

Request for Quote

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
 ONE CAPITOL HILL
 PROVIDENCE RI 02908

CREATION DATE : 09-OCT-13
 BID NUMBER: 7521368
 TITLE: HVAC MAINTENANCE & INSPECTION
 BLANKET START : 01-NOV-13
 BLANKET END : 31-OCT-16
 BID CLOSING DATE AND TIME: 01-NOV-2013 11:00:00

BUYER: Hill, Lisa
 PHONE #: 401-574-8118

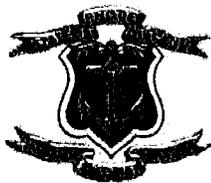
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 DOT ACCOUNTS PAYABLE
 TWO CAPITOL HILL, RM 243
 SMITH ST
 PROVIDENCE, RI 02903
 US

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 DOT MAINTENANCE BUSINESS OFFICE
 360 LINCOLN AVE
 WARWICK, RI 02888
 US

Requisition Number: 1340576

| Line | Description | Quantity | Unit | Unit Price | Total |
|------|--|----------|------------|------------|-------|
| 1 | BLANKET REQUIREMENTS: 11/1/13 - 10/31/16 MAINTENANCE AGREEMENT FOR THE TRANE HVAC SYSTEM LOCATED AT HIGHWAY & BRIDGE MAINTENANCE HEADQUARTERS, 360 LINCOLN AVENUE, WARWICK, RI. ALL WORK TO BE PERFORMED BY FACTORY TRAINED SERVICE TECHNICIANS ON TRANE EQUIPMENT. DOT: YEAR 1 - 11/1/13 - 10/31/14 ANNUAL PRICE FOR HVAC INSPECTION PER ATTACHED LIST | 1.00 | Year | | |
| 2 | DOT: YEAR 2 - 11/1/14 - 10/31/15 ANNUAL PRICE FOR HVAC INSPECTION PER ATTACHED LIST | 1.00 | Year | | |
| 3 | DOT: YEAR 3 - 11/1/15 - 10/31/16 ANNUAL PRICE FOR HVAC INSPECTION PER ATTACHED LIST | 1.00 | Year | | |
| 4 | DOT: YEAR 1 - 11/1/13 - 10/31/14 BI-ANNUAL PRICE FOR HVAC INSPECTIONS PER ATTACHED LIST | 2.00 | Semiannual | | |
| 5 | DOT: YEAR 2 - 11/1/14 - 10/31/15 BI-ANNUAL PRICE FOR HVAC INSPECTIONS PER ATTACHED LIST | 2.00 | Semiannual | | |
| 6 | DOT: YEAR 3 - 11/1/15 - 10/31/16 BI-ANNUAL PRICE FOR HVAC INSPECTIONS PER ATTACHED LIST | 2.00 | Semiannual | | |
| 7 | DOT: YEAR 1 - 11/1/13 - 10/31/14 QUARTERLY PRICE FOR HVAC INSPECTIONS PER ATTACHED LIST | 4.00 | Quarter | | |
| 8 | DOT: YEAR 2 - 11/1/14 - 10/31/15 QUARTERLY PRICE FOR HVAC INSPECTIONS PER ATTACHED LIST | 4.00 | Quarter | | |
| 9 | DOT: YEAR 3 - 11/1/15 - 10/31/16 QUARTERLY PRICE FOR HVAC INSPECTIONS PER ATTACHED LIST | 4.00 | Quarter | | |
| 10 | DOT: YEAR 1 - 11/1/13 - 10/31/14 HVAC HOURLY LABOR RATE FOR REPAIRS (PER TECHNICIAN) ON SITE | 1.00 | Hour | | |
| 11 | DOT: YEAR 2 - 11/1/14 - 10/31/15 HVAC HOURLY LABOR RATE FOR REPAIRS (PER TECHNICIAN) ON SITE | 1.00 | Hour | | |

It is the Vendor's responsibility to check and download any and all addenda from the RIVIP. This offer may not be considered unless a signed RIVIP generated Bidder Certification Cover Form is attached and the Unit Price column is completed. The signed Certification Cover Form must be attached to the front of the offer



