

City of
SHELBYVILLE
Tennessee

July 15, 2015

Request for Proposals

The City of Shelbyville, Tennessee is requesting proposals for an **Environmental Systems Maintenance Agreement** for the Shelbyville Recreation Center.

Proposals will be accepted until 11:00 a.m., Monday, August 3, 2015 at the Purchasing Department, City Hall, 201 N. Spring St., Shelbyville, TN 37160. Proposals should be submitted in sealed envelopes marked "**Environmental Systems Maintenance Agreement for the Shelbyville Recreation Center.**" Any proposals received after the scheduled closing time for receipt of proposals will be returned to the bidder unopened.

Proposals will be opened at public meeting of Council appointed bid committee on Monday, August 3, 2015 at 11:00 a.m. in the City Hall Conference Room, 201 N. Spring Street. Award of the proposal will be made at the next scheduled City Council meeting at the Shelbyville City Hall Annex. (August 13, 2015)

Minimum Specifications:

To provide monthly inspection, cleaning, aligning, calibrating, tightening, adjusting, and lubricating for applicable components for the environmental systems at Shelbyville Recreation Center.

Asset Protection Agreement Program

1. The company will supply a thorough planned maintenance strategy program designed and tasked specifically to the City's requirements.
2. City staff shall permit the company timely access to areas and equipment, and allow the company to start and stop the equipment as necessary to perform required services. Company will make itself aware of the operating hours and needs of the facility and make every effort to minimize any adverse effect on the operations. All planned work under this agreement will be performed during the City's normal working hours unless otherwise stipulated in this agreement.
3. The company will assign and familiarize two or three technicians to the City's account and in all situations use every means possible to dispatch one or more of these assigned technicians to our facility as required. Should the situation arise that the assigned technicians are not available; another qualified technician will be dispatched to handle the problem. The primary responsibility for the maintenance will remain with the assigned technicians and they will be informed as to what corrective action has been taken in their absence.

The company will provide the following professional maintenance services for the mechanical systems detailed on the equipment covered. **See attachments.** Planned maintenance will include job labor and travel labor required to inspect, clean, align, calibrate, tighten, adjust and lubricate all applicable components during seasonal inspections as follows:

Inspecting: inSIGHT or approved equal: Digital sound readings of major components which allow for a more focused technical inspection identifying current or potential issues enabling the company to make proactive recommendations on how to improve equipment operations and efficiency.

Technical Inspections: Performed in accordance with inSIGHT analysis, or approved equal, and including the following detailed inspection points as they apply to the equipment:

Motor winding resistance, fan speed, safety controls, combustion and draft, crankcase heaters, control systems, mountings, drive couplings and belts, coils, contactors, oil level, refrigerant charge and all other refrigeration and heating components applicable to seasonal inspection.

Cleaning: condenser coil, burner orifices: passages and nozzles, pilot and igniter, cooling tower baffles, basin, sump and float, chiller, condenser and boiler tubes, etc., applicable to items listed in equipment inventory. Evaporator coils included.

Aligning: belt drives, drive couplings

Calibrating: safety controls, temperature and pressure controls, etc.

Tightening: electrical connections, mounting bolts, pipe clamps, refrigerant piping fittings, dampers, etc.

Adjusting: belt tension, super heat, fan speed, burner fuel/air ratios, gas pressure, set points of safety controls, compressor cylinder unloaders, sump floats, etc.

Lubricating: motors, fan and damper bearings, valve stems, damper linkages, fan vane linkages, etc.

Exclusions must be listed in submission.

In case of any failure to perform its obligations under this agreement, the company shall repair or replace the effected equipment damaged under this agreement. The City shall operate the equipment properly. This remedy shall not apply if the failure is caused or contributed to by accident, alteration, abuse, or misuse, by the City.

In the event the terms of this agreement have not been met, either party shall notify the other in writing of the breach of the contract. The party receiving notification will respond promptly with a resolution.

