

CITY HALL & LIBRARY; RECREATION CENTER
& POLICE DEPARTMENT
BUILDING HVAC MAINTENANCE SERVICES

January 1, 2021 – December 31, 2023

IN THE

CITY OF WAUPACA, WISCONSIN

October, 2020

.....

The City of Waupaca is accepting proposals from qualified individuals and businesses to furnish building HVAC maintenance services for years 2020-2023.

Proposals must be mailed or delivered to:

**Waupaca City Hall, Attn: Justin Berrens, 111 South Main Street,
Waupaca, WI 54981, by 1:30 p.m. on Tuesday, October 20, 2020.**

An inspection and site visits are encouraged and will be available by contacting Russell Montgomery, Facilities Superintendent at 715-258-4411.



QUOTE

**CITY HALL & LIBRARY; RECREATION CENTER & POLICE DEPARTMENT
BUILDING HVAC MAINTENANCE SERVICES**

JANUARY 1, 2021 – DECEMBER 31, 2023

CITY OF WAUPACA, WISCONSIN

OCTOBER, 2020

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Proposals must be mailed or delivered to:
Waupaca City Hall, Attn: Justin Berrens, 111 South Main Street, Waupaca, WI 54981, by
1:30 p.m. on Tuesday, October 20, 2020.

January 1, 2021 – December 31, 2023 Waupaca City Hall/Library \$ _____ annually

January 1, 2021 – December 31, 2023 Waupaca Recreation Center \$ _____ annually

January 1, 2021 – December 31, 2023 Waupaca Police Department \$ _____ annually

The undersigned, being familiar with the local conditions affecting the work hereby proposes to provide maintenance and service to the heating, ventilation, and air conditioning as described herein.

The Bidder hereby agrees to provide the items, at the prices quoted, pursuant to the requirements of this document and further agrees that when this document is countersigned by an authorized official of the City of Waupaca, a binding agreement as defined herein, shall exist between the Bidder and the City of Waupaca.

Bidder's Signature: _____

Bidder's Name: _____

Company Name: _____

Mailing Address: _____ Telephone: _____

City: _____ State: _____ Zip: _____

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Pre-Qualification Statement

Service

- (a) How many service personnel trained in maintaining the proposed system are employed by the bidder in the Waupaca City Service area within 50 miles.

Service Personnel _____

- (b) How many systems in the City of Waupaca's area has the Bidder serviced and/or installed?

- (c) Provide the address of the Bidder's service center within 50 miles of the City of Waupaca

Company Name: _____

Address: _____

Phone: _____

- (d) Who is going to maintain parts inventory? At what location:

Company: _____

Address: _____

Phone: _____

- (e) Does your company have the capability to remotely access, adjust and maintain a Delta control systems without subcontracting to another source? YES NO

- (f) What response time can Bidder supply in an emergency situation?

Hours: _____

- (g) In the event of a complete system failure, how soon could Bidder restore system?

Restore: _____

- (h) Will you guarantee priority maintenance services for this system?
Yes / No

- (i) What guarantee will you provide for your work? (Parts / Labor?) _____

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INSTRUCTIONS TO BIDDERS

1. Each proposal shall be in a sealed envelope. The envelope shall be marked on the outside with the name of the bidder and the name of the project on which he is proposing, together with the number of addendum's received, as follows:

Return Address: To: Waupaca City Hall
111 South Main Street
Waupaca, WI 54981

Proposal for: CITY HALL & LIBRARY; RECREATION CENTER &
POLICE DEPARTMENT
BUILDING HVAC MAINTENANCE SERVICES

2. The following contractual conditions, in addition to system specifications and terms, shall be included in the contract entered into by the City of Waupaca and the successful bidder.
 - (a) There shall be one contract between the City of Waupaca and a single bidder. Subcontractors shall not be used without the approval of the Director of Public Works.
 - (b) Effective date – The contract shall be effective on January 1, 2021 and shall remain in effect for 36 months.
 - (c) Risk of Loss or Damage – City of Waupaca shall be relieved from all risks of loss or damage to any equipment during period of the subject contract.
 - (d) Successful Vendors Liability – The successful vendor shall be liable for damages arising out of injury to the person and/or damage to the property of the City of Waupaca for any purpose, prior to or subsequent to acceptance, delivery, installation and use of the equipment either at the successful bidder's site or the City of Waupaca's place of business, provided that the injury or damage was caused by the fault or negligence of the successful bidder.

- (e) Assignment of Interest – The successful bidder shall not assign any part of its interest in this agreement without prior written consent of the City of Waupaca or their agents thereof.

The City of Waupaca reserves the right to accept or reject any or all proposals. A proposal once submitted shall be deemed final and binding on the bidder and shall constitute an option with the City of Waupaca to enter into a contract upon the terms set forth in the proposal.

Incurring Costs

The City of Waupaca is not liable for any costs incurred with replying to this Request for Bids. Bid prices should include complete maintenance including labor and travel costs.

Permission to Proceed

Bidder must obtain the City of Waupaca's permission before proceeding with any work.

Maintenance Coordination

The bidder shall coordinate all activities on the sites with the Director of Public Works, Justin Berrens, Facilities Superintendent, Russell Montgomery, Andrew Whitman, Parks & Recreation Director, Recreation Center or Brian Hoelzel, Chief of Police, Police Department for the City of Waupaca.

Proposal Opening

Only proposals which have been prepared in accordance with the instructions for bidders will be accepted.

Proposal Award

Unless otherwise indicated in the specifications for proposals, the City of Waupaca reserves the right to award the bid where such action serves the best interest of the City of Waupaca.

Non-Discrimination

All bidders agree that during the life of this proposal, the vendor will not discriminate against any employee or applicant for employment because of race, color, creed, national origin or ancestry. All proposals will be accompanied by a signed statement of this fact with failure to sign reason for proposal rejection.

Insurance

All bidders shall purchase and maintain such insurance as will protect the bidder from claims set forth below which may arise out of or result from the vendors operations under this contract whether the operations be by the bidder or by anyone employed by them. The vendor must maintain insurance on the proposed system until it is accepted by the City of

Waupaca. Bidder must provide Proof of Insurance prior to starting work.. The City shall be listed as additional insured.

- (a) Worker's Compensation as applicable under Wisconsin Law.
- (b) Employer's Liability Insurance of not less than \$500,000.00 per occurrence.
- (c) Comprehensive General and Automobile Liability Insurance.
- (d) Waiver of Municipality Liability.

References

A current customer list of clients, who have similar systems must be submitted with the bidder's proposal.

Clarification of the Bid

If additional information is necessary to assist the bidder in interpreting this bid, questions will be accepted by: Waupaca City Hall, 111 South Main Street, Waupaca, WI 54981. You may contact Justin Berrens at (715)258-4420 or Russell Montgomery at 715-258-4411.

Proprietary Information

Any restrictions on any of the dates contained within a proposal must be clearly stated in the proposal itself.

Contract Term

The contract shall be for 3 years.

Payment Terms

The City shall pay all approved invoices within 30 days of receipt.

Fixed Price Period

All prices, cost and conditions outlined in the proposal shall remain fixed and valid for acceptance for a 60 day period commencing on the due date of bidder's proposals.

Review & Analysis of Costs

Bidders must also provide a hourly cost for any expected services. Also provide a breakdown of these costs. This cost will include personnel costs, travel, equipment, materials and any other costs.

Certification of Independent Price Determination

By signing this proposal, the respondent certifies, and in the case of a joint proposal, each party thereto certifies as to its own organization, that in connection with this procurement:

- a. The process in this proposal have been arrived at independently, without consultation, communication, agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other respondent or with any competitor.
- b. Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the respondent and will not knowingly be disclosed by the respondent prior to opening in the case of an advertised procurement or prior to award in the case of a negotiated procurement, directly or indirectly to any other respondent or to any competitor; and
- c. No attempt has been made or will be made by the respondent to induce any other person or firm to submit or not submit a proposal for the purpose of restricting competition.

Oral Presentations

Respondents may be asked to make oral presentations to the designated evaluation committee to supplement proposals, if requested. These presentations will be held following the receipt of the proposals to provide an opportunity for the respondent to clarify the proposal.

Contents of Proposals – The following information must be included:

- a. Experience and resume of the individual that would be in charge of the project. Resume should include related experience, training and an indication of the nature and extent of the individual's involvement in previous similar projects. Include a list of recent projects similar in size and nature indicating client's name, address, contact person and phone number and all relevant information about each project.
- b. Resumes of the employees assigned to the projects. Include a list of employees recent projects and their experience with the type of equipment on this project. State the location (city) of the technicians that can be reached for emergency service.
- c. History of Firm – Indicate the number of employees and the firm's age. Indicate affiliations and ownership of your firm. Indicate training procedures. Include a list of the firm's relative experience.
- d. Your proposed service, which will state how you will meet the specifications and achieve the technical specifications stated within the sample contract. Also state plan for record keeping and plans for quality assurance. Include a detailed task schedule for preventative maintenance for each piece of equipment which will list the tasks which will be accomplished through the contract year. Include a list of

equipment that is not covered by an agreement because of its obsolescence or other reasons.

- e. List and itemize the number of estimated hours proposed to accomplish the proposed services. List the availability of technicians.
- f. List your proposed hourly cost for the services.

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CITY OF WAUPACA, WISCONSIN
SCOPE OF SERVICES

Project Definition: Furnish all necessary labor, expenses, and material required to service and maintain all of the mechanical heating and air condition equipment as described herein.

The intent of these specifications is to provide Waupaca City with complete maintenance service, the bidders will not be allowed to take advantage of any errors or omissions in the specifications.

All preventative maintenance and service performed will be documented and submitted to the Facilities Superintendent upon completion of the major inspections and/or repairs.

Other buildings/equipment included in this bid and defined in the specifications are:

Pneumatic/Electronic Temperature Control Systems for:

Waupaca City Hall & Library
111 South Main Street
Waupaca, WI 54981

Each bidder shall examine the building site to familiarize himself with the condition of the building and the equipment as it pertains to this maintenance contract.

Each bidder shall examine all contract documents, noting particularly all requirements, which will affect his work in any way. Failure of a bidder to fully acquaint himself with the amount and nature of work required to complete his work, will not be considered subsequently as a basis for extra compensation.

The wording of this proposal shall be retained throughout, without change, alteration, or addition, should the bidder submit a proposal not in compliance with this article that proposal shall be considered void.

The bidders are encouraged to attend the site visit to familiarize themselves with the condition of the buildings and equipment covered by the bid.

The Contractor shall provide routine preventative maintenance. On-site services shall be performed on a **monthly basis**. All site visits shall be arranged with the Facilities Superintendent prior to visiting the facility.

The Contractor shall maintain a toll free telephone number for the Customer's use throughout the duration of this Agreement. The Contractor shall be available for emergency service 24 hours per day, 365 days per year.

Contractor's employees may be subject to a city background check. Should the city advise the contractor in writing that a person, for reasons of security, is unacceptable the contractor will replace that person with another employee without question.

Planned Preventative Maintenance

The City seeks planned preventative maintenance 2 times per year on approximately the following schedule: (6 month intervals) Spring and Fall; including mid-summer AC check and condenser coil cleaning and mid-winter checks totaling four (4) visits per year.

Planned preventative maintenance calls shall include the following services as required and applicable to keep systems operating properly:

Check performance of all components as applicable. Examine, adjust, calibrate, lubricate and clean all system components including:

1. Thermostats
2. Temperature controls
3. Automatic controls
4. Control Motors
5. Electric Starters
6. Water Circulating pumps
7. Electric Motors
8. Belts
9. Belt Drives
10. Steam Traps
11. Water Strainers
12. Air filters
13. Condensing units for air conditioning
14. Refrigerants
15. Air grills and dampers
16. Combustion units and controls for boilers
17. Direct expansion valves
18. Supply and exhaust fans

Preventative Maintenance Service

All planned, preventative maintenance service work under this agreement is to be performed during the regular working hours except in emergency situations.

Emergency Service

Emergency service shall be available 24 hours a day, 365 days per year.

Parts and Complete Replacements

Under this agreement repair or replacement of worn parts or complete components may be replaced with new parts or reconditioned components. This applies to only systems and mechanical equipment covered in this agreement.

No repairs or replacements necessitated by reasons of negligence or misuse of equipment or other reasons of any other cause beyond control except ordinary wear and tear are included.