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|------|--|----------|------|------------|-------|
| 12 | DOT: YEAR 3 - 11/1/15 - 10/31/16 HVAC HOURLY LABOR RATE FOR REPAIRS (PER TECHNICIAN) ON SITE | 1.00 | Hour | | |
| 13 | DOT: YEAR 1 - 11/1/13 - 10/31/14 HVAC OVERTIME HOURLY LABOR RATE FOR REPAIRS (PER TECHNICIAN) ON SITE | 1.00 | Hour | | |
| 14 | DOT: YEAR 2 - 11/1/14 - 10/31/15 HVAC OVERTIME HOURLY LABOR RATE FOR REPAIRS (PER TECHNICIAN) ON SITE | 1.00 | Hour | | |
| 15 | DOT: YEAR 3 - 11/1/15 - 10/31/16 HVAC OVERTIME HOURLY LABOR RATE FOR REPAIRS (PER TECHNICIAN) ON SITE Line Note to Bidders: PERCENT DISCOUNT FROM MANUFACTURER'S LIST FOR PARTS AS MAY BE NEEDED: _____% | 1.00 | Hour | | |

Delivery: _____

Terms of Payment: _____

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BOILER MAINTENANCE

1. ANNUAL PRESEASON MAJOR MAINTENANCE -- Once a year a thorough preventive maintenance schedule will be performed including the following:
 - a. Check heating surfaces and water side for: corrosion, pitting, scale, blisters, bulges, and soot.
 - b. Inspect refractory.
 - c. Clean or replace water column sight glass, as required.
 - d. Disassemble, clean and inspect low water cutoff control.
 - e. Reassemble low water cutoff controls with new gaskets.
 - f. Test safety/relief valve after start-up.
 - g. Clean burners.
 - h. Clean flame safeguard sensors.
 - i. Clean and adjust ignition electrodes.
 - j. Check gas valve linkages, actuators and operators for proper alignment, tightness and to be leak free.
 - k. Check operation of flame safeguard control.
 - l. Perform pilot turn down test.
 - m. Check operation of low water cutoff and feed control.
 - n. Check settings and test all operating limit controls.
 - o. Check fuel supply pressure and manifold operating pressure and record.
 - p. Check auxiliary equipment operation.
Visually inspect flue piping and connections
 - q. Start burner.
 - r. Perform combustion tests and adjust burner and draft for maximum efficiency.
 - s. Log all operating conditions.
 - t. Review operating procedures and owner's log with boiler operator.
2. SCHEDULED PREVENTIVE MAINTENANCE -- Two (2) inspections during the operating season, inspections and adjustments will be made to include the following:
 - a. Review owner's log. Log all operating conditions.
 - b. Inspect boiler and burner and make adjustments as required.
 - c. Test low water cutoff and pressure relief valve.
 - d. Check for water, steam and fuel leaks.
 - e. Check sequence and operation of flame safeguard control.
 - f. Check setting and test operating and limit controls.
 - g. Check customer's log with operator and discuss operation of boiler.

WRITTEN REPORTS -- Provided to customer representative following each regular inspection or emergency call.

UNIT HEATERS

1. MAINTENANCE -- Twice a year a thorough preventive maintenance schedule will be performed including the following:
 1. Check operation and calibration of gas train components.
 2. Check burner sequence of operation.
 3. Check combustion blower and clean if required.
 4. Check operation of supply fan.
 5. Inspect heat exchanger.
 6. Check and calibrate operating controls.
 7. Check operation and calibration of space thermostat.
 8. Check belts, replace as needed.

WRITTEN REPORTS -- Provided to customer representative following each regular inspection or emergency call.

CABINET UNIT HEATERS

1. ANNUAL WINTER MAINTENANCE -- Once a year a thorough preventive maintenance schedule will be performed including the following:
 - a. Brush and vacuum coil, fan and housing as required.
 - b. Lubricate fan and motor bearings per manufacturer's recommendations.
 - c. Replace air filter
 - d. Check operation of control and hand valves.
 - e. Inspect electrical connections, contactors, relays and operating/safety controls.
 - f. check operation of outside air damper and low temperature protection devices. (if applicable)
 - g. Check unit operation. Adjust as required.

PUMP MAINTENANCE

1. ANNUAL MAINTENANCE AND SEASONAL START-UP
 - a. Clean pump strainers.
 - b. Lubricate pump bearings per manufacturer's recommendations.
 - c. Lubricate motor bearings per manufacturer's recommendations.
 - d. Check motor mounts and vibration pads. Adjust as required.
 - e. Visually inspect pump alignment and coupling.
 - f. Check motor operation conditions.
 - g. Inspect electrical connections and contactors.
 - h. Inspect mechanical seals or pump packing, adjust as required.
 - i. Check suction and discharge pressures.
 - j. Visually inspect level in expansion tank(s)
 - k. Report any uncorrected deficiencies noted.

