

**BID # 17-11 HVAC MAINTENANCE SERVICE CONTRACT
SPECIFICATIONS**

**MIDDLESEX COUNTY COLLEGE
2600 WOODBRIDGE AVENUE
P.O. BOX 3050
EDISON, NEW JERSEY 08818**

1. PURPOSE

The purpose of these specifications is the completion of a service type contract for one (12) month period and two renewable (12) month periods beginning July (1), 2016 and ending June 30, 2017. After the award of the contract and at the commencement of the first period, the contractor shall provide both emergency and scheduled maintenance services as described in the Scope of Work, Item 3.

2. DESCRIPTION OF FACILITIES

There are (9) buildings on the campus of Middlesex County College in Edison, New Jersey included in this contract. Five (5) buildings have chillers that are described below indicating the manufacturer's warranty period. One of the chillers is brand new and has 1 year manufacturer's warranty in place from July 1, 2016 to June 30, 2017. After the warranty expires, it will be included in this contract with the other chillers.

College Center

Trane-Centrifugal Chiller, 475 Ton. Model CVHE0485

- 3rd-5th year warranty period April 8, 2015 to April 7, 2019 covers parts only for motor and compressor.

L'Hommedieu Hall

Trane-Centrifugal Chiller, 215 ton. Model CVHEO0280

- 3rd-5th year warranty period April 8, 2015 to April 7, 2019 covers parts only for motor and compressor.

Billy Johnson Hall

Trane-Centrifugal Chiller, 250 ton. Model CVHEO0320

- 3rd-5th year warranty period April 8, 2015 to April 7, 2019 covers parts only for motor and compressor.

Instructional Resource Center

York-Scroll Chiller, 162.1 ton. Model YCRL0198SE46

Johnson Learning Center

Trane-Centrifugal Chiller, 220 ton. Model CVHE0320

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Main Hall

- (1) York-Centrifugal Chiller, 250 ton. Model YKCRCQ3-CHG
- (1) Multistack Airstack-Reciprocal Chiller, 2 stage @90 tons each
Model ASR30C5H2W-V

Performing Arts Center (PAC)

Trane Air Cooled Scroll, 130 Ton, Model CGAM 130

- Manufacturer's Warranty commences April 1, 2016, 1st year warranty covers parts and labor.
1st year warranty on refrigerant
Five year warranty for compressors expires April 1, 2021.

College Center – Hospitality, Culinary Arts, & Dietetics (HCD)

McQuay Air Cooled Scroll, 85 TONS, Model AGZ085BH27ER11

South Hall Academic Science Building

York Air Cooled Rotary Screw Chiller, 180 ton, Model YVAA0218CDM46

- Manufacturers 1st year warranty period expires June 30, 2017, covers full parts.
Variable speed drive is warranted by the manufacturer for period twelve months from date of installation.
Five (5) year warranty for compressors expires June 30, 2021

3. SCOPE OF WORK

- A. The contractor shall furnish all labor, repair, and renewal parts, lubricants, refrigerants, materials, tools, and equipment necessary to complete all work required to maintain the equipment in proper operating condition in a workmanlike manner. It shall be the responsibility of the contractor to become fully familiar with all equipment and systems covered by this contract. As upgrades become available from the manufacturer the contractor is obligated to perform all upgrades at no additional cost to the College during the term of the contract.
- B. The services to be performed under this contract shall include, but not be limited to, the following items:
 - 1. Supply new compressor oil, oil filters, refrigerant filters, and filter driers in the required frequency according to the manufacturer's specifications. The contractor will be responsible for the disposal of oil, oil filters, and filter driers including all associated costs. The contractor shall arrange for the transfer, transportation, and consignment to a licensed disposal or hazardous waste disposal service of such materials according to the standards and regulations of Local, State, and Federal agencies. The college will provide it's waste generation number.

