



October 6, 2021

To: All Potential Respondents
From: Construction Procurement
Subject: RFQ919200-01 DPS Post 2 FMS Upgrade

Request for Quote

The State of Iowa is conducting a Request for Quote for a contractor to upgrade the existing Siemens Apogee facility management system (FMS) at Post 2. The FMS controls a central heating and cooling plant and 23 heat pumps. An additional 8 heat pumps are connected to the system but use unitary controls. The quote includes a request for Alternate #1 to modify the sequence of control, Alternate #2 to commission existing equipment and Alternate #3 to replace existing controllers and thermostats. See Exhibit B for additional detail.

All work must be done on-site at Post 2 and all personnel must pass a background check using the "Non-DPS Personnel Investigation Level 2 Form."

The FMS Upgrade and any selected alternates shall be completed no later than April 29, 2022.

The Project is located at 1619 Truro Pavement, Osceola, IA 50213.

Please email your quote using the Exhibit A pricing form to construction.procurement@iowa.gov prior to October 28, 2021 at 2:00 (CT).

All questions regarding this solicitation must be received by email by 2:00 (CT) ON October 19, 2021.

Contract Terms and Conditions

This procurement will result in a Consensus 802 Agreement. By submitting a quote, respondent agrees to the contract terms and conditions available at:

<https://das.iowa.gov/sites/default/files/procurement/pdf/ConsensusDoc802.pdf>

Performance Bond

Respondent must provide a Performance and Payment Bond in accordance with Section 10.8 of Consensus 802 Agreement.

Insurance Requirements

See sample Certificate of Insurance attached as Exhibit D for required limits, additional insured requirements and waiver of subrogation.

Exhibit A Pricing Form
DPS Post 2 FMS Upgrade
Request for Quote RFQ919200-01

Due Thursday, October 28, 2021 at 2:00 (CT)

Please submit this completed form with your Quote to:
Attention: Bobbi Pulley
Iowa Department of Administrative Services - Central Procurement
construction.procurement@iowa.gov

This form is to be completed in ink or typewritten.
Only pricing on this form or an exact copy of this form will be accepted.
Pricing Form shall be signed by an officer of the firm with authority to bind Respondent to Contract.

Respondent acknowledges receipt of the following Addenda (if issued) which are part of the RFQ documents:

Addendum No. _____ Date _____

Addendum No. _____ Date _____

Freight Terms: FOB Destination, Freight Pre-Paid

The State reserves the right to reject any or all quotes without penalty and to waive minor deficiencies and informalities if, in the judgement of the State, it's best interests will be served.

Respondents must submit pricing for all scope of work items indicated per the attached Exhibit B. The State reserves the right to evaluate pricing. The State intends to make one Award for this project.

Lump Sum Quote Price for DPS Post 2 FMS Upgrade

FMS Upgrade (Labor and Material(s)) Total \$ _____

Alternate 1 (Labor and Material(s)) Total \$ _____

Alternate 2 (Labor and Material(s)) Total \$ _____

Alternate 3 (Labor and Material(s)) Total \$ _____

Please note all pricing is to be delivered price. That is why we are stating FOB Destination, Freight Pre-Paid.

Signature _____

Name (Print) _____

Title _____

Company _____

Address _____

City, St., Zip _____

Phone # _____ **Fax #** _____

E-mail _____

Exhibit B Scope of Work

DPS Post 2 FMS Upgrade
Request for Quote RFQ919200-01

Due Thursday, October 28, 2021 at 2:00 (CT)

See attached scope of work for base bid and alternates 1, 2 and 3.

A complete controls submittal will be required for review and approval prior to construction.

**Exhibit B Scope of Work
DPS Post 2 FMS Upgrade
Request for Quote RFQ919200-01
Due Thursday, October 28, 2021 at 2:00 (CT)**

Performance Outcomes

The facility management system (FMS) contractor shall provide the performance outcomes listed in this document. The outcomes are categorized as either *base bid* or *add alternate* so they can be used in a formal bidding process and the owner can request a cost breakdown of the difference services. The services outlined are:

- Install Web Accessible User Interface and Server (Base Bid)
- Implement PXC Controller Sequence of Control (Alternate #1)
- TEC Inspection (Alternate #2)
- Replace TECs and Thermostats (Add Alternate #3)

The building has an existing DDC (direct digital control) system as its FMS. The DDC system is from Siemens Building Technologies. It has a single PXC controller and expansion modules supporting FLNs with 20 active TECs (terminal equipment controllers). The TECs control 17 McQuay water to air console heat pumps or heat pump groups and 3 McQuay water to air horizontal heat pumps that are used as makeup air units. There is one heat pump group, two heat pumps controlled by one TEC in Squad Room 109.

