

INFORMAL REQUEST FOR QUOTATION (RFQ)
IOWA DEPARTMENT OF PUBLIC DEFENSE
STATE FISCAL OFFICE; BLDG 3465 (W41), CAMP DODGE
7105 NW 70TH AVE, JOHNSTON IA 50131-1824

TITLE OF RFQ: HVAC Preventative Maintenance (Boone, IA)
RFQ #: MM215820037
Issue Date: 3/5/2021
Questions due: 3/26/2021 by 10 AM – All questions must be submitted in writing
Q&A posted: 3/29/2021 by end of business day
Quotations Due: NO LATER THAN 2 PM ON March 31, 2021

STATE ISSUING OFFICER: Carlos Fuentes
Purchasing Agent 3
carlos.fuentes@iowa.gov

- 1. DESCRIPTION OF WORK AND SCOPE OF SERVICES.** The Iowa Department of Public Defense (Agency) is seeking a service provider (Contractor) to provide all labor, materials, tools, and equipment necessary for preventative HVAC Maintenance at Iowa Army National Guard facility located in Boone, IA. Please see ATTACHMENT 1 for specifications and additional information.
- 2. LOCATION.** Services to be provided / delivered to:
Iowa Army National Guard
700 Snedden Drive
Boone, IA 50036
- 3. TERM OF CONTRACT.**
Contract Begin/End Dates: May 1, 2021 – April 31, 2024
Term of the contract: 3 year
Possible contract renewals: Annually after initial 3 year term for a total of 6 years
- 4. CONTRACTUAL TERMS AND CONDITIONS.**
The General Terms and Conditions will be incorporated into the Contract and can be found here:
<https://dpd.iowa.gov/sco/doc/terms/050116%20terms%20services.pdf>

By submitting a Bid, Contractor acknowledges its acceptance of the terms and conditions of the RFQ and the General Terms and Conditions without change. No Contractor shall acquire any legal or equitable rights regarding the Contract unless and until the Contract has been fully executed by the successful Contractor and the Agency.
- 5. INSURANCE.** \$1,000,000 General Liability minimum coverage is required of the Contractor upon award of the Contract.
- 6. EVALUATION AND SELECTION.** Quotes will be evaluated and ***the contract awarded to the responsible Contractor submitting the lowest priced Bid per location(s).*** The selection will be subject to the final approval of the Agency. If there is a tie for lowest priced Bid and only one of the Contractors is an Iowa business, the Iowa business shall be given preference over the out-of-state Contractors.

7. FORM AND CONTENT OF BIDS. Failure to adhere to the Bid format may result in rejection of the Bid.

a. Bid Packets shall include the following:

- i. Completed **Attachment 2 – Bid Form**. Contractor's Bid shall include:
 - All-inclusive not to exceed, total cost in U.S. Dollars, to provide the requested services outlined in this RFQ.
 - Pricing based on Net 60 Days Payment Terms
 - All fees expected for payment are to be included in this Bid
 - All purchases are tax exempt
- ii. Certificate of Insurance
- iii. Appendix 1, filled out and signed by Department of Public Defense representative
- iv. Additional supporting documentation describing proposal if necessary

b. Bids must be delivered via email

- i. Attach all bid documents to an email addressed to the **State Issuing Officer(s)** listed on this RFQ.
- ii. Subject line of the email shall be: RFQ MM215820037 – HVAC Preventative Maintenance (Boone, IA) – (Vendor's Name)

The Agency must receive the Bid at the Issuing Officer's email address **prior to the date/time listed in the header on page 1 of this RFQ.** Late bids will not be accepted. It is the Contractor's responsibility to ensure that the Bid is received prior to the deadline. The Agency shall not be responsible for misdirected packages or technical issues (for electronically submitted Bids).

8. MISCELLANEOUS.

- a. Contractors are invited to submit written questions and requests for clarifications regarding the RFQ to the **State Issuing Officer(s)** listed on this RFQ. The questions or requests for clarifications must be in writing via email.
- b. The Issuing Officer identified in the RFP cover sheet is the sole point of contact regarding the RFP from the date of issuance until a Notice of Intent to Award the Contract is issued. Respondents may contact only the Issuing Officer.
- c. Communication (questions pertaining to the bid) with personnel other than the Issuing Officer may result in non-responsive bid and bid will be rejected. Communication is allowed for scheduling of site visit(s).
- d. Site visits are **MANDATORY** for this RFQ. Appointments will be available on day(s) listed below:

Thursday 3/18/2021, between 8:00 am and 3:30 pm, by appointment

Tuesday 3/23/2021, between 8:00 am and 3:30 pm, by appointment

- e. The costs of preparation and delivery of the Bid(s) are solely the responsibility of the Contractor.
- f. All Bids become the property of the State and shall not be returned to the Contractor.
- g. The Agency does not guarantee any minimum level of purchases under the Contract.
- h. The Agency reserves the right to reject any & all Bids.