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2. Check for refrigerant leaks, repair leaks, and replace any refrigerant lost to insure optimum performance using the manufacturer's specified refrigerant.
 3. Any and all loss of refrigerant is to be replaced at no cost to the college by the service contractor, except for instances noted in Section 11B.
 4. Conduct yearly meg-ohm stator test on all compressor motors and check motor lugs for tightness. Inspect all starters by checking lugs for tightness and test all safety and operating controls.
 5. Furnish annual chemical analysis and report on compressor oil and refrigerant.
 6. Conduct annual visual tube inspection of condenser tubes and mechanically brush clean once per year.
 7. Inspect, clean, repair and calibrate all CFC leak detection systems in the following buildings: College Center, L'Hommedieu Hall, Billy Johnson Hall, Instructional Resource Center, Johnson Learning Center, and Main Hall.
 8. Replacement of all renewal parts necessary to insure proper operation of the equipment.
- C. The contractor's representative shall submit daily worksheets listing the materials and labor used for all work to the Director of Facilities Maintenance or the designated representative for signature.

4. REFRIGERANT RECOVERY REQUIREMENTS

- A. The contractor shall perform the following services on all equipment described in Item 2, "Description of Facilities" that contains CFC or HCFC Refrigerants, during normal working hours. All work will be performed according to federal, state, and local regulations by certified technicians. The contractor shall also provide a written report after each visit, including findings, corrective action, and recommendations. If during the term of this contract, federal, state, or local regulations change, the contractor must verify any modifications to the scope and cost of this contract and submit them to the College for prior approval to ensure compliance.
- B. In order to minimize unintentional refrigerant emissions, the contractor shall perform (3) additional refrigerant leak checks both high and low pressure, if customer operations permit. If an approved pressurization source is not available, the contractor shall provide a portable device. Customer operations

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permits means when the chillers are not in normal service to maintain building comfort or testing completed during overnight hours.

- C. If refrigerant emission sources are found, the contractor shall repair them according to the terms of this maintenance agreement. When corrective action is required, the contractor shall perform those services expeditiously in order to minimize any further emissions.
- D. If the refrigerant charge must be removed, stored, and recharged, the contractor shall provide storage and recycling equipment and perform these activities with technicians who have been trained and certified. Only equipment specifically designed for the transfer and storage of refrigerants shall be used. During this process, oil and moisture in the refrigerant shall be reduced.
- E. When it is necessary to reclaim the refrigerant to new refrigerant standards, the contractor shall handle, as a supplemental service, the transfer, transportation, and arrangement with a reclaim service or refrigerant producer. The contractor shall assist with the transfer, transportation, and consignment to a licensed disposal or hazardous waste disposal service of such materials according to the standards and regulations of Local, State, and Federal agencies. The College will be responsible for the disposal of refrigerants including all associated costs.

5. INSPECTIONS - FREQUENCY

- A. During the term of this contract, the contractor is required to perform monthly inspections during the cooling season. The contractor shall also perform annual startup and shutdown inspections. A detailed report of each inspection shall be issued to the College. These reports are to include equipment log readings taken during inspection, condition of equipment, recommended repairs, and recommendations to reduce energy consumption.
- B. The inspections shall be scheduled with the College's Director of Facilities Maintenance at 732-906-2567 according to the following schedule:

Annual Startup	April 1
Monthly Inspections	May, June, July, August, September
Annual Shutdown	October 31

Annual Startup and annual shutdown are tentative dates and are subject to change due to weather conditions. The College will notify the contractor in writing when changes are necessary.

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6. MATERIALS

- A. The materials used under this contract shall be of quality acceptable to the College's Director of Facilities Maintenance and meet the existing codes and equipment manufacturer's specifications.
- B. The contractor's representative shall submit daily worksheets listing the materials used for all work to the Director of Facilities Maintenance or the designated representative for signature. In the event of extra work beyond the scope of this contract, these sheets will be the basis for computing and approving the material portion of the work concerned.
- C. All materials and containers used during the term of this contract shall be removed from the College premises and disposed of in accordance with current laws at the contractor's cost.
- D. All replacement parts must be available to the contractor within 24 hours and delivered to the work site within 2 business days.

7. EQUIPMENT AVAILABILITY

The contractor must also provide or have ready access to all necessary equipment required to provide the services in these specifications.