2. SCHEDULED PREVENTIVE MAINTENANCE – One inspection during the operating season will be made to include:
 - a. Record amperage draw.
 - b. Record pressure readings.
 - c. Inspect mechanical seals or pump packing, adjust as required.
 - d. Check motor mounts and vibration pads. Adjust as required.
 - e. Visually check pump alignment and coupling.
 - f. Report any uncorrected deficiencies noted.

WRITTEN REPORTS -- Provided to customer representative following each regular inspection or emergency call.

UNITARY EQUIPMENT COOLING

1. ANNUAL MAINTENANCE COOLING - Once a year a thorough preventive maintenance schedule will be performed including the following:
 - a. Check unit thoroughly for refrigerant leaks.
 - b. Check and calibrate safety controls and overloads.
 - c. Meg test compressor motor and record readings.
 - d. Check main starter, tighten all starter terminals and check contacts for wear.
 - e. Check oil level in compressor (where applicable).
 - f. Tighten motor terminals and control panel terminals.
 - g. Check crankcase heater.
 - h. Check external interlocks.
 - i. Check oil sample for acid (where applicable).
 - j. Replace belt and adjust alignment and tension if required.
 - k. Lubricate fan bearings.
 - l. Check damper operation. Lubricate and adjust as required.
 - m. Replace filters.
 - n. Inspect air cooled condenser coil.
 - o. Start unit, check controls and calibrate.
 - p. Make operating log including refrigerant pressures, temperatures, super-heat, and sub-cooling.
 - q. Set up operating log with operator, instruct and advise troubleshooting techniques as requested.
 - r. Report any uncorrected deficiencies noted.
2. SCHEDULED PREVENTIVE MAINTENANCE COOLING -- **One (1)** inspection during the operating season will be made to include the following:
 - a. Make operating log of temperatures, pressures, voltages and amperages, etc.
 - b. Check and adjust operating and safety controls.
 - c. Check operation of crankcase heater.
 - d. Check oil level and add as required.
 - e. Check operation of control circuit.
 - f. Replace filters.
 - g. Check operation of motor and starter.
 - h. Report to operator any uncorrected deficiencies noted.

3. ANNUAL MAINTENANCE HEATING - Once a year a thorough preventive maintenance schedule will be performed including the following:

- a. Check main starter, tighten all starter terminals and check contacts for wear.
- b. Tighten motor terminals and control panel terminals.
- c. Check crankcase heater.
- d. Check external interlocks.
- e. Inspect and adjust belt alignment and tension. Replace belts as needed.
- f. Lubricate fan bearings.
- g. Check damper operation. Lubricate and adjust as required.
- h. Replace filters.
- i. Heat Pump option.
 - 1. Check operation of electric heat bank components.
 - 2. Check defrost cycle sequence of operation.
 - 3. Check operation of switchover valve.
 - 4. Check operation of heat pump space thermostat.
 - 5. Check and calibrate operating controls
 - 6. Report any uncorrected system deficiencies.

4. SCHEDULED PREVENTIVE MAINTENANCE HEATING -- One (1) inspection during the operating season will be made to include the following:

- a. Check main starter, tighten all starter terminals and check contacts for wear.
- b. Inspect and adjust belt alignment and tension.
- c. Replace filters.
- d. Heat Pump option.
 - 1. Check operation of electric heat bank components.
 - 2. Check defrost cycle sequence of operation.
 - 3. Check operation of switchover valve.
 - 4. Check operation of heat pump space thermostat.
 - 5. Report any uncorrected system deficiencies.

WRITTEN REPORTS -- Provided to customer representative following each regular inspection or emergency call.

VARIABLE AIR VOLUME UNITS

1. MAINTENANCE -- Once a year a thorough preventive maintenance schedule will be performed including the following:
 - a. Check unit thoroughly for refrigerant leaks.
 - b. Check and calibrate safety controls and overloads.
 - c. Meg test compressor motor and record readings.
 - d. Check main starter, tighten all starter terminals and check contacts for wear.
 - e. Check oil level in compressor (where applicable).
 - f. Tighten motor terminals and control panel terminals.
 - g. Check crankcase heater.
 - h. Check external interlocks.
 - i. Check oil sample for acid.
 - j. Replace belt(s) and adjust alignment and tension if required.
 - k. Lubricate fan bearings.
 - l. Check economizer operation. Lubricate and adjust as required.
 - m. Replace filters. (Two times per year)
 - n. Inspect air-cooled condenser coil. Clean once per year or as required.
 - o. Start unit, check controls and calibrate.
 - p. Make operating log including refrigerant pressures, temperatures, super-heat, and sub-cooling.
 - q. Check operation of discharge air control in all modes of operation.
 - r. Check operation of static pressure control circuitry and hardware.
 - s. Set up operating log with operator, instruct and advise troubleshooting techniques as requested.
 - t. Report any uncorrected deficiencies noted.