ATTACHMENT1

RFQ MM215820037- Preventative HVAC Maintenance **(Boone, IA)**

The following equipment will be serviced:

(1) Trane Air-Cooled Helical Rotary Packaged Chiller **(RECENTLY REPLACED. MODEL # AND SERIAL # CAN BE OBTAINED DURING THE SITE VISIT)**

Tag	Description	Model Number	Serial Number
CH-1	Trane Series R A/C Chiller	RTAA1254YQ0	U04D05651

(3) Trane M-Series Air Handling Units

Tag	Description	Model Number	Serial Number
AHU-1	M-Series Air Handler – North	MCCB 25	K04C46934 – K04C46942
AHU-2	M-Series Air Handler – South	MCCB 25	K04C46943 – K04C46951
AHU-3	M-Series Air Handler – Storage/Lockers	MCCB 21	K04C46953 – K04C46959

(43) VAV boxes with hot water reheat

Tag	Description	Model Number	Serial Number
VAV-100 to VAV-236	Single Duct VAV boxes	VCWF	R04C46261 - R04C46303

Schedule of Maintenance

Trane Air-Cooled Helical Rotary Chiller (NOTE: Recently replaced, Model & Serial # not available)

Comprehensive Annual Inspection (Performed during Spring Startup)

- Report in with the Customer Representative.
- Record and report abnormal conditions, measurements taken, etc.
- Review customer logs with the customer for operational problems and trends.

1. General Assembly

- Inspect for leaks and report leak check result.
- Repair minor leaks as required (e.g. valve packing, flare nuts).
- Calculate the refrigerant loss rate and report the results to the customer.
- Check the condenser fans for clearances and free operation.
- Check tightness of condenser fan motor mounting brackets.
- Check the set screws on the fan shafts.
- Visually inspect the condenser coil for cleanliness.

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- Verify the performance of the fan control inverter VFD, if applicable.
- Grease bearings as required.

2. Controls and Safeties

- Inspect the control panel for cleanliness.
- Inspect wiring and connections for tightness and signs of overheating and discoloration.
- Verify the working condition of all indicator/alarm lights and LED/LCD displays.
- Test oil pressure safety device (as required). Calibrate and record setting.
- Test the operation of the chilled water pump starter auxiliary contacts.

3. Lubrication System

- Pull oil sample for spectroscopic analysis.
- Test oil for acid content and discoloration.
- Make recommendations to the customer based on the results of the test.
- Verify the operation of the oil heaters.
- Lubricate all bearings as recommended by manufacturer

4. Motor and Starter

- Clean the starter cabinet and starter components.
- Inspect wiring and connections for tightness and signs of overheating and discoloration.
- Check the condition of the contacts for wear and pitting.
- Check contactors for free and smooth operation.
- Check all mechanical linkages for wear, security and clearances.
- Verify tightness of the motor terminal connections.
- Meg the motor and record readings.
- Verify the operation of the electrical interlocks.
- Measure voltage and record. Voltage should be nominal voltage $\pm 10\%$.

Startup / Checkout Procedures

- Verify the operation of the oil sump heaters.
- Verify a full chilled water system.
- Start the chilled water pump.
- Test the operation of all flow-proving devices on the chilled water circuit.
- Start the chiller.
- Verify the unit starter panel operation, amperage, and voltage.
- Verify the operation of all timing devices.
- Check the set point and sensitivity of the chilled water temperature control. Verify the operation.
- Verify the operation of the current control device.
- Check the refrigerant level and correct charge.
- Verify the operation of the capacity control slide valves.
- Verify the operation of the "load" and "unload" solenoid valves.
- Verify the lead-lag compressor operation.
- Verify the operation of the electronic expansion valves.
- Check pressure drop across the oil filter.
- Verify clear refrigerant sight glasses.
- Check oil level.
- Test the high condenser pressure safety device and record setting.
- Test the low refrigerant temperature safety device and record setting.
- Review operating procedures with operating personnel.
- Provide a written report of completed work, operating log, and indicate any uncorrected deficiencies noted.

