attention.
10. Proposals for recommended repair and/or maintenance must be prepared and submitted to the State. Each work item will be described and cost estimated, in the proposal.
11. 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.
12. 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.
13. Contractor must furnish, provide all necessary tools and equipment to perform the work required at no additional cost. (Not including consumables)
14. Vender must be willing to train designated State of Rhode Island facilities personnel in routine preventative maintenance procedures.

15. Contractor shall furnish labor and material rates as indicated on the COST PROPOSAL FORM. Unit price for hourly labor shall include the cost for fringe benefits, overhead, profit and, transportation, etc. No additional mark-up will be allowed. Three tiers of labor skills are recognized for this contract, as follows:

**State of Rhode Island Tiered Labor Rates**

- A. Lowest** - work performed at this rate will include routine and preventative maintenance and inspections on general HVAC equipment such as 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. Individuals performing this type of work must hold the proper Rhode Island State or local apprenticeship license.
  
- B. Medium** - work performed at this rate will include 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. Individuals performing at this rate must have a minimum of 5 years working on this equipment and hold a Rhode Island State Journeyman's license and have proper certification.
  
- C. Highest** - work performed at this rate will include all necessary service, diagnostic, repair and replacement work 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. Individuals performing at this rate must hold a Rhode Island State Journeyman's license and have a minimum of 5 years work experience with these systems or hold a Rhode Island State Journeyman's license and OEM certifications.

**Section 4— Proposal Questions & Submission**

<p><b>PRE-BID/ PROPOSAL CONFERENCE: Yes    Date: 26 Feb 09    Time: 2:00 PM</b> <b>Mandatory : No</b> <b>Location: Department of Administration / Division of Purchases (Bid Room), One Capitol Hill, Providence, RI</b></p>
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Interested offerors may submit proposals to provide the services covered by this RFP on or before the date & time listed on the cover page of this solicitation. Proposals received after this time and date may not be considered. The official clock is in the reception area of the Division of Purchases.

Proposals should include the following:

1. A completed and signed R.I.V.I.P. generated Bidder Certification Cover Form downloaded from the Rhode Island Division of Purchases web site at (click on 'Vendor

Information', then 'General Information' - document located under 'Standard Forms' - follow instructions): <http://www.purchasing.ri.gov>.

2. An original plus five (5) copies of a separate signed and sealed COST PROPOSAL FORM contained in Appendix 2 to this RFP.
3. An original plus five (5) copies of a separate Technical Proposal describing the background, qualification and experience with and for similar services, as well as the work plan or approach proposed for the services needed and described within this document (details follow below).
4. A completed and signed W-9 Form downloaded from the RI Division of Purchases web site at: <http://www.purchasing.ri.gov> (click on RIVIP, then General Information and then Standard Forms).

The Technical Proposal must contain the following sections and information:

**1. Executive Summary**

The Executive Summary will highlight the contents of the Technical Proposal as well as provide the State of Rhode Island evaluators with an overview and broad understanding of the offeror's technical approach, methodology and ability.

**2. Offeror's Organization and Staffing**

This section shall include size of the firm, experience of the firm identification of all staff and/or subcontractors proposed as members of the project team, and the duties, responsibilities, and concentration of effort which apply to each (resumes, licenses, statements of prior experience, certificates and qualifications). An organization chart must be provided in this section. Fill out and include the CHECKLIST OF DESIREABLE QUALIFICATIONS plus resume forms for proposers key staff contained in Appendix 3. Licenses, registrations, certifications, etc., where appropriate.

**3. Work Plan / Approach Proposed**

This section shall describe the offeror's understanding of the State's requirements, including the result(s) intended and desired, the approach and/or methodology to be employed, and a work plan for accomplishing the results proposed. The description of approach shall discuss and justify the approach proposed to be taken for each task or requirement, and the technical issues that may be confronted at each stage of the project.

