

# BID SOLICITATION



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

**BID NUMBER: B04830**  
**TITLE: HVAC MAINT.-DONLEY CENTER**  
**BID OPENING DATE AND TIME:**  
**03/21/2005 1:40 PM**

BUYER: JOHN O'HARA  
 PHONE #: (401) 222 - 2142 ext. 125  
 BLANKET PERIOD: 4/1/05 - 3/31/10

**B** LABOR AND TRAINING  
**I** DLT BUSINESS AFFAIRS UNIT  
**L** BUILDING #69  
**L** 1511 PONTIAC AVE  
**T** CRANSTON RI 02920  
**O**

**S** LABOR AND TRAINING  
**H** DLT BUSINESS AFFAIRS UNIT  
**I** BUILDING #69  
**P** 1511 PONTIAC AVE  
**T** CRANSTON RI 02920  
**O**

Requisition Number(s): R73A057123

Item	Class-Item	Quantity	Unit	Unit Price	Total
	BLANKET REQUIREMENTS: 4/1/05 - 3/31/10  FIVE-YEAR MAINTENANCE SERVICE AGREEMENT FOR COMPUTER AND COMPONENTS WHICH REGULATE THE TEMPERATURE OF THE ADDITION OF THE DR. JOHN E. DONLEY REHABILITATION CENTER PER SPECS ATTACHED.				

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	<p><b>BIDDING</b></p> <p>(a) A single price shall be quoted for each item against which a proposal is submitted. This price will be the maximum in effect during the agreement period. Any price decline at the manufacturer's level shall be reflected in a reduction of the agreement price to the State.</p> <p>(b) Quantities, if any, are estimated only. The agreement shall cover the actual quantities ordering during the period. Deliveries will be billed at the single, firm, awarded unit price quoted regardless of the quantities ordered.</p> <p>(c) Bid price is net F.O.B. destination and shall include inside delivery at no extra cost.</p> <p>(d) Bids for single items and/or a small percentage of total items listed, may, at the State's sole option, be rejected as being non-responsive to the intent of this request.</p> <p><b>ORDERING</b></p> <p>(a) The User Agency(s) will submit individual orders for the various items and various quantities as may be required during the agreement period.</p> <p>(b) Exception - Regardless of any agreement resulting from this bid, the State reserves the right to solicit prices separately for any extra large requirements for delivery to specific destinations.</p>				

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Item	Class-Item	Quantity	Unit	Unit Price	Total
	<p>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 <a href="http://www.purchasing.state.ri.us">www.purchasing.state.ri.us</a>. SELECT "INFORMATION" AND THEN SELECT "PREVAILING WAGE TABLE". THE STATE OF RHODE ISLAND USES THE GENERAL DECISION NUMBER RI20030001. 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.</p>				

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	<p>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.</p>				

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Item	Class-Item	Quantity	Unit	Unit Price	Total
	<p>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:</p> <ul style="list-style-type: none"> <li>* PROFESSIONAL LIABILITY INSURANCE (AKA ERRORS &amp; OMISSIONS) - \$1 MILLION OR 5% OF ESTIMATED PROJECT COST, WHICHEVER IS GREATER.</li> <li>* BUILDER'S RISK INSURANCE - COVERAGE EQUAL TO FACE AMOUNT OF CONTRACT FOR CONSTRUCTION.</li> <li>* SCHOOL BUSING - AUTO LIABILITY COVERAGE IN THE AMOUNT OF \$5 MILLION.</li> <li>* ENVIRONMENTAL IMPAIRMENT (AKA POLLUTION CONTROL) - \$1 MILLION OR 5% OF FACE AMOUNT OF CONTRACT, WHICHEVER IS GREATER.</li> <li>* VESSEL OPERATION - (MARINE OR AIRCRAFT) - PROTECTION &amp; INDEMNITY COVERAGE REQUIRED IN THE AMOUNT OF \$1 MILLION.</li> </ul>				