If any alteration to, or deviation from, this agreement involving extra work, results in additional charges for materials and labor used, this must be agreed upon by both parties in advance.

The company will not be required to move, replace or alter any part of the building or support structure in the performance of this agreement.

If a trouble call is made at the City's request and inspection by company indicates a condition which is not covered under this agreement, the City must be notified and give authorization **before** repair is initiated.

The company will not be held liable for any delay, loss, damage or detention caused by unavailability of machinery, equipment or materials, delays of carriers, strikes including those by the company's employees, lockouts, civil or military authority, governmental regulations, insurrection or riot, action of the elements, forces of nature or by any cause beyond its control.

The City will make available to the company all pertinent Material Safety Data Sheets (MSDS) pursuant to OSHA's Hazard Communication Standard Regulations.

Adherence to the Clean Air Act of July 1, 1992, section 608 and future sections pertaining to Class I or Class II substances as well as contaminated oils and/or lubricants and containment and disposal as well are considered to be a part of this proposal submission. **All costs associated with must be included in bid submission.** The successful bidder will supply procedural documentation pertaining to handling, containment and/or disposal to customer.

Company will provide the following benefits to the City:

- Priority emergency response to the City which entitles the City to service before customers who do not have a maintenance agreement with the company. Immediate onsite electronically transmitted service report of work performed and needed or recommended repairs which are generated electronically.
- Communication of all service / maintenance needs with Recreation Center management. And the coordination of the service / maintenance.
- DST sound technology, or approved equal, will be used in early detection of mechanical problems on critical equipment.

Proposal submission on company letterhead to include:

Price per year for all services in this agreement

Any variances from this RFP

Any pricing outside of the agreement

Warranty detail

Exclusions/additions

Billing cycle (monthly, quarterly)

Proof of liability insurance

Proof of workers compensation insurance

Three references in Tennessee

Proof of authorization to maintain equipment listed on attachments

Any certifications / affiliations necessary for consideration

Signed by company official with all contact information

The agreement shall be for one year, August 14, 2015 – August 13, 2016, with an option to renew for one year. The option to renew will be reviewed in June of 2016. The above is only renewable upon the agreement of both parties. If the City determines the renewal is unreasonable, request for proposals will be issued again.

Successful bidder must carry liability insurance and worker's compensation insurance. A current business license is also required.

Any bidders wishing to do a site survey or ask questions may contact Mike Alsup, Parks and Recreation Director, 931-684-9780 or Lori Saddler, Purchasing Agent, 931-684-2691.

Please note any variations to these requirements on submitted proposal.

Vendor selection will be based upon the best offer deemed acceptable by the City of Shelbyville's council appointed bid committee and City Council. Proposal to all or part of the RFP indicates a willingness to supply part or all of the proposal. The City of Shelbyville reserves the right to reject any and all proposals.

All bidders must comply with A.D.A. guidelines if required.

All bidders must be in compliance with Title VI, Civil Rights Act of 1964, which specifies that: No person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under a program or activity receiving federal financial assistance from the Department of Transportation or the U. S. Department of Justice.

Failure on the part of the bidder to comply with all instructions herein may result in bid rejection.

The City of Shelbyville is subject to the Open Records Act, TCA 10-7-501, et. Seq. Bidders are advised that all documents submitted on behalf of this request for proposal shall be open to the public for viewing and inspection. The City of Shelbyville will fulfill Public Records Requests in compliance with Tennessee Open Records Act.

