

NORTH HAVEN PUBLIC SCHOOLS
North Haven, CT 06473

**HEATING, AIR CONDITIONING AND REFRIGERATION
PREVENTIVE MAINTENANCE PROGRAM
SCHOOL YEAR 2013-2014**

Sealed bids for **HEATING, AIR CONDITIONING AND REFRIGERATION PREVENTIVE MAINTENANCE PROGRAM, SCHOOL YEAR 2013-2014** will be received at the office of the Director of Business and Operations, 5 Linsley Street, Third Floor, North Haven, Connecticut 06473 until **2:00 p.m., Wednesday, August 7, 2013**, at which time and place they will be opened and publicly read. Specifications may be obtained from the Business Office during regular business hours (8:00 a.m.-3:30 p.m.); by calling (203) 239-2581, X-1321 or by visiting or by visiting the Business and Finance Documents section of www.north-haven.k12.ct.us. After bids are received, the Director of Business and Operations may analyze whether vendors have submitted comparable bids and meet the requirements called for. In reviewing the bids, the Director of Business and Operations may consider the past performance, financial responsibility, and sales and service experience of the vendors. The Board of Education reserves the right to reject any or all bids, to waive any defects in same, or to choose to make purchases other than strictly in accordance with price considerations, and/or choose other than the lowest bidder, if it is deemed in the best interest of the North Haven Public Schools. **Bidders are advised hereby of the existence of an Ordinance concerning Bid Preference for Town-Based**

GENERAL INFORMATION TO BIDDERS

HVAC - North Haven Public Schools

General Information to Bidders

The Board reserves the right to award a multi-year contract of one (1) year, plus the option, solely at the Board's discretion of three (3) additional years. Furthermore, the Board reserves the right to award the servicing agreement to one vendor for all school buildings or split the award of servicing each building between two or more vendors.

Specifications are detailed in the enclosed Annual Maintenance Program Task Schedule. Bidders are expected to complete all tasks in the month(s) specified unless prior arrangements are made with the Director of Business and Operations.

Sealed bids must be clearly marked “**HVAC PROGRAM – DO NOT OPEN**” on the outside of the envelope and returned to the attention of Director of Business and Operations, 5 Linsley Street, North Haven, Connecticut 06473. The bid award shall be made public within fifteen (15) days after the bids are opened and publicly read.

LOCATIONS

- Clintonville Elementary School, 456 Clintonville Road, North Haven, Connecticut
- Green Acres Elementary School, 146 Upper State Street, North Haven, Connecticut
- Montowese Elementary School, 145 Fitch Street, North Haven, Connecticut
- Ridge Road Elementary School, 1341 Ridge Road, North Haven, Connecticut
- North Haven Middle School, 55 Bailey Rd, North Haven, Connecticut
- North Haven High School, 221 Elm St., North Haven, Connecticut

BIDDERS MUST USE THE ENCLOSED BID FORM, WHICH MUST BE SIGNED BY AN AUTHORIZED REPRESENTATIVE OF THE COMPANY.

Bidders **MUST** bid the specifications as detailed in the bid document. Bids **MUST** include:

- Total price (**exclusive** of Federal and State taxes) for performing all required tasks, as shown on enclosed
- Annual Maintenance Program Task Schedule, in the month(s) specified;
- Response time from time of service call;
- Hourly rates for all repair work;
- Hourly rates for consultation in which the contractor will identify the problem and provide are recommendation as to what work needs to be performed by the school's in-house licensed staff;
- Minimum charge, if any, for service work for repairs and consultation;
- Warranty of labor performance on inspections and repairs; and
- Payment schedule expected. Otherwise, payments shall be made within thirty (30) days after the satisfactory completion of the specified work and receipt of an approved invoice.

OTHER SPECIFICATIONS:

- All bid prices must be fixed and firm for the one-year period of the contract (July 1, 2013 through June 30, 2014). Hourly rates may not be changed.
- Work performed outside of the specifications in the bid document (e.g., additional inspections; repairs) **MUST** be authorized **IN ADVANCED** with a purchase order signed by the Superintendent of Schools or Director of Business and Operations.
- Contractor will be required to fill in a sign in sheet at each school facility with service person's name, reason for service, purchase order number, time in, time out, and brief status (e.g., 'work completed'; 'part needs to be ordered'). These sheets will be retained by the school administrator.
- All work must be scheduled with the Supervisor of Buildings and Grounds or his designee.
- Inspection and repair report(s) will be submitted to the Supervisor of Buildings and Grounds within ten (10) business days following each inspection.
- All tasks must be performed by licensed personnel.
- All work must comply with local, state and federal laws.
- The work must be done in a manner and time as to not unnecessarily disrupt school activities.

MAINTENANCE REQUIREMENTS

The following shall be included in all costs relevant to the recurring maintenance of all equipment.