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Item	Class-Item	Quantity	Unit	Unit Price	Total
	<p>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.</p> <p>BIDDERS ARE ADVISED THE AWARD WILL BE BASED ON EITHER REGULAR, STRAIGHT-TIME HOURLY RATES OR A PERIODIC RATE SUCH AS 500 HOURS, MONTHLY OR ANNUALLY, DEPENDING ON THE SPECIFIC REQUIREMENTS OF A PARTICULAR BID. KEEP IN MIND THAT OVERTIME RATES, DISCOUNTS, AND OTHER MISCELLANEOUS PRICE-RELATED ITEMS ARE REQUIRED FOR INFORMATIONAL PURPOSES ONLY. OVERTIME RATE IS TO BE PAID IN ACCORDANCE WITH THE PROVISIONS OF THE RI DEPARTMENT OF LABOR AND TRAINING, EMPLOYER HANDBOOK. EMPLOYEES ARE TO BE COMPENSATED AT TIME AND ONE-HALF THE APPLICABLE PREVAILING WAGE RATE. OVERTIME RATES EXCEEDING ONE AND ONE HALF TIMES THE REGULAR HOURLY RATES FOR MONDAY THROUGH SATURDAY AND EXCEEDING TWO TIMES THE REGULAR RATE FOR SUNDAYS AND HOLIDAYS MAY BE GROUNDS FOR DISQUALIFICATION OF THE BID.</p>				

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1.0	<p>HOURS INDICATED ARE ESTIMATED QUANTITIES FOR BIDDING PURPOSES ONLY.</p> <p>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.</p> <p>NO CHARGES OTHER THAN PARTS AND LABOR ON THE JOB - NO TRAVEL, NO MILEAGE, NO MISCELLANEOUS CHARGES, NO PORTAL TO PORTAL.</p> <p>IN NO EVENT WILL ANY INDIVIDUAL WORK ORDER EXCEED \$5,000.00 WITHOUT PRIOR APPROVAL OF THE OFFICE OF PURCHASES.</p> <p>RATE PER INSPECTION PER MONTH AS DETAILED IN THE SPECS:</p> <p>910-36                      4/1/05 - 3/31/06 - PER INSPECTION PER MONTH</p>	12.00	MO		

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Item	Class-Item	Quantity	Unit	Unit Price	Total
2.0	910-36 4/1/06 - 3/31/07 - PER INSPECTION PER MONTH	12.00	MO		
3.0	910-36 4/1/07 - 3/31/08 - PER INSPECTION PER MONTH	12.00	MO		
4.0	910-36 4/1/08 - 3/31/09 - PER INSPECTION PER MONTH	12.00	MO		
5.0	910-36 4/1/09 - 3/31/10 - PER INSPECTION PER MONTH	12.00	MO		
	THIS CONTRACT WILL INCLUDE REPAIRS TO THE SYSTEM BASED ON AN HOURLY RATE. AGENCY WILL BE RESPONSIBLE FOR PARTS AND MATERIALS.				
	RATE PER HOUR ON SITE FOR WORK NOT COVERED UNDER THE MAINTENANCE AGREEMENT AS AUTHORIZED BY THE AGENCY.				
6.0	910-36 4/1/05 - 3/31/06 - RATE PER HOUR ON SITE FOR WORK NOT COVERED UNDER THE MAINTENANCE CONTRACT	1.00	HR		
7.0	910-36 4/1/06 - 3/31/07 - RATE PER HOUR ON SITE FOR WORK NOT COVERED UNDER THE MAINTENANCE CONTRACT	1.00	HR		

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8.0	910-36 4/1/07 - 3/31/08 - RATE PER HOUR ON SITE FOR WORK NOT COVERED UNDER THE MAINTENANCE CONTRACT	1.00	HR		
9.0	910-36 4/1/08 - 3/31/09 - RATE PER HOUR ON SITE FOR WORK NOT COVERED UNDER THE MAINTENANCE CONTRACT	1.00	HR		
10.0	910-36 4/1/09 - 3/31/10 - RATE PER HOUR ON SITE FOR WORK NOT COVERED UNDER THE MAINTENANCE CONTRACT	1.00	HR		
	THE VENDOR MUST RESPOND TO ANY EMERGENCY DURING WORKING HOURS OF THE CENTER: 8:00 AM TO 4:00 PM.				
	OVERTIME RATE PER HOUR ON SITE AS AUTHORIZED BY THE AGENCY:				
11.0	910-36 4/1/05 - 3/31/06 - OVERTIME RATE PER HOUR ON SITE	1.00	HR		
12.0	910-36 4/1/06 - 3/31/07 - OVERTIME RATE PER HOUR ON SITE	1.00	HR		
13.0	910-36 4/1/07 - 3/31/08 - OVERTIME RATE PER HOUR ON SITE	1.00	HR		
14.0	910-36 4/1/08 - 3/31/09 - OVERTIME RATE PER HOUR ON SITE	1.00	HR		