**4. Previous Experience and Background**

This section includes the following information:

1. A comprehensive listing of similar projects undertaken in similar buildings and implemented, as well as similar clients served. This includes providing a brief description of the projects and the names of staff persons who worked on the projects.
2. The applicant should provide, at a minimum, three references, including the name of a contact person, address, and telephone number the contractor is currently providing an HVAC Maintenance Program. These individuals may be contacted by the State as part of the selection process.
3. The offeror's status as a Minority Business Enterprise (MBE), certified by the Rhode Island Department of Administration, and/or a subcontracting plan which addresses the State's goal of ten percent (10%) participation requirement by MBE's

in all. State procurements. Questions concerning this requirement should be addressed to Charles Newton, MBE Officer, at (401) 574-8253.

- 4 Offeror shall indicate number of years his firm has provided HVAC maintenance service.
- 5 The offeror shall submit appropriate financial-related information in order to provide the State with the ability to judge the offeror's financial capacity and capabilities to undertake and successfully complete the contract. The offeror should submit certified financial statements to include a balance sheet, income statement and statement of cash flow, and all applicable notes for the most recent calendar year or the offeror's most recent fiscal year. The offeror may submit specific financial documents in a separate, sealed envelope/package, within the overall package, clearly marked "Confidential - Financial Information" along with the Bid Proposal.

**5. Submission Deadline: please refer to page one of this solicitation**

An original plus five (5) copies of the Technical Proposal and an original plus five (5) copies of the COST PROPOSAL must be either mailed or hand-delivered in **one** sealed envelope/package marked "RFP 7203890 HVAC Maintenance and Repair Services Program" to:

**Rhode Island Department of Administration  
Division of Purchases, 2nd Floor  
One Capitol Hill  
Providence, RI 02908-5855**

Note: Proposals received after the above-referenced due date and time may not be considered. Proposals misdirected to other State locations by the scheduled due date and time will be determined to be late and may not be considered. Proposals faxed or emailed to the Division of Purchases will not be considered.

**Section 5—Evaluation and Selection**

The state will commission a Technical Review Committee to evaluate and score all proposals using the following criteria:

<b>Criteria</b>	<b>Points</b>
<b>Capacity &amp; Qualifications of the Offeror</b> – qualifications and experience of management, staffing levels, supervisory and other key personnel assigned to the contract with an emphasis on applying the necessary skills/knowledge in fulfilling the requirements of this RFP	20 (Maximum)
<b>HVAC Experience</b> - demonstrated ability and documented experience in successfully completing HVAC contracts of a similar nature as well as the ability to perform the required services described in the Scope of Work	20 (Maximum)
<b>Overall Impression, Capability &amp; Financial Review</b> - overall quality of the work plan and impression of the contractor’s proposal, organization, organizational chart with associated functions as well as the company’s financial stability (include certified financial statements - balance sheet, income statement and cash flow statement	20 (Maximum)
<b>Price / Rates</b> - evaluation on the schedule of rates (includes hourly/overtime rates, routine/repair rates and task/skill level rates) This will be calculated with the bid rate combined average.	40 (Maximum)
<b>Total Points</b>	<b>100</b>

Notwithstanding the above, the State reserves the right to either accept or reject any, or all, options, bids, proposals to waive any technicality, to award on the basis of cost alone and to act in its best interest. Bidders must meet a 60 point minimum score to serve on the qualified provider list of this Master Price Agreement

The State reserves the right to award this contract to multiple vendors. If multiple awards are made, the State shall reserve the right to require price quotations from each vendor prior to the award of the repair work.

The State reserves the right to award by location or groups of locations

Proposals found to be technically or substantially non-responsive, at any point in the evaluation process, will be rejected and not considered further. The State, at its sole option, may elect to require presentation(s) by offerors in consideration for the award. An award will not be made to a contractor who is neither qualified nor equipped to undertake and complete required work within a specified time.

The Technical Review Committee will present written findings, including the results of all evaluations, to the State Purchasing Agent or his designee, who will make the final selection for this requirement. When a final decision has been made, a notice will be posted on the Rhode Island Division of Purchases web site.