The Siemens FMS uses a Siemens Apogee Insight graphical user interface (GUI) running on a workstation at the post. This GUI will be abandoned.

The McQuay heat pumps were installed in 2000. The Siemens FMS was installed in 2010.

There are eight Daikin water to air console heat pumps that have been installed in the last three years. These have self-contained controls; they operate independently, and the FMS will not be repaired or modified to support them. As the McQuay console heat pumps fail over the next few years, they may continue to be replaced with Daikin heat pumps and will sever their connection to the FMS, or provided with a BACnet connection for monitoring and troubleshooting purposes.

Install Web Accessible User Interface and Server (Base Bid)

1. This alternate must stand independent of other alternates.
2. Provide a user interface and server that includes:
3. Capability of addressing up to 1,000 points that reside at any IP address on the Iowa Department of Public Safety's (DPS) network. For example, this server located at Iowa State Patrol (ISP) Post 2 must allow a user accessing the DPS network to view and command the point data base at Post 8 after the Post 8 FMS is connected to the Internet as part of a future project.
4. Connectivity to the building's Ethernet and the Internet, defined as the global system of interconnected computer networks using TCP/IP for communications. The user interface must have an IP address. A user with a computer running the Google Chrome browser and presenting a valid password must be able to access the user interface from a location inside any building

connected to the DPS network or from any location outside DPS buildings that has connection to the Internet. The users must be able to be segregated into different levels of access authority.

- a. Lowest level must allow viewing graphics and alarms only.
 - b. The next highest level must allow acknowledging alarms. The interface must log the user acknowledging an alarm and what time and date that was done.
 - c. Next highest level must allow commanding points on graphics. Alarm acknowledgement and point commanding may be at the same level.
 - d. Next highest level must allow editing the graphics, time of day schedules, point data base and control programs.
 - e. The next highest level must allow adding and deleting users and setting their level of access.
 - f. Any user must be able to be assigned different access authority for different points or different point groups. For example, a user may have no access to Post 1 graphics and alarms, editing authority at Post 2 and commanding authority at Post 8.
5. Connectivity to points and programs. A user with access authority must be able to view all points in the PXC controller or its replacement and all points in the TECs or their replacements. The user must be able to command and edit all points commensurate with their access authority.
6. Interactive graphics that allow a user with access authority to view diagrams and active points that update at least every five seconds and command two state, multiple state, and analog points, both physical and virtual.
- a. Create an overview graphic of each of the building's two floors. Show all room temperatures and provide links to and from the subgraphics.
 - b. Create an individual graphic for each of the 19 console heat pumps' thermostats. The thermostat in Squad Room 109 controls two heat pumps in unison. The other 18 thermostats control one heat pump. These TECs run application 2072.
 - c. Create an individual graphic for each of the 3 horizontal heat pumps that are the makeup air units. The makeup air unit located in the garage supplies ventilation to the meeting room and the lobby. This TEC runs application 2272. One makeup air unit in the mechanical room supplies ventilation to the lower-level offices. The other makeup air unit in the mechanical room supplies ventilation to the upper-level offices. Both TECs run application 2072.
 - d. Create an exhaust fan graphic page. Show the six shower and rest room exhaust fans (EF-1 to EF-6). Place an on / off / auto switch for each shower and rest room exhaust fan (EF-1 to EF-6). Place an on / off switch for the elevator shaft exhaust fan (EF-7). Show the indicated on / off status (CS) of EF-7.

- e. Create a central system graphic based on the CENTRAL HEATING / COOLING PLANT SCHEMATIC issued with this document.
7. Time schedule. Provide an individual schedule for each of the six shower and rest room exhaust fans. Initially schedule each fan to always run.

Alarms. If any alarms appear, hold them in a queue until a user acknowledges them. Show critical alarms distinctively different from non-critical alarms so a user can quickly identify them as critical alarms.

Implement PXC Controller Sequence of Control (Alternate 1)

The PXC controller and its I/O modules may be reused and refurbished or replaced.

