



401 Thomas Run Road • Bel Air Maryland 21015
Voice: 443-412-2307 • Fax: 443-412-2392
Web: www.harford.edu

REQUEST FOR PROPOSAL

RFP 22P-001 MAINTENANCE AND REPAIR FOR MECHANICAL COOLING, BOILERS, AUTOMATIC TEMPERATURE CONTROL SYSTEMS, AND REFRIGERATION EQUIPMENT

Harford Community College invites competitive sealed proposals for a HVAC mechanical maintenance contract. Scope of work includes maintenance and repair of mechanical cooling systems, refrigeration equipment, automatic temperature control systems and boilers in all College buildings. Initial contract term shall be for twenty-one (21) months, beginning upon contract signing anticipated in September 2021 through June 30, 2023 with the option to renew for four (4) additional one-year periods based on satisfactory performance and at the sole discretion of the College.

Bidders are requested to acknowledge receipt of the package to Beth Bertier, Procurement Specialist via email: bbertier@harford.edu.

A pre-proposal conference will be held on 10:00 a.m. Thursday, July 29, 2021 in the Chesapeake Center Dining Room North in conjunction with this solicitation; **attendance is mandatory**. See page 25 for additional site visit date. Note: Participants who are not vaccinated must wear a face mask.

Questions must be directed to Beth Bertier, Procurement Specialist via email: bbertier@harford.edu; deadline for questions is **2:00 pm Thursday August 5, 2021**. Addenda, including questions and answers will be posted to www.hccweb1.harford.edu/Procurement/solicitationDocuments and www.procurement.maryland.gov, **It is the bidder's responsibility to monitor these sites, download the addenda and acknowledge receipt of its bid form**

The College requires that the bidder must have a functioning office in close proximity to the College campus. **The Bidder must have a functioning office that will be performing the work, within approximately fifty (50) mile radius of the College's main campus.**

One (1) priced proposal, complete with all technical proposal information, and marked "**Technical Proposal with Pricing**", plus three (3) complete proposals without pricing marked "**Technical Proposal w/o Pricing**", are due in the Procurement Office located at Conowingo Center building room 105 **not later than 12:00 noon Tuesday August 17, 2021.**

Prices must be firm for sixty (60) days after the opening date. The contract award is anticipated to be made in September 2021.

The College reserves the right to accept or reject any and all proposals, in whole or in part, received as a result of this RFP; to waive minor irregularities, or to negotiate with all responsible Bidders, in any manner necessary, to serve the best interest of the College. Further, the College reserves the right to make an award in whole, in part, or no award at all.

Robert Johnson
Director of Procurement
July 20, 2021

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1.0 PURPOSE

The purpose of this request for proposal (RFP) is to solicit sealed proposals for HVAC mechanical maintenance, to provide labor, material, equipment and supervision to maintain and repair mechanical cooling systems, refrigeration equipment, automatic temperature control systems and boilers in all College buildings.

2.0 INSTRUCTIONS TO BIDDERS

2.1 Clarification; Addenda

2.1.1 Bidders in doubt as to the meaning of any terms, conditions, or specifications, or finding any discrepancy in or omission from same shall notify the Purchasing Agent in writing at once, and in no case less than five (5) days before the scheduled opening of bids. Such notice in no way obligates the Board of Trustees of Harford Community College (hereinafter referred to as "the College") to revise the bid documents, but should the Purchasing Agent determine that amendment is necessary, each bidder will be furnished same via certified mail. Acknowledgement of receipt of addenda shall be noted on each bid form submitted.

2.1.2 The College assumes no responsibility for oral or telephonic explanations or interpretations of bid documents.

2.2 Cancellation

2.2.1 The College may cancel this RFP, in whole or in part, at any time before the scheduled due date.

2.3 Form of Bids Submitted

2.3.1 Bids must be fully and properly executed on the forms provided by the College, with a positive entry in each blank ("N/A" or "0" may be inserted as necessary), typewritten or in ink. Mistakes may be lined out and corrections made before the bid is submitted; the officer signing the bid must initial such corrections in ink.

2.3.2 Each bid must be submitted in a securely sealed envelope, prominently marked with the number and title of the bid, the date and time of its opening, and the name of the bidder. Sealed bids will **not** be accepted via facsimile.

2.3.3 Each Bidder must include with his submission a fully executed Affidavit of Non-Collusion, as furnished by the College. Anti-Bribery Affidavits or other special forms may also be specifically required herein, as federal or state funding sources or other special conditions dictate.

2.3.4 The College reserves the right to consider informal any bid not prepared in accordance with instructions.

2.4 Preparation of Bids

2.4.1 Bids should be prepared simply and economically, providing a straightforward, concise description of the items or services offered.

2.4.2 The College will not be responsible for any bid preparation or submission costs.

2.5 Exceptions; Alternates

2.5.1 Bidders that take exception to any part of this RFP, or intend to offer an alternate product to that specified, must so indicate on the bid form. Failure to do so shall be interpreted as the Bidder's intent to comply with all instructions, terms, conditions, and specifications herein.

2.5.2 Conditional or qualified bids may be rejected.

2.6 Errors in Bids

2.6.1 Bidders are expected to fully acquaint themselves with all governing laws and ordinances, and inform themselves as to the instructions, terms and conditions, specifications, and other

requirements before submitting bids. Failure to do so will be at the Bidders' own risk; relief cannot be secured on plea of error.

2.6.2 Should the unit and extended price(s) of any bid, or part thereof, be at variance, the unit price shall prevail for the purpose of evaluating bids.

2.6.3 When prices on the bid form are requested in both words and figures, the sum written in words shall govern in the case of any discrepancy.

2.7 Time

2.7.1 Unless otherwise specified herein, all time periods are expressed in calendar days.

2.8 Withdrawal

2.8.1 Any bid may be withdrawn before the scheduled time of opening. After a bid has been opened, it may not be withdrawn during the period stated herein, for which prices and terms must remain valid.

2.9 Receipt and Opening of Bids

2.9.1 Each bid shall be submitted to the Purchasing Agent or his/her designated representative at the place specified herein, on or before the day and hour fixed for its opening. Bids received prior to that time will be securely kept unopened. No responsibility will attach to the College or its representative(s) for premature opening of any bid not secured and addressed as specified above.

2.9.2 The Purchasing Agent or his/her representative will determine when the hour fixed for opening has arrived. Bids will then be publicly opened and read, and no bid received thereafter will be considered.

2.9.3 Bids received will be duly recorded and the tabulation may be inspected by appointment

2.10 Award of Bids

2.10.1 The contract(s) will be awarded to the lowest responsible and responsive Bidder(s), provided the offer is fair and reasonable, and it is in the best interest of the College to accept it.

2.11 Reservations

2.11.1 The College reserves the right to accept or reject any and all proposals, in whole or in part, received as a result of this RFP; to waive minor irregularities, or to negotiate with all responsible Bidders, in any manner necessary, to serve the best interest of the College. Further, the College reserves the right to make an award in whole, in part, or no award at all.

2.11.2 The College also reserves the right to increase or decrease the quantities of any materials, equipment or services for which it is soliciting offers hereunder, and to award whole, in groups, or by item unless specifically indicated otherwise.

2.11.3 Unless otherwise specified herein, the College also reserves the right to award the contract(s) within not less than sixty (60) days after the bid opening. Any bid on which the time of acceptance is limited to less than the specified period may be rejected solely on that basis.

2.11.4 The College further reserves the right to reject the bid of a Bidder who, investigation shows, is not currently in a position to perform the contract, or who has previously failed to perform contracts of similar nature in a proper and timely manner.

2.12 Qualifications of Bidder

2.12.1 The College may make such investigation as it deems necessary to determine the ability of the Bidder to provide the required services, and the Bidder shall furnish to the College all such information for this purpose as they may request. Should such investigation or evidence fail to

satisfy the College that the Bidder is fully qualified to execute and complete the contract, his bid may be rejected.

2.12.2 Minority Business Enterprises (MBE) are encouraged to respond to solicitations.

2.13 Non-Discrimination in Employment

2.13.1 The Bidder shall be an equal opportunity employer and shall conform to all Affirmative Action and other applicable requirements; accordingly, the Bidder shall neither discriminate nor permit discrimination in its operations or employment practices against any person or group of persons on the grounds of race, color, religion, national origin, or sex in any manner prohibited by law.

3.0 INSURANCE REQUIREMENTS

3.1 General Requirements

3.1.1 *Coverages Required* Unless otherwise required herein, the Contractor shall purchase and maintain the insurance coverages listed below.

