

**COUNTY OF TUSCOLA**

**DEPARTMENT OF BUILDINGS & GROUNDS**

125 W. Lincoln St  
Caro, Michigan 48723  
(989)672-3756

**MICHAEL MILLER**  
Director

**THOMAS McLANE**  
Assistant Director

**TO: Interested Contractors**

**From: Mike Miller**

**Date: June 16, 2015**

**RE: HVAC Service Agreement**

Tuscola County will be accepting bids on a HVAC Planned Service Agreement. This agreement will cover the following County buildings:

Jail  
Courthouse  
Department of Human Services  
State Police Post

The following specifications shall be included in your bid:

- **Provider Qualifications**

The Bidder is required to meet the criteria described in the below section. Provider shall have the following minimum number of service technicians employed by the local office: 6 Service Technicians all 6 service mechanics must have pneumatics' training, 3 trained Metasys software and hardware, and the provider shall be able to gain factory support when needed. The provider shall have at least two methods for placing service requests; at least one method must provide a way for the provider's 24/7 operators to dispatch local employees for afterhours service.

- a. Provider must supply laptop computer so Metasys controls can be programmed, calibrated , uploaded/downloaded
- b. Provider must have Licensed copy of Metasys software
- c. Provider must have the ability to upgrade Metasys software to current revisions
- d. Provider must have LEED Ap certified staff personal
- e. Provider must have earned energy star award
- f. Provider must perform at 100% of the work with own workforce.
- g. Provider must a LTIR and TRIR rates of less than 2.0 annually for 2 consecutive years.
- h. Provider must have a Personal Protective Equipment (PPE) Policy that addresses minimum PPE (hard hat, cut resistant gloves, safety glasses, work boots with leather uppers and rubber soles) and task-specific PPE requirements.
- i. Provider must have an Electrical Safety Policy that addresses the specific PPE and arc/flash protection required when performing work on live electrical equipment (meets NFPA 70E).
- j. Provider must have a daily pre-job hazard assessment process. That is formally documented
- k. Provider must have a job site safety audit process that will be used by management to validate safety program execution.

- I. Provider must have a formal mandatory monthly safety training program for all employees who perform service work.

**Provider must be:**

- m. Currently Licensed HVAC Contractor in the State of Michigan with the following minimum Classifications-1 2 3 4 6 8
- n. A certified backflow prevention device tester capable of testing and repairing. This is a professional who has successfully completed and who has proven their ability in testing and satisfies the requirements of the Michigan Mechanical and Plumbing Contractors Association testers' course.
- o. Currently Licensed with the State of Michigan Boiler Division with a minimum Class 2B license
- p. Base of Operations located within the State of Michigan
- q. Provider shall have must have at least two 2 technician(s) capable of working on the system on-call during afterhours and holidays with an escalation process if further assistance is needed.
- r. Provider shall have a system to schedule, dispatch, and manage scheduled service and unscheduled requests
  - i. The system shall electronically capture and store service activities in a secure data repository which is maintained in a conditioned environment on redundant servers for reliability
  - ii. Provider's personnel shall have access to information in the system through an internal portal using a web browser or through an application deployed to a mobile device.
  - iii. Access to the system for provider's personnel shall be secured through a controlled user ID and password.
  - iv. The system shall have the capability to allow customer to have 24/7 access to service information for their account through an online Internet-based portal. This Information shall include:
    - 1. Account information, including each associated account, site location, or building
    - 2. Asset information, specific records and service work for each asset
    - 3. Agreement information, including associated service requests, activities, and invoices
    - 4. Service requests, including activities and services performed, as well as the location where the service was performed.
    - 5. Service reports which detail the services provided for a specific request.
    - 6. Invoices, including the activities and other details for individual service requests included on the invoice
    - 7. Service activities, including specific sub-activities, steps, and signatures
  - v. The system shall have the capability to generate a summary report of service delivery metrics for the service location. These metrics shall include:
    - 1. Percent on-time service delivery, completion of scheduled service requests, and completion of repair requests for a 3-month period
    - 2. A trend of the average time to complete repairs
    - 3. A list of open repair actions
    - 4. The ratio of planned to unplanned maintenance
    - 5. A summary of technician recommendations
    - 6. A condition assessment of assets at the site

- **Maintenance**

- a. The agreement shall include maintenance only.
- b. Hours of coverage for service shall be 24/7, 365 days.
- c. Contractor shall respond to customer deemed emergency calls in less than 2 hours.
- d. Provider shall perform operational/comprehensive inspections for the following activities: Pump Maintenance, Closed Loop Cooling Tower Maintenance, Boiler Loop Nitrate Testing, Boiler CSD-1 testing, Backflow prevention testing, Air Handler maintenance, Condensing Unit maintenance, Pneumatic End Device Calibration, Air Compressor and Air Dryer maintenance, Pneumatic calibration, boiler combustion analysis, Digital control pm , sensor calibration ,VAV box air flow verification , Annual Glycol Fluid Analysis with Customer Report, Electric Steam Generator Humidifier Calibration on all metasys controls internal software loops as well as external hardware.
- e. Provider shall have the in house certified capabilities to perform the following predictive tests.

1. Oil samples with lab report
2. Refrigerant sample with lab report
3. Vibration analysis with comparative engineering report

- This shall be a two year agreement.
- Provider shall submit hourly labor rates for technicians for work not included in this agreement. Include afterhours rates.
- Provider shall submit millage rates
- Provider shall submit any service call rates.
- Provider shall have liability and workers compensation insurance, and the County shall be named on winning provider policy
- Provider shall include current insurance copies with bid submittal.
- **To be eligible to submit a bid the provider shall attend a mandatory walk through of the sites on July 1, 2015 at 10 am. Beginning at the County Jail lobby at 420 Court street in Caro.**
- Provider is to indicate if County will be assigned a technician or if it will be based on who is available.

All bids must be submitted by 4:00pm on July 14<sup>th</sup>, 2015 to Mike Miller 125 W. Lincoln St Caro, MI 48723. Only closed sealed bids labeled "HVAC" on the envelope will be accepted.

Any questions please call Mike Miller at 989-672-3756, or see County website [www.tuscolacounty.org](http://www.tuscolacounty.org).

#### **Disclaimer**

Tuscola County reserves the right at its sole discretion to reject any and all proposals received without penalty and not to enter a contract as a result of this RFP. The County also reserves the right to negotiate separately with any source whatsoever in any manner necessary to attend to the best interests of the County, to waive irregularities in any proposal and to accept a proposal which best meets the needs of the County, irrespective of the bid price."

By submitting a bid, the bidder is acknowledging that there will be no contractual relationship between Tuscola County and the bidder until both parties have formally approved and signed a written contract to be developed by Tuscola County legal counsel.

The County reserves the right to make an award without further discussion of any proposal submitted. Therefore, the proposal should be submitted initially on the most favorable terms which the offer can propose. There will be no best and final offer procedure. The County does reserve the right to contact an offer for clarification of its proposal."