

COMMONWEALTH OF PENNSYLVANIA  
DEPARTMENT OF TRANSPORTATION

SPECIFICATIONS  
FOR  
BOILERS/HVAC SYSTEMS  
MAINTENANCE AND REPAIR  
CONTRACT  
AT

FRANKLIN COUNTY MAINTENANCE DISTRICT (8-3) BUILDING  
AND ALL OTHER FRANKLIN COUNTY FACILITIES

CONTRACT ADMINISTRATOR  
STUART HONODEL

TEL: 717-264-4171 EXT. 3114

FAX: 717-264-2484

## GENERAL TERMS/SPECIFICATIONS

The contractor providing this service must meet state and local licensing requirements for HVAC/Boiler and a Certificate of Training to perform work in the State of Pa and the local municipalities that work is being done in. All work done by the contractor is to be done by a Certified HVAC/Boiler technician and a helper being supervised by a Certified HVAC/Boiler technician.

The Contract is to provide HVAC and Boiler Maintenance and Repairs with a Contract for a period of One Year. This service agreement may be renewed an additional three (3) years on a year-to-year basis, at the discretion of the PA Department of Transportation. The maximum length of the contract is four (4) years.

Contract renewal shall be by mutual consent of both parties. Bid prices shall remain fixed throughout the initial contract period and all renewals. Renewals may be processed in the form of a letter.

The Department may terminate the contract at any time for convenience or otherwise, and the Contractor shall be bound by the decision.

Contractor must sign in and out at Main Entrance upon arrival or **payment will not** be approved or authorized for payment with no exceptions.

Quotes requested will be at no cost to the Department.

The Department will include a lump sum dollar amount in the bid parts and materials.

Contractor may request to visit sites **prior to bidding** to become familiar with types of equipment to be maintained. Contract administrator for Franklin County PennDOT is Stuart Honodel (phone 717-264-4171 ext.3114)

Contractor must respond and perform repairs 365 days a year, 24 hours a day and be at site within three (3) hours of initial call for emergency boiler and heating/cooling issues and within (3) business days for regular repairs. Contractor may be penalized if not on site within timely manner for emergencies.

Regular maintenance and repairs will be scheduled during normal business hours Monday thru Friday (7:00AM to 5:00PM) excluding State Recognized Holidays.

Building access will be accommodated by the Department providing an escort during non-regular hours - weekdays from 3:00PM till 7:00AM as well as weekends from Friday at 3:00PM until Monday 7:00AM and State Recognized Holidays.

Bid prices shall include all travel, labor, equipment, overhead and profit. Travel time to and from the site will not be paid unless traveling from site to site. All billing for travel **MUST** include start/end times at each site. Award shall be based on the total low bid for all line items. All quantities are estimated: Number of hours is not guaranteed.

The department reserves the right to add other stockpile facilities based on future building upgrades.

All work shall be performed in accordance with the National and State Code, all local codes, and meet industry standards. All materials utilized must be an originally manufactured or an approved substitute.



The contractor, upon notification by Contract Administrator or designee, shall proceed and complete the work as promptly as possible.

This contract shall provide for "Corrective Maintenance" meaning the maintenance which is required when an item has failed or worn out, to bring it back to working order, which may also include those services necessary to partially restore, renew or strengthen an existing Department facility or system, following damage caused by use or normal wear and tear.

All labor and materials used at this facility will be documented on Confirmation of Service Form (OS-501) to be provided with the purchase order. This form will be signed by the contractor's representative and faxed/emailed to the Franklin County Purchasing Agent at 717-264-2484 or [tschuchman@pa.gov](mailto:tschuchman@pa.gov) following completion of work assignment. This form shall serve as backup documentation for payment. Original invoices will be mailed to the Comptroller's office listed on the Purchase Order. Contractor shall maintain a log of all work performed for each building. **ALL BILLING MUST** include a descriptive of work completed.

Invoices shall include Contractor's name and "remit to" address, SRM Purchase Order Number, Delivery address including name of Commonwealth agency, name of Department personnel who authorized the work request, service provided, unit price, total price, and date of service.