3.1.1.1 The Board of Trustees of Harford Community College (hereinafter referred to as "the College") does not in any way represent that the insurance limits specified below are sufficient or adequate to protect the Contractor's interests. It is understood that these are minimums only; the Contractor may purchase and maintain additional insurance as will protect him against claims that may arise from operations under the contract.

3.1.1.2 Should any of the insurance coverages indicated below be cancelled, not renewed, or changed in such a manner as would make the coverage not in conformity with the provisions below, thirty (30) days advance written notice shall be given the College, **EXCEPT IN THE CASE OF NON-RENEWAL**. In this event, notice shall be given as soon as known, if that be less than thirty (30) days, not in any event less than ten (10) days. This notice requirement shall be reduced to only ten (10) days in case of cancellation of non-payment of insurance premiums for the coverages certified. All notice requirements shall identify the Contractor and the number of the Purchase Order.

3.1.1.3 Failure to provide, and to continue in force for the life of the contract, the required insurance shall be deemed a material breach of contract.

1.2 *Certificate of Insurance* Before beginning work on the Contract, the Contractor shall provide the College with Certificates of Insurance acceptable to the College that evidence the required coverages, and receive approval of same.

1.2.1 Such certificates for liability coverages **must include Harford Community College as an additional named insured.**

1.3 *Contractor's Responsibility* Furnishing of the insurance required herein shall not relieve the Contractor of any responsibilities or obligations assumed under the Contract, or for which the Contractor may be liable by law or otherwise.

3.2 Insurance Coverages Minimum limits of all coverages shall be not less than those below, or as otherwise provided in the Contract Documents, or as required by law, whichever is greater.

3.2.1 *Comprehensive General Liability Insurance* Such insurance shall protect the Contractor and save the College harmless from claims which may arise out of, or result from, the Contractor's operations under the Contract, whether such operations be by the Contractor, any Subcontractor, anyone directly or indirectly employed by the Contractor or Subcontractor, or anyone for whose acts any of the above may be liable.

- 3.2.1.1 Minimum Limits of Coverage
 - .1 Bodily injury/property damage liability—combined single limit of \$1,000,000 per occurrence/\$2,000,000 general aggregate.
 - .2 The College reserves the right to require limits of \$2,000,000 per occurrence/\$3,000,000 general aggregate for contracts with high-risk (e.g. hazardous materials) features.
- 3.2.1.2 Coverages to be included: Broad form property damage, including products and completed operations, independent contractor's, and contractual liability coverages previously purchased separately.
- 3.2.1.3 Damages not to be excluded: Such insurance shall contain no exclusions applying to operations by the Contractor or Subcontractor in the performance of the Contract pertaining to: (1) Collapse of, or structural injury to, any building or structure; (2) Damage to underground property; or (3) Damage arising out of blasting or explosion.

3.2.2 *Automobile Liability Insurance* Such insurance shall protect the Contractor and save the College harmless from claims for damages because of bodily injury or death of any person or property damage arising out of the ownership, maintenance, or use of any motor vehicle.

- 3.2.2.1 Minimum Limits of Coverage:
 - .1 Bodily injury/property damage liability—combined single limit of \$1,000,000 per accident.
 - .2 The College reserves the right to require a combined single limit of \$3,000,000 per accident for contracts that will involve heavy equipment (e.g. tractors, mix-in-transit concrete trucks) operations on its premises.

3.2.2.2 Coverages to be included: Coverage for all owned, non-owned and hired motor vehicles.

3.2.3 *Worker's Compensation and Employer's Liability Insurance* Such insurance must contain statutory coverage for all employees engaged under the contract.

3.2.4 *Umbrella Liability*

3.2.4.1 Commercial General Liability - Minimum Limits:

- .1 Each occurrence - \$1,000,000
- .2 Aggregate - \$2,000,000

3.2.4.2 Business Auto – Minimum Limits:

- .1 Each accident - \$1,000,000

3.2.4.3 Employers Liability – Minimum Limits:

- .1 Each accident - \$1,000,000
- .2 Aggregate (for disease) - \$1,000,000
- .3 Each employee (for disease) - \$1,000,000

3.3 Indemnification

3.3.1 The Contractor shall protect, hold free and harmless, defend and indemnify the College (including its officers, agents and employees) from all liability, penalties, costs, losses, damages, expenses, causes of action, claims or judgments (including attorney's fees) resulting from injury to or death of any person or damage to property of any kind, which injury, death of any person or damage arises out of, or is in any way connected with the performance of the work under this Contract. This agreement shall apply to any acts or omissions, willful misconduct or negligent conduct, whether active or passive, including acts or omissions of Contractor's agents or employees, except that this agreement shall not be applicable to injury, death or damage to

property arising from the sole negligence or sole willful misconduct of the College, its officers, agents and employees.

3.4 Property Lost, Damaged or Destroyed

3.4.1 Any property or work to be provided by the Contractor will remain at the Contractor's risk until final written acceptance by the College. The Contractor will replace, at his expense, all property or work lost, damaged, or destroyed by any cause whatsoever.

4.0 GENERAL TERMS AND CONDITIONS OF SOLICITATIONS

4.1 Choice of Law: Compliance with Regulations

4.1.1 In all operations related to the Contract, those ordinances, regulations, and local government resolutions, together with the laws of the United States and the State of Maryland which are or shall become applicable to and control in any way the actions of those engaged as principal or agent, must be respected and adhered to strictly. The Seller shall protect and indemnify the Board of Trustees of Harford Community College (hereinafter referred to as "the College") and their agents and employees against any claim or liability arising from or based on the violation of any such ordinances, regulations, resolutions, or laws, whether by him or his employees.

4.1.2 The Seller shall obtain and pay for all necessary licenses and/or permits, unless otherwise specified herein.

4.2 Compliance with Specifications

4.2.1 The Seller shall comply with the true intent of the specifications and not take advantage of any unintentional error or omission, but shall fully complete every part as hereinafter described.

4.3 Seller's Responsibility: Subcontractors; Assignment

4.3.1 The College will enter into a Contract with the selected offeror(s) only, who shall give personal attention constantly to faithful execution of the Contract, and keep same under his control.

4.3.2 The Seller shall not assign or subcontract, in whole or in part, its rights or obligations under any contract without prior written consent of the College. Any attempted assignment without said consent shall be void and of no effect.

4.4 Taxes

4.4.1 The Seller shall pay, when due, all applicable taxes or assessments, and shall comply with all statutes and regulations of the applicable taxation authorities.

4.4.2 The College is tax-exempt, but cannot authorize any Seller to make tax-exempt purchases on the College's behalf.

4.5 Publicity

4.5.1 The Seller shall not in any way or in any form publicize or advertise in any manner the fact that it is providing services to the College without the express written approval of the College's Marketing and Public Relations Office, obtained in advance, for each item of advertising or publicity. However, nothing herein shall preclude the seller from listing the College on its routine client list for matters of references.

4.6 Notices

4.6.1 Any notice required shall be in writing and may either be given by personal delivery or sent certified mail, addressed as follows: if to the Seller, at the address set forth in his bid; if to the College, to the attention of the Purchasing Agent at the address set forth in the heading of this solicitation. Either party may change the address to which mailings shall be made from time to time by notice mailed as set forth above.

- 4.7 Changes
- 4.7.1 The Contract(s) arising from this solicitation shall not be modified, altered, or changed except by mutual agreement confirmed in writing by an authorized representative of each party to the Contract.
- 4.7.2 No change which increases rates or affects levels of service shall be made unless a signed change order is issued to the Seller by the College's Procurement Department, incorporating such change and agreeing to the rate increment or revised service.
- 4.8 Delay; Force Majeure
- 4.8.1 The Seller shall notify the College promptly of any material delay in delivery or performance of specified items or services, and shall detail in writing to the Purchasing Agent the proposed revised performance date as soon as practicable after notice of delay.
- 4.8.2 The Seller shall be liable for delays due to its fault or negligence.
- 4.8.3 In the event of any excusable delay, the date of performance may be extended for a period equal to the time lost by reason of such delay, on written approval of the Purchasing Agent. An equitable financial adjustment may be negotiated between parties for any period of nonperformance.
- 4.9 Annulments
- 4.9.1 The College reserves the right to annul any contract if, in its opinion, there shall be a failure at any time to perform faithfully any of its stipulations. Any action taken in pursuance of the latter shall not affect or impair any rights to claims of the College to damages for breach of contract by the Seller.
- 4.10 Termination
- 4.10.1 In the event that the Seller violates any of the provisions of the Contract, the College may serve written notice upon the Seller of its intention to terminate the Contract. Such notices will contain the reason for such intention to terminate, and unless within ten (10) days after the serving of such notice the violation or delay shall cease and satisfactory arrangement of correction be made, the Contract shall, upon the expiration of said ten (10) days, cease and terminate.
- 4.10.2 If funds are not appropriated for continuance of performance to completion, the Seller shall accept cancellation upon sixty (60) days prior written notice.
- 4.10.3 Notwithstanding the foregoing, the Seller agrees that the College shall have the right to terminate for convenience at any time during the term upon giving the Seller sixty (60) days prior written notice.
- 4.11 W-9 Form
- 4.0.1 The awarded bidder will be required to submit a current *W-9 Request for Taxpayer Identification Number and Certification* prior to beginning work. The form may be emailed to the Procurement Office at bbertier@harford.edu.
- 4.12 Headings and Emphasis
- 4.12.1 The section headings, paragraph numbers, italics and other similar features of these documents are for convenience of reference only, and are not to be construed as indicative of the relative importance of any element.
- 4.13 Cooperative Purchasing
- 4.13.1 The College reserves the right to extend the terms and conditions of this solicitation to any and all other agencies within the State of Maryland as well as any other federal, state, municipal, county or local governmental agency under the jurisdiction of the United States and its territories. This shall include but not be limited to parochial institutions, special districts, intermediate units, non-

profit agencies providing services on behalf of the government, and/or state, community and/or private colleges/universities, and other schools that require these goods, commodities and/or services. This conditioned upon mutual agreement of all parties pursuant to requirements which may be appended thereto.

- 4.13.2 The supplier/contractor agrees to notify the issuing body of those entities that wish to use any contract resulting from this solicitation and will also provide usage information, which may be requested. A copy of the contract pricing and bid requirements incorporated in the resulting contract will be supplied to the requesting agencies.
- 4.13.3 Each participating jurisdiction or agency shall enter into its own contract with the Awarded Bidder(s) and this contract shall be binding only upon the principals signing such an agreement. Invoices shall be submitted in duplicate "directly" to the ordering jurisdiction for each unit purchased.
- 4.13.4 Disputes over the execution of any contract shall be the responsibility of the participating jurisdiction or agency that entered into that contract. Disputes must be resolved solely between the participating agency and the Awarded Bidder.
- 4.13.5 Harford Community College does not assume any responsibility other than to obtain pricing for the specifications provided in the solicitation document.

5.0 SUPPLEMENTARY TERMS AND CONDITIONS FOR CONSTRUCTION CONTRACTS

5.1 Standard of Performance

- 5.1.1 The Contractor agrees to complete the work specified herein in good, workmanlike fashion, with that standard of care, skill and diligence normally provided by like professional organizations in the performance of similar services.
- 5.1.2 The Contractor shall permit inspection of its operations, at any time, by the Board of Trustees of Harford Community College (hereinafter referred to as "the College") or its authorized representatives, to determine that standards of quality are being met.

5.2 Materials, Substitutions, Samples, Shop Drawings

- 5.2.1 Unless otherwise specified, the Contractor shall provide and pay for all materials, labor, construction equipment and machinery, tools, utilities, water, transportation and other services and facilities necessary for the completion of the work, whether temporary or permanent.
- 5.2.2 The Contractor warrants that all materials and equipment shall, unless otherwise specified, be new and that all work will be of good quality, free from faults and defects and in conformance with the specifications.

5.3 Laws and Regulations: Royalties and Patents

- 5.3.1 The Contractor shall give all notices and comply with all laws, ordinances, rules and regulations bearing on the conduct of the work, and promptly notify the College if he observes that the specifications or drawings are at variance therewith. Should the Contractor knowingly perform work contrary to such laws or regulations, and without such notice, he shall bear all costs arising therefrom.
- 5.3.2 The Contractor shall pay all royalties and license fees. He shall defend all suits or claims for infringement of patent rights, and save the College harmless from loss on account thereof.

5.4 Contractor's Employees: Safety and Security

- 5.4.1 The Contractor agrees that all his employees whose duties bring them upon the College's premises shall abide by its rules, regulations and the reasonable directions of its officers. Such employees shall have the right to use only those College facilities necessary to the performance of the contract. Such employees shall comply with the College's policy of **No Tobacco Use of Any Kind on Campus Property.**

- 5.4.2 The Contractor shall be responsible to the College for the acts and omissions of his employees, subcontractors and their agents or employees, and other persons performing any work under the contract.
- 5.5 Subcontractors
- 5.5.1 The Contractor shall submit for approval a written statement concerning proposed award to any subcontractor, furnishing such information as the College may require, and shall not award work to any subcontractor until the College's written approval is secured.
- 5.5.2 The Contractor shall be as fully responsible to the College for the acts and omissions of his subcontractors, and their agents or employees, as he is for the acts of person directly employed by him.
- 5.5.3 Contracts between the Contractor and the subcontractors shall require each subcontractor to assume toward the Contractor all obligations and responsibilities which the Contractor assumes toward the College, insofar as applicable to the extent of the subcontractor's work.
- 5.5.4 Nothing herein shall create any contractual relationship between any subcontractor and the College.
- 5.6 Time
- 5.6.1 All time limits stated herein are of the essence to the contract; thus, the Contractor shall expedite the work and achieve substantial completion within those limits.
- 5.7. Hazard Communication Program
- 5.7.1 Contractor and its employees are required to exchange information with the College if they will be working in an area that uses or stores hazardous chemicals or if they will be bringing or using hazardous chemicals on the College campus.
- 5.7.2 Contractor and its employees shall be permitted to view the Chemical Information Lists and the MSDS for all chemicals in the work area and shall be informed of the availability of the College's Hazard Communications Program.
- 5.7.3 This information exchange shall be conducted by the College's Occupational Health and Safety Office and coordinated through the Occupation Health and Safety Specialist.
- 5.7.4 If applicable, the Contractor and its employees shall provide verification of Hazard Communication training by submitting a completed College "Verification of Contracted Employees Training" form to the College's Occupational Health and Safety Office.
- 5.8 Changes in the Work; Extras
- 5.8.1 The College may order additions or modifications to, or deletions from the work specified, and the contract prices and time may be adjusted accordingly by written change order.
- 5.8.1.1 The cost or credit for changes shall be based upon mutual agreement.
- 5.8.2 No claims for extra work or costs shall be allowed except upon issuance of a written change order from the College (See **General Terms and Conditions**).
- 6.0 **BILLING AND PAYMENT**
- 6.1 Invoices, in triplicate, shall be forwarded to the College's Business Office; the College's purchase order number must appear on each. Payment will be made within a minimum of thirty (30) days after final acceptance.
- 6.1.1 Final payment shall not constitute an acceptance of defective or non-conforming work.

7.0 EVALUATION CRITERIA

- 7.1 The final proposal will be evaluated based on the following criteria:
 - 7.1.1 Cost
 - 7.1.2 Proposal response to the RFP and its specifications, technical capabilities, experience and references.

8.0 SHORT LIST AND PROPOSAL REVIEW MEETINGS

- 8.1 The College reserves the right to shortlist the bidder(s) based on the proposal responses to this RFP and its specifications. The College may conduct proposal review meetings with the short listed bidder(s). The College reserves the right to adjust quantities and call for best and final pricing from the short listed bidder(s).

9.0 SPECIFICATIONS

9.1.1 Detailed Terms and Conditions

Qualifications of Bidders

- 9.1.1.1 Contractor must possess at least ten (10) years of continuous immediate past experience in the maintenance of equipment of the type specified herein.
- 9.1.1.2 Contractor shall also possess sufficient financial capacity, technical ability, shop equipment and personnel to maintain systems of the types included in these specifications.
- 9.1.1.3 College's Expectations
 - .1 Any and all work (preventative maintenance, repair, installation, etc.) performed on equipment listed in this document shall meet or exceed manufacturer's specifications.
 - .2 Any and all work (preventative maintenance, repair, installation, etc.) performed on equipment listed in this document shall meet or exceed all codes, standards and guidelines set forth by the State of Maryland and Harford County.
 - .3 All materials or parts used to perform maintenance or repair work related to equipment listed in this document shall be supplied from the equipment manufacturer.
 - a. All parts and material used for preventative maintenance purposes will be included in the base contract price and at the Contractor's expense.

9.1.1.4 Contractor's Personnel

- .1 All personnel employed by the Contractor to perform work on any College equipment shall be licensed by the State of Maryland at the Journeyman Level or above.
- .2 Apprentices must be supervised by a Journeyman Level technician or above while performing work on College equipment.

9.1.1.5 Safety Procedures

- .1 The Contractor shall follow proper safety procedures (i.e. Lock-out/Tag-out) and utilize proper P.P.E. while performing all work.
 - a. All P.P.E and safety equipment shall be provided at the Contractor's expense.
 - b. Refer to manufacturer's equipment I.O.M. manual or MSDS for any material used for recommended safety procedures.
- .2 Any safety concerns, urgent matters regarding equipment etc. must be reported, in writing, to the Coordinator for Facilities Maintenance immediately. Equipment deemed unsafe must be isolated for all energy sources (gas/electrical), locked-out/tagged-out immediately.

9.1.1.6 Reports

- .1 A clear, detailed comprehensive report of all work performed shall be submitted to the Coordinator for Facilities Maintenance at the end of each day that the work is performed but no later than the start of business the following day.
- .2 The report can be submitted via email and/or in writing.

- .3 If work is to be performed on a Friday, weekend or holiday, the report shall be submitted no later than the end of business that day.
- 9.1.1.7 Deviations from Requirements
 - .1 As certain circumstances arise which may require the Contractor to deviate from the requirements set forth in this solicitation document, any work, repair, change, adjustment, etc. outside of the scope of work will require prior approval by the College's representative and at the College's discretion.
- 9.1.1.8 Each bid submitted shall include:
 - .1 A list of the personnel proposed to perform this contract, showing length and type of experience of each individual.
 - .2 Certification indicating each proposed mechanic has received factory training by a least two (2) of the manufacturers of the equipment specified in Schedules I and II and VII (or will have completed the required training prior to the execution of the contract). The successful Contractor shall also furnish, in advance, the same certification for all new personnel assigned to the College during the contract term.
 - .3 References (on the form provided) from at least three (3) other clients (educational institutions and/or public agencies preferred) for whom comparable services were rendered by the bidder within the last three (3) years, and who can attest to the bidder's ability to:
 - a) Successfully maintain equipment similar to that installed at the College; and
 - b) Respond to emergency service calls within not more than two (2) hours, when conditions warrant.
 - c) Bids submitted without the documents listed above may be rejected.
 - .4 Bidders must satisfy the College that they maintain a sufficient inventory of commonly required materials and parts to perform the specified programmed maintenance and inspection services, and that each assigned mechanic will report to the College in a vehicle equipped with the tools and parts required for the scheduled work. College tools and equipment will not be used in the servicing of equipment.
- 9.1.2 Contract Term
 - 9.1.2.1 The initial contract shall be executed with the successful bidder to provide the specified services from September 2021 for an initial 21-month term September 2021-June 2023.
 - 9.1.2.2 This contract may be renewed for up to four (4) additional one-year periods based on satisfactory performance and at the sole discretion of the College.
- 9.1.3 Definitions
 - 9.1.3.1 Alterations: Labor and materials identified by the Contractor or Harford Community College (hereinafter "the College"), to improve operation of the equipment described in provided Schedules.
 - 9.1.3.2 Systems: Electronic and electric equipment for control of building environment, including but not limited to damper actuators, air handler freeze and fire protection.
 - 9.1.3.3 Boilers: Oil or natural gas fired hot water heating boilers.
 - 9.1.3.4 Mechanical Cooling Systems: Mechanical equipment and controls designed for space temperature control, including but not limited to reciprocating and centrifugal compressors, cooling towers, and electric controls.
 - 9.1.3.5 Programmed Maintenance: Labor and materials required to perform the work described in provided schedules.
 - 9.1.3.6 Refrigeration Equipment: Equipment for food service operations, including but not limited to refrigerators, freezers and icemakers.
 - 9.1.3.7 Repairs: Labor and materials required to assure proper operational condition of the equipment described in this RFP.

- 9.2.2 General Specifications
- 9.2.2.1 Written Maintenance Program: The awarded Contractor shall provide in writing, in advance, a scheduled program of maintenance for the designated equipment.
- 9.2.2.2 College personnel will provide initial indoctrination for all campus mechanical, refrigeration, automatic temperature controls and boiler systems. All subsequent training will be at the expense of the contractor.
- 9.2.2.3 Regular service work, which does not interfere with College operations, shall be performed between 7 a.m. and 3 p.m. Monday through Friday; emergency and overtime work shall be coordinated and approved in advance by the Coordinator for Facilities Maintenance.
- 9.2.2.4 Where necessary, cycling systems and equipment “on” and “off” shall be scheduled with the Coordinator for Facilities Maintenance and or his designee, particularly if such action impacts environmental comfort levels for college personnel, or presents any difficulty in the operation of the building.
- 9.2.2.5 Contractor’s service personnel shall report to the Campus Operations Office located in the Conowingo building. Contractor’s staff shall be required to sign in and sign out each day worked. A key or access card will be assigned to access buildings; these must be returned at end of each day.
- .1 A dated, pre-numbered service report detailing the work accomplished must be either left in the Campus Operations Office or emailed to the Coordinator for Facilities Maintenance before the Contractor’s personnel depart campus.
 - .2 These service reports must clearly distinguish between non-chargeable contract (base bid) maintenance work and chargeable work.
 - .3 Invoices for billable hours and materials shall reference the applicable service report number(s) and date(s).
 - .4 Contractor service personnel shall work a minimum of four (4) consecutive hours when performing prescribed maintenance of equipment. Reassigning mechanics performing work on college equipment will not be acceptable.
 - .5 Invoicing of the College shall not begin until hours identified in the [base contract](#) are fully applied.
- 9.2.3 Contract Inclusions
- 9.2.3.1 The Contractor shall furnish all labor, supervision, equipment, supplies, parts, permits, and insurance coverage’s necessary to provide programmed maintenance and repair service.
- 9.2.3.2 Contract price shall include compressor oil, gear oil and grease, electrical or magnetic relay controls, capacitors, contactors, relays indicator lights, hand towels, tools and cleaning solvents required. The Contractor shall indicate the price for all refrigerant, in the space provided on the Proposal Form. At the time of repair, refrigerant may be
- 9.2.3.3 Auxiliary equipment such as valves, motors, controls and associated operating parts of the equipment identified for programmed maintenance are included under these specifications for service.
- .1 Labor and materials requiring repair, of these components are chargeable to contract minimums (or billable at the contract rates, should those minimums be exceeded). Materials specifically listed in [Contract Inclusions 9.2.3.2](#) above, however, **shall** be included in the base bid prices and not chargeable.
- 9.2.3.4 The Contractor shall be responsible for disposal of all waste oil, hazardous materials and refrigerant that is not being recycled at no cost to the College
- 9.2.4 Repair Services
- 9.2.4.1 Definitions
- .1 **Planned Repair** The Contractor shall promptly estimate needed repairs that are expected to cost \$2500 or more, and submit same in writing to the Coordinator for Facilities-Maintenance for approval, before proceeding. Repair services estimated to cost less than \$2500 may proceed after verbal approval of the Coordinator for Facilities-Maintenance.

- .2 **Unplanned Repair** The Coordinator for Facilities-Maintenance will order services as required, or as recommended by the Contractor, to prevent damage to College property, and/or to serve the needs of the College when there is an actual or immediate threat to the continuation of essential operations.

9.2.4.2 Contractor shall provide, **in the contract price**, the following:

- .1 Up to 320 hours regular time and 36 hours overtime per contract year for repair work on all mechanical heating and cooling equipment specified herein.
- .2 Up to \$2,500 of parts and materials per repair incident, not to exceed \$6,000 per contract year.
- .3 Materials specified in **9.2.3.2 Contract Inclusions** above, **are not** chargeable/billable as repair parts.
- .4 Other materials will be chargeable/billable at dealer net plus the applicable markup bid and accepted.
- .5 The Contractor shall submit with each repair service invoice for work beyond the specified contract minimums, a copy of each and every supplier invoice showing one or more **line items** with a dealer net cost of \$ 500 or more.
- .6 Above hours not used within contract year will be credited back to the College.
- .7 All equipment serviced as part of this maintenance agreement shall have a tag that is dated and contains a description of work performed.
 - .1 The College reserves the right to review supplier invoices, in any amount, throughout the contract term; however, only those invoices specified in 9.2.4.2.4 above must be routinely submitted with Contractor billing.

9.2.4.3 Repair work will be billable at the mechanic's hourly straight time/overtime rates bid and accepted.

9.2.4.4 Contractor will make emergency service available for all equipment and ATC systems of the College 24 hours per day, 7 days per week, including holidays; on-site response shall be within two (2) hours from time of call. Service work required at times, other than normal business hours, will be invoiced at the **mechanic's hourly** overtime rate bid and accepted.