2. SCHEDULED PREVENTIVE MAINTENANCE COOLING -- Three (3) inspections during the operating season will be made to include the following:

- a. Make operating log of temperatures, pressures, voltages and amperages, etc.
- b. Check and adjust operating and safety controls.
- c. Check operation of crankcase heater.
- d. Check oil level and add as required.
- e. Check operation of control circuit.
- f. Replace filters.
- g. Inspect blower assembly(s) lubricate fan bearings. Check alignment and tension
- h. Check operation of motors and starters.
- i. Check operation of discharge air control in all modes of operation.
- j. Check operation of static pressure control circuitry and hardware.
- k. Report to operator any uncorrected deficiencies noted.

WRITTEN REPORTS -- Provided to customer representative following each regular inspection or emergency call.

REQUIRED INSPECTIONS ARE LISTED BELOW:

| Equipment: | | Inspections per year |
|----------------------------|------------------------|----------------------|
| VAV rooftop Unit RTU-1 | Trane SAHFC60 | 4 |
| Rooftop Unit RTU-2 | Trane YCD060 | 4 |
| Rooftop Unit RTU-3 | Trane YCD060 | 4 |
| Rooftop Unit RTU-4 | Trane YCD036 | 4 |
| Make Up Air Unit MUA-1 | Trane GRAA-15 | 4 |
| Make Up Air Unit MUA-2 | Trane GRAA-60 | 4 |
| Boiler B-1 | Slant Fin GGT-1200E | 2 |
| Pumps P-1, 2 | Taco-FE-2007 | 2 |
| Cabinet Unit Heater CUH-1 | Sterling-RW | 2 |
| Cabinet Unit Heater CUH-2 | Sterling-F | 2 |
| Unit Heaters UH-1, 29 | Trane | 1 |
| Exhaust Fans EF-1-EF-20 | Greenheck GB-70-GB-540 | 2 |
| Terminal Units FTU-1, 36 | Trane | 2 |
| Split Type Air Conditioner | Sanyo XH2672R | 1 |

Contract Terms and Conditions

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Terms and Conditions

BID STANDARD TERMS AND CONDITIONS

TERMS AND CONDITIONS FOR THIS BID

WAGE REQUIREMENTS

BIDDERS ARE ADVISED THAT ALL PROVISIONS OF TITLE 37 CHAPTER 13 OF THE GENERAL LAWS OF RHODE ISLAND APPLY TO THE WORK COVERED BY THIS REQUEST, AND THAT PAYMENT OF THE GENERAL PREVAILING RATE OF PER DIEM WAGES AND THE GENERAL PREVAILING RATE FOR REGULAR, OVERTIME, AND OTHER WORKING CONDITIONS EXISTING IN THE LOCALITY FOR EACH CRAFT, MECHANIC, TEAMSTER, OR TYPE OF WORKMAN NEEDED TO EXECUTE THIS WORK IS A REQUIREMENT FOR BOTH CONTRACTORS AND SUBCONTRACTORS. THE PREVAILING WAGE TABLE MAY BE OBTAINED AT THE RI DIVISION OF PURCHASES HOME PAGE BY INTERNET at www.purchasing.ri.gov. SELECT "BIDDING INFORMATION", THEN "GENERAL INFORMATION", AND THEN SELECT "PREVAILING WAGE TABLES". PRINTING THE ENTIRE DOCUMENT AVERAGES APPROXIMATELY ONE MINUTE PER PAGE - YOU MAY WANT TO PRINT ONLY THE PAGES APPLICABLE TO YOUR BID. BIDDERS NOTE: IN THE EVENT THIS BID SPECIFIES PRICE OFFERS ON A TIME-AND-MATERIALS BASIS, i.e., AN HOURLY RATE, ANY OR ALL BIDS SUBMITTED IN AN AMOUNT LESS THAN THE PREVAILING RATE IN EFFECT FOR THE WORK COVERED BY THIS REQUEST AS OF THE DATE OF BID ISSUANCE SHALL BE REJECTED BY THE DIVISION OF PURCHASES.

