

Request for Proposals Two – Year Standard Maintenance Agreement

**Bangor Township Schools
Bay City, MI 48706**



Issued By: Bangor Township Schools
3359 E. Midland Rd
Bay City, MI 48706
Att: Jon Foco, CFO

Proposal Due By: Sealed Bid on June 21st 2016 @ 9:00 A.M.
Please send Sealed Bid to the address above.

Meeting:
detail If requested Individual Meetings will be set up to go over the expectations,
orientated tasks and what the maintenance schedules entails completely.

REQUEST FOR PROPOSALS FOR
BOILER REPAIRS & MAINTENANCE SERVICES
FOR BANGOR TOWNSHIP SCHOOLS

Purpose:

- We are requesting written proposals from companies who can furnish planned maintenance services on our boilers. These services shall run from July 1, 2016 until June 30, 2018.
- All companies submitting proposals must furnish skilled labor, materials (as noted), tools, equipment necessary to perform the task and all else, reasonably implied, as necessary for the prompt and satisfactory completion of this contract.
- The District reserves the right to reject any or all proposals, or to award the contract to the most qualified vendor.
- The District reserves the right to request clarification of information submitted and to request additional information from firms submitting proposals.
- You are bidding on providing a maintenance service for an average of 700 hours of work per year. This inquires all calls, services, and maintain the district entire HVAC system.

Scope of Work:

- **Scheduled Maintenance Service Program**
 - o Routine maintenance inspections are performed throughout the year
 - o Welding as needed
 - o Trouble shooting boilers as needed
 - o Fire efficiency testing and adjustments as needed
 - o Maintaining water pumps / circulating pumps
- **Emergency Service**
 - o Emergency service and repairs are available on a 24-hour basis
- **Replacement Parts**
 - o Parts and materials shall be provided as authorized , by a customer representative, and invoiced in the addition to contract price
- **Inspections**
 - o This coverage includes operating inspections and periodic maintenance inspections per year as indicated
- **Written Reports**
 - o Written reports / work request will be provided in detail to the customer representative of the work being performed or inspection.
- **Preferential service and contract service rate**
 - o This contract includes preferential service to the customer over non-contract customers. For work outside the scope of service, the specified contract rate applies. This rate will be provided and broken down in schedule B of the RFP.

Procedures:

- Vendors must provide a detail description of the various procedures (startup / checkout, annual inspection service, annual maintenance, mid-season running inspection, pumps annual inspection, control system inspection, optimization services & remote alarming diagnostic services)
- CSD1 inspections on all boilers for the State of Michigan
- Coils on all chillers on roof tops

Terms of the Agreement:

- This agreement shall remain in effect for a period of two (2) years.
- Both parties reserve the right to cancel this agreement, with cancellation in effect thirty (30) days after written notice is received by either party.
- The district has averaged roughly 700 hours a year maintaining the HVAC units that you see in schedule A. This includes all on call services, fixing and updating the Trane Control System, and performing all scheduled maintenance listed in schedule A. This RFP is for all services needed for the 2 year contract. When the district has an issue with its boiler system or any HVAC unit the vendor will be responsible for diagnosing the issue and fixing the problem. This all most occur in a reasonable time that is under the districts discretion. Educating our students is our main priority and not having our facilities running at full capacity is a major issue. Failure to report in a timely manner in repeated offenses can result in the termination of the contract.
- Materials and parts are not covered under this agreement. Any parts needed to fix our HVAC system will need to be broken out in a detail invoice so the District can verify the expenditures. Parts that exceed the \$250 threshold will need prior approval.
- Any work outside of this contract will need Districts approval before work is performed.