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15.0	910-36 4/1/09 - 3/31/10 - OVERTIME RATE PER HOUR ON SITE	1.00	HR		
	CONTACT PERSON: DAVID BECK (401)-243-1225				
	DELIVERY OF GOODS OR SERVICES AS REQUESTED BY AGENCY.				
				<b>TOTAL:</b>	

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THE DR. JOHN E. DONLEY REHAB CENTER  
249 BLACKSTONE BOULEVARD  
PROVIDENCE, RI 02906

BLANKET REQUIREMENTS: FIVE (5) YEAR CONTRACT

Provide the Dr. John E. Donley Rehabilitation Center with a preventive and maintenance agreement for computer and components which regulate the temperature of the addition of the Dr. John E. Donley Rehabilitation Center, 249 Blackstone Boulevard, Providence, Rhode Island.

List of equipment and service as stated:

1. reciprocating equipment
2. boiler maintenance
3. pump maintenance
4. climate changer supply and return fans, exhaust fans
5. automatic temperature control maintenance
6. center station air handling filter maintenance
7. water treatment service
8. solar panels

RECEIVED  
JUN 21 2005  
FISCAL OFFICE

Vendor must be an authorized "Andover Controls" equipment dealer and have jurisdiction in Rhode Island.

All service technicians performing work on the system will be factory trained in programming, servicing and installing Andover equipment. Certification should be provided with bid proposal.

One inspection per month.

This contract will include repairs to the system based on an hourly rate; agency will be responsible for parts and materials.

Rate per hour on site for work not covered under the maintenance agreement as authorized by the purchase order.

The vendor must respond to any emergency during working hours of the Center: 8:00 am to 4:00 pm.

Overtime rate per hour on site as authorized by the purchase order and the agency.

Contact person at agency to see scope of service, appointment necessary: David Beck, 401-243-1200.

This is a multi-year bid / contract. Continuation of the contract beyond the initial fiscal year will be at the discretion of the State.

Any unused balance at the end of the blanket period is automatically cancelled.

Invoice once a month.

## Reciprocating Equip. Continued...

### SCHEDULED PREVENTATIVE MAINTENANCE:

- Make complete operating log and record proper operating temperatures, pressures, voltages, and amperages.
- Check and adjust operating and safety controls
- Check operation of crankcase heater.
- Check compressor oil level.
- Check operation of control circuit.
- Check operating log with operator, discuss operation of the machine generally.
- Check water/air flow of evaporator and condenser.
- Check super heat.
- Check operation of all motors and starters.
- Report to operator any uncorrected deficiencies noted.

### ANALYSIS SERVICES:

Various diagnostic tests will be performed based on equipment duty and type. Reports and recommendations included are:

- Oil sample analysis for wear metals, acid and moisture.

### CLEAN CONDENSERS:

Once per year, furnish labor for brush cleaning of condenser tubes (water cooled) or clean condenser coil (air-cooled). (Chemical cleaning extra if required.)

## DONELY REHABILITATION

### Limited Inspection Maintenance Program

#### BOILER MAINTENANCE

##### **ANNUAL PRESEASON MAINTENANCE:**

Once per year a thorough Preventative Maintenance schedule will be performed including the following:

- Check heating surfaces and water side for: corrosion, pitting, scale, blisters, bulges, and soot.
- Inspect refractory.
- Clean or replace water column sight glass, as required.
- Disassemble, clean and inspect low water cutoff control.
- Reassemble boiler and low water cutoff controls with new gaskets.
- Test safety/relief valve after start-up.
- Clean burners.
- Clean flame safeguard sensors.
- Clean and adjust ignition electrodes.
- Check gas valves, operating pressure.
- Check operation of flame safeguard control.
- Perform pilot turn down test.
- Check operation of low water cutoff and feed control.
- Check settings and test all operating limit controls.

