

## **HVAC SERVICES SPECIFICATIONS OF WORK**

The Commonwealth of PA Department of Labor and Industry is soliciting for a supplier to provide HVAC services as described within these specifications, on the premises occupied by the Altoona Unemployment Compensation Service Center ("Altoona UCSC") located at 1101 Green Avenue, Altoona, PA 16601.

### **CONTRACT TERM**

The term of the initial Contract is 24-months anticipated to begin November 1, 2017 and expire October 31, 2019. The Contract may be renewed for three (3) additional 12-month terms at the discretion of the Commonwealth. If the Contract is renewed, the same terms and conditions set forth in the original Contract shall apply. No work may be performed without the issuance of a Purchase Order.

The Commonwealth reserves the right, upon notice to the Contractor, to extend any single term of the Contract for up to three (3) months upon the same terms and conditions.

### **AVAILABILITY**

Services are to be available 24-hours a day, 7 days a week.

Scheduled inspections, maintenance services and repairs will be scheduled during regular working hours, 8:00 am to 5:00 pm, Monday through Friday. Unscheduled routine and emergency service calls will be conducted on an as-needed basis.

Contractor will be required to respond to routine service calls within twenty-four hours from the time of a call requiring service that is not disruptive to operations. Contractor shall provide service during regular working hours, 8:00 am to 5:00 pm, Monday through Friday.

Emergency services shall be billable after 5:00 PM and before 8:00 AM, Monday through Friday and on the following holidays: New Year's Day, Memorial Day, 4<sup>th</sup> of July, Labor Day, Thanksgiving, and Christmas Day. The Contractor will be required to respond to emergency service calls by arriving at the facility within two (2) hours from the time the emergency service call is placed.

### **CONTRACTOR RESPONSIBILITIES**

The Contractor will provide all labor, transportation, tools, materials and parts to perform inspections and HVAC service repairs.

The Contractor is responsible for any tools or property issued to the service technician by the Altoona UCSC Site Administrator or designee. All property will be returned at the end of each day's assignment. The Contractor will be responsible for effecting reimbursement to the Commonwealth for unreturned property.

The Contractor will be responsible for effecting reimbursement to the Commonwealth for damages to equipment, building or facility caused by an employee under this contract when deemed by a Department investigation that such damage was the result of negligence, misconduct, abuse or misuse of such equipment, property, building or facility.

The Contractor will address repairs within a reasonable time, with consideration to the time required to obtain parts.

The Commonwealth reserves the right to objectively evaluate the quality of workmanship. Any work found to be inferior or non-functional shall be corrected or replaced by the Contractor at no additional cost to the Commonwealth.

The Contractor will be responsible for the cleanliness of the area and for any dirt and stains that employees might cause. All work areas will be cleaned at the end of each work day. All tools and equipment must be picked up and/or removed at the end of each work day.

The Commonwealth will notify the Contractor in writing of any unsatisfactory services rendered; the Contractor shall correct the deficiency within 10 days of such notification.

The Contractor or designee may be required to participate in meetings as requested by the Commonwealth to discuss services.

Travel time to the Altoona UCSC office is considered to be accompanying to the cost of work; no payments will be made for travel time.

The Contractor will only assign one service technician to complete required work; should it be determined an additional service technician is required, the Contractor must obtain approval from the Altoona UCSC Site Administrator or designee before assigning additional personnel.

Service technicians will sign in and sign out with the Altoona UCSC Site Administrator or designee when on site to perform work requirements.

The service technician will be required to wear the appropriate uniform identifying the Contractor's name and visible identification. The service technician shall present a neat, clean, and professional appearance.

Service technicians will be fully-qualified licensed persons with appropriate tools, education, training and experience in accordance with industry standards and laws.

Contractor will perform a complete pre-employment investigation on each employee selected to work at the Altoona UCSC office. The investigation will cover the person's qualifications, criminal background check, and child abuse clearance check.