Instruments and Points

1. Provide a surface mount temperature sensor (TE-2) that is placed on the building heat pump loop return pipe.
2. Provide a current sensor (CS-3) to replace the existing boiler primary pump's status sensor.
3. Connect to the boiler's alarm contact.
4. Test all input and output points listed in the PXC controller sequence of control points lists. Provide a report to the owner documenting this test. List all points found defective and list all repairs needed to return functionality. These points lists are:
 - a. Central Energy Plant
 - b. Exhaust Fans
 - c. Fire Alarm System. The fire alarm system points are programmed in the point data base but not connected as the building does not have a central fire alarm system. These points are in place for future use.
5. Any repair will be initiated by the owner and outside of this contract.

The PXC controller or its replacement must implement this sequence of operation.

1. Central Energy Plant
 - a. Safeties
 - i. If the boiler primary pump indicates (CS-3) off, turn off the boiler.
 - b. Alarms
 - i. If the boiler alarm indicates, annunciate an alarm.
 - ii. If the return water temperature (TE-2) is below 35F (adj.) for more than 15 minutes, annunciate an alarm.

- iii. If the return water temperature (TE-2) is below 30F (adj.) for more than 15 minutes, annunciate a critical alarm.
 - iv. If the return water temperature (TE-2) is above 100F (adj.) for more than 15 minutes, annunciate an alarm.
 - v. If the return water temperature (TE-2) is above 105F (adj.) for more than 15 minutes, annunciate a critical alarm.
 - vi. If the boiler leaving water temperature (TE-6) is below 70F (adj.) if the boiler has been commanded on for more than 15 minutes (adj.), annunciate a critical alarm.
 - vii. If the heat pump loop pump indicates (DP-1) off, annunciate an alarm.
 - viii. If the heat pump loop pump indicates (DP-1) off and the outside air temperature is below 30F (adj.), annunciate a critical alarm.
 - ix. If the boiler primary pump indicates (CS-3) off if commanded on or indicates on if commanded off, annunciate an alarm.
 - x. If the fluid cooler fan indicates (CS-1) off if commanded on or indicates on if commanded off, annunciate an alarm.
 - xi. If the outside air temperature (TE-8) is above 75F (adj.) and if the fluid cooler sump pump indicates (CS-2) off if commanded on, annunciate an alarm.
 - xii. If the fluid cooler sump pump indicates (CS-2) on if commanded off, annunciate an alarm.
- c. Heat Pump Loop Pump Control
- i. The heat pump loop pump runs always.
- d. Heat Pump Loop Flow Direction Control
- i. If the return water temperature (TE-2) is above 80F (adj.) for more than 10 minutes (adj.):
 1. Index HEATCOOL to COOL.
 2. Close the water heating flow isolation valve (V-1).
 3. Open the water cooling flow isolation valve (V-2).
 - ii. If the return water temperature (TE-2) is below 75F (adj.) for more than 10 minutes (adj.):
 1. Index HEATCOOL to HEAT.
 2. Open the water heating flow isolation valve (V-1).
 3. Close the water cooling flow isolation valve (V-2).

e. Boiler Control

i. If HEATCOOL is COOL:

1. Turn off the boiler.
2. After a 3-minute (adj.) delay, turn off the boiler primary pump.

ii. If HEATCOOL is HEAT:

1. If the return water temperature (TE-2) is below 45F (adj.) for more than 10 minutes (adj.):
 - a. Turn on the boiler primary pump.
 - b. If boiler primary pump is commanded on and if the boiler primary pump indicates (CS-3) on, turn on the boiler.
2. If the return water temperature (TE-2) is above 55F (adj.) for more than 10 minutes (adj.):
 - a. Turn off the boiler.
 - b. After a 3-minute (adj.) delay, turn off the boiler primary pump.

f. Fluid Cooler Control

i. If HEATCOOL is HEAT:

1. Turn off the fluid cooler fan.
2. Turn off the fluid cooler sump pump.

ii. If HEATCOOL is COOL:

1. If the return water temperature (TE-2) is above 89F (adj.) for more than 10 minutes (adj.):
 - a. Turn on the fluid cooler sump pump.
2. If the return water temperature (TE-2) is above 92F (adj.) for more than 10 minutes (adj.):
 - a. Turn on the fluid cooler fan.
3. If the return water temperature (TE-2) is below 88F (adj.) for more than 10 minutes (adj.):
 - a. Turn off the fluid cooler fan.
4. If the return water temperature (TE-2) is below 85F (adj.) for more than 10 minutes (adj.):
 - a. Turn off the fluid cooler sump pump.

