

REQUEST FOR PROPOSALS TO PROVIDE PREVENTIVE MAINTENANCE AND INSPECTION SERVICES OF HEATING AND AIR CONDITIONING EQUIPMENT FOR BEAVERCREEK TOWNSHIP, GREENE COUNTY, OHIO FOR A PERIOD OF THREE YEARS

Beavercreek Township is soliciting proposals to provide preventive maintenance and inspection services of various heating and air conditioning equipment for a period of three (3) years at facilities owned or operated by Beavercreek Township, Greene County, Ohio.

SCOPE OF SERVICE

The contractor is to provide a complete program of preventive and predictive maintenance service to maintain the equipment in good working order and perform the service tasks, at the minimum, in accordance with the guidelines specified herein.

The planned service program shall be designed to meet or exceed all manufacturers' requirements to properly maintain and service said equipment. All work is to be performed during regular business hours unless otherwise specified in the supplemental service section. Normal business hours are defined as Monday through Friday 7:30 am through 4:30 pm excluding state and national holidays.

The planned service maintenance program shall consist of a specified number of operating inspections, plus annual off-line preventive maintenance tasking designed to prepare the equipment for the next operating season.

The contractor will provide a written report of all findings, log data, an annual summary of equipment condition including lifecycle expectations, corrective actions, and recommendations following each visit.

Planned Maintenance Work and Service to be performed:

- Inspect and/or replace filters to be supplied by the township
- Measure and verify refrigerant charge.
- Perform visual inspection for refrigerant leaks.
- Measure and verify volts/amps of motor(s) and compressor(s).
- Oil and grease motor(s) and fan bearing(s), where applicable.
- Check belts for proper condition, tension and alignment, where applicable.
- Check and adjust motor/fan sheave and fan bearing alignment, as required.
- Check motor/fan bearing supports and hold-downs bolts, where applicable.
- Inspect starter and contact surfaces.
- Check and tighten all electrical connections.
- Check all electrical and safety controls for proper operation.
- Inspect and clean condensate drain(s)-pan(s) and pumps(s), where applicable.
- Check Fan(s)-blower(s) for dirt accumulation /damage. Clean as needed.
- Check Fan(s)-blower(s) alignment, balance and security to shaft.
- Inspect outdoor/indoor coils for damage and dirt build up. Clean as needed.
- Inspect manual outside damper and/or economizer for proper operation and for dirt accumulation, where applicable. Clean and adjust as needed.

- Perform inspection of heat exchanger and flue.
- Check pilot assembly and clean, where applicable.
- Perform inspection of burner assembly and clean, where applicable.
- Check ignition system and safety controls for proper operation.
- Check combustion fan, where applicable.
- Perform inspection of humidifier, where applicable.
- Check and verify correct operation of all temperature controls/thermostats.
- Check cabinetry/hardware and structural integrity of unit.
- Complete all required paper documentation and report findings to customer contact.

SUPPLEMENTAL SERVICE

Along with the planned maintenance work and service, the contractor will provide supplemental coverage as described below on all equipment.

The proposal is to set forth following hourly rates, including truck charges and any fuel surcharges, for any work outside the planned service program:

- Hourly rate during normal business hours
- Hourly rate after normal business hours to include weekends
- Hourly rates for all holiday services

If additional services are required which are not specified as part of the contract to be awarded by the township, the contractor must agree to make recommendations, detailing the task required, pricing, and turn-around time. Upon Beaver Creek Township approval, this work is to be performed in a timely manner during normal business hours unless specified.

EMERGENCY SERVICE

The contractor will provide Beaver Creek Township with 24-hour emergency service and response. In its proposal, the contractor is to include the maximum response time for all emergency service calls and an average response time. The contractor is to also provide a list of after-hours contacts.

MATERIALS INCLUDED IN PROPOSAL

As part of the Planned Maintenance Work and Service proposal, all basic maintenance materials, including refrigeration oil, degreasers, lubricants, coiling cleaning solvents, and basic maintenance materials shall be included in the total of the proposed bid and not listed as an additional or "add-on" expense.

Beaver Creek Township will provide filters as needed.

REQUEST BREAKOUT PRICING

All of the equipment at the following locations is to be included in the proposal, with each facility being quoted separately for Beavercreek Township internal billing purposes. (The township will be awarding a single contract for all facilities.)

Sheriff Substation
2195 Dayton-Xenia

Township Administration
1981 Dayton-Xenia

Fire Station 61
2195 Dayton-Xenia

Auxiliary Building
1981 Dayton-Xenia

Fire Station 62
3777 Dayton-Xenia

Township Maintenance
1981 Dayton-Xenia

Fire Station 63
3100 Kemp

Beavercreek Library
3618 Dayton-Xenia

Fire Station 64
3633 Indian Ripple

Coy House
1980 Dayton-Xenia

Fire Administration
851 Orchard Lane

TERM OF PROPOSED AGREEMENT

The agreement for services shall be for a period of three (3) years commencing September 1, 2016 and ending August 31, 2019. It shall contain a provision permitting the township to terminate the agreement upon 90 days notice. All proposals shall be priced on an annual basis for each year of the proposed agreement. Payment will be made by the Township every three months.

EQUIPMENT INVENTORY BY LOCATION

Beavercreek Township makes no representations regarding the condition, make or model of any of the equipment at any location. The contractor is responsible for verifying the condition, make and model of each piece of equipment by visiting each location. Arrangements to conduct such an inspection can be made by contacting:

Ben Northup
Shop Foreman
Beavercreek Township
(937) 429-3672

Sheriff Substation
3 Furnaces
3 Condensing units
Thermostat controls

Township Administration
1 Furnace
1 Condensing unit
2 Wall units

Fire Station 61

Auxiliary Building

10 Furnaces
7 Condensing units
1 Liebert air handler unit
6 Radiant Heaters
6 Exhaust Fans
Thermostat controls

Fire Station 62

2 Furnaces
2 Condensers
3 Unit Heaters
1 Sanyo Unit

Station 63

4 Furnaces
4 Condensing units
5 Radiant heaters
3 Return air fans
4 Exhaust fans

Fire Station 64

4 Packaged Split Units
8 Radiant heaters
1 Liebert Unit
1 Wall Unit

Fire Administration Building

3 Ceiling Furnaces
3 Condensing units
1 Wall unit

REQUEST FOR REFERENCES

The contractor is to include at least 5 commercial customers as references as part of its proposals.

ADDITIONAL INFORMATION

Any questions regarding this request for proposal should be submitted, in writing, to:

Ben Northup
Shop Forman
Beavercreek Township
1981 Dayton-Xenia Road
Beavercreek, Ohio 45434.
(937) 429-3672

1 Unit heater

Township Maintenance

2 Furnaces
2 Condensing units
1 Makeup air unit
4 Exhaust Fans
10 Unit heaters

Beavercreek Library

3 Packaged units
3 Air handler units
3 Condensing units
2 Duct heaters

Coy House

1 Furnace

Proposals will be accepted until **May 20, 2016** at the offices of **Beavercreek Township, 851 Orchard Lane Suite C, Beavercreek, Ohio 45434**. Please mark proposal **Planned Maintenance Program for**

Beavercreek Township. Beavercreek Township reserves the right to accept or reject any proposal that is not in the best interest of Beavercreek Township. No late postmarks will be accepted.