The Contractor shall provide documentation to confirm that they have the technical staff with proper knowledge and skill and experience. The Commonwealth reserves the right to request documentation or proof of licenses, education, and/or training of any employee performing work under this contract.

The Contractor will adhere to all security requirements, safety policies, and parking requirements of the Altoona UCSC office.

Any damages to the existing buildings, landscaping, grass, fencing, road surfaces, contained utility lines, or existing equipment caused by the Contractor in the process of providing service operations on site shall be replaced/repared by the Contractor. The damaged items shall be restored to the original condition at no additional cost to the Commonwealth. These repairs/replacements shall match the existing in all cases and shall be completed to the satisfaction of the Commonwealth.

## **INSPECTIONS AND REPAIRS**

The intended purpose of the inspections is to conduct a routine preventative maintenance check-up of the building's HVAC system to ensure it continues operating efficiently throughout each season and to maintain the normal wear and tear that may typically occur. Inspections are to be conducted semi-annually in November for the Fall/Winter seasons and in May for the Spring/Summer seasons, during the contract term.

Semi-annual inspections should include as a minimum the following tasks:

- Change system filters
- Check all building thermostats and ensure they are set to standard settings
- Check all vents and ductwork, and clean as needed

Repairs may not go beyond like-kind or the existing HVAC system. Repairs deemed necessary, such as any upgrades to the system will require prior approval from the Altoona UCSC Site Administrator or designee, before proceeding with the repairs.

The service technician will document a service report and provide to Altoona UCSC Site Administrator or designee, immediately following the services conducted. The format and content of the service report will be agreed upon by the Altoona UCSC Administrator and the Contractor.

Service report will at minimum include: names of individual performing the service, date and time spent performing the service, a complete list of parts or materials used or required, with notations regarding conditions or circumstances, and any current or anticipated problems.

**MATERIALS**

Any materials/parts furnished are to be Original Equipment Manufacturer (OEM) or approved by the site administrator of first quality and Underwriters Laboratory listed, if available. All materials, components and equipment installed under this contract will have manufacturer's full warranty.

Materials are to be charged at contractor cost plus no more than 10%. A copy of the Contractor's invoice for materials should accompany for verification.

All parts removed from the equipment shall remain the property of the Altoona UCSC unless otherwise requested or approved by the Site Administrator or designee.

**RATES**

Hourly labor rate quoted for routine services apply to services rendered during regular working hours, 8:00 AM to 5:00 PM, Monday-Friday.

Hourly labor rate quoted for emergency services apply to services needed on an emergency basis, outside of the regular working hours or specified holidays.

Price quoted for semi-annual inspections should include all labor and materials that are typically required for routine preventative maintenance, such as lubricants, coolant, belts, hoses, and minor parts. Additional materials needed outside of the quoted price that are required to complete an inspection must be quoted separately and approved by the Altoona UCSC Site Administrator or designee, if the total cost of the materials exceeds \$100.

All quoted rates are to remain the same for the full term of the contract.

**BIDDING REQUIREMENT**

All interested bidders must visit the job site in its present state to accurately evaluate the work required. Bidders will be furnished with a Proof of Visit form, to complete and sign on the date of the site visit. Such written proof must accompany this bid; failure to do so will disqualify bidders. A signed Proof of Visit form must be electronically attached to the bid.

Bidders do not need to schedule an appointment for the site visit. The available date(s) and time(s) for the site visits have been predetermined for this IFB. All interested bidders must conduct their site visit during one of the dates/times specified herein.

**Site Visit Dates and Times:**

Option 1: Friday, August 25, 2017 from 9:00am - 10:30am or 2:00pm - 3:30pm

Option 2: Wednesday, August 30, 2017 from 9:00am - 10:30am or 2:00pm - 3:30pm

**Site Contacts:**

Vivian Davis, Administrative Assistant

(814) 505-1082

[vdavis@pa.gov](mailto:vdavis@pa.gov)

Billie Jo Loucks, Altoona UCSC Site Administrator  
(814) 946-7227  
[bloucks@pa.gov](mailto:bloucks@pa.gov)

## **PAYMENTS TO CONTRACTOR**

The contractor shall be paid upon satisfactory completion of work performed and submission of an invoice on the contractor's letterhead. Contractor shall be reimbursed for services actually accepted by the Commonwealth.