"Preventative Maintenance" shall mean the routine, customary or regular course of procedure related to the care or upkeep of an existing Department facility or system, which may also include inspection services provided as part of a preventative maintenance program. Preventative maintenance is conducted to keep equipment working and/or extend the life of the equipment.

Each heat pump system and Infra-red gas heater system shall have (2) two preventative maintenance inspections performed, one in April and one in September. Prior to making any repairs to the system, contractor must provide a written cost estimate.

Boiler system located at 619 N. Franklin Street, Chambersburg will have (2) two preventative maintenance inspections performed, one in April (before heat is turned off) and one in September before heat is turned on. ALL ITEMS on the WORK SCHEDULE DATA SHEETS must be completed for the visit. The checklists must be signed and dated by both the contractors' and Departments' representatives. Failure to comply with ALL ITEMS on the "Boiler System Checklists" will result in withholding of payment until completed to the satisfaction of the Department Contract Administrator. The contractor shall furnish a cost estimate to make repairs or install new equipment required to put defective parts and system into proper operation.

Burnham Cast iron forced hot air oil fired boiler located at 190 Mill Road will have two (2) preventative maintenance inspections performed, one in April (before heat is turned off) and one in September before heat is turned on.

Contractor must leave all related parts that have no trade-in value with the Contract Administrator.

**The authorized department representative calling for service must provide his/her name/title/phone #. This information must appear on the service call work-order. The work-order is to be completed with a description of work & services needed along with a cost estimate for repairs. The work-orders are to be signed by the Department Representative and the Contractor's Service Technician. A copy is to be given to the Department prior to leaving the site.**

All work shall be performed in a safe and orderly manner with minimum interference to persons using the facility. The contractor shall be aware of the latest safety regulations when entering confined areas. When working in such areas, all precautions shall be taken as required by these regulations. The contractor shall comply with all Local, State, and Federal laws and to OSHA safety requirements.

Scope of Work for preventative maintenance of Heat Pumps and Infra-Red Gas Heaters

One Maintenance check in Spring (April) and one in Fall (September) - Maintenance by Manufactures spec.

Type of Systems:

EMI – Heat Pump (Server Room)	Located at 619 N. Franklin Street, Chambersburg
Trane – Heat Pump 7 ½ Ton	Located at 619 N. Franklin Street, Chambersburg
Carrier- Heat Pump 1 ½ Ton	Located at 619 N. Franklin Street, Chambersburg
Vantage – Infra-Red Gas Heaters	Located at 619 N. Franklin Street, Chambersburg
Rinnai – Gas Wall Heaters	Located at 619 N. Franklin Street, Chambersburg
Tappen-Heat Pump 2 Ton (1)	Located at 165 Hawbaker Dr. South, Ft. Loudon
Tappen-Heat Pump 2 Ton (1)	Located at 17948 Stone Bridge Rd., Spring Run
Goodman-Heat Pump 2 Ton (1)	Located at 2813 Anthony Highway, Fayetteville
Air Conditioning System	Located at 190 Mill Road, Chambersburg

Scope of Work for routine maintenance of 3 boilers:

One Preventative Maintenance check in April and one in September. Two (2) Boilers located at 619 N. Franklin Street, and one (1) boiler located at 190 Mill Road. (Maintenance per Boiler Checklists, Exhibit C & D).

Franklin County PennDOT Stockpile Locations

Stockpile #01	619 N. Franklin Street, Chambersburg, PA 17201
Stockpile #02	9225 Willowdale Road, Greencastle, PA 17225
Stockpile #03	190 Mill Road, Chambersburg, PA 17201
Stockpile #07	12675 Buchanan Trail East, Waynesboro, PA 17268
Stockpile #08	12500 Old Forge Road, Roxbury, PA 17251
Stockpile #10	165 Hawbaker Drive, Ft. Loudon, PA 17224
Stockpile #12	17948 Stone Bridge Road, Spring Run, PA 17262
Stockpile #13	2813 Anthony Highway, Fayetteville, PA 17222
Stockpile #17	696 New Franklin Road, Chambersburg, PA 17201
Stockpile #18	3645 Olde Scotland Road, Scotland, PA 17254