

MIDDLESEX COUNTY COLLEGE
2600 WOODBRIDGE AVENUE
EDISON, NEW JERSEY 08818

BID # 17- 14 - HVAC MANAGEMENT SYSTEM MAINTENANCE (CONTROLS)
SPECIFICATIONS

1. PURPOSE

The purpose of these specifications is the completion of an annual service type contract to provide training and for the inspection, calibration, and repair of the Siebe Environmental Control HVAC Network 8000 DDC and Schneider-Electric IA-Series DDC control system and other associated Barber-Colman, Siebe, Invensys, Schneider Electric controls, and Tridium / Niagara platform. These systems and controls are located in 20+ buildings on the main campus in Edison, NJ and the New Brunswick Center located at 140 New Street, New Brunswick, NJ.

2. SCOPE OF WORK

- A. Provide an annual inspection of each piece of equipment during the contract year
- B. Provide preventive maintenance, periodic tests, and adjustments to ensure that the equipment is properly maintained and to ensure efficient and reliable operation
- C. Provide maintenance repairs as required and approved by the College. The service technician will also install upgrades of the hardware and software as directed by the college during his regularly schedule work hours on the two regularly scheduled days per week. All upgrades are to use the latest version of the TRIDIUM NIAGARA AX framework platform and software.
- D. Provide materials and parts for approved repairs. Replacement parts shall be manufactured by Siebe, Schneider Electric, and Tridium. Substitutions or equivalent replacement parts will **not** be allowed. The cost of these parts will be discounted by a percentage off the current manufacturer's list price as specified in the bid proposal. The College will have the right to provide certain parts from time to time for installation by the Contractor.
- E. Report at the beginning and the end of each shift to the Associate Director, Building & Systems.
- F. Daily work assignments will be scheduled by the College. The technician is to sign in and out at the Facilities Maintenance building and provide the Associate Director, Building & Systems with a daily work ticket indicating the hours worked and materials used.

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Utilize telephone modems to communicate with the installed Network 8000 System at the College for the purpose of system points verification, back-up, and assisting the on-site operation with system support. Utilize the Tridium / Niagara AX platform for communication with JACEs or system points verification, back-up and system support. Provide off-site services for web based systems or for the non-8000 systems.

- G. Visit the system site or link up through the telephone modem on a semi-annual basis and after any major change to produce and retain a complete back-up of all application software data bases. Maintain such data bases in accordance with published recommended operating procedures for the Network 8000 and IA Series components and systems. A complete backup is to be provided to the college on disc or flash drive within the first month of the start of this contract.
- H. Provide a detail audit of the all the controls on campus, identifying each building, the current system, whether it is SIGNAL, JACE, GMC, UNC, TRIDIUM, NIAGARA AX, and all the sub-systems, e.g. AHU's, PUMPS, RTU's, and A/C's, etc. Audit report to be documented on a Microsoft Excel spreadsheet.
- I. Provide a 5 year Upgrade Plan on Microsoft Word. The vendor is to recommend an upgrade plan to address and schedule the most urgent buildings and systems first and provide a cost estimate associated for each building and system.
- J. Provide recommendations to the College regarding modification of the existing system application for added energy savings, greater operating efficiency, and further enhanced management capabilities.
- K. Provide and install SIGNAL software upgrades controllers and network controllers. Area controller firmware upgrades and any software upgrades shall be provided for GCMs, LCMs, and Lan Cards and IA -Series, and TRIDIUM / NIAGARA JACEs.
- L. Provide on-site system training to College personnel as appropriate during the course of the daily work.
- M. Provide access to Webinar Software Training for a formal, structured training on the hardware and software on all the systems currently in use on the campus.
- N. Provide annual training for two College personnel on Host/Signal Basic Operations, IA Series Engineering and Programming, and GCM/LCM/ASD Programming, Tridium / Niagara Framework Platform at a factory designated training center. Travel costs to be the college's responsibility. This training will be bid as a separate item.

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3. QUALIFICATIONS

A. Provide technicians, engineers, and mechanics to perform the required work who are specially factory trained and authorized to service and repair the Siebe HVAC Network 8000 System, and TRIDIUM / NIAGARA AX Platform. Provide copies of their certificates with the bid. The required factory training courses are as follows:

- Network 8000 Signal Basic Operations -- #4130S
- Network 8000 GCM/LCM Programming (Terminal Mode) -- #4138A and #4138S
- Network 8000 Networking and Troubleshooting -- #4138C
- IA Series R2 Engineering #2303
- IA-Series Workplace Tech Programming #7001
- TRIDIUM / NIAGARA framework and software

B. Have ready access to the inventory of Siebe, TRIDIUM / NIAGARA, and Schneider Electric replacement parts required for maintenance, repairs and new upgraded components specified by the factory.

C. Have Host computer with Signal software and modem access for communication with the College's installed Network 8000 System. Have licensed engineering software tool required to service, troubleshoot and program IA-Series controllers.

4. TIME CONSTRAINTS

A. The term of this contract is from the Notice of Award through June 30, 2017, which is the end of the College's fiscal year. The College has the option of renewing this contract for two subsequent terms: first. July 1, 2017 through June 30, 2018 and the second year, July 1, 2018 through June 30, 2019.

B. One certified technician shall be provided for the required service work on campus each Monday and Thursday between the hours of 8:00 AM and 4:30 PM including a one half hour lunch break. If the College is closed for a holiday, inclement weather, or any other reason on a scheduled service day, the day will be rescheduled at a time that is convenient to the Contractor and the College.

C. In the event that emergency service is required beyond the normally scheduled service days, the Contractor will provide the technician at the campus within two hours of receiving the service request.

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5. PROPOSAL/PAYMENTS

- A. The base bid price shall be the total annual cost for all scheduled services as described in these specifications. The price bid shall include all travel time and costs required for the scheduled services. Invoices shall be submitted monthly following the completion of the work for that month. Monthly payments will be made in equal amounts based on 1/12 of the annual contract amount.
- B. Invoices for parts and materials used during scheduled maintenance shall be submitted monthly following the completion of the work. They must be submitted with detailed material costs for verification against the daily work tickets. Payments will be based on the unit pricing submitted in the bid.
- C. Invoices for emergency services shall also be submitted monthly following the completion of the work. They must be submitted with detailed labor and material costs for verification against the daily work tickets submitted. Labor payments will be based on actual hours worked on site and will not include payment for travel time. Payments will be based on the labor and material unit pricing submitted in the bid.
- D. The price submitted in the bid shall be for a full year. The contract amount and monthly payments will be prorated based on the actual start date of the contract.
- E. The annual training for College personnel at the factory site will be bid as a separate item and will be invoiced upon the completion of the training.

6. ADDITIONAL INFORMATION

For additional information concerning these specifications, please contact the following personnel:

Specifications/Site Visit: Jim DeTata
Director of Facilities Maintenance
732 906-2567
732 906-4199 fax

Proposal: David Fricke
Director of Purchasing and Inventory
732 906-2519
732 906-4236 fax