9.2.6 Payment Schedule

- 9.2.6.1 Inspections and repair service invoices for labor and materials shall be submitted within thirty (30) days of completion of individual repairs or inspections.
- 9.2.6.2 All invoices must be submitted in duplicate to the attention of the Coordinator for Facilities Maintenance.
- 9.2.6.3 Detail reports shall be submitted as follows:
 - .1 October 1
 - .2 January 1 (Annual Report)
 - .3 March 1
 - .4 June 30

Detail reports are due quarterly on the dates listed above **in addition to** the annual report.

Detail reports shall specify the number of hours and quantity of materials used per quarter and be broken out by specific type of equipment serviced (i.e. Boilers, Refrigeration and Mechanical Cooling).

The annual report shall include a priced out listing of materials used and hours worked.

**RFP 22P-001 MAINTENANCE AND REPAIR FOR MECHANICAL COOLING, BOILERS,
AUTOMATIC TEMPERATURE CONTROL SYSTEMS, AND REFRIGERATION EQUIPMENT**

All CHILLERS SHALL BE READY FOR OPERATION BY APRIL 1st OF EACH YEAR. ACTUAL STARTUP WILL BE AT THE DISCRETION OF THE COORDINATOR FOR FACILITIES MAINTENANCE. WINTERIZATION SHALL BE PERFORMED EVERY SEASON AS NEEDED.

CHILLERS - located in the following six (6) buildings: Edgewood Hall, Fallston Hall, Darlington Hall, Student Center, Susquehanna Center and Library.

All maintenance work performed on any equipment shall meet or exceed manufacturer's specifications. The Contractor shall perform work listed, as well as, any additional maintenance tasks described in the manufacturer's IOM manual.

The following work shall be performed by April 1st and September 1st, of each year as part of the base contract price.

1. Contractor shall coordinate start-up of chiller with the College's HVAC technician so that necessary adjustments can be made via the BAS, etc.
 - Fill evaporator with water – if required, vent all air.
 - Perform a full operational inspection and start-up of unit
 - Listen for any unusual noises or vibrations.
 - Check thermometers and pressure gauges for accuracy. Document readings and/or deficiencies to College representative.
 - Check system for signs of refrigerant leaks, both visually and with leak testing methods (electronic leak detector etc.)
 - Check oil circuit operation and all associated controls. Document oil temperature and pressure. Check for leaks. Verify compressor oil level and add oil if necessary.
 - Inspect condenser fan operation and blades.
 - Clean and inspect condenser coils per manufacturer's recommended method (per twice per season). **Contractor to provide coil cleaner, tools and materials.**
 - Test functionality of all operating and safety controls (flow switch, HPS, LPS, etc.) Report and deficiencies to College representative.
 - Perform reading of compressor operating current. Verify it is within range and compare to reading on unit controller (if applicable).
 - Check compressor windings and insulation using OHM meter and Megohmmeter. Document findings to submit to College representative.
 - Tighten and/or repair all electrical connections in unit and check condition of all wiring.
 - Inspect condenser coils for both damage and cleaning on air-cooled units and report findings to the College
 - Clean VFD's and check operation. Perform recommended preventative maintenance on VFD's per manufacturer's specification.
 - Check condition of all contactors, motor starters, overloads, etc. Report any deficiencies to College representative.
 - Verify settings and operation of motor protection and/or overloads.
 - Take oil sample for analysis. Report findings to College representative.
 - Clean inside of controls cabinet and the surrounding area.
 - Fill out College maintenance log for chiller.
 - Clearly document all findings and work performed. Submit copy to College representative when work has been completed.
 - Check unloading devices to see that they unload at the proper pressure.
 - All work to be included in base contract.

Winter Shut Down – If Required

- Contractor shall coordinate shutdown of chiller with the College's HVAC technician so that necessary adjustments can be made via BAS, etc.
- Chillers that run year-round: Check operation of heat trace, immersion heaters, safety controls and devices. Document findings and submit to College representative.
- Verify proper operation of heat trace for piping (if applicable)
- Winterization of chiller shall be performed specifically to manufacturer's specifications for that particular chiller. Chillers that do not use glycol mixture shall be winterized. Recommended methods of winterizing each chiller may vary.
- Clean work area.
- Fill out College maintenance log.
- Clearly document all findings and work performed. Submit copy to College representative when work has been completed.
- All work to be included in [base contract](#)

Self-Contained/Package Units

Equipment located in the following eight (8) buildings: Aberdeen Hall-1, Observatory-2, Forest Hill-3, Chesapeake Center - 4, Bel Camp-2, Bel Air Hall -1, Hickory - 3, Library – 2 (Data Center)

All maintenance work performed on any equipment shall meet or exceed manufacturer's specifications. The Contractor shall perform work listed, as well as, any additional maintenance tasks described in the manufacturer's IOM manual.

The following work shall be performed by April 1st and September 1st of each year as part of the [base contract](#).

PACKAGED HEAT PUMP/DX UNITS

- Contractor shall coordinate shutdown of chiller with the College's HVAC technician so that necessary adjustments can be made via BAS, etc.
- Verify proper operation of system components (compressor, condenser fan, evaporator fan, thermostat, etc.)
- Listen for any unusual noises and/or vibration
- Clean and inspect condenser coils per manufacturer's recommended method (performed twice per season) **Contractor to provide coil cleaner tools and materials.**
- Clean condensate pan and drain; utilize pan-treat product. Check for proper drainage and leaks. Contractor shall provide materials. Report any deficiencies to College representative.
- Inspect evaporator coils and clean as needed. **Contractor to provide coil cleaner, tools and materials.**
- Visually inspect system for signs of refrigerant and/or oil leaks. Utilize leak detection methods and tools to verify in the event of suspected leak.
- Verify system refrigerant charge, preferably by using non-invasive method and/or refrigerant probes (as to not contaminate system. Check charge based on superheat/supercooling based on system's metering device. Compare to manufacturer's specifications at current conditions. Document findings and submit to College representative to include but not limited to: compressor/system superheat, evaporator superheat, subcooling, compressor discharge temperature, CTOA, evaporator split etc.
- Document discharge temperature reading.
- Inspect all electrical components and controls for defects. Report deficiencies to College representative.
- Check all capacitor MFD (if applicable) Replace as needed.
- Tighten and/or repair all electrical connections.
- Check oil level in system (if applicable). Add oil as needed.

- Inspect belts, sheaves and pulleys. Adjust as necessary.
- Clean and inspect blower wheels.
- Take compressor, evaporator blower motor and condenser fan amp readings. Document findings.
- Lubricate motors and bearings (if applicable).
- Check all system controls for proper operation.
- Check operation of system economizer (if applicable).
- Clean inside of unit, control cabinet and general work area.
- Clearly document all findings and work performed. Submit a copy to the College representative when work has been completed.
- All work to be included in [base contract](#)

Refrigerators, Walk-in Coolers and Freezers located in the Chesapeake Center

The following work shall be performed January 1st & June 1st of each year as part of the [base contract](#).

All maintenance work performed on any equipment shall meet or exceed manufacturer's specifications. The Contractor shall perform work listed, as well as, any additional maintenance tasks described in the manufacturer's IOM manual.

Walk in Refrigerators and Freezers

- Check general operation of units; note any unusual noises or vibrations. Check operation of evaporator fan motors, condensing unit etc. Document any deficiencies and submit to College representative.
- Check box temperature and compare to thermometer reading on box.
- Clean condenser coils thoroughly using recommended coil cleaner. **Contractor to provide materials.**
- Clean evaporator coil, fans and grill, **Contractor to provide materials.**
- Clean drain pan and condensate pan; clear drain of any debris, **Contractor to provide materials.**
- Inspect and clean door seals and gaskets.
- Inspect door latch, Repair and/or make adjustments as needed.
- Verify operation of defrost controls.
- Verify operation of low ambient controls
- Tighten and/or repair all electrical connections.
- Inspect all electrical components for deficiencies.
- Check operation of all controls.
- Check all capacitor MFD (if applicable) Replace as needed.
- Take compressor, condenser, and evaporator amp readings. Document results to submit to College representative.
- Check entire system for signs of refrigerant leak.
- Verify refrigerant charge utilizing charging method recommended by manufacturer.
- Check oil level (if applicable); add oil as needed. **Contractor to provide materials.**
- Document compressor discharge temperature, compressor/system superheat and evaporator superheat. Submit to College representative.
- Clean controls cabinet, inside of unit and general work area.
- Clearly document all findings and work performed. Submit copy to College representative when work is complete.
- All work to be included in [base contract](#).

Ice Machines

The following work shall be performed by January 1st and June 1st of each year as part of the [base contract](#).

Equipment Located in the APGFCU Arena (Susquehanna Center), Susquehanna Center Trainers Room, Student Center, Chesapeake Center and the Harford Sports Complex Building.