Lori Saddler
Purchasing Agent

Equipment Schedule

QTY	EQUIPMENT	MANUFACTURER	MODEL	SERIAL#	RATING	LOCATION
1	Chiller Systems McQuay Centrifugal 2 - Compressors	McQuay	WMC250D		100 Tons	Chiller Room
1	MultiStack Heat Recovery 1 - Compressor	MultiStack	MS030XC		30 Tons	Pool Area
1	Chiller Systems Cooling Tower	Evapco	AT-19-68		200 Tons	Roof
1	CHWP-1	Taco	KV4009		7.5 HP	Chilled Water
1	CWP-1	Taco	KV5007		5 HP	Condenser Water
1	HRCP-1	Taco	1935		0.75 HP	Chilled Water
1	HRCP-2	Taco	1935		0.75 HP	Chilled Water
1	HX-1	Taco	PF10-21-1-NH		0.75 HP	Heat Exchanger
1	Boiler System Boiler	HydroTherm	KN-20		55 Blr HP	Boiler Room
1	Air Handler(s) RTU-1 1 - Supply Fan Motor	Daikin McQuay	OAH021		20 HP	Lobby/Office
1	RTU-2 1 - Supply Fan Motor	Daikin McQuay	OAH024		15 HP	GYM
1	RTU-3 1 - Supply Fan Motor	Daikin McQuay	OAH13		7.5 HP	Lockers
1	RTU-4 1 - Supply Fan Motor	Daikin McQuay	OAH14		7.5 HP	Aerobics/Wellness
1	Special Fan(s) Exhaust Fan-004	Greenheck	G-163-VG		1 HP	Chiller Room
1	Exhaust Fan-005	Greenheck	G-163-VG		1 HP	Chiller Room
1	Exhaust Fan-006	Greenheck	G-163-VG		1 HP	Chiller Room
1	Exhaust Fan-007	Greenheck	G-163-VG		1 HP	Chiller Room
	Special Services Added CT flush hours Added Tube Brushing					

Equipment Schedule

QTY	EQUIPMENT	MANUFACTURER	MODEL	SERIAL#	RATING	LOCATION
12	Misc. Controls VAV Box with ReHeat					
6	VAV Box no ReHeat					
2	Chiller Condenser Tube Brushing					
1	Cooling Tower Flush - 200 ton >					
1	Boiler Flush					
1	Oil Analysis					
1	Chiller Systems McQuay Centrifugal 2 - Compressors	McQuay	WMC250D		100 Tons	Chiller Room
1	MultiStack Heat Recovery 1 - Compressor	MultiStack	MS030XC		30 Tons	Pool Area
1	Chiller Systems Cooling Tower	Evapco	AT-19-68		200 Tons	Roof
1	CHWP-1	Taco	KV4009		7.5 HP	Chilled Water
1	CWP-1	Taco	KV5007		5 HP	Condenser Water
1	HRCP-1	Taco	1935		0.75 HP	Chilled Water
1	HRCP-2	Taco	1935		0.75 HP	Chilled Water
1	HX-1	Taco	PF10-21-1-NH		0.75 HP	Heat Exchanger
1	Boiler System Boiler	HydroTherm	KN-20		55 Blr HP	Boiler Room
1	Air Handler(s) RTU-1 1 - Supply Fan Motor	Daikin McQuay	OAH021		20 HP	Lobby/Office
1	RTU-2 1 - Supply Fan Motor	Daikin McQuay	OAH024		15 HP	GYM
1	RTU-3 1 - Supply Fan Motor	Daikin McQuay	OAH13		7.5 HP	Lockers
1	RTU-4 1 - Supply Fan Motor	Daikin McQuay	OAH14		7.5 HP	Aerobics/Wellness

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Equipment Schedule

QTY	EQUIPMENT	MANUFACTURER	MODEL	SERIAL#	RATING	LOCATION
1	Special Fan(s) Exhaust Fan-004	Greenheck	G-163-VG		1 HP	Chiller Room
1	Exhaust Fan-005	Greenheck	G-163-VG		1 HP	Chiller Room
1	Exhaust Fan-006	Greenheck	G-163-VG		1 HP	Chiller Room
1	Exhaust Fan-007	Greenheck	G-163-VG		1 HP	Chiller Room
	Special Services Added CT flush hours Added Tube Brushing					
12	Misc. Controls VAV Box with ReHeat					
6	VAV Box no ReHeat					
2	Chiller Condenser Tube Brushing					
1	Cooling Tower Flush - 200 ton >					
1	Boiler Flush					
1	Oil Analysis					