1. All filters for exterior equipment changed 3 times per year
2. All drive belts for all exterior equipment as needed
3. Clean all coils twice per year
4. 3 full industry standard service visits for all equipment, inside & out.
5. Included is a list of equipment for the North Haven High School. All other schools will need to be reviewed by contractor.

Bidders have the **OPTION** of providing an alternative preventive maintenance program. The alternative proposal should clearly indicate the differences from the specifications in this bid document and the reason(s) why the alternative program is better for the North Haven Public Systems. The Board of Education reserves the right to determine whether or not an alternative preventive maintenance program is better than the specifications in this bid document.

BIDDERS SHOULD NOT CONTACT THE SCHOOL BUILDING DIRECTLY.

North Haven Public Schools reserves the right to terminate the contract for cause at any time. The meaning of the words 'for cause' shall include, but not limited to, failure on the part of the contractor to meet all of the bid specifications including the number of inspections and timelines; poor quality of work; failure to use licensed personnel; non-compliance with local, state and federal laws; failure to provide timely inspection reports; failure to accurately complete the sign in sheets.

**HVAC PREVENTIVE MAINTENANCE PROGRAM
SCHOOL YEAR 2013-2014
(continued)**

Prior to the commencement of work, the bidder awarded the contract shall furnish a Certificate of Insurance naming the Town of North Haven and the North Haven Board of Education as additional insured with the policy limits below.

Liability/Property Damage - \$1,000,000 (per occurrence)
Workers Compensation - Statutory Coverage

Bidders shall furnish at least three (3) business references with name, title, and telephone number of a contact person. In addition, the name of the school district or company shall be provided.

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BID FORM

Total Bid Price for performing the specifications detailed in the bid document for all six (6) school buildings and central administration offices (exclusive of all Federal and State taxes)	\$ _____
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SERVICE CALLS: Response time from time of service call: _____

TIME PERIOD	REPAIR WORK	CONSULTATION
Monday – Friday 7:00 a.m. – 5:00 p.m.	\$ _____ PER HOUR	\$ _____ PER HOUR
Monday – Friday 5:00 p.m. – 7:00 a.m.	\$ _____ PER HOUR	\$ _____ PER HOUR
Friday, 5:00 p.m. – Monday, 7 a.m.	\$ _____ PER HOUR	\$ _____ PER HOUR
Holiday	\$ _____ PER HOUR	\$ _____ PER HOUR

SERVICE CALL FEE SCHEDULE

Note: Consultation is fee to identify the problem and provide a recommendation as to what work needs to be performed. The Board reserves the right to use in-house school for all repairs.

Service Call Fee Schedule for all repair work is:

_____ charged on an actual time spent basis with **NO MINIMUM** charge, or
_____ charged on an actual time spent basis with a **MINIMUM CHARGE of** _____.

Service Call Fee Schedule for all consultation is:

_____ charged on an actual time spent basis with **NO MINIMUM** charge, or
_____ charged on an actual time spent basis with a **MINIMUM CHARGE of** _____.

IMPORTANT: *Warranty of labor performance on inspections and repairs should be included in the bid proposal, including rooftop units and split systems, pneumatic contracts, and refrigeration equipment.*

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Company Name

Phone Number

Company Address

Signature of Authorized Representative

Print Name

Title

Email address

Telephone/Fax number

<u>System</u> <u>Description of Task</u>	<u>Month(s) to be Completed</u>			
	<u>April</u>	<u>July</u>	<u>October</u>	<u>January</u>
Check the refrigerant pressures On the rooftop/split systems	X	X		
Check the operation of the Compressor controls on the rooftop/ Split systems	X	X		
Leak check the accessible refrigerant System piping on the rooftop/split System if the charge is noted to be low	X	X		
Check the compressor amperages on All of the rooftop/split systems	X	X		
Check the condenser coils on all Of the rooftop/split systems	X	X		
Check the operation of the Economizer and or enthalpy controllers on the rooftop systems. Adjust as Required for proper operation	X	X	X	X
Check all electrical devices and Wiring for worn insulation, loose Connections or burns on all of the rooftop/split systems	X	X	X	X
Inspect the burner or electric heat As applicable on all of the rooftop/ Split systems			X	X
Inspect/test the electric heat controls, defrost controls, reversing valves, limit controls & sequencers an all of the rooftop/split systems.	X	X	X	X
Check and adjust as needed all Operating & safety controls on the Rooftop/split systems.	X	X	X	X
Check the controls, safety switches & flow switches on the rooftop/split systems	X	X	X	X