Services to be Rendered: Schedule A

Central Elementary

208 State Park Dr. Bay City, MI 48706

Equipment: 2 Lochinvar Boilers & 1 Trane Chiller, 1 Rooftop

Quantity	Equipment	Description	Schedule
1	Chilled Water System	Start-up Inspection	Spring
1	Chilled Water System	Comprehensive inspection	Aug
1	Boiler System	Annual Inspection	Oct
2	Boilers	Run Inspection	Dec
2	Pumps	Annual Inspection	Oct
1	Trane Control System	Maintenance Inspection	Aug
1	Trane Control System	System Optimization	On-going
1	Trane Control System	Remote Alarm/Diagnostics	On-going

Lincoln Elementary

2771 N. Euclid Ave. Bay City, MI 48706

Equipment: 2 Lochinvar Boilers & 1 Trane Chiller, 3 Rooftops

Quantity	Equipment	Description	Schedule
1	Chilled Water System	Start-up Inspection	Spring
1	Chilled Water System	Comprehensive inspection	Aug
1	Boiler System	Annual Inspection	Oct
2	Boilers	Run Inspection	Dec
2	Pumps	Annual Inspection	Oct
1	Trane Control System	Maintenance Inspection	Aug
1	Trane Control System	System Optimization	On-going
1	Trane Control System	Remote Alarm/Diagnostics	On-going

West Elementary

3175 E. Wilder Rd. Bay City, MI 48706

Equipment: 2 Lochinvar Boilers & 1 Trane Chiller, 3 Rooftops

Quantity	Equipment	Description	Schedule
1	Chilled Water System	Start-up Inspection	Spring
1	Chilled Water System	Comprehensive inspection	Aug
1	Boiler System	Annual Inspection	Oct
2	Boilers	Run Inspection	Dec
2	Pumps	Annual Inspection	Oct
1	Trane Control System	Maintenance Inspection	Aug
1	Trane Control System	System Optimization	On-going
1	Trane Control System	Remote Alarm/Diagnostics	On-going

Christa McAuliffe M.S.

3281 Keisel Rd. Bay City, MI 48706

Equipment: 2 Thermal Solutions & 1 Trane Chiller, 4 Rooftops

Quantity	Equipment	Description	Schedule
1	Chilled Water System	Start-up Inspection	Spring
1	Chilled Water System	Comprehensive inspection	Aug
1	Boiler System	Annual Inspection	Oct
2	Boilers	Run Inspection	Dec
2	Pumps	Annual Inspection	Oct
1	Trane Control System	Maintenance Inspection	Aug
1	Trane Control System	System Optimization	On-going
1	Trane Control System	Remote Alarm/Diagnostics	On-going
1	Steam Kettle – Kitchen	Needs to be inspected	Dec

John Glenn H.S.

3201 Kiesel Rd. Bay City, MI 48706

Equipment: 4 Lochinvar Boilers, 2 Teledyne Boilers & 2 Trane Chiller, 5 rooftops

Quantity	Equipment	Description	Schedule
1	Chilled Water System	Start-up Inspection	Spring
1	Chilled Water System	Comprehensive inspection	Aug
1	Boiler System	Annual Inspection	Oct
6	Boilers	Run Inspection	Dec
6	Pumps	Annual Inspection	Oct
1	Trane Control System	Maintenance Inspection	Aug
1	Trane Control System	System Optimization	On-going
1	Trane Control System	Remote Alarm/Diagnostics	On-going
1	Cooling Tower	Drained / Cleaned/ put down yr.	Yearly
1	Pool Boiler	Inspections	Dec

Edison Administration

3359 E. Midland Rd. Bay City, MI 48706

Equipment: 2 Boilers, 8 Rooftops

Quantity	Equipment	Description	Schedule
1	Boiler System	Annual Inspection	Oct
2	Boilers	Run Inspection	Dec

- Trane Control system will need to be updated and maintained for the entire district.

Additional

- **58** Exhaust Fans at John Glenn – Maintenance on these
 - Please split off regular maintenance bid. One with exhaust fans and one without.

Schedule B:

- Standard Hours
 - _____ / Hour for non-service agreement equipment
Effective times: Monday through Friday. 8 A.M – 4:30 P.M.
 - _____ / Hour for Control Engineering
- Mileage Rate \$ _____
- Truck Charge \$ _____
 - *** One Truck Charge per visit / fixing the same initial problem / or if in district.
 - *** 8hrs = 1 truck charge
- List Overtime Rate / Effective Times: