

STATE OF OHIO
DEPARTMENT OF ADMINISTRATIVE SERVICES
GENERAL SERVICES DIVISION
OFFICE OF PROCUREMENT SERVICES
4200 SURFACE ROAD, COLUMBUS, OH 43228-1395

AMENDMENT FOR CHANGE
AMENDMENT NO. 1

TO: LIMITED DISTRIBUTION – NORTHWEST OHIO PSYCHIATRIC HOSPITAL
FROM: HUGH QUILL, DIRECTOR, DEPARTMENT OF ADMINISTRATIVE SERVICES
SUBJECT: TERM CONTRACT - QUARTERLY INSPECTIONS AND PREVENTIVE MAINTENANCE ON THE HVAC SYSTEM

Attached are pages 1, 4, 5, 6, 7, and 12 to this contract. Remove these pages from the existing contract and replace with the attached pages on the effective and/or revision date.

This amendment is issued to advise of the name change of Northcoast Behavioral Healthcare, Toledo Campus, to Northwest Ohio Psychiatric Hospital.

All other prices, terms and conditions remain unchanged.

Questions regarding this Amendment and/or the Requirements Contract may be directed to:

Harry Graham, CPPB
harry.graham@das.state.oh.us

This Amendment, the main Requirements Contract and any additional amendments thereto are available from the DAS Web site at the following address:



<http://www.ohio.gov/procure>

Affected Contractor(s):

Vendor ID# 3667
Siemens Building Technologies
7680 Hub Parkway
Valley View, OH 44125
E-Mail: jerry.young@siemens.com

STATE OF OHIO
DEPARTMENT OF ADMINISTRATIVE SERVICES
GENERAL SERVICES DIVISION
OFFICE OF STATE PURCHASING
4200 SURFACE ROAD, COLUMBUS, OH 43228-1395

REQUIREMENTS CONTRACT: QUARTERLY INSPECTIONS AND PREVENTIVE MAINTENANCE ON THE HVAC SYSTEM

CONTRACT No.: OT903707

EFFECTIVE DATES: 09/01/06 to 08/31/10

The Department of Administrative Services has accepted bids submitted in response to Invitation to Bid No. OT903707 that opened on 07/26/06. The evaluation of the bid response(s) has been completed. The bidder(s) listed herein have been determined to be the lowest responsive and responsible bidder(s) and have been awarded a contract for the items(s) listed. The respective bid response, including the [Terms and Conditions for Bidding, Standard Contract Terms and Conditions, and Supplemental Contract Terms and Conditions](#), special contract terms & conditions, any bid addenda, specifications, pricing schedules and any attachments incorporated by reference and accepted by DAS become a part of this Requirements Contract.

This Requirements Contract is effective beginning and ending on the dates noted above unless, prior to the expiration date, the Contract is renewed, terminated or cancelled in accordance with the Contract Terms and Conditions.

This Requirements Contract is available to NORTHWEST OHIO PSYCHIATRIC HOSPITAL, as applicable.

Agencies are eligible to make purchases of the listed supplies and/or services in any amount and at any time as determined by the agency. The State makes no representation or guarantee that agencies will purchase the volume of supplies and/or services as advertised in the Invitation to Bid.

SPECIAL NOTE: State agencies may make purchases under this Requirements Contract up to \$2500.00 using the state of Ohio payment card. Any purchase that exceeds \$2500.00 will be made using the official state of Ohio purchase order (ADM-0523). Any non-state agency, institution of higher education or Cooperative Purchasing member will use forms applicable to their respective agency.

Questions regarding this and/or the Requirements Contract may be directed to:

Harry Graham, CPPB
harry.graham@das.state.oh.us

This Requirements Contract and any Amendments thereto are available from the DAS website at the following address:



<http://www.ohio.gov/procure>

Signed: _____
Hugh Quill, Director Date

SPECIFICATIONS

I. SCOPE OF WORK

- A. This Invitation to Bid (ITB), and any resultant contract, are issued to obtain quarterly inspections, testing, cleaning and preventive maintenance on the HVAC system at Northwest Ohio Psychiatric Hospital (NOPH), 930 South Detroit Ave., Toledo, OH 43614. HVAC system components shall include, but are not limited to, pneumatic temperature controls, air handling units, circulating pumps, air compressors, air dryers, controls, variable air volume controls, valves, backflow preventers, CFM Flows, and computer controls, as listed herein. The contract term is forty-eight (48) months.
- B. The Contractor shall provide timely written reports to the NOPH contact person after each visit.
- C. The Contractor shall provide consultation services, by telephone, to NOPH personnel in trouble-shooting problems in their HVAC systems.
- D. The Contractor shall provide, at his cost, all small parts and miscellaneous material that are normally examined and replaced when indicated or detected during preventive maintenance inspections, including, but not limited to, fuses, lamps, indicator lights, brackets, nuts, bolts, relays, switches, sensors, actuators, etc.
- E. Repair is not included in this specification. Any corrective action deemed necessary by the Contractor shall be given to NOPH in the form of an estimate or written recommendation. NOPH shall decide if the corrective action is necessary; and, if so, shall follow State Purchasing guidelines in procuring the service.
- F. The Contractor shall notify the NOPH contact person, not less than two (2) weeks prior to each visit.
- G. Before starting work, the Contractor should discuss with NOPH maintenance personnel any problems they are having with the system.

II. PREVENTIVE MAINTENANCE

The Contractor shall perform preventive maintenance on the following HVAC system components on a scheduled basis, one (1) time each quarter. Four (4) such visits and testing shall be performed during the year. Approximately three (3) months shall elapse between visits.

III. AIR HANDLING UNITS

- A. Contractor must test and check the overall operation of the system.
- B. Services must include, but are not limited to, the following:
 - 1. Inspect and clean fan assembly.
 - 2. Lubricate fan bearings and fan vane linkages.
 - 3. Lubricate motor bearings.
 - 4. Inspect belts and sheaves. Adjust belt tension as needed. If belt requires replacing, Contractor shall install a new belt according to manufacturer's specifications, belt to be provided by the facility.
 - 5. Tighten all nuts and bolts.
 - 6. Inspect motor mounts and vibration pads. Check and report on excessive vibration.
 - 7. Check for proper motor operation (winding, resistance, etc.).
 - 8. Inspect all electrical connections. Clean and tighten as necessary.
 - 9. Inspect and clean Contractors.
 - 10. Lubricate and adjust dampers and linkages.
 - 11. Check and clean drains and drain pans.
 - 12. Check and clean strainers and hand valves.
 - 13. Check and clean filters. Report condition of filters to the facility's designated representative. If filter needs to be changed, Contractor will install filter provided by the facility.
 - 14. Inspect coils.
 - 15. Check fan operation (air fin alignment, etc.).

* Update to facility name and/or address and/or contact by Amendment No. 1 dated 06/26/09.

SPECIFICATIONS (Cont'd)

- C. If any unit is found not to be in proper operating condition, the Contractor shall present an itemized list containing recommended corrective actions to the NOPH contact person.

IV. PNEUMATIC TEMPERATURE CONTROLS

- A. Contract must test and check overall operation of the system.

- B. Services must include, but are not limited to, the following:

1. Calibrate all controllers.
2. Calibrate all transmitter and receiver gauges.
3. Check all PE switches.
4. Check all control valves.
5. Check all pilot positioners.
6. Check all auxiliary control devices.
7. Check all low pressure safety valves.
8. Check pressure reducing valve settings.
9. Check all freeze/fire thermostats.
10. Check all damper actuators.
11. Check all air flow switches.
12. Check all relays.
13. Check all duct single point and averaging temperature sensors.
14. Check all outside air temperature sensors.
15. Check all duct humidity sensors.
16. Check micro cell (DDC) panel.

- C. If any unit is found not to be in proper operating condition, the Contractor shall present an itemized list containing recommended corrective actions to the NOPH contact person.

V. CIRCULATING PUMPS

- A. Contractor must test and check overall operation of the system.

- B. Services must include, but are not limited to, the following:

1. Lubricate pump bearings, per manufacturer's recommendations.
2. Lubricate motor bearings, per manufacturer's recommendations.
3. Tighten all nuts and bolts. Check motor mounts and vibration pads. Replace as necessary. Report on excessive vibration.
4. Visually check pump alignment and coupling.
5. Check motor operating conditions (excessive heat, noise, etc.).
6. Inspect electrical connections and Contractors.
7. Check and clean strainers and hand valves.
8. Inspect mechanical seals.
9. Inspect pump packing.
10. Verify gauges for accuracy.
11. Check suction and discharge pressures.

- C. If any unit is found not to be in proper operating condition, the Contractor shall present an itemized list containing recommended corrective actions to the contact person.

VI. AIR COMPRESSORS

- A. Contractor must test and check overall operation of the system.

- B. Services must include, but are not limited to, the following:

1. Inspect vibration eliminators for secureness and damage.
2. Clean and flush cooling system (where applicable). Contractor is responsible to add/replace coolant when necessary.
3. Verify setting of oil cooler water (valve) regulator (where applicable).

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SPECIFICATIONS (Cont'd)

4. Change oil and filter element.
 5. Tighten terminal connections at heater elements.
 6. Test secureness of mounting points and tighten all major points.
 7. For refrigeration compression over 24 tons, take oil sample for spectrochemical analysis. Provide report to NOPH contact person with results and recommendations.
- C. If any unit is found not to be in proper operating condition, the Contractor shall present an itemized list containing recommended corrective actions to the NOPH contact person.

VII. EMERGENCY SERVICE

The Contractor shall provide emergency service twenty-four (24) hour per day with a two (2) hour maximum response time. Voice-Mail, message machines or other mechanical recording devices are acceptable as a communications center. Service not within normal NOPH working hours (7:30 a.m. - 4: 30 p.m.) or on holidays or weekends will be paid at the Overtime hourly rate. Service charges shall start upon arrival at NOPH and cease upon departure from NOPH.

VIII. ENGINEERING CONSULTATION/TRAINING

The Contractor shall provide engineering consultation to NOPH (within eight [8] hours of the request) and without additional cost. This engineering consultation shall be provided by a licensed professional engineering staff that is familiar with NOPH equipment, and personnel. The type of engineering consultation shall be determined by NOPH, and can be problem solving, recommendations, trouble-shooting, etc. The Contractor shall also provide at least sixteen (16) hours of system software training to the NOPH contact person and/or his designee each year of this contract

IX. PARTS

- A. Any parts replaced shall have a thirty (30) day warranty or manufacturer's warranty, whichever is greater.
- B. Reconditioned parts or components may be used with prior approval from NOPH contact person only when delivery time of new parts or components are excessive and it is mandatory to get a piece of equipment in operation. Written documentation of this situation shall be provided by the Contractor.
- C. The Contractor shall provide all lubricants, greases, cleaners, chemicals, tools, and test instruments to perform the services as specified herein.

X. MAINTAINING RECORDS - REPORTING

- A. The Contractor shall maintain a complete set of records of the inspections, including, but not limited to, inspection dates, equipment checked, systems operation and performance status, recommendations for improvements to the system, etc. The Contractor is to list all components by location, quantity, component, manufacturer and model number. The records shall be provided to NOPH quarterly.
- B. Following completion of each inspection, the Contractor's team shall review with the NOPH contact person or their designee, the details of the work just completed and inform them of the condition of the systems, and any recommendations for necessary repairs or improvements to the system. The Contractor's team shall provide a written "field" report detailing this information prior to leaving NOPH.
- C. Within two (2) weeks following an inspection, the Contractor shall file a "formal" written report with the NOPH contact person.

XI. WORKMANSHIP - RESPONSIBILITY

- A. The Contractor shall be responsible for the quality of the work as well as obtaining all necessary inspections and shall pay all costs connected with same.

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SPECIFICATIONS (Cont'd)

- B. The Contractor shall be responsible for the acts or neglect of their employees when performing work under this contract. The Contractor's employees shall observe the rules and regulations of NOPH when engaged in work under the contract on NOPH premises.
- C. Upon completion of an inspection, the Contractor's team shall leave the systems in satisfactory operation; if not in operation, the team shall so inform the NOPH contact person that it is inoperative, explain why it is inoperative, and what must be done to put it into satisfactory operation.
- D. The Contractor shall guarantee the workmanship and material for a period of one (1) year from the date of acceptance by the NOPH contact person and shall promptly remedy, at Contractor's expense, any defects due thereto which become evident during the guarantee period, and pay all expenses for any damage to other systems or structures resulting from work on the HVAC systems.
- E. The Contractor shall be responsible for the removal and proper disposal of refuse material from facility grounds.
- F. Before any award is finalized, the potential awardee may be required to demonstrate to the NOPH contact person or his designee, his ability to report to the facility within the two hours response time as specified and give a walk-through demonstration as to how he plans to carry out the requirements of the contract.

XII. INSTALL STICKER CHARTS

Contractor shall install a sticker chart on each piece of equipment to indicate scheduled testing period.

XIII. GENERAL REQUIREMENTS

- A. Work teams used to perform the work covered by this contract shall include at least one certified technician, who shall be in charge of the work.
- B. No work covered by this contract shall be done by subcontractors.
- C. Bidder/Contractor must be able to service all types of systems present and must have an ample supply of like parts in stock for replacement if necessary.

XIV. INVOICING

Invoices are to be sent within one week after quarterly preventive maintenance services are completed, in quadruplicate, to NOPH (address below). All non-scheduled or emergency service shall be invoiced to the facility only after said work is completed. Please include written report, statement of work performed, (indicate your tax I.D. number on all statements and invoices).

Billing address: Northwest Ohio Psychiatric Hospital
930 South Detroit Ave.
Toledo, OH 43614

XV. REQUIRED DOCUMENTATION

NOTE: Evidence of A, and B below shall be submitted with the Invitation to Bid. Failure to provide the required documentation may cause your bid to be deemed not responsive.

- A. The Contractor shall employ and use for this work trained service technicians who are experienced in work of this type. Résumés of these technicians shall be provided with ITB for review.
- B. A copy of the preventive maintenance/inspection field report form and other supporting documents that the Contractor proposes to use.

* Update to facility name and/or address and/or contact by Amendment No. 1 dated 06/26/09.

SUMMARY OF AMENDMENTS

Amendment Number	Revision Date	Description
1	06/26/09	Issued to advise of the name change of Northcoast Behavioral Healthcare, Toledo Campus, to Northwest Ohio Psychiatric Hospital.