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Fall Season Shutdown Procedure

- Check the general operation of the unit.
- Shut down the chiller, pumps, and auxiliary equipment.
- Verify voltage to heat tape.
- Turn off equipment power as necessary

Chiller Condenser Coil Cleaning

- Thoroughly disassemble the coil guards and pressure wash the condenser coil with chemical coil cleaner.

Trane M-Series Air Handling Units

Comprehensive Annual Inspection - Spring

- Report in with the Customer Representative.
- Record and report abnormal conditions, measurements taken, etc.
- Review customer logs with the customer for operational problems and trends.

General Assembly

- Inspect the unit for cleanliness.
- Inspect the fan wheel and shaft for wear and clearance.
- Check the sheaves and pulleys for wear and alignment.
- Check the belts for tension, wear, cracks, and glazing.
- Verify tight bolts, set screws, and locking collars.
- Check dampers for wear, security and linkage adjustment.
- Verify clean condensate pan.
- Verify proper operation of the condensate drain.
- Verify clean air filters. Inform owner if filters need to be changed. (Filters not included.)
- Verify clean coils. Inform owner if coils need to be cleaned. (Coil cleaner and labor to clean coils is not included.)
- Verify smooth fan operation.
- Log operating conditions after system has stabilized.
- Provide a written report of completed work, operating log, and indicate any uncorrected deficiencies detected.

Lubrication

- Lubricate the fan shaft bearings, if applicable.
- Lubricate the motor bearings, if applicable.

Controls and Safeties

- Test the operation of the low temperature safety device, if applicable.
- Test the operation of the high static pressure safety device, if applicable.
- Test the operation of the low static pressure safety device, if applicable.
- Check and record supply air and control air pressure, if applicable.
- Verify the operation of the control system and dampers while the fan is operating.

Motor and Starter

- Clean the starter and cabinet.
- Inspect the wiring and connections for tightness and signs of overheating and discoloration. This includes wiring to the electric heat, if applicable.
- Check the condition of the contacts for wear and pitting.

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- Check the contactors for free and smooth operation.
- Meg the motor and record readings.

Variable Frequency Drives – Maintenance Procedures

- Clean the heat sink.
- Inspect wiring and connections for tightness and signs of overheating and discoloration.
- Visually inspect panel for loose or damaged parts or wiring; also check for any accumulation of dirt and/or moisture.
- Verify proper operation of the unit.
- Verify proper DC buss voltage.

FALL HEATING INSPECTION

- Hot Water / Steam Heat Option
- Inspect control valves and traps.
- Check and calibrate all operating and safety controls.
- Verify the operation of the heating coils.
- Verify the operation of the unit low temperature safety device.

(43) VAV Box Inspections (Spring and Fall)

- Calibrate VAV box damper and verify proper damper operation.
- Check VAV box control settings, overrides, and set points.
- Report to owner's representative any repairs needed.

Miscellaneous

- Written reports will need to be provided to the customer representative following each regular inspection or emergency call.
- Building controls will **NOT** be included in the preventative maintenance.
- Provide hourly rates for HVAC equipment service during “normal” working hours and provide the hours considered “normal” hours.
- Provide hourly rates HVAC equipment service during “other” working hours such as weekends or holidays.
- Approval is required for the repair hours and repair parts not covered under the yearly preventative maintenance plan.
- Belts and filter changes will be changed by the owner and not Contractor.

RFQ MM215820037
ATTACHMENT 2(BID FORM)

IMPORTANT: Quotes must be submitted on this form. You may also submit an attachment to this form describing your Proposal, if necessary.

CONTRACTOR INFORMATION	
Company Legal Name	
Company d/b/a if applicable	
Address	
Email	
Phone / Fax	
Federal Tax ID Number	
CONTACT INFORMATION FOR INDIVIDUAL SUBMITTING BID	
Name	
Email	
Phone / Fax	

Description of Service	Price <i>(in US Dollars)</i>
Total	



OFFICE OF THE COMPTROLLER
Camp Dodge – Building 3465
7105 NW 70th Avenue
Johnston, Iowa 50131-1824



CERTIFICATION OF SITE VISIT FORM

RFQ Number: MM215820037

RFQ Title: Preventative HVAC Maintenance (Boone, IA)

This is to certify that the following individual has visited the job site of the above project on the date listed:

Signed:

(Contractor's Representative)

(Company Name)

(Address)

Date of Site Visit:

Witnessed By:

(Department of Public Defense Representative)