8. LABOR

The contractor's representative shall submit daily worksheets listing labor hours used for work to the Director of Facilities Maintenance or the designated representative for signature. In the event of extra work, beyond the scope of this contract, these sheets will be the basis for computing and approving the labor portion of the work concerned based on the unit prices bid.

9. QUALIFICATIONS

The contractor shall submit with its bid, the items listed below to demonstrate that the firm is qualified to provide the required services. Failure to provide this information may result in the firm's bid being determined as non-responsive.

- A. Verification that qualified technicians will perform work trained by the equipment manufacturer. This verification shall include the names of (3) technicians who are qualified to work on York Centrifugal Chillers, York Scroll Chillers, York

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Rotary Screw Chiller, Trane Centrifugal Chillers, Multistack Airstack Screw Chiller, Trane Air Cooled Scroll Chiller, and McQuay Air Cooled Scroll Chiller. Copies of the training certificates for all the technicians in this qualification section are to be included in the bid submission as part of the verification. Technicians that do not have certificates will not be allowed to service the College's chillers.

- B. A listing of (5) service contracts similar in scope to this contract which have been satisfactorily completed or are currently in existence. The listing should include the firm(s) for which the services are performed, a description of the services, and the names and phone numbers of references that may be contacted by the College.

10. TIME CONSTRAINTS

Emergency work requires a specific response to the Facilities Maintenance Building within (2) hours of notice by telephone to the contractor's emergency numbers, and the ability of the contractor to mobilize and staff the job with sufficient forces to complete the work in a timely fashion. The contractor is required to have staff on site within (4) hours of notification by telephone.

11. PAYMENT

- A. Payment invoices for the base contract shall be submitted monthly to the Director of Facilities Maintenance and shall be based upon the lump sum total and monthly payment specified in the bid proposal for the work performed in the previous month. Payment for extra work, beyond the scope of the contract, shall be based upon the unit prices bid for actual work performed and the submittal of a requisition and/or invoice to the Director of Facilities Maintenance. The submittal shall indicate all applicable labor, materials, rentals, and/or subcontractor costs incurred with copies of time and material records and invoices attached. The Director of Facilities Maintenance or the designated representative will make no payment for extra work without prior authorization. No price increases shall be accepted for the term of this contract.

- B. In the event the contractor is required to perform services caused by the College's improper operation of the equipment, the College agrees to pay the contractor for performing services at the Hourly Rates stated on the Form of Proposal. If the cause is beyond the contractor's control, such as fire, flood, sabotage, or acts of war, the College will also agree to pay the contractor for performing services at the Hourly Rates stated on the Form of Proposal.

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12. HOURS OF WORK

- A. All work, except for emergency service, shall be performed during the normal working hours of 8:00am to 4:30pm, Monday through Friday. If the contractor's normal hours differ from this, the contractor shall state these hours as part of the bid for approval by the College. If, for any reason, the College Facilities Maintenance Department requests that work, other than emergency work, be performed during non-normal working hours, the College agrees to pay the contractor at the Premium Hourly Rates stated on the Form of Proposal.

13. HOLIDAYS

The contractor shall state on the Form of Proposal the holidays observed by the contractor for which a holiday rate of pay would be invoiced.

14. SITE VISIT AND ADDITIONAL INFORMATION

- A. Interested parties who wish to schedule a site visit to tour the work areas and/or ask questions regarding these specifications may contact the following:

Jim DeTata
Director of Facilities Maintenance
732 906-2567
732 906-4199 FAX

- B. Interested parties who wish to ask questions regarding the bidding procedure and submittals may contact the following:

David Fricke
Director of Purchasing and Inventory
732 906-2519
732 906-4236 FAX

- C. No subsequent claim for additional cost based on lack of full knowledge of the conditions and scope of work of this contract will be considered by the College.

15. LIQUIDATED DAMAGES

The College reserves the right to obtain the necessary services to provide cooling for the buildings in this contract if the contractor fails to meet the requirements contained herein. The cost incurred by the College will be deducted from the contractor's payments.

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