

February 26, 2021

**Notice of Release of Request for Proposal
HVAC Maintenance for the
Clare County Building,
Jail/Sheriff's Department and the Clare County Animal Shelter**

Clare County is seeking bids for the yearly maintenance of the HVAC system for the Clare County Building, Jail/Sheriff's Department and the Animal Shelter located at 225 W. Main St., 255 W. Main St. and 4040 Hazel Dr. in the City of Harrison, County of Clare.

The bid must include the cost for yearly maintenance and supplies.

The chosen contractor must be able to start in May 2021

An appointment has been schedule with Brian Tomaski, Sheriff's Department Maintenance Supervisor, for Wednesday, March 10, 2021 at 10:00 a.m. Those interested should meet Brian in the lobby of the Clare County Courthouse. For any questions, please contact Tracy Byard, Clare County Administrator at 989-539-2510 ext. 5001.

Sealed Bids must be in to the Clare County Administrators Office c/o Tracy Byard no later than Friday, March 26, 2021 at 4:00 p.m. Bid opening will be at 4:15 p.m.

Request for Proposal

Heating, Ventilation, Air Conditioning, and Building Automation

Comprehensive Maintenance

for the Clare County Building/Sheriff's Department/Animal Control

Clare County Building
225 W. Main Street, P.O. Box 438
Harrison, Michigan 48625

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1.0 Overview

The Clare County Board of Commissioners seeks an experienced firm for the purpose of providing comprehensive maintenance of Heating, Ventilation, Air Conditioning (HVAC), and Building Automation systems for the Clare County Building, the Clare County Sheriff's Department and the Clare County Animal Shelter. This RFP is part of a competitive procurement process which helps to serve the County's best interests. It also provides firms with a fair opportunity for their services and capabilities to be duly considered. The process of competitive negotiation being used in this case should not be confused with the different process of competitive sealed bidding. The latter process is usually used where the goods or services being procured can be described precisely and the price is the determinative factor. With competitive negotiation, however, price is not required to be the determinative factor, although it may be, and the County has the flexibility it needs to negotiate with firms to arrive at a mutually agreeable relationship.

For ease of reference, each firm receiving this RFP is referred to as the "firm" and the firm selected to provide services for the County is referred to as the "selected firm." This RFP states the instructions for submitting proposals, the procedure and criteria by which a firm

may be selected, and the contractual terms by which the County proposes to govern the relationship between it and the selected firm.

2.0 Scope of Goods and Services General

It is the County's intent to enter into a comprehensive service agreement with the elected firm for HVAC services; Including Preventive Maintenance, Repair, and Emergency Services necessary for the effective and economical operation of the Clare County Building, Clare County Sheriff's Department and Clare County Animal Shelter. The selected firm shall furnish all labor, materials, tools, and resources necessary to design, develop and implement a maintenance procedure for HVAC equipment located in the County building. In addition to normal maintenance and repairs, the selected firm shall have the capability and resources to design, install, and maintain new systems or replacement systems as required by the County. In order to achieve this goal, the selected firm must provide goods and services that include, but are not necessarily limited to, those outlined below:

2.1 General Requirements

- a. The selected firm shall provide comprehensive maintenance services on all equipment relating to the heating, ventilation, air conditioning and building automation within the facility.
- b. The selected firm shall furnish all labor, parts, materials, test equipment, tools, programming materials, and services in conformance with the terms and conditions as outlined in this RFP.
- c. To ensure that Clare County receives the scope of services required by this Request for Proposal, the selected firm shall have a performance management system implemented that provides the minimum service performance information as defined in Section 7.0 "Scope of Goods and Services Performance Management System."
- d. Each firm is requested to visit the site of the equipment and proposed work prior to submitting their proposal.

A pre-bid meeting will be held on Wednesday, March 10, 2021 at 10:00 a.m. in the lobby at the Clare County Building, 225 W. Main Street, Harrison, Michigan.

The purpose of this visit is to acquaint the firms with any and all conditions at the site and to identify, inspect, and inventory the equipment. One conducted tour of the premises will be held. Firms are not allowed to tour unescorted or at any other time than on a scheduled tour. The firms will not be relieved from assuming all responsibility for properly estimating the difficulties and cost of performing the services required with this specification, because of the failure to become acquainted with all the information concerning the services to be performed. All questions must be directed to Tracy Byard, Clare County Administrator, in writing. All responses to questions will be sent to all pre-bid attendees. Companies shall further be licensed appropriately by the State of Michigan to perform the work assigned.

2.2 Preventive Maintenance Scheduling

It is preferred; The selected firm schedule preventive maintenance tasks through the use of a computerized service management system to ensure a uniform and detailed method of scheduling work. The work orders shall be transmitted in real-time to service mechanics through a text based messaging system to facilitate timely and accurate tasking. To ensure a uniform and detailed method of defining preventive maintenance tasks, all preventive

maintenance tasks shall be scheduled based on the manufacturers' maintenance recommendations and on no less than five years of maintenance experience. The selected firm may be required to show copies of said computer preventive maintenance report to demonstrate compliance to this requirement. The selected firm shall schedule preventive maintenance tasks for each piece of equipment in the facility to accommodate occupant schedules and operating hours.

2.3 Inventory and Test Equipment

To ensure timely availability in emergency situations, the selected firm shall maintain or have access to an adequate inventory of standard replacement parts for common components in the system under contract within 24 hours, and will demonstrate that they own the proper tools and test equipment to maintain all the systems and equipment under contract. For mechanical equipment, the selected firm must own the following tools and test equipment; Combustion efficiency test equipment, infrared scanner, water treatment chemical drop test kit, conductivity tester, refrigeration oil test kit, electronic refrigeration leak detector, velometer, amprobe, refrigeration recovery equipment.

2.4 Licensing

The selected firm must be fully licensed by the State of Michigan to do business in the State of Michigan with the proper sub-classifications as required for the tasks being performed (mechanical, electrical, etc). This license must remain valid throughout the term of this agreement.

2.5 Preventive Maintenance Calls

All scheduled maintenance calls under this agreement shall be performed during the normal working hours defined as 8:00 AM – through 4:30 PM. The selected firm must respond to all service requests regardless of weather conditions. (snow, ice, etc.)The County will provide reasonable means of access to all equipment covered by the resulting agreement. The selected firm shall be free to start and stop all primary equipment incidental to the operation of the systems as arranged with the designated County representative.

2.6 Emergency Service

Emergency service shall be provided 24 hours a day to minimize downtime and convenience. All major systems must be back on line and operating within eight hours of notification of systems failure. The selected firm shall provide emergency service as a part of this agreement. Emergency service as often as needed, on a 24 hour basis, weekends and legal holidays included. Service personnel shall arrive onsite within 4 hours after notification of an emergency situation in which the firm could be contacted via (2) local or toll free phone numbers. These phones must be answered by a person under the direct employment of the selected firm and must be trained on HVAC systems and their operation. An answering service is not sufficient.

2.7 Parts and complete replacement

The selected firm will repair or replace worn parts or complete components covered under this contract with new parts. All repair and replacement parts, components, and devices for

the mechanical systems and equipment shall be provided by the selected firm unless other arrangements are agreed to, in writing, by the County in advance. All miscellaneous parts and supplies necessary to maintain the mechanical systems and equipment shall be supplied by the selected firm and will be included in the cost of this service program (belts, valve packing, lubricants, tools, paints, refrigerant, test instruments, meters, etc) The selected firm will not be held responsible for repairs or replacements necessitated by reason of negligence or misuse of the equipment by other than the selected firm or by reason of any other cause beyond the control of the selected firm, except ordinary wear and tear.

3.0 Scope of Goods and Services – Mechanical Systems Maintenance

3.1 Equipment Included:

All HVAC mechanical systems associated with the County building. The preventive maintenance schedule is the responsibility of the selected firm and shall not be limited to the major pieces of equipment listed herein but also is meant to include appurtenant devices and systems that are related to the heating, ventilation, and air conditioning. Included equipment is as follows:

- Heating System – Boilers, burners, furnaces, pumps, cleaning of heating coils, water strainers, duct heaters, heat exchangers, humidifiers etc.
- Cooling System – Air conditioning compressors, evaporative condensers, air cooled condensers, pumps, water chillers, cleaning of cooling coils etc.
- Air Handling Units – Fans, motors, air filters, dampers, induction units, mixing boxes.
- Miscellaneous Equipment – Exhaust fans, direct expansion valves, magnetic starters, manual motor starters, pump and fan motor drives, belts, and refrigerant.

3.2 Equipment Not Included

Maintenance services, including repair labor and parts replacement, for portions of the system and equipment that are non-maintainable or nonmoving are not included as part of this specification. Excluded items shall be considered as: foundations, structural supports, domestic water lines, plumbing, oil lines, gas lines, piping, oil storage tanks, air handling duct work, boiler shell, and tubes, unit cabinets, boiler trim and reflector material, cooling tower structures, etc. The selected firm shall provide a report of any work encountered that is outside the scope of this specification that is in need of attention, and that may include such equipment as outlined above. This specification covers only that equipment associated with the County Building, Sheriff's Department and Animal Control, and in the event the system is altered, changed, or if any equipment is added, then that portion shall be added or deleted as required and will be in accordance with this specification.

3.3 Services Included

The general services listed below shall apply to the systems and equipment as described above. This preventive maintenance work shall be provided no less than six times per year, including startup and shut down if applicable:

- Examining each piece of equipment and device to see that it is functioning properly and is in good operating condition.

- Cleaning all components of dust, old lubricants, etc. to allow the equipment to function as designed.
- Lubricating all equipment where needed to permit bearings, gears, and all contact wearing points to operate freely and without undue wear.

- Adjusting all linkages, motors, drives, etc. that have drifted from the initial design settings and positions.
- Calibrating all sensing, monitoring, output, safety, and readout devices for proper ranges, settings, and optimum efficiencies.
- Repairing the device by the addition of replacement parts should the above maintenance not be adequate.
- Replacing the device should the above device not be adequate.
- Tearing down major pieces of equipment such as refrigeration compressors, water chillers, boilers etc. and overhauling periodically based on accumulated operating hours, building requirements, and/or as required to prevent breakdowns and to improve operational conditions.
- Testing and cycling all equipment as a system after it has been cleaned, lubricated, adjusted and calibrated to assure that it operates to original design specifications.
- Performing periodic vibration analysis of the equipment to be maintained. This analysis will be made on all equipment in excess of one horsepower and documentation of the same shall be maintained.
- Using an infrared scanner for a site inspection at least semiannually to evaluate the condition of all portions of mechanical system to include motors, pumps, chillers, boilers, motor starters and electrical panels for proper predictive/preventive maintenance.
- Performing spectrochemical analysis of refrigeration compressor oil to determine chemical concentration levels inclusive of the following tests
 - a. Total Acid
 - b. Viscosity
 - c. Water Content
 - d. Total Solids
- Performing boiler flue gas analysis during heating season switch over with an Electric Flue Gas Analyzer to determine the proper energy efficiency of the boiler burner system to maximize efficiency documenting same in written report form.
- This mechanical maintenance includes all parts, labor, and materials necessary to make the repairs and in addition the necessary replacement of any units including:
 - Water circulating pumps as pertain to HVAC systems
 - Supply Fans
 - Electric Motors
 - Belts
 - Electric Starters (all)
 - Heating Coils; (cleaning only)
 - Cooling Coils; (cleaning only)
 - Belt Drives
 - All water Strainers
 - Capacity System and Safety devices which control the equipment
 - Air handling Units
 - Boilers and Controls
 - Compressors
 - Air Cooled Condensers
 - Packaged roof top units

3.4 Parts replacement

All parts, components, or devices for the mechanical systems covered under this solicitation that are worn or are not in proper operational condition shall be repaired/replaced with new parts, components or devices.

4.0 Scope of Goods and Services – Automation Services

4.1 Qualifications – The service provider shall maintain a staff of trained and certified building control technicians for servicing temperature control and automation systems installed in the facility.

5.0 Scope of Goods and Services – Air Filter Service

The selected firm must be able to service:

5.1 Equipment Filtration:

Air Filtration System: Pre-filters, frame filters, pouch filters, fan coil filters, automatic roll type filters, and bag filters

5.2 Services Included:

The selected firm must provide:

- Filter media (frame or roll type systems) with an average AFI gravimetric rating of not less than 70% efficiency.
- Filter media shall be standard polyester fiber and will be bonded together preventing fiber shredding and blow through for maximum efficiency and will be of the fire retardant type of at least a Class 2 rating.
- Roll media in varying widths, and in dry and tackified polyester or roll type filters
- The selected firm shall provide, install and regularly change all frequency at a frequency dictated by dirt conditions generally accepted to be at least six times per year.

6.0 Scope of Goods and Services – Indoor Air Quality Monitoring

Selected firm shall deploy and install on a temporary basis all equipment and material required to provide spot monitoring of the Internal Air Quality (IAQ) of a single space on an as needed basis as directed by the County Administrator.

This IAQ monitoring setup shall be deployed on a demand basis and should provide County personnel real time and historical monitoring of the following environmental conditions:

- Temperature
- Carbon Dioxide
- Carbon Monoxide
- Relative Humidity

Selected firm shall provide this monitoring as part of the base contract and will deploy as requested by the County up to 6 times (locations) per year without additional charge. Selected firm shall provide additional or permanent building space/building monitoring as requested by the County at an additional charge.