Invoices may be submitted via U.S. Postal mail or email to one of the following addresses:

### **Mailing Address:**

Commonwealth of PA-PO Invoices  
PO Box 69180  
Harrisburg, PA 17106

**Email Address:** [69180@pa.gov](mailto:69180@pa.gov)

Suppliers are required to provide four mandatory elements on PO invoices: PO Number, Invoice Date, Invoice Number, and Invoice Gross Amount. Failure to comply will result in the return of the invoice without payment. Additional information such as supplier name, vendor SAP number, address, remit-to information and PO line item details are optional to include on the invoice, but are recommended for improved invoice processing.

## **BID SUBMISSION**

BIDS MUST BE SUBMITTED ELECTRONICALLY VIA [www.pasupplierportal.state.pa.us](http://www.pasupplierportal.state.pa.us)

BIDS ARE DUE BY September 7, 2017  
LATE BIDS WILL BE DISQUALIFIED

EMAIL PENNY TALHELM AT LI, Procurement ([RA-li-OIT-BAS-Procur@pa.gov](mailto:RA-li-OIT-BAS-Procur@pa.gov)) for questions regarding specifications or bidding on this solicitation with the Solicitation number in the subject line.

### **BID ATTACHMENTS:**

1. Specifications or Statement of Work (SOW)
2. Terms and Conditions (includes minimum wage language or any document making up Terms and Conditions such as delivery schedule).
3. Proof of Site Visit to be submitted with the bid (failure to return may result in your bid being non-responsive).

Altoona UCSC  
List of Equipment

<b>UNITS</b>	<b>COMPONENT</b>	<b>MANUFACTURER</b>	<b>MODEL</b>	<b>LOCATION</b>
1	AC/Heating Unit	Seasons 4 Inc.	6MZE21-0181-DN4.0-07SE	Roof
1	AC/Heating Unit	Seasons 4 Inc.	6MZE21-0121-DN2.5-05SE	Roof
1	AC/Heating Unit	Seasons 4 Inc.	6MZE21-0181-DN4.0-07SE	Roof
1	AC/Heating Unit	Seasons 4 Inc.	6MZE21-0121-DN2.0-05SE	Roof
14	Centrifugal Roof Exhauster	Greenheck	GB Belt Drive	Roof
1	Internal Split System	Mitsubishi	MSY-GE24NA	LAN Room
1	External Condenser Unit	Mitsubishi	MUY-GE24NA	Side of Bldg. – 11 <sup>th</sup> St.
1	Inverter-Controlled Split System Air Conditioner	Sanyo	KS1872/KS2472	LAN Room
1	External Condenser Unit	Sanyo	CL2472	Side of Bldg. – 11 <sup>th</sup> St
1	High Efficiency Ductless Split System WLCA/WLHA High Wall Evaporator	EMI	WLHA12AO	LAN Room #2
1	External Condenser Unit	EMI	S1HA2000A10	Side of Bldg. – 11 <sup>th</sup> St
5	12,000 BTU Ductless Split Heat Pump (Indoor Units)	Fujitsu	12RLS2	(2) ADJ section (1) Maintenance Shed (1) Mailroom (1) Interviewer Rm next to main breakroom
5	12,000 BTU Ductless Split Heat Pump (External)	Fujitsu	12RLS2H	(4) Rear Bldg. - Parking Lot (1) Front Bldg. -Green Ave
4	15,000 BTU Ductless Split Heat Pump (Indoor Units)	Fujitsu	15RLS2	(3) Ill section (1) Admin section
4	15,000 BTU Ductless Split Heat Pump (External)	Fujitsu	15RLS2H	(1) Front of Bldg. – Green Ave. (2) Side of Bldg. – 11 <sup>th</sup> St. (1) Rear Bldg. –Parking lot