<u>Description of Task</u>	<u>Month(s) to be Completed</u>			
	<u>April</u>	<u>July</u>	<u>October</u>	<u>January</u>
Check the blower housings & Blower supports on all the Rooftop/split for soundness	X	X	X	X
Electric Thermostat/Humidistat Check the operation, calibration Wiring, wiring connections & Anticaptor setting as applicable			X	
Electric Sensors Check calibration, ensure proper wiring Connections, validate the sensor performance For desired application. Determine if the Sensors are measuring temperature & other Conditions properly			X	
Electric Dampers/Damper Operations Inspect & test dampers/or valves for proper Response to the control system demands. Insure all wiring connections are tight and clean			X	
Electric Relays & Switches Perform operational check, check wiring, Wiring connections & condition of controls			X	
Electric Master Control Panel Inspect & test all panel controls, check wiring, Wiring connection, & control panel operation Check & adjust any time clocks as needed. Engage System in test cycle if applicable			X	
Pneumatic Thermostat/Humidistat Check the operation, calibration, throttling range, Inspect the controls and air supply			X	
Pneumatic Sensor Controllers Check calibration, ensure proper connections, Validate sensor controller performance for the desired Application. Determine if sensors are measuring temperature & other conditions properly. Ensure proper setting on the controller for band, authority, compensation sensor, PM and CPA			X	

Task to be Completed**October****Pneumatic Valves**

Inspect stem & packing. Lubricate & check to see if
Repacking of the valve required. Check valves for tight
Close off & leakage.

X

Pneumatic Valve Activators

Perform pressure check to ensure proper operation
Inspect for leaks in diaphragms/air connections. Inspect
For loose fittings & corrosion. Adjust/calibrate positive
Positioners.

X

Pneumatic Dampers

Inspect & adjust dampers & linkages, clean & lubricate
Dampers & linkages, perform an operational check

X

Pneumatic Damper Operations

Perform a pressure check, adjust & calibrate the positive
Positioners, inspect air tubing, bracket connections &
Diaphragms.

X

Pneumatic Relays & Switches

Perform operational check, check tubing & connections,
Check wiring connections on E/P and P/E relays

X

Pneumatic Air Compressor

Drain compressor & dryer tanks, PRV filter bowls & air
Lines with drain cocks. Check compressor tank safety valve,
Change oil & check oil pressure. Check & replace belt once
Per. Year. Check sheaves. Check suction filter as required.
Check unloader & check valve. Check motor operating condition
& lubricate as necessary. Check P/R switch, starter, alternator,
record compressor run time

X

Pneumatic Refrigerated Air Dryer

Check refrigerant pressure. Check refrigerant temperature
Clean condenser & cover grilles

X

Pneumatic Filter & Pressure Reducing Station

Check particle filters (change as required)
Check oil filter (change as required)
Check pressure reducing valve settings
Check low pressure safety valve

X

Refrigeration Equipment

<u>Task to be Complete</u>	<u>August</u>	<u>February</u>
Check/tighten all electrical connections On the refrigeration equipment	X	X
Check defrost timers, sequencers or Time clocks as applicable on the Refrigeration equipment	X	X
Check/test electric defrost heaters On the refrigeration equipment	X	X
Check pressure controls where applicable On the refrigeration equipment	X	X
Check solenoid valves and coils where Applicable on the refrigeration equipment	X	X
Check thermostat operation where applicable On refrigeration equipment	X	X
Check all other operating/safety controls On the refrigeration equipment	X	X
Secure all panels on the refrigeration Equipment	X	X
Note any needed repairs on work order to be Quoted on the refrigeration equipment	X	X
Check the condition of the evaporator And condenser coils on the refrigeration Equipment	X	X
Brush down the evaporator and Condenser coil when applicable on the Refrigeration equipment *Power washing extra	X	X
Check/secure expansion valve bulbs Where applicable on the refrigeration equipment	X	X

<u>Task to be Completed</u>	<u>August</u>	<u>February</u>
Check the operation/condition of the Condenser and evaporator fan motors On the refrigeration equipment	X	X
Check the condition of the condenser and Evaporator fan blades on the refrigeration Equipment	X	X
Check/test condensate drain pans, drain lines, Pan heaters and drain line heat tape where Applicable on the refrigeration equipment	X	X
Check the compressor operation on the Refrigeration equipment	X	X
Check compressor amperage on the Refrigeration equipment	X	X
Check the refrigerant charge on the Refrigeration equipment	X	X
Check/tighten all refrigeration flare nuts On the refrigeration equipment	X	X

Refrigeration Equipment

Clintonville School

True side by side refrigerator cooler
Suburban reach-in freezer
Foster walk-in freezer
Foster walk-in cooler

Green Acres

Traulsen side/side cooler
Norlake walk-in freezer
Vulcan side/side cooler
Old reach-in freezer

Montowese

Powers Equipment Co. reach-in freezer
Norlake Kold Locker freezer
Suburban reach-in freezer
Traulsen side/side cooler
Vulcan side/side cooler

Ridge Road

Norlake walk-in freezer
Norlake Kold Locker walk-in
cooler
Kelvinator reach-in freezer

Middle School

True side/side cooler
Scotsman ice maker
Wood's reach-in freezer
Norlake walk-in cooler
Penn walk-in freezer
Built in walk-in freezer

High School

Norlake walk-in cooler
Beverage-Air reach-in cooler
Volrath display cooler
Norlake walk-in freezer