7.0 Scope of Goods and Services – Performance Management System

7.1 General: The selected firm shall have a performance management system deployed to provide evidence to the County that the service requirements of this Request for proposal (RFP) are being met. The performance data shall be captured electronically and stored in an electronic data repository for the term of any contract resulting from this request for Proposal.

Clare County personnel, with proper credentials, shall have access to reports of service performed through an Internet portal by use of a web browser. Access to the data repository shall be secured and only provided to personnel that are registered and assigned a password. The selected firm shall provide the data repository offsite in a secured and conditioned environment and the electronic records shall be maintained on redundant servers to ensure reliability.

7.2 Service Performance Data: The minimum information required to be captured and stored shall consist of the following:

- An inventory of all equipment under coverage of the contract resulting from this Request for Proposal.
- Records of every service order issued during the term of the contract. These records shall include customer initiated service requests and computer generated preventive maintenance requests.
- Each service record shall include the description of the request, date and time of the service request, name of the service mechanic assigned, date and time that the mechanic arrived at the site, resolution of the request with a description of the work performed and the date and time that the work was completed.
- The service response data including time stamps for receipt of service request and completion of service request shall be captured electronically and immediately available for viewing by the customer.

8.0 Scope of Goods and Services – Special Conditions

The selected firm shall be reimbursed for any expenses, parts, or labor incurred as a result of any new government regulations issued after effective date of this contract.

All work performed by the selected firm shall conform to all applicable codes and standards. The selected firm shall not be liable for any loss, delay, injury, or damage, whether direct or consequential, that may be caused by conditions beyond the selected firm's direct control including but not limited to acts of government, strikes, lockouts, fire, explosion, theft, riot, civil commotion, wars, malicious mischief, floods, and other acts of God. The selected firm shall provide as part of this proposal a fixed annual service price for each twelve month period that this service agreement is to be in effect. The first year price will be for 6 months, from April 1, 2021 to September 30, 2021. These prices are to reflect maintenance of the equipment and systems as outlined in this specification. If during the term of this agreement, the County adds equipment to the building for which coverage is desired, the selected firm shall directly negotiate the additional service prior to the new equipment entering service.

9.0 Basis of Selection

Clare County shall evaluate proposals and, if a firm is to be selected, select the firm on the basis of the following:

- The firm's written technical plan and approach towards providing the requested HVAC Preventive Maintenance, Routine Emergency Service, and other peripheral line items as stipulated in the RFP. (25%)
- The firm's Performance Management System and ability to provide service records to support the requirements of Section 7.0 of this RFP. (15%)· The firm's relevant experience,

qualifications, and track record in providing the goods and services outlined in this RFP. (15%)

- The firm's references from other entities with comprehensive maintenance requirements similar to those of the Clare County Building.(15%)
- The quality of the proposal, specifically, responsiveness to requirements and adequacy of information provided. (25%)
- The ability to provide Air Filter Services and Indoor Air Quality Monitoring by the same firm. (5%)

10.0 Contents of the Proposal

Proposals shall include information pertaining to this section

10.1 Operations

- Provide a detailed description of how the firm intends to provide and meet the requirements contained in this RFP.
- Describe the level of knowledge and expertise with regard to the systems and equipment noted within the RFP.
- Describe the service operation capacity of the organization including service call dispatch operations, service call communications with technical personnel and internal process controls designed to ensure timely and closed loop performance.
- Provide documentation of licenses and certifications as may be required during the completion of the requirements contained in this RFP.
- Provide information about the Service Performance Management System required in Section 7.0. Provide information as to the location of redundant data repository servers and examples of the format that information will be viewed by the customer · Provide an operational scenario and capabilities overview of additional capabilities and competencies offered as may be of interest to the County.

10.2 Firm Information, Personnel, and References

- Provide a brief history of the firm, its experience and the services and capabilities declared above.
- Provide detailed information and qualification information regarding personnel to be assigned to this agreement including resumes and required certifications.
- Provide an organizational chart for the firm including the personnel to be assigned the County account.
- Provide a minimum of (3) references that are similar in size and requirements to the Clare County Building.