##### **SEASONAL START-UP:**

- Review manufacturer's recommendations for boiler and burner start-up.
- Check fuel supply pressure.
- Check auxiliary equipment operation.
- Inspect burner boiler and controls prior to start-up.
- Start burner, check operating controls. Test safety controls and pressure relief valve.
- Perform combustion test and adjust burner for maximum efficiency.
- Log all operating conditions.
- Review operating procedures and owner's log with boiler operator.

## **Boiler Maintenance Continued...**

### **SCHEDULED PREVENTATIVE MAINTENANCE:**

One (1) inspection per month during the operating season, inspections and adjustments will be made to include the following:

- Inspect boiler and burner and make adjustments as required.
- Test low water cutoff and pressure relief valve.
- Check for water, steam and fuel leaks.
- Check sequence and operation of flame safeguard control.
- Check setting and test operating and limit controls.
- Blow down gauge cocks and try cocks to confirm glass water level.

### **COMBUSTION TESTING:**

- Test firing rate, fuel/air ratio, CO<sub>2</sub>, CO, and smoke where required.
- Adjust burner controls as required to obtain proper combustion.

### **WRITTEN REPORTS:**

Provided to customer following inspection.

## DONLEY REHABILITATION

### Limited Inspection Maintenance Program

#### PUMP MAINTENANCE

##### **SEASONAL START-UP:**

Spring start-up for cooling pumps, and fall for heating and other pumps.

- Clean pump strainers.
- Lubricate pump bearings per manufacturer's recommendations.
- Lubricate motor bearings per manufacturer's recommendations.
- Tighten all nuts and bolts. Check motor mounts and vibration pads. Replace and adjust as required.
- Visually check pump alignment and coupling.
- Check motor operating conditions.
- Inspect electrical connections and contactors.
- Check and clean strainers and check hand valves.
- Inspect mechanical seals.
- Operate pumps and check efficiency.

##### **SCHEDULED PREVENTATIVE MAINTENANCE:**

One (1) inspection in winter and one (1) in summer will include:

- Lubricate pump bearings per manufacturer's recommendations.
- Lubricate motor bearings per manufacturer's recommendations.
- Check suction and discharge pressures.
- Check packing on mechanical seal and adjust as necessary.
- Check motor voltage and amperage.
- Record all readings.

## DONLEY REHABILITATION

### Limited Inspection Maintenance Program

#### AUTOMATIC TEMPERATURE CONTROL MAINTENANCE

##### **SEMI-ANNUAL INSPECTIONS:**

One (1) inspection during heating season and one (1) during cooling season to include the following:

- Calibrate major system controls.
- Check system operating sequences.
- Clean control panels.
- Check operation of damper operator and valve operators.
- Check damper operation for misalignment, binding and shutoff; correct as necessary.
- Measure and record primary and secondary voltage of system transformer or power supply on primary controls system.

##### **SCHEDULED PREVENTATIVE MAINTENANCE:**

One (1) inspection per month during the operating season will be made to include the following:

- Visual inspection of control valve for leaks.
- Visual inspection of dampers, linkages and oil as required.

##### **ANDOVER :**

Normal program changes to enhance maintenance and/or building operations will be included. Does not include any new or additional programming.

## DONLEY REHABILITATION

### Limited Inspection Maintenance Program

#### CLIMATE CHANGER SUPPLY, RETURN AND EXHAUST FANS

##### **ANNUAL MAINTENANCE:**

Once per year a thorough Preventative Maintenance schedule will be performed to include the following:

- Inspect coil, clean as required.
- Inspect drain pan and drain line, clean as required.
- Inspect fan wheels, clean as required.
- Inspect drive sheaves.
- Check belt alignment and tension.
- Lubricate as required.
- Check bearing and motor mounting.
- Check motor operating voltage and amperages; lubricate.
- Check inlet vanes (where applicable) and dampers; adjust if necessary.
- Replace belts as needed.

##### **SCHEDULED PREVENTATIVE MAINTENANCE:**

One (1) winter inspection and one (1) summer inspection will be made to include the following:

- Check belt tension.
- Lubricate as required, normally once per year.
- Check bearing and motor mounts.
- Check any excessive vibration or noise and correct if required.