## APPENDIX I BUILDING LIST

Bicentennial Building  
150 Benefit Street  
Providence, R, I, 02903

Board of Elections  
50 Branch Avenue  
Providence, RI 02904

Cannon Building  
Three Capitol Hill  
Providence, RI 02908

Computer Center  
44 Hartford Avenue  
Johnston, RI 02919

Cranston St. Armory  
127 Dexter Street  
Cranston, RI 02907

Health Lab  
50 Orms Street  
Providence, RI 02908

State Office Building  
Two Capitol Hill  
Providence, RI 02908

RI State House  
90 Smith Street  
Providence, RI 02908

Washington Government Center  
4800 Tower Hill Road  
Wakefield RI 02879

Veterans Memorial Auditorium  
83 Park Street  
Providence, RI 02908

William E. Powers Building  
One Capitol Hill  
Providence, RI 02908

Veterans Home  
480 Metacom Avenue  
Bristol, RI 02809

Department of Labor & Training  
1311 Pontiac Ave  
Cranston, RI 02920

### **4 FIELD OFFICES:**

877 Broadway, East Providence, RI  
217 Pond Street, Woonsocket, RI  
1330 Main Street, West Warwick, RI  
470 Metacom Avenue, Warren, RI

Zambarano Hospital Complex  
2090 Wallum Lake Road  
Pascoag, RI 02859

Shepards Building  
80 Washington Street  
Providence, RI 02903

Attorney General's Office  
150 South Main Street  
Providence, RI 02903

**Pastore Center**  
Cranston, RI

### **Bldg # / Street Address**

52 / 14 Harrington Rd.  
54 / 56 Harrington Rd  
55 / 35 Howard Ave  
56 / 2 Regan Ct  
57 / 25 Howard Ave  
58 / 30 Howard Ave.  
60 / 3 Regan Ct.  
74 / 41 West Rd  
97 / 16 Schesler Lane  
166 / 80 East St.  
157 / 5 Rossi Circle  
158 / 9 Rossi Circle  
165 / 87 Power Rd.

Colony House  
Washington Square  
Newport, RI 02840

**APPENDIX II  
COST PROPOSAL FORM**

**RFP#** \_\_\_\_\_ **OPENING DATE & TIME:** \_\_\_\_\_ **RFP #** \_\_\_\_\_  
**BLANKET REQUIREMENTS:** \_\_\_\_\_  
**(WITH THREE (3) ANNUAL OPTIONS FOR RENEWAL)**

ITEM NO.	DESCRIPTION	SKILL LEVEL		
		<u>Highest</u>	<u>Medium</u>	<u>Lowest</u>
				<u>Average</u>
		\$ _____	\$ _____	\$ _____
1	Straight Time On Site	\$ _____	\$ _____	\$ _____ 1
2	Overtime On Site	\$ _____	\$ _____	\$ _____ 2
	<u>Year 2</u>			
3	Straight Time On Site	\$ _____	\$ _____	\$ _____ 3
4	Overtime On Site	\$ _____	\$ _____	\$ _____ 4
	<u>Year 3</u>			
5	Straight Time On Site	\$ _____	\$ _____	\$ _____ 5
6	Overtime On Site	\$ _____	\$ _____	\$ _____ 6
	<u>Year 4</u>			
7	Straight Time On Site	\$ _____	\$ _____	\$ _____ 7
8	Overtime On Site	\$ _____	\$ _____	\$ _____ 8
9	<b>TOTAL AVERAGE STRAIGHT TIME LABOR:</b>	\$ _____	\$ _____	\$ _____ 9
		<u>Total</u>	<u>Total</u>	<u>Total</u>
	<b>Materials : Cost Margin Percentage</b>			_____ %

**APPENDIX III**

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CHECKLIST OF DESIREABLE QUALIFICATIONS

NUMBER OF  
INDIVIDUALS ON STAFF

- |    |   |       |
|----|---|-------|
| 1. | Technicians having EPA certificates to handle CFC refrigerants<br>(Copy of each certificate)          | _____ |
| 2. | Provide copy of licenses for mechanical contractors on staff.   | _____ |
| 3. | Provide resumes of one technicians with five (5) years or more<br>chiller experience of over 200 ton. | _____ |
| 4. | Resume of personnel experienced to service Broad, York, Carrier and Trane<br>_____<br>equipment.      | _____ |
| 5. | Provide resume of technicians with experience in high<br>pressure boilers for boilers over 200 h.p.   | _____ |
| 6. | Copy of license or resume for stationary engineer(s)  | _____ |
| 7. | Provide completed resume forms CS95-1 for all<br>key personnel.                                       | _____ |
| 8. | Identification of subcontractors, their function<br>(Identify and describe function of use.)          |       |
|    | a.  |       |
|    | b.  |       |
|    | c.  |       |
|    | d.  |       |
|    | e.  |       |

**APPENDIX III**  
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**RESUME FORM (CS 95-1)**

**RESUME: (USE THIS FORM WHENEVER A RESUME IS REQUESTED)**

Complete this form for each Service Technician on your staff

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Licenses Held: \_\_\_\_\_

Certificates Held: \_\_\_\_\_

Diploma Held: \_\_\_\_\_

OEM Courses Taken: \_\_\_\_\_

Years With Your Company: \_\_\_\_\_

Prior Employer: \_\_\_\_\_

Years With Prior Employer: \_\_\_\_\_

Years Of Experience In Each Field: \_\_\_\_\_  
(Enter years)

Chiller Service: \_\_\_\_\_

High Pressure Boiler Service: \_\_\_\_\_

Plumbing: \_\_\_\_\_

Electrical: \_\_\_\_\_

Mechanical Equipment Service: \_\_\_\_\_

Indicate which requirement under section I. 3 that this person fulfills (a-v)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**APPENDIX IV  
Proposal Costs for Preventative Maintenance Program**

<b>Facility</b>	<b>Cost</b>	<b>Facility</b>	<b>Cost</b>
Bicentennial Building 150 Benefit Street Providence, R, I, 02903	\$	Attorney General's Office 150 South Main Street Providence, RI 02903	\$
Board of Elections 50 Branch Avenue Providence, RI 02904	\$	Department of Labor & Training 1311 Pontiac Ave Cranston, RI 02920	\$
		<b>DLT FIELD OFFICES:</b>	
Cannon Building Three Capitol Hill Providence, RI 02908	\$	877 Broadway, East Providence	\$
		217 Pond Street, Woonsocket	\$
Computer Center 44 Hartford Avenue Johnston, RI 02919	\$	1330 Main Street, West Warwick	\$
		470 Metacom Avenue, Warren	\$
Cranston St. Armory 127 Dexter Street Cranston, RI 02907	\$	<b>Pastore Center - Blg No. / Address, Cranston</b>	
		52 / 14 Harrington Rd.	\$
Health Lab 50 Orms Street Providence, RI 02908	\$	54 / 56 Harrington Rd.	\$
		55 / 35 Howard Ave.	\$
State Office Building Two Capitol Hill Providence, RI 02908	\$	56 / 2 Regan Ct.	\$
		57 / 25 Howard Ave	\$
Veterans Memorial Auditorium 83 Park Street Providence, RI 02908	\$	58 / 30 Howard Ave.	\$
		60 / 3 Regan Ct.	\$
Washington Government Center 4800 Tower Hill Road	\$	74 / 41 West Rd	\$

<b>Facility</b>	<b>Cost</b>	<b>Facility</b>	<b>Cost</b>
William E. Powers Building One Capitol Hill Providence, RI 02908	\$	166 / 80 East St.	\$
		157 / 5 Rossi Circle	\$
Veterans Home 480 Metacom Avenue Bristol, RI 02809	\$	158 / 9 Rossi Circle	\$
		165 / 87 Power Rd.	\$
Shepards Building 80 Washington Street Providence, RI 02903	\$	Zambarano Hospital Complex Wallum Lake Road Pascoag, RI 02859	\$
Colony House Washington Square Newport, RI 02840	\$	RI State House 90 Smith Street Providence, RI 02908	\$

**Written detailed proposals, mythology, a proposed scope, and cost for each of the above building and facilities should be attached separately.**