g. Points List

- i. Show all points on the graphic.
- ii. Analog Input (AI)
 1. Supply water temperature (TE-1)
 2. Return water temperature (TE-2)
 3. Return heating water temperature (TE-3)
 4. Fluid cooler return water temperature (TE-4)
 5. Fluid cooler discharge water temperature (TE-5)
 6. Boiler discharge water temperature (TE-6)
 7. Boiler return water temperature (TE-7)
 8. Outside air temperature (TE-8)
- iii. Digital Input (DI)
 1. Boiler alarm
 2. Heat pump loop pump status (DP-1)
 3. Fluid cooler fan status (CS-1)
 4. Fluid cooler sump pump status (CS-2)
 5. Boiler primary pump status (CS-3)
- iv. Digital output (DO)
 1. Heat pump loop pump On / Off
 2. Fluid cooler fan On / Off
 3. Fluid cooler sump pump On / Off
 4. Boiler primary pump On / Off
 5. Boiler On / Off
 6. Water heating flow isolation valve V-1 Open / Close
 7. Water cooling flow isolation valve V-2 Open / Close

2. TEC Control

- a. Command each TEC to occupied every 15 minutes. The intent is that the TECs remain in occupied mode always. The TECs sometimes revert to unoccupied if not commanded often.

- b. Program each TEC's unoccupied room heating temperature set point to 70F. The intent is that if a TEC loses communication and reverts to unoccupied, the TEC will continue to control at a reasonable temperature.
- c. Program each TEC's unoccupied room cooling temperature set point to 75F. The intent is that if a TEC loses communication and reverts to unoccupied, the TEC will continue to control at a reasonable temperature.

3. Exhaust Fans

a. Alarms

- i. If the elevator shaft exhaust fan (EF-7) indicates off (CS) if commanded on or indicates on if commanded off, annunciate an alarm.

b. Control

- i. The exhaust fans are:
 - 1. EF-1 – Lower-level men's shower
 - 2. EF-2 – Lower-level men's rest room
 - 3. EF-3 – Lower-level women's shower
 - 4. EF-4 – Lower-level women's rest room
 - 5. EF-5 – Upper-level women's rest room
 - 6. EF-6 – Upper-level men's rest room
 - 7. EF-7 – Elevator shaft
- ii. If a shower or rest room exhaust fan is commanded to on by a user or its time-of-day schedule, run the fan.
- iii. If a shower or rest room exhaust fan is commanded to off by a user or its time-of-day schedule, stop the fan.
- iv. If the elevator shaft exhaust fan is commanded to on by a user, run the fan.
- v. If the elevator shaft exhaust fan is commanded to off by a user, stop the fan.

c. Points List

- i. Show all points on the graphic
- ii. Digital Input (DI)
 - 1. EF-7 fan status (CS)
- iii. Digital Output (DO)
 - 1. EF-1 On / Off

2. EF-2 On / Off
3. EF-3 On / Off
4. EF-4 On / Off
5. EF-5 On / Off
6. EF-6 On / Off
7. EF-7 On / Off

4. Fire Alarm System

- a. These points are present in the point data base. The building does not currently have a central fire alarm system, so these control points can be removed to eliminate confusion. The contractor shall remove the following controls points after verifying they are not monitoring or controlling any aspects of the fire alarm system:
- b. Alarms
 - i. If the fire alarm panel trouble indicates, annunciate an alarm.
 - ii. If the fire alarm panel alarm indicates, annunciate a critical alarm.
- c. Points List
 - i. Digital Input (DI)
 1. Fire alarm panel trouble
 2. Fire alarm panel alarm

TEC Inspection (Alternate 2)

Inspect each TEC for connectivity to the PXC controller through the FLN.

1. The PXC controller communicates in both directions with the TECs through a Siemens FLN. This is a proprietary RS485 local area network. The term both directions is defined as a control program or authorized user seeing points that are resident in the TEC and a control program or authorized user commanding the state or value of points that are resident in the TEC.
2. Some still operating TECs may have been removed from the FLNs. Document any removed TECs in the report to the owner.
3. If the PXC is replaced with a new controller, it must communicate over the FLN in both directions, sending commands and edits and receiving point information between an authorized user or control program and a TEC. All points available for FLN communication must be accessible after this project finishes.