All maintenance work performed on any equipment shall meet or exceed manufacturer's specifications. The Contractor shall perform work listed, as well as, any additional maintenance tasks described in the manufacturer's IOM manual.

- Verify proper operation.
- Monitor system for excessive freeze or harvest cycles.
- Thoroughly clean ice machine using manufactured recommended procedures and ice machine cleaner and sanitizer. **Contractor provides materials.**
- Clean condenser coils and fan blades. **Contractor provides materials.**
- Clean inside of ice machine cabinet.
- Check system for refrigerant leaks.
- Check system for water leaks.
- Check and replace water filter as needed. **Contractor provides materials.**
- Clean and/or clear condensate drain. **Contractor provides materials.**
- Clean ice machine water distributor; verify proper and even water flow over evaporator (if ice cube machine).
- Verify proper water flow.
- Lubricate/grease auger bearings per manufacturer's recommendations (if flaker machine). **Contractor provides materials**
- Oil/lubricate auger motor per manufacturer's recommendations (if flaker machine). **Contractor provides materials.**
- Take compressor, fan motor and auger motor amp readings.
- Check operation of all controls and clean all controls which are exposed to water, moisture and scale buildup.
- Tighten and/or repair all electrical connections.
- Level equipment as needed.
- Clean interior of ice machine and general work area.
- Check all controls—adjust mechanical ice level control and float valve setting as required.
- Clearly document all findings and work performed. Submit copy to College representative when work has been completed.
- Fill out College provided maintenance log located at each piece of equipment.
- All work to be included in [base contract](#).

HOT WATER HEATING BOILER EQUIPMENT-HOT WATER HEATING BOILERS AND DOMESTIC WATER HEATERS

Equipment located in the following buildings: Joppa Hall, Aberdeen Hall, Susquehanna Center, Student Center, Darlington Hall, Edgewood Hall and the Library

The following work shall be performed by October 1st of each year as part of the [base contract](#). All tests and inspections shall be performed **prior** to this date. A detailed, comprehensive report of safety tests, inspection and service shall be submitted to the College representative no later than **November 1st** of each year.

The campus contains a wide variety of condensing boilers. It is expected that the maintenance performed on these boilers will be completed per the manufacturer's recommendations and per the IOM manual for each specific piece of equipment.

Any safety concerns, urgent matters regarding equipment etc. must be reported, in writing, to the Coordinator for Facilities immediately. Any equipment deemed unsafe shall be isolated from all energy sources (gas and/or electrical), locked-out and tagged-out immediately.

All maintenance work performed on any equipment shall meet or exceed manufacturer's specifications. The Contractor shall perform work listed, as well as, any additional maintenance tasks described in the manufacturer's IOM manual.

Hot Water Heating Boilers

- Contract shall coordinate with the College's HVAC Technician to verify that work can be performed and that the system is enable/disable and operating via the BAS etc.
- Some work which must be performed on hot water heating equipment may require that the boiler be shut off, isolated and allowed to cool prior to proceeding.
- Clean pilot and burner assembly. Clean, adjust and/or replace flame rod and igniter if necessary.
- Inspect burner diffuser for cracks and wear; clean as needed.
- Clean combustion blower motor.
- Inspect all linkages; tighten as needed.
- Check boiler/burner sequence of operation.
- Check for unusual noises or vibrations,
- Check for water leaks.
- Inspect fireside of boiler and clean as needed; check for excess soot build-up,
- Take draft reading. Document finds and submit to College representative.
- Test operation of all operating limits and safety controls/devices per manufacturer's recommended procedure. This process may vary based on the type of boiler (condensing) refer to manufacturer's IOM manual for proper procedure.
- Check operation of combustion and I.D. fans. Change belts as needed. Document amp draw. Lubricate as needed.
- Perform test of flame safeguard controls.
- Perform spark rejection test.
- Test ignition transformer and check ignition transformer cable connections.
- Verify flame signal via flame safeguard control or using multi-meter. Document results to submit to College representative.
- Clean flame scanner per manufacturer's recommendations; clean any obstructions in flame scanner tube/view port.
- Test fire-rate control operation and burner modulation.
- Clean low water cut-off floats and check associated piping for restrictions/debris; clean as needed.
- Clean low water cut-off probe. Replace as need per manufacturer's recommendations.
- **Contractor to provide materials.**
- Check combustion air damper and louver operation.
- Lift and flush safety relief valve. Check for leakage.
- Document boiler pressure and temperature.
- Check air charge of expansion tank, boiler pressure and PRV setting/range. Make any adjustments as needed. Document findings to submit to College representative.
- Perform combustion analysis in High and Low fire. Monitor stroke for modulating burners and adjust as necessary.
- Take static and dynamic gas pressure readings. Take inlet and manifold gas pressure readings. Document readings to submit to College representative. Make adjustment as needed per manufacturer's recommendations as well as base on combustion analysis.
- Check operation of double-block and bleed assemblies and/or S.S.O.V.'s. Perform test to check for leakage.
- Check gas vent screens for blockage and obstruction. Repair and clean as needed.
- Inspect boiler seals and gaskets for wear and deterioration. Replace as needed.
- Check boiler gas-train for leaks via combustible gas leak detector and/or bubble solution,
- Lubricate combustion blower motors as needed. **Contractor to provide materials.**
- Tighten and/or repair all electrical connections,
- Inspect all electrical components.
- Check gauges and thermometers for accuracy.
- Clean condensate drains, traps and neutralizers. Add/replace neutralizer as needed (condensing boilers). **Contractor to provide materials.**
- Check, clean and/or replace combustion air filters (condensing boilers).
- Lubricate boiler pumps. **Contractor to provide materials.**

- Inspect boiler pump couplings and take amp readings on boiler pumps.
- Verify system is filled, level and free of air.
- Check operation of automatic air vents.
- Clean inside of controls cabinet and general work area.
- Clearly document all findings and work performed. Submit a copy to the College representative when work is completed.
- Fill out College provided maintenance log located at each pieces of equipment.
- All work performed shall be included in the [base contract](#).

Domestic Water Heaters

All maintenance work performed on any equipment shall meet or exceed manufacturer's specifications. The Contractor shall perform work listed, as well as, any additional maintenance tasks described in the manufacturer's IOM manual.

- Monitor sequence of operation of water heater
- Check combustion damper operation (if applicable)
- Inspect for water leaks.
- Check and adjust expansion tank air charge as needed.
- Clean and inspect burner assembly.
- Clean igniter and flame sensor/scanner. Replace as needed.
- Check thermometers and gauges for accuracy.
- Test all operating controls and safety devices
- Tighten and/or repair all electrical connections.
- Inspect all electrical component. Report any deficiencies to College representative.
- Lubricate recirculation pump (if applicable).
- Lift and flush temperature/pressure relief valve.
- Clean low water cut-off probe.
- Inspect gas vent screens for obstruction.
- Inspect all seals and gaskets for deterioration and/or wear.
- Visually inspect flame.
- Check gas-train for leaks using combustible gas detector and/or bubbly solution.
- Check static and dynamic gas pressure at inlet and manifold. Verify it is within manufacturer's specifications.
- Perform combustion analysis. Document readings and submit to College representative.
- Clean condensate drain, trap and neutralizer. Add neutralizer as needed (if applicable)
- **Contractor to provide materials.**
- Clean general work area.
- Clearly document all findings and work performed. Submit copy to College representative when work has been completed.
- Fill out College provided maintenance log located at each piece of equipment.
- All work performed shall be included in the [base contract](#).

SPLIT SYSTEMS, HEAT PUMPS AND DUCTLESS UNITS

The following work shall be performed by April 1st and September 1st of each year as part of the [base contract](#).

All maintenance work performed on any equipment shall meet or exceed manufacturer's specifications. The Contractor shall perform work listed, as well as, any additional maintenance tasks described in the manufacturer's IOM manual.

- Verify proper operation of system components (compressor, condenser fan, evaporator fan, thermostat, etc.)
- Cycle unit in both heat and cooling (if heat pump) and verify operation of reversing valve.

- Listen for any unusual noises or vibration.
- Clean and inspect condenser coils per manufacturer's recommended method (performed twice per season). Contractor to provide coil cleaner, tools and materials.
- Clean condensate pan and drain. Utilize pan treat product. Check for proper drainage and leaks. Report any deficiencies to College representative. **Contractor to provide materials.**
- Inspect evaporator coils and clean as needed. Contractor to provide coil cleaner, tools and materials.
- Visually inspect system for signs of refrigerant and/or oil leaks. Utilize leak detection methods and tools to verify in the event of suspected leak.
- Verify system refrigerant charge, preferably by using non-invasive method and/or refrigerant probes (so as not to contaminate system). Check charge based on superheat/supercooling based on system's metering device as needed. Compare to manufacturer's specifications at current conditions. Document findings and submit to College representative, including but not limited to, compressor/system superheat, evaporator superheat, subcooling, compressor discharge temperature, CTOA, evaporator split, etc.
- Document discharge temperature reading.
- Inspect all electrical components and controls for defects. Report deficiencies to College representative.
- Check all capacitor MFD (if applicable). Replace as needed.
- Tighten and/or repair all electrical connections.
- Inspect belts, sheaves, and pulleys. Adjust as needed (if applicable)
- Clean and inspect blower wheels.
- Take compressor, evaporator blower motor and condensate fan amp readings. Document findings.
- Check operation of electric heater, emergency heat function and associated controls (if applicable).
- Lubricate motors and bearings (if applicable).
- Check all system controls for proper operation.
- Clean inside of unit control cabinet and general work area.
- Ductless split system indoor sections (evaporator) must be disassembled and cleaned thoroughly per manufacturer's specifications. **Contractor to provide materials.**
- Clearly document all findings and work performed. Submit copy to College representative when work has been completed.
- All work performed shall be included in the [base contract](#).

UNIT VENTILATORS AND PTAC UNITS

The following work shall be performed by April 1st and September 1st of each year as part of the [base contract](#).

All maintenance work performed on any equipment shall meet or exceed manufacturer's specifications. The Contractor shall perform work listed, as well as, any additional maintenance tasks described in the manufacturer's IOM manual.

Equipment located in Fallston Hall, Forest Hill/Early Learning Center

Unit Ventilators

- Clean interior and exterior of UV cabinet
- Listen for unusual noise and/or vibration.
- Clean coils using brush, shop vac and no-rinse coil cleaner. **Contractor to provide coil cleaner, tools and materials.**
- Clear any debris from condensate pan.
- Clean blower wheels and housing.

- Clear condensate drains using Gallo Drain Gun or other method.
- Treat condensate pans using pan-treat tablets or other approved product.
- Verify unit is properly draining (using water).
- Inspect condition of filter. Document and report to College representative.
- Visually inspect interior or unit for signs of leaks. Document and report to College representative.
- Tighten and/or repair electrical connections.
- Properly reassemble and secure UV cabinet.
- Clean inside of unit, control cabinet and general work area.
- Clearly document all findings and work performed. Submit copy to College representative when work has been completed.
- All work performed shall be included in the [base contract](#).

PTAC Units

- Verify proper operation of system components (compressor, condenser fan, evaporator fan, thermostat, etc.)
- Cycle unit it both heating and cooling (if heat pump) and verify operation of reversing valve.
- Listen for any unusual noises and/or vibration.
- Clean and inspect condenser coils per manufacturer's recommended method (performed twice per season). **Contractor to provide coil cleaner, tools and materials.**
- Clean condensate pan and drain, Utilize pan-treat product. Check for proper drainage and leaks. Report deficiencies to College representative. **Contractor to provide materials.**
- Inspect evaporator coils and clean as needed. **Contractor to provide coil cleaner, tools and materials.**
- Clean filter.
- Visually inspect system for signs of refrigerant and/or oil leaks. Utilize leak detection methods and tools to verify in event of suspected leak.
- Document discharge temperature reading.
- Inspect all electrical component and controls for defects. Report deficiencies to College representative.
- Check all capacitor MFD (if applicable) Replace as needed.
- Tighten and/or repair all electrical components.
- Clean and inspect blower wheels.
- Take compressor evaporator blower motor and condensate fan amp readings. Document findings.
- Check operation of electric heater, emergency heat function and associated controls (if applicable).
- Check all system controls for proper operation.
- Clean inside of unit, control cabinet and general work area.
- Clearly document all findings and work performed. Submit copy to College representative when work has been completed.
- All work performed shall be included in the [base contract](#).

EQUIPMENT TO BE SERVICED:

Joppa Hall

H.B. Smith #640 Cast Iron, Gas-Fired Boiler w/Webster burner
Viessmann Vertomat condensing boiler w/Weishaupt burner Model G5-1DZDZMD;
SN: 7223361300103
PVI Water Heater Model 27L1251-MXS; SN F005742
Trane split system
Carrier split system
Continental refrigerator reach-in cooler
Silver King reach-in cooler, Model SKR27
Daikin ductless split system – Telecom room, Model FTXS24HVJU
Radio room air conditioning system, Model FA4CNF036

Observatory

Trane packaged unit, Model WSC048E1RFA12; SN 112711964L
Trane packaged unit, Model WSC048E1RFA12; SN 112712179L

Hickory Center

Trane packaged unit RTU, Model YSC120F4RMA-H000A1A103
Trane packaged unit RTU, Model YSC120F4RMA-H000A1A103
Trane packaged unit RTU, Model YSC120F4RMA-H000A1A103
Trane packaged unit RTU, Model YHC092F4RHA-H0B0A1A1B
2 ea Mitsubishi ductless split systems

Belcamp

Carrier split system, Model CNPHP3117ALAAAAA; SN:1817X45643
York split system, Model H1RA060S25A; SN: WEKM021382

Student Center

York air-cooled chiller, Model VCAS0330EC46Y; SN: RMJM0810AA
York split system
Carrier split system
H.B. Smith cast iron boiler w/Webster burner
Viessmann condensing boiler w/Riello burner, Model CT-3-57; SN: 7142361900167106

Following equipment located in the Globe Cafe

Regal air screen refrigerator
True TDBD-7-2 Deli case
Delfield reach-in refrigerators (3 each)
McCall reach-in freezer
Hoshizaki ice machine, Model KM-500AF-C181
3 door reach-in soda case

Susquehanna Center and APGFCU Arena

McQuay air-cooled chiller, Model AWS210ADPEVNN-ER10; SN: STNU111200110
Weil-McLain cast iron boilers, Model 1888 – 3 each
Weil-McLain cast iron boiler, Model 788
Aaron RTU, Model RN-060-3-0-EA09-EJK – 4 each
Pool-Pak, Model SWHP120SR-7E-BDC-410A
Gas-fired domestic water heaters (PVI and A.O. Smith) – 2 each
ACCU#1 Mitsubishi split system, Model PUY-A12NHA4 – Elevator mech room
ACCU#2 Mitsubishi split system, Model PUY-A36NHA4- Basement telecom room
ACCU#3 Mitsubishi split system, Model PUY-A36NHA4- Roof
ACCU#4 Mitsubishi split system, Model PUY-A12NHA4- 1st Floor telecom room
ACCU#5 ACCU#4 Mitsubishi split system, Model PUY-A42NHA4 – Basement telecom room
Manitowoc reach-in cooler, Model SSDTR1-SH

Hoshizaki ice machine, Model B165055
Perlick beer refrigerator
Scotsman ice machine
Carrier split system, Model 38ADOS34620A
Evaporator – Basement electrical room 120

Edgewood Hall

Lochinvar Crest condensing boilers, Model FBN 1501 – 2 each
York air-cooler chiller, Model YVAA0153BNV46; SN SEDM-543990
Samsun ductless split systems (serves telecom and mechanical rooms) – 3 each

Bel Air Hall

York Eco2 rooftop unit, Model YPAL070C
Mitsubishi ductless split system, Model PU18EK1 – Elevator room

Library

H.B. Smith Cast iron boilers w/Webster gas fired burners – 2 each
York air-cooled chiller, Model YCAJ230-46PA – Roof
Liebert CRAC units w/remote condensing units, Model BU067ASADEI681B – 2 each
Back up CRAC unit w/remote condensing unit
ACU-1 Ductless split system – 1st floor telecom room
ACU-2 Ductless split system - 2nd floor telecom room
ACU-3 Ductless split system – 3rd floor telecom room
ACU-4 Ductless split system - 1st floor elevator room

Havre de Grace Hall

Mitsubishi ductless split system, Model MU17TN – Elevator room

Harford Sports Complex

Sanyo split system, Model SAP4830
Trane split system, Model 4TWA3030A
Frigidaire PTAC unit
Ice-O-Matic ice machine (flaker)

Aberdeen Hall

McQuay RTU, Model RPS060C0LW
Daikin ductless split system, Model FTXS18DVJU – 2 each
Lochinvar Intelli-fin condensing boilers, Model GFB – 3 each
Scotsman ice machine, Model MDT3F 12A-1H – room 208
Hoshizaki ice machine, Model F-801MAH – room 302

Darlington Hall

York air-cooled chiller, Model YVAA0273OUV46BVBX; SN 2NAM02315
Mitsubishi ductless split system, Model PUY-A36NHA4
Mitsubishi ductless split system, Model PUY-A24NHA4
Lochinvar Crest condensing boilers, Model FBN2000 – 3 each

Fallston Hall

Carrier Aquasnap air-cooled chiller, Model 30RBF 1206-HFW37; SN 1419Q89155
Thermal Solutions AMP-1000 condensing boilers, Model AMP1000BN-UAB – 2 each
Carrier ductless split systems, Model 39MAQAB – 4 each
Carrier unit ventilators, Model 40UVF – 25 each

Annual Report

A comprehensive annual report on all equipment serviced shall be submitted to the College's representative no later than December 31st of each year.

10.0 PREPROPOSAL CONFERENCE AND SITE VISIT – ATTENDANCE IS MANDATORY

- 10.1 A pre-proposal conference and mandatory site visit will be held at 10:00 a.m. on Thursday, July 29, 2021 in Chesapeake Center Dining Room North on the College's main campus.
- 10.2 One additional mandatory site visit will be held for those bidders unable to attend the pre-proposal conference/site visit.
 - .1 10:00 a.m. Friday, July 30, 2021. Bidders will meet in the Chesapeake Center building parking lot.

Note: Bidders are required to attend only one (1) site visit. Participants who are not vaccinated are required to wear a face mask.

11.0 PROPOSAL FORMAT

- 11.1 Technical proposal narrative addressing the specifications.
- 11.2 References on the form provided.
- 11.3 Company profile information (12.0).
- 11.4 Other information identified on the Proposal Form herein.

12.0 FUNCTIONING OFFICE WITHIN CLOSE PROXIMITY

- 12.1 The College requires that the bidder must have a functioning office in close proximity to the College Campus.
- 12.2 The Bidder must have a functioning office that will be performing the work, within approximately sixty (60) mile radius of the College's main campus.

13.0 FIRM (COMPANY) PROFILE, EXPERIENCE

- 13.1 Bidders shall submit a company profile to include, at a minimum: the background and history of the company; size of the company including the number of employees; annual sales volume for each of the past three (3) years, and number of years in the business.
- 13.2 Submit three (3) references of similar scope, performed in the past three (3), in accordance with instructions on the form provided herein.
- 13.3 Bidders must have a minimum of five (10) years experience providing the services covered in this RFP.

Procurement Department
Harford Community College
401 Thomas Run Road
Bel Air Maryland 21015

**RFP 22P-001 MAINTENANCE AND REPAIR FOR MECHANICAL COOLING SYSTEMS,
BOILERS, AND REFRIGERATION EQUIPMENT**

PROPOSAL FORM

All proposals must be fully and properly executed, securely sealed and marked with the number and title and the proposal due date. Envelopes shall be addressed to the Procurement Department at the address above.

Proposals must be received in the Conowingo Center building Room 105 no later than **12:00 noon, Tuesday, August 17, 2021.**

To be considered responsive, each proposal submitted must, at a minimum, include the following documents:

1. Proposal Form, completed and signed;
2. Non-collusion Certificate, completed and signed;
3. Proposal narrative including complete responses to sections 9.1, 11.0, 12.0, 13.0
4. Copies of training certificates for all proposed contract personnel (per Specifications 9.1.1); and
5. Three (3) references on the form provided.

PROPOSAL OF _____ DATE _____
Firm Name

In accordance with the foregoing Instructions, General, Supplementary, and Detailed Terms and Conditions, and Specifications, including Addenda No. ____, ____, ____, ____, and ____ thereto, I/we submit the following for evaluation:

1. Lump Sum Base Proposal (Annual for initial contract from September 2021 – June 30 2023.

_____ \$ _____/year
Words Figures

1. Hourly rate(s) for all work that exceeds the base bid contract minimums. If more than one rate, on a separate sheet, identify the craft(s) and rate. Identify both STBR and OTBR.

_____ \$ _____/Hour
Words Figures

3. Maximum escalation, as a percentage, for 2nd, 3rd and 4th years _____percent

4. Indicate mark up **over dealer net cost** for parts, materials and supplies as follows:

3.1 Line items up to \$100 _____percent

3.2 Line items \$100-\$500 _____percent

3.3 Line items over \$500 _____percent

5. Refrigerant unit prices: Market value plus markup of _____ percent or fixed fee.

Attended one site visit _____ initial here

6. **EXECUTION:** The undersigned, duly authorized to bind the named firm, agrees, upon receipt of written notice of acceptance of this proposal within sixty (60) calendar days after its opening, to execute the contract in accordance with the bid as accepted, and to render a certificate of insurance within ten (10) calendar days after notification of award.

_____ Signature	_____ Name of Firm
_____ Typed or Printed Name	_____ Street Address
_____ Title	_____ City, State, Zip
_____ Email	_____ Telephone
_____ Date	

If a corporation, please state:

Name of president _____

Name of secretary _____

Under laws of what state incorporated _____

Please check if applicable: MBE _____ WBE _____

Procurement Department
Harford Community College
401 Thomas Run Road
Bel Air, Maryland 21015

NON-COLLUSION CERTIFICATE

**SOLICITATION: RFP 22P-001 MAINTENANCE AND REPAIR FOR MECHANICAL COOLING,
BOILERS, AUTOMATIC TEMPERATURE CONTROL SYSTEMS, AND REFRIGERATION EQUIPMENT**

I HEREBY CERTIFY that I am the _____
(Title)

and the duly authorized representative of the firm of _____
whose address is _____.

AND THAT NEITHER I nor, to the best of my knowledge, information and belief, the above firm nor any of its other representatives I here represent have:

- (a) Agreed, conspired, connived or colluded to produce a deceptive show of competition in the compilation of the proposal being submitted herewith;
- (b) Not in any manner, directly or indirectly, entered into any agreement, participated in any agreement, participated in any collusion to fix the price proposal of the offer or herein or any competitor, or otherwise taken any action in restraint of free competition in connection with the Contract for which this proposal is submitted.

In making this affidavit, I represent that I have personal knowledge of the matters and facts herein stated.

Signature

Date

Printed or Typed Name

Procurement Department
Harford Community College
401 Thomas Run Road
Bel Air, Maryland 21015

**SOLICITATION: RFP 22P-001 MAINTENANCE AND REPAIR FOR MECHANICAL COOLING, BOILERS,
AUTOMATIC TEMPERATURE CONTROL SYSTEMS, AND REFRIGERATION EQUIPMENT**

REFERENCES

Each firm must furnish three (3) references of recent (within three (3) years) prior service comparable in nature and scope to the requirements of the captioned solicitation. References from other public agencies or educational institutions are preferred.

1. Firm Name _____
Address _____

Telephone: _____ Fax _____
Contact _____
Email: _____
Description of Services _____

2. Firm Name _____
Address _____

Telephone: _____ Fax _____
Contact _____
Email _____
Description of Services _____

3. Firm Name _____
Address _____

Telephone: _____ Fax _____
Contact _____
Email _____
Description of Services _____

PROPOSAL OF: _____
Firm Name

Procurement Department
Harford Community College
401 Thomas Run Road
Bel Air, Maryland 21015

NO PROPOSAL REPLY FORM

SOLICITATION: RFP 22P-001 MAINTENANCE AND REPAIR FOR MECHANICAL COOLING, BOILERS, AUTOMATIC TEMPERATURE CONTROL SYSTEMS, AND REFRIGERATION EQUIPMENT

Dear Sir or Madam:

To assist us in obtaining good competition on our request for proposals, we ask that each firm that has received an invitation, but does not wish to bid, state their reason(s) below. This information will not preclude receipt of future solicitations unless you request removal from the Bidder's List by so indicating below.

Unfortunately, we must offer a "No Proposal" at this time because:

- ___ 1. We do not sell the items/services for which proposals are requested.
- ___ 2. The specifications are either unclear or too restrictive (Please explain in the "Remarks" section.)
- ___ 3. We cannot submit a bid because of marketing or franchising policies of the manufacturing company.
- ___ 4. We do not feel we can be competitive. (Please explain in the "Remarks" section.)
- ___ 5. Other commitments preclude our participation at this time.
- ___ 6. We do not wish to participate in the proposal process.
- ___ 7. We do not wish to bid under the terms and conditions of the Request for Proposal document. Our objections are:

- ___ 8. We do not wish to sell to Harford Community College. Our objections are: _____

- ___ 9. Other _____

Remarks: _____

Firm Name _____
(PLEASE PRINT)

Authorized Signature _____

- ___ We wish to remain on the Bidder's List.
- ___ We wish to be removed from the Bidder's List.