INSURANCE REQUIREMENTS

AN INSURANCE CERTIFICATE IN COMPLIANCE WITH PROVISIONS OF ITEM 31 (INSURANCE) OF THE GENERAL CONDITIONS OF PURCHASE IS REQUIRED FOR COMPREHENSIVE GENERAL LIABILITY, AUTOMOBILE LIABILITY, AND WORKERS' COMPENSATION AND MUST BE SUBMITTED BY THE SUCCESSFUL BIDDER(S) TO THE DIVISION OF PURCHASES PRIOR TO AWARD. THE INSURANCE CERTIFICATE MUST NAME THE STATE OF RHODE ISLAND AS CERTIFICATE HOLDER AND AS AN ADDITIONAL INSURED. FAILURE TO COMPLY WITH THESE PROVISIONS MAY RESULT IN REJECTION OF THE OFFEROR'S BID. ANNUAL RENEWAL CERTIFICATES MUST BE SUBMITTED TO THE AGENCY IDENTIFIED ON THE PURCHASE ORDER. FAILURE TO DO SO MAY BE GROUNDS FOR CANCELLATION OF CONTRACT.

NOTE: IF THIS BID COVERS CONSTRUCTION, SCHOOL BUSING, HAZARDOUS WASTE, OR VESSEL OPERATION, APPLICABLE COVERAGES FROM THE FOLLOWING LIST MUST ALSO BE SUBMITTED TO THE DIVISION OF PURCHASES PRIOR TO AWARD: * PROFESSIONAL LIABILITY INSURANCE (AKA ERRORS & OMISSIONS) - \$1 MILLION OR 5% OF ESTIMATED PROJECT COST, WHICHEVER IS GREATER. * BUILDER'S RISK INSURANCE - COVERAGE EQUAL TO FACE AMOUNT OF CONTRACT FOR CONSTRUCTION. * SCHOOL BUSING - AUTO LIABILITY COVERAGE IN THE AMOUNT OF \$5 MILLION. * ENVIRONMENTAL IMPAIRMENT (AKA POLLUTION CONTROL) - \$1 MILLION OR 5% OF FACE AMOUNT OF CONTRACT, WHICHEVER IS GREATER. * VESSEL OPERATION - (MARINE OR AIRCRAFT) - PROTECTION & INDEMNITY COVERAGE REQUIRED IN THE AMOUNT OF \$1 MILLION.

MULTI YEAR AWARD

THIS IS A MULTI-YEAR BID/CONTRACT. PER RHODE ISLAND STATE LAW 37-2-33, CONTRACT OBLIGATIONS BEYOND THE CURRENT FISCAL YEAR ARE SUBJECT TO AVAILABILITY OF FUNDS. CONTINUATION OF THE CONTRACT BEYOND THE INITIAL

FISCAL YEAR WILL BE AT THE DISCRETION OF THE STATE. TERMINATION MAY BE EFFECTED BY THE STATE BASED UPON DETERMINING FACTORS SUCH AS UNSATISFACTORY PERFORMANCE OR THE DETERMINATION BY THE STATE TO DISCONTINUE THE GOODS/SERVICES, OR TO REVISE THE SCOPE AND NEED FOR THE TYPE OF GOODS/SERVICES; ALSO MANAGEMENT OWNER DETERMINATIONS THAT MAY PRECLUDE THE NEED FOR GOODS/SERVICES.

LICENSE REQUIREMENTS

VENDOR (OWNER OF COMPANY) IS RESPONSIBLE TO COMPLY WITH ALL LICENSING OR STATE PERMITS REQUIRED FOR THIS TYPE OF SERVICE. A COPY OF LICENSE/PERMIT SHOULD BE SUBMITTED WITH THIS BID. IN ADDITION TO THESE LICENSE REQUIREMENTS, BIDDER, BY SUBMISSION OF THIS BID, CERTIFIES THAT ANY/ALL WORK RELATED TO THIS BID, AND ANY SUBSEQUENT AWARD WHICH REQUIRES A RHODE ISLAND LICENSE(S), SHALL BE PERFORMED BY AN INDIVIDUAL(S) HOLDING A VALID RHODE ISLAND LICENSE.

CHARGES PERMITTED

NO CHARGES OTHER THAN PARTS AND LABOR ON THE JOB - NO TRAVEL, NO MILEAGE, NO MISCELLANEOUS CHARGES, NO PORTAL TO PORTAL.

DELIVERY PER AGENCY

DELIVERY OF GOODS OR SERVICES AS REQUESTED BY AGENCY.