

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: WARRENSVILLE DEVELOPMENTAL CENTER (WDC)
FROM: ROBERT BLAIR, DIRECTOR, DEPARTMENT OF ADMINISTRATIVE SERVICES
SUBJECT: CONTRACT FOR COMPLETE MECHANICAL PREVENTIVE MAINTENANCE SERVICE - HEATING AND COOLING\ KITCHEN EQUIPMENT (FREEZERS, REFRIGERATORS AND ICE MAKERS)

Attached are pages 1-2 and 4-18 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 reflect the award of the Add-On Bid Number OT906015 for the Preventive Maintenance Services for Kitchen Equipment which includes freezers, refrigerators and ice makers, revision of page headings, repagination of pages; and, to add the Summary of Amendments page.

All other prices, terms and conditions remain unchanged.

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

Geraldine Berry, CPPB
geraldine.berry@das.ohio.gov

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):

OAKS ID# 73510
The K Company
2234 S. Arlington Road
Akron, OH 44319
marcm@thekcompany.com



STATE OF OHIO
DEPARTMENT OF ADMINISTRATIVE SERVICES
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4200 SURFACE ROAD, COLUMBUS, OH 43228-1395

MANDATORY USE CONTRACT FOR: COMPLETE MECHANICAL PREVENTIVE MAINTENANCE SERVICE - HEATING AND COOLING\ KITCHEN EQUIPMENT (FREEZERS, REFRIGERATORS AND ICE MAKERS)*

CONTRACT No.: OT904315

EFFECTIVE DATES: 11/01/14 to 10/31/17

The Department of Administrative Services has accepted bids submitted in response to Invitation to Bid No. OT904315 that opened on 10/15/14 and to Bid No. OT906015 that opened on 02/06/15. 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](#) (Revised 10/2013), 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 WARRENSVILLE DEVELOPMENT CENTER, 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:

Geraldine Berry, CPPB
geraldine.berry@das.ohio.gov

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

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

* Award of Add-on Bid Number OT906015 effective 03/09/15

Signed: _____
Robert Blair, Director Date

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* Indicates Revised page heading – adding heating and cooling designation, the Add-on Specifications for Kitchen Equipment (Refrigerators, Freezers and Ice Makers) and repagination.

SPECIFICATIONS
Heating and Cooling*

I. SCOPE

This Invitation to Bid (ITB) and any resulting contract is issued to procure Complete Mechanical Preventive Maintenance Services for the Warrensville Developmental Center (WDC), 4325 Green Road, Highland Hills, OH 44128. Systems to be serviced include heating, ventilation, air conditioning systems and their controls. The bidder shall be regularly engaged in the work described within this ITB.

II. LOCATIONS AND SYSTEMS TO BE SERVICED

1. Cottage 1
 1. Heating
 2. Ventilation
 3. Split-system Air Handling Units Multi-zone
 4. HVAC Controls

2. Cottage 2
 1. Heating
 2. Ventilation
 3. Split-system Air Handling Units Multi-zone
 4. HVAC Controls

3. Cottage 3
 1. Heating
 2. Ventilation
 3. HVAC Controls
 4. Split-system Air Handling Units Multi-zone (2)

4. Cottage 4
 1. Heating
 2. Ventilation
 3. HVAC Controls
 4. Split-system Air Handling Units Multi-zone (2)

5. Cottage 5
 1. Heating
 2. Ventilation
 3. HVAC Controls
 4. Split-system Air Handling Units Multi-zone (2)

6. Cottage 6
 1. Heating
 2. Ventilation
 3. HVAC Controls
 4. Split-system Air Handling Units Multi-zone (2)

7. Cottage 7
 1. Heating
 2. Ventilation
 3. HVAC Controls
 4. Split-system Air Handling Units Multi-zone (2)

8. Cottage 8
 1. Heating
 2. Ventilation
 3. HVAC Controls
 4. Split-system Air Handling Units Multi-zone (2)

* Revised page heading – adding heating and cooling designation.

SPECIFICATIONS
Heating and Cooling*

9. Cottage 9
 1. Heating
 2. Ventilation
 3. HVAC Controls
 4. Split-system Air Handling Units Multi-zone (2)
10. Maintenance/Service Building
 1. Heating,
 2. Ventilation,
 3. Air Handling Units (2),
 4. Make Up Air Unit (fan & coil),
 5. HVAC Controls
11. AC Building
 1. Air handling units with AC (2),
 2. Heating
 3. Ventilation
 4. HVAC Controls
12. CC Building (CC Community Center)
 1. Heating
 2. Ventilation
 3. Air Handling units (5)
 4. Make up unit (1)
 5. AC – Roof Units (2)
 6. Dehumidifier – Desert Air (1)
 7. Heating/AC Unit – Residential
 8. HVAC Controls
13. Campus Wide Location
Reznor Units Hot Water Fan System – (14)
14. Dock and Maintenance Area
Reznor Units Hot Water Fan System – (4)

III. CONTRACTOR'S RESPONSIBILITIES

- A. Mechanical maintenance
- B. Control system maintenance, including temperature control
- C. Water treatment
- D. Air Filter service
- E. All air conditioning (to include 2 each mini split systems)
- F. HVAC controls maintenance-including Johnson Controls Metasys System

IV. APPLICABLE PUBLICATIONS

The Contractor must provide services in accordance with the policies and procedures in the Administrative Rules of the Ohio Department of Mental Retardation and Developmental Disabilities; the policies of the Agency/Center, and Life Safety Code 2000, ICF/MR Medicaid (tag no. W429), and Licensure Regulations that includes but is not limited to the following:

- A. OSHA Hazard Communications Standard 29 CFR 1910.1200. (MSDS)
- B. Life Safety Code 2000, ICF/MR Medicaid (tag no. W429), and Licensure Regulations

The Agency shall provide the Contractor with access to these regulations and standards upon request.

* Revised page heading – adding heating and cooling designation.

SPECIFICATIONS
Heating and Cooling*

V. REQUIREMENTS

- A. All preventive maintenance tasks shall be based on a program using each building's run time and on equipment/system maintenance recommendations. As work is performed, it shall be checked off on schedule sheets which shall be kept on file by the Contractor. The Contractor shall immediately provide a schedule sheet copy to agency listing the work performed for each location. The Contractor's files shall be kept for the life of the contract. This and all other work is to be performed by properly trained technicians. All maintenance shall include parts, labor, and materials. Preventive maintenance calls shall include checking the performance of all components and testing, adjusting, calibrating and cleaning of all system components. This mechanical maintenance includes all parts, labor and materials necessary to make repairs.
- B. Mechanical Maintenance shall include all of the following units:
1. Heating System
Boilers, burners, furnaces, pumps, heating coils, water strainers, unit heaters, duct heaters, heat exchangers.
 2. Cooling System
Air conditioning compressors, package window units (when applicable), package rooftop units, evaporative condensers, air cooled condensers, and pumps.
 3. Air Handling System
Fans, motors, air grills, plenums, compressors, registers, air filters, dampers, induction units, mixing boxes, and fan coil units.
 4. Miscellaneous Equipment
Exhaust fans, manual valves, float valves, direct expansion valves, thermometers, gauges, magnetic starters, manual motor starters, pump and fan motor starter to their respective motor, check valves, refrigerant piping and piping insulation and refrigerant.
- C. Excluded Equipment
1. Maintenance services, including repair, labor and parts replacement for portions of the systems and equipment that are non-maintainable or non-moving, are not required nor included as part of this specification.
 2. Other excluded items are: foundations, structural supports, domestic water lines, drains, plumbing, oil lines, gas lines, piping, oil storage tanks, boiler shell and tubes, unit cabinets, boiler trim and refractory material and cooling tower structures.
- D. Contractor's Duties

The Contractor shall perform the following general services to the systems and equipment described in Section IIIB. above:

1. Examine each piece of equipment and device to see that it is functioning properly and is in good operational condition.
2. Clean all components including air handling ductwork and exhaust duct work (inside and outside) of dust, old lubricants, etc., to allow the equipment to function as designed.
3. Paint all equipment as needed to prevent and protect against corrosion and deterioration.
4. Lubricate all equipment where needed to permit bearings, gears, and all contact wearing points to operate freely and without undue wear.

* Revised page heading – adding heating and cooling designation.

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Heating and Cooling*

5. Adjust all linkages, motors, drives, etc. that have drifted from initial design settings and positions.
6. Calibrate all sensing, monitoring, output, safety, and read-out devices for proper ranges, settings and optimum efficiencies.
7. Repair the device by the addition of replacement parts, should the above maintenance not be adequate.
8. Replace the device at cost, with the prior consent and approval of the agency representative, should the above maintenance not be adequate.
9. Tear down major pieces of operational equipment such as refrigeration compressors, water chillers, boilers, seals, etc., and overhaul periodically based on accumulated operating hours as specified by the equipment manufacturers, to prevent breakdowns and to extend the performance life and condition of said items.

E. Parts Replacement

1. All parts, components or devices for the mechanical systems as listed above that are worn or are not in proper operational condition shall be repaired and/or replaced with new parts, components or devices.
2. When equipment or parts are replaced in their entirety and a newer design of this device is available and is functionally equivalent and compatible, the newer design shall be used as the replacement.
3. All repair and replacement parts, components and devices for the mechanical systems and equipment as listed above shall be supplied by the Contractor and shall be included in the cost of the service program.
4. The Contractor shall not be made responsible for repairs or replacements necessitated by reason of negligence or misuse of the equipment by other than the Contractor, or by reason of any other cause beyond the control of the Contractor, except ordinary wear and tear.
5. The Contractor shall be available, at no additional charge, for consultation regarding design changes and equipment selection, based on past experience with similar systems.
6. The Contractor shall provide and maintain a parts supply which shall be located at the Center and at a site agreed upon between the Contractor and the agency. Critical, unique, or frequently used parts and supplies shall be stocked. This equipment shall remain the property of the Contractor until used and/or installed in the mechanical system.

F. Control System Maintenance

1. Control system maintenance includes all parts, materials and labor necessary to repair and, in addition, the necessary replacement of any units listed. All parts replacement shall be made with new parts. Equipment included is: temperature control system, thermostats, pressure controls, relays, limits, valves, valve operators, damper motors, humidity controls, step switches, time clocks, recorders, control panels, gauges, air compressors (for pneumatic control systems), freezestats, and circuit cards, V.A.V. boxes, computerized control systems and sensors (including computer software and hardware).
2. Contractor shall:
 - a. Examine each piece of equipment and device to see that it is functioning properly and is in good operational condition.
 - b. Clean all components of dust, old lubricants, etc., to allow the equipment to function as designed.

* Revised page heading – adding heating and cooling designation.

SPECIFICATIONS
Heating and Cooling*

- c. Lubricate all equipment where needed to permit bearings, gears, and all contact wearing points to operate freely and without undue wear.
- d. Adjust all linkages, motors, drives, etc. that have drifted from the initial design settings and positions.
- e. Calibrate all sensing, monitoring, output, safety, and read-out devices for proper ranges, settings and optimum efficiencies.
- f. Repair the device by the addition of replacement parts, should the maintenance not be adequate.
- g. Replace the device at cost, if needed, in view of its condition, age and cost of previous and subsequent repair.
- h. Test and cycle all equipment as a system after it has been cleaned, lubricated, adjusted and calibrated to see that it is in good operating condition and at optimum efficiency.

3. Parts Replacement

- a. All parts, components or devices of the environmental system as listed above, that are worn or are not in proper operational condition shall be repaired and/or replaced with new parts, components or devices.
- b. When equipment or parts are replaced in their entirety and a newer design of this device is available, and is functionally equivalent and compatible, the device of the newer design shall be used as