ATTACHMENT 1 Bid Sheet

**Clare County Michigan
Request for Proposal for Heating, Ventilation, Air Conditioning and
Building Automation Comprehensive Maintenance**

Price for Base Contract Year One (April 1, 2021 to September 30, 2021)

\$ _____

Price for Base Contract Year Two (October 1, 2021 to September 30, 2022)

\$ _____

Price for Base Contract Year Three (October 1, 2022 to September 30, 2023)

\$ _____

Percent increase for subsequent year's % _____

Price for Option A (Air Filters) Year One \$ _____

Price for Option A (Air Filters) Year Two \$ _____

Price for Option A (Air Filters) Year Three \$ _____

Percent increase for subsequent years: % _____

Price for Option B (IAQ Monitoring) Year One \$ _____

Price for Option B (IAQ Monitoring) Year Two \$ _____

Price for Option B (IAQ Monitoring) Year Three \$ _____

Percent increase for subsequent years: % _____

Name of Firm _____

Contact Name _____

Address _____

Phone _____

Email _____

Bidders failing to provide pricing on all options will be considered nonresponsive

Attachment 1 – List of Equipment: If needed, available upon request from CCPS.

Freedom of Information Act

Except as provided below, once an award is announced, all proposals submitted in response to this RFP will be open to the inspection of any interested person, firm or corporation, in accordance with the Michigan Freedom of Information Act. Three copies of each proposal must be provided. Any questions concerning this RFP will be directed to Tracy Byard, Clare County Administrator. The County will determine whether any addenda should be issued as a result of any questions raised or other matters raised.

Tracy L. Byard,
Clare County Administrator
225 W. Main Street, Harrison, Michigan 48625
(989) 539-2510
byardt@clareco.net

Notes:

ATTACHMENT 2

- A. Worker's Compensation and Employers Liability the Selected Firm will comply with all federal or state laws and regulations pertaining to Worker's Compensation Requirements for insured or self-insured programs.
- B. The Selected Firm and the County will mutually agree at least 60 days prior to each renewal option whether to renew the terms of the Agreement.
- C. Contract Administrator -The County will identify a Contract Administrator for any Agreement which results from this RFP. The individual will be the point of contact at the County for day-to-day operations, but cannot approve amendments to the Agreement or price changes.
- D. Waiver: No waiver of any right will be deemed a continuing waiver, and no failure on the part of either party to exercise wholly or in part any right will prevent a later exercise of such or any other right.
- E. Indemnification - The Selected Firm will indemnify and hold harmless Clare County, the Clare County Board of Commissioners, their agents, and their employees from any and all costs, damage or loss, claims, liability, damages, expenses (including, without limitation, attorneys' fees and expenses) caused by or arising out of the performance or non-performance of the Agreement by the Selected Firm or its agents or subcontractors, including the provision of any services or products. The Selected Firm warrants that the products, goods and services provided the County may be used by the County without being in violation of any copyright, patent or similar property right or claim by others and will defend, indemnify and save the County (its employees and agents) from and against any such claim.
- F. Governing Law - This Agreement will be governed in all respects by the laws of the State of Michigan.
- G. Termination - If the Selected Firm fails to provide quality goods or services in a professional manner, solely as determined by the County, and, upon receipt of notice from the County, does not correct the deficiency, to the County's satisfaction within a reasonable period of time, not to exceed five calendar days unless otherwise agreed to by both parties in writing, the County reserves the right to terminate this Agreement upon written notice to the Selected Firm.
- H. Insurance listed below is the insurance which the Selected Firm must maintain under any Agreement resulting from this RFP. Each Firm will propose insurance which meets or exceeds the needs of the County. The Selected Firm will provide the County with a valid Certificate of Insurance before providing any goods or services to the County. The County reserves the right to approve any insurance proposed by the Selected Firm. Comprehensive Commercial General Liability: The Selected Firm and any Subcontractor will maintain a minimum combined single Limit of Liability for bodily injury and property damage of \$2,000,000 per occurrence and a \$3,000,000 aggregate limit, with coverage for premises and operations, personal injury, contractual, and products/completed operations \$3,000,000 aggregate limit. Commercial Automobile Insurance: the Selected Firm and any Subcontractor will maintain a minimum combined single Limit of Liability for bodily injury and property damage of \$1,000,000 per accident, covering all owned, hired, and non-owned vehicles. Workers Compensation and Employers Liability: the Selected Firm and any Subcontractor will maintain workers compensation insurance, providing coverage in accordance with the Michigan Workers' Compensation Act. This insurance will also provide employers liability coverage with limits of at least \$1,000,000.

I. Payment Terms - Invoices correctly submitted to the County for Services completed will be paid Net 30 days after receipt and County approval of invoice.