Special Conditions

Vendor shall not be required to make safety tests or to install new attachments or additional controls or equipment as recommended or directed by any insurance company or laboratory or governmental authority, or to make replacements mentioned herein with parts or devices of a different design for any reason whatsoever.

The City will provide reasonable means of access to all devices which are to be serviced. Vendor shall be free to start and stop all primary equipment incidental to the operation of the mechanical system as needed.

Vendor responsibility for injury to persons or property that may be caused by or arise through the maintenance, service functioning or use of the system shall be limited to injury caused directly by vendor negligence in performing obligations under this agreement. In no event shall vendor be liable for consequential or speculative damages.

Vendor shall not be liable for any loss, delay, injury or damage whether direct or consequential that may be caused by conditions beyond their direct control including, but not limited to, acts of government, strikes, lockouts, fire, explosion, theft riot civil commotion, war, malicious mischief floods, and other acts of God.

The following items pertaining to the system are not included under this agreement

The replacement or repair of non-moving parts of heating, cooling and ventilation equipment, such as fan ductwork, boiler shell and tubes, unit cabinets, boiler refractory material etc.

Maintenance or repair of electrical wiring, drains plumbing oil storage tanks, oil and or gas lines and domestic water lines and equipment

Service shall begin first day of January 2021 and continue for a period of one year and from year to year thereafter until terminated. Either party may terminate agreement by giving 30 day notice. Payments shall be made semi-annually.

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BUILDING HVAC MAINTENANCE SERVICES**

CITY OF WAUPACA, WISCONSIN

TECHNICAL SPECIFICATIONS

- Equipment:** The boilers and boiler pumps are located in the mechanical rooms.
- Heating water distribution throughout the facilities are provided by pumps, located in the mechanical rooms.
- Services:** Prior to the beginning of the heating season, usually in late summer, the contractor shall provide for startup cleaning and inspection of the heating system.
- Water:** Water within the heating system shall be sampled and tested. Contractor shall flush and fill the system as required. Contractors shall remove and clean all system strainers during a flush and fill operation.
- The contractor shall inspect and correct water level in expansion system and verify proper operation of makeup water system.
- The air purge system shall be inspected for proper operation. Air shall be removed after flush and fill at all bleeder valve locations throughout the facility.
- Boilers:** Boilers shall be inspected for proper operation of all safety interlocks. Contractor shall provide flue gas analysis and verify proper combustion and drafting for each unit.
- Combustion blower shall be inspected for bearing wear and replaced or repaired as required. Ignition system shall be tested and verified. Flame formation shall be inspected and adjusted as required.
- Water temperatures shall be inspected to verify proper temperature rise while under normal operation.
- Water compartment shall be inspected for wear and leakage.
- Gas pressure regulators shall be tested and gas pressures verified.
- Systems shall be cleaned of oil, soot, water, residue, etc. Painting shall be touched up as required to prevent excessive corrosion.

Pumps: Hot water pumps shall be inspected for excessive vibration and bearing wear. Contractor shall verify proper operation along the manufacturer's pump curve by measuring voltage, amp draw, and water pressure across pump.

Equipment: AHU system consists of two (2) Carrier model 39MXH322 Air Handling Units with DX cooling. Units are located in the lower mechanical rooms with the condensing units set on backside of building.

Services: The units shall be inspected monthly for proper operation and should be provided with a complete preventive maintenance service twice yearly.

During each inspection, the fans shall be lubricated per the manufacturer's recommendation. The units shall be inspected for excessive bearing wear and vibration.

The motor shall be checked by measuring voltage and amp draw. Belts and sheaves should also be checked monthly with adjustments made as required. Inspect electrical connections and contactors.

General cleaning should also be done on monthly intervals to include, outside air intake screens, damper and fan blades, drain and drain pans. Also clean external surfaces as needed.

Ventilation: Exhaust fans shall be inspected annually for proper operation. The contractor shall inspect units for excessive vibration, and bearing wear. Unit motors and bearings shall be lubricated. Belts shall be changed as required. Painted surfaces shall be retouched as required to prevent corrosion.

Ventilation dampers and actuators serving the equipment room shall be inspected.

Damper blades shall be cleaned, and bearings lubricated as required. Actuators shall be tested. All swivels and moving parts shall be lubricated as required.

Air Supply: Pneumatic air compressor shall be inspected monthly for proper operation. Contractor shall inspect oil level and refill as required.

The intake filters shall be inspected.

Belts shall be inspected, and retensioned as required

Tank auto drains shall be tested for proper operation and condensate pumps shall be serviced. Tank shall be visually inspected for leaks.

Entire compressor shall be thoroughly cleaned of all oil, debris, dust, moisture, etc., and paint shall be retouched to prevent corrosion.

The unit shall be inspected for excessive vibration and bearing wear.

System final filter media shall be inspected.

Air dryer shall be bypassed, and serviced as required. The system shall be tested for proper freon charge and lubrication. All coils shall be cleaning as required.

Unit fan motor shall be inspected for excessive noise and services as required.

Entire dryer shall be thoroughly cleaned of all oil, debris, duct, moisture, etc., and paint shall be retouched to prevent corrosion.

VAV Boxes: VAV boxes shall be inspected annually. Units shall be serviced in monthly groups.

Contractor shall verify proper damper operation. Bearings shall be lubricated as required.

Units shall be thoroughly cleaned.

Units with integral fan shall be lubricated as needed, and inspected for excessive motor noise.

Heating coils shall be cleaned and vacuumed. Damaged fins shall be straightened.

Unit filters shall be inspected. Customer shall be notified of those boxes requiring filter changes.

Unit flow sensors shall be cleaned of dust and debris.

Equipment: Temperature Control Systems consisting of both electric/electronic and pneumatic temperature controls.

Services: The Contractor shall perform monthly inspection and maintenance to verify the proper operation of all electric and pneumatic temperature controls throughout the facility.

Verify that all dampers and actuators are operating correctly as required by unit sequence of operation. Check for proper stroke and throttling ranges, associated with minimum and maximum requirements.

Check that all interlock operations pertaining to limit and safety controls are as required.

CUH & UH: Cabinet Unit Heaters (CUH) and Unit Heaters (UH) shall be inspected and serviced annually.

Dirty filters shall be replaced as needed. Unit coils shall be cleaned.

Fans shall be inspected for excessive noise and lubricated as needed.

Coil shall be cleaned and inspected for damage. Damaged fins shall be straightened.

Unit controls shall be tested for proper operation.

Units shall be thoroughly cleaned of all oil, debris, dust, moisture, etc., and paint shall be retouched to prevent corrosion.

Humidifier: System installed in both City Hall and Library units. Unit shall be maintained per the owner's operating manual.

Equipment covered under service agreement

City Hall/Library

City Hall air handling unit

City Hall condensing unit

City Hall humidifier

Library air handling unit

Library condensing unit

Library Humidifier

3 exhaust fans

Cabinet heaters

55 VAV boxes

1 duplex air compressor

1 air dryer

2 Patterson-Kelly boilers & burners

2 circulating pumps

Delta Temperature control system

Recreation Center

2 Gas fired hot water boilers

2 Boiler Pumps Ip9 & Ip10

System pumps P5 & P6

Air handling unit 1 with pump 7

Air cooled condensing unit for AHU 1

Air handling unit 2 with pump 8

Air cooled condensing unit for AHU 2

Air handling unit 3

Air handling unit 4

14 VAV boxes

10 hot water convectors

6 Hot water cabinet unit heaters

3 Exhaust fans

Delta Temperature control system

Police Department

2 Gas fired hot water boilers

Air handling unit 1 with air cooled condenser

Roof top unit 201

Exhaust fans: 001, 002, 003, 103

8 cabinet unit heaters

15 fin tube radiation

13 hot water booster coils
11 VAV boxes
2 system pumps
Delta Temperature control system

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BUILDING HVAC MAINTENANCE SERVICES**

JANUARY 1, 2021 – DECEMBER 31, 2023

CITY OF WAUPACA, WISCONSIN

BIDDER'S LIST

Bassett Mechanical Contractors

P.O. Box 755

Appleton, WI 54912-0755

920- 739-5312

Johnson Controls

P.O. Box 1134

Appleton, WI 54912-1134

920-739-2461

Tweet / Garot Mechanical

2545 Larsen Road

Green Bay, WI 54304

920-498-0400

ACC Planned Service, Inc.

611 N. Lynndale Suite 101

Appleton, WI 54914

920-997-0780