Inspect each TEC for operation.

Test the functions listed in these TEC sequences of control. Provide a report to the owner documenting these tests. List all functions found defective and list all repairs needed to return functionality.

Any repair will be initiated by the owner and outside of this contract.

1. Console Heat Pump

- a. There are 20 console heat pumps. Nineteen room thermostats and TECs control a single heat pumps. One thermostat and TEC controls two heat pumps.
- b. The room temperature set point must be set by a user at the thermostat. The allowed adjustment must be in the range of 70F to 75F.
- c. The heating temperature set point must be 2F below the room temperature set point.
- d. The cooling temperature set point must be 2F above the room temperature set point.
- e. If the room temperature is below the heating temperature set point, run the fan, run the compressor, and set reversing valve to heat.
- f. If the room temperature is above the cooling temperature set point, run the fan, run the compressor, and set reversing valve to cool.
- g. If the room temperature is between the heating temperature set point and the cooling temperature set point, stop the fan and compressor.

2. Single Compressor Makeup Air Heat Pump

- a. There are two single compressor makeup air heat pumps. Each has a room thermostat and a TEC.
- b. The fan runs always.
- c. The outside air isolation damper is always open.
- d. The room temperature set point must be set by a user at the thermostat. The allowed adjustment must be in the range of 65F to 80F.
- e. The users are encouraged to set the thermostat at 65F during warm and hot weather, so the heat pump blows cool air.
- f. The users are encouraged to set the thermostat to 80F during cool and cold weather, so the heat pump blows warm air.
- g. The heating temperature set point must be 2F below the room temperature set point.
- h. The cooling temperature set point must be 2F above the room temperature set point.
- i. If the room temperature is below the heating temperature set point, run the compressor. The heat pump's internal controls position the reversing valve to heat.
- j. If the room temperature is above the cooling temperature set point, run the compressor. The heat pump's internal controls position the reversing valve to cool.

- k. If the room temperature is between the heating temperature set point and the cooling temperature set point, stop the compressor.

3. Dual Compressor Makeup Air Heat Pump

- a. There is one dual compressor makeup air heat pump. It has a room thermostat and a TEC.
- a. The fan runs always.
- b. The outside air isolation damper is always open.
- c. The room temperature set point must be set by a user at the thermostat. The allowed adjustment must be in the range of 65F to 80F.
- d. The users are encouraged to set the thermostat at 65F during warm and hot weather, so the heat pump blows cool air.
- e. The users are encouraged to set the thermostat to 80F during cool and cold weather, so the heat pump blows warm air.
- f. The stage 1 heating temperature set point must be 2F below the room temperature set point.
- g. The stage 2 heating temperature set point must be 4F below the room temperature set point.
- h. The stage 1 cooling temperature set point must be 2F above the room temperature set point.
- i. The stage 2 cooling temperature set point must be 4F above the room temperature set point.
- j. If the room temperature is below the stage 1 heating temperature set point, run the stage 1 compressor. The heat pump's internal controls position the reversing valve to heat.
- k. If the room temperature is below the stage 2 heating temperature set point, run the stage 2 compressor. The heat pump's internal controls position the reversing valve to heat.
- l. If the room temperature is above the stage 1 cooling temperature set point, run the stage 1 compressor. The heat pump's internal controls position the reversing valve to cool.
- m. If the room temperature is above the stage 2 cooling temperature set point, run the stage 2 compressor. The heat pump's internal controls position the reversing valve to cool.
- n. If the room temperature is between the heating temperature set point and the cooling temperature set point, stop the compressors.

Replace TECs and Thermostats (Add Alternate 3)

This alternate must stand independent of other alternates.

Replace all TECs and thermostats with new room automation stations (controllers), one per heat pump or heat pump group, and thermostats.

Install new CAT 6 communication cable between the PXC or its replacement and the new room automation stations.

The replacement controllers must communicate with the PXC or its replacement using BACnet TCP/IP protocol.

Siemens must replace the TECs with DXR2 controllers.

The new thermostats must include room temperature display, room set point temperature adjustment and unoccupied override.

Attachments

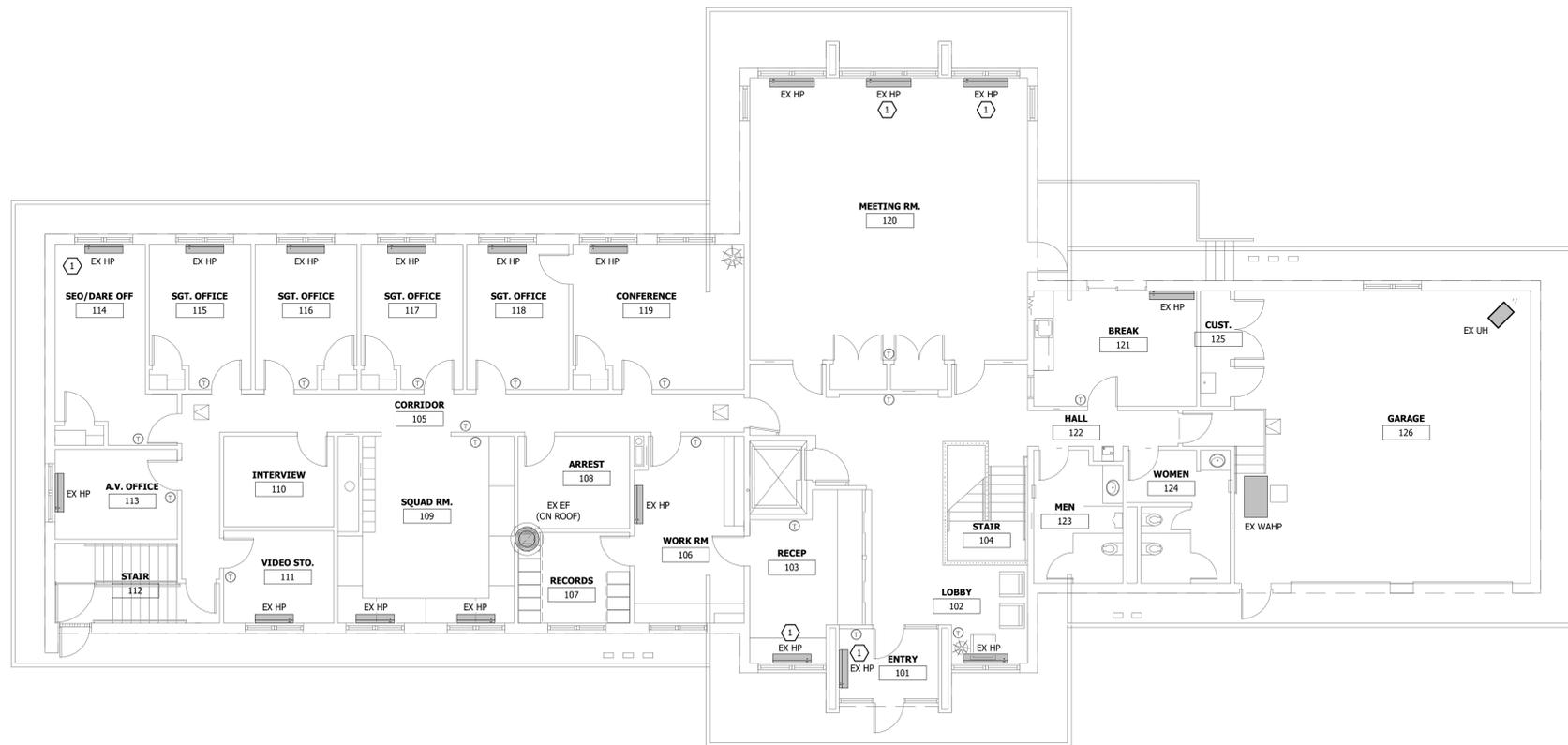
M101 – Mechanical Plan

GENERAL NOTES:

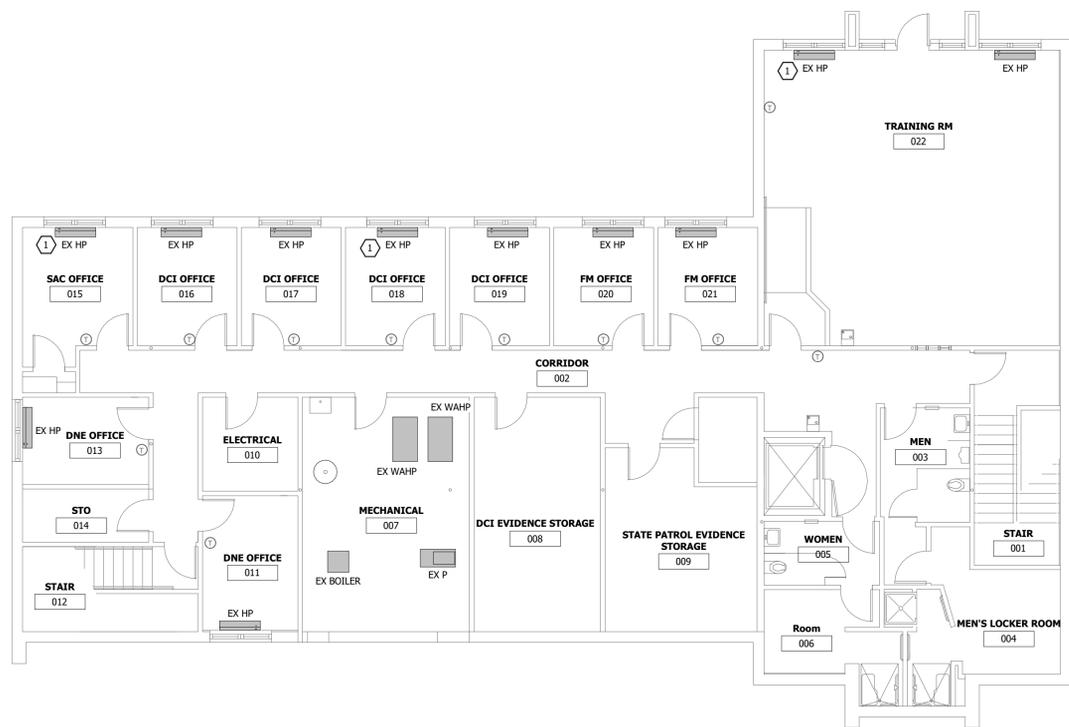
- LAYOUT AND ROUTING SHOWN IS DIAGRAMMATIC AND SCHEMATIC IN NATURE. NOT ALL OFFSETS MAY BE SHOWN. CONTRACTOR SHALL VERIFY EXACT ROUTING REQUIRED AND NUMBER OF OFFSETS AND TRANSITIONS.
- MAINTAIN SERVICE CLEARANCE IN FRONT OF AND ABOVE ELECTRICAL EQUIPMENT AND ACCESS. DO NOT INSTALL EQUIPMENT OR ROUTE DUCTS IN CLEARANCE SPACE. REFER TO EQUIPMENT INSTALLATION AND INSTRUCTIONS.
- COORDINATE THERMOSTAT LOCATIONS WITH CASEWORK, WALL TYPES, AND FURNISHINGS PRIOR TO ROUGH-IN.
- PROVIDE VOLUME CONTROL BALANCING DAMPERS ON ALL SUPPLY, RETURN, EXHAUST AIR TAPS IN ACCESSIBLE LOCATIONS FOR AIR BALANCING. INSTALL CABLE OPERATED DAMPER OR ACCESS PANEL IF DAMPER IS LOCATED ABOVE GYP CEILINGS.
- COORDINATE DUCT ROUTING WITH STRUCTURAL AND ALL TRADES.
- COORDINATE ALL EXPOSED DUCTWORK ROUTING WITH DESIGN TEAM PRIOR TO ROUGH-IN.
- COORDINATE SUPPLY, RETURN, AND EXHAUST GRILLE/DIFFUSER LOCATIONS WITH ARCHITECTURAL REFLECTED CEILING PLAN AND ALL TRADES.
- MECHANICAL CONTRACTOR SHALL REFER TO ELEVATOR INSTALLATION DETAIL.
- COORDINATE DUCT ROUTING IN LOCATIONS WITH EXISTING CONDITIONS. FIELD VERIFY EXISTING CONDITIONS PRIOR TO ROUGH-IN.

REFERENCED NOTES:

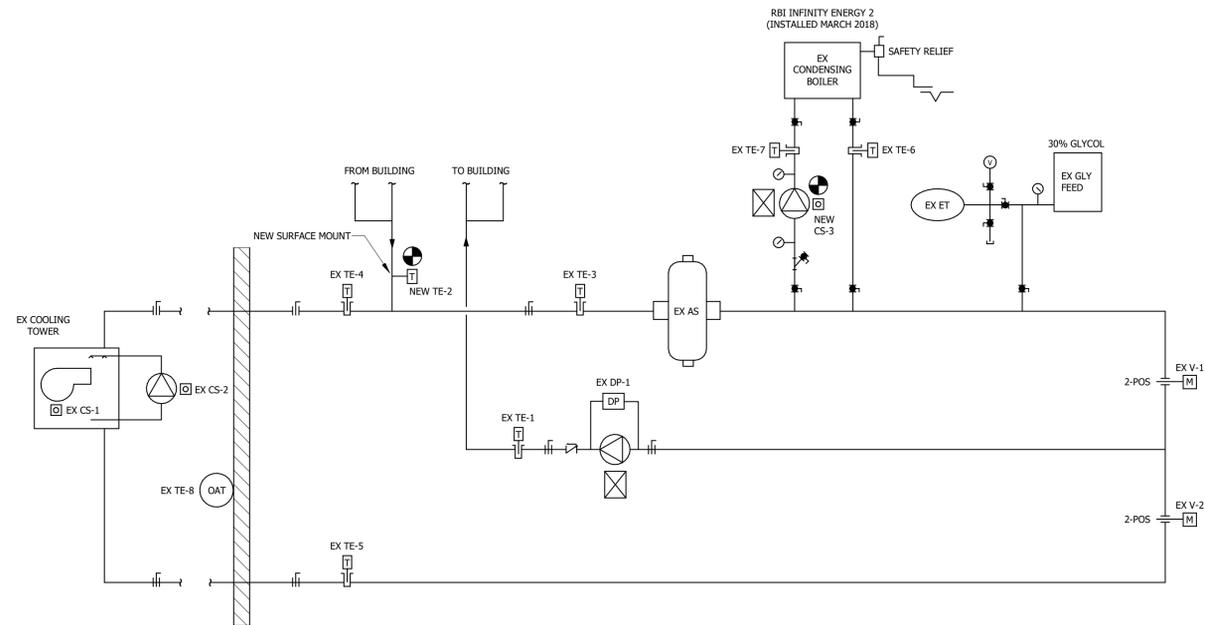
- STANDALONE TEMPERATURE CONTROL CONSOLE HEAT PUMP.




2 LEVEL 1 HVAC PLAN
 1/8" = 1'-0"




3 BASEMENT HVAC PLAN
 1/8" = 1'-0"



1 CENTRAL HEATING/COOLING PLANT SCHEMATIC
 No Scale

IOWA STATE PATROL POST #2 CONTROLS UPGRADE
 1619 Truro Pavement, Osceola, IA 50213

DATE	VERSION
03/16/2021	DESIGN DEVELOPMENT
SHEET NAME: MECHANICAL PLAN	
SHEET: M101	

3/16/2021 9:15:09 AM

Exhibit C Facility Work Requirements

DPS Post 2 FMS Upgrade
Request for Quote RFQ919200-01

Due Thursday, October 28, 2021 at 2:00 (CT)

WORK HOUR RESTRICTIONS

1. Allowable work hours are from 8:00 AM to 4:30 PM, Monday through Friday.

CONTRACTOR USE OF SITE AND PREMISES

1. Facility will be occupied at all times during duration of work. Contractor personnel shall conduct themselves in an agreeable manner at all times. Failure to do so may result in removal from the work site.

OWNER OCCUPANCY

1. Owner intends to occupy the Project throughout construction.
2. Cooperate with Owner to minimize conflict and to facilitate Owner's operations.
3. Schedule the Work to accommodate Owner occupancy.

RULES FOR CONSTRUCTION WORKERS

1. The staff of the State of Iowa has a responsibility to protect the public by providing a secure environment. All work site rules must always be followed.
2. All construction workers must have a Level 2 background check completed prior to entering Post 2 to perform work. There is no cost to the Contractor for them.
3. All State properties are tobacco free. No smoking will be permitted or tolerated on campus unless in designated areas.
4. Contractors are permitted access only to the work site and no other area of the Post.
5. No drugs, alcohol, or firearms are allowed on the work site.
6. Do not leave money, drugs, alcohol, or firearms in your personal vehicle.
7. Company and personal vehicles are to be parked and locked in designated or authorized area of the work.
8. Maintain control of all tools, supplies, and debris always.
9. Ladders and scaffolding must be taken down when not in use and at the end of each shift.

Exhibit D Sample Certification of Insurance

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Due Thursday, October 28, 2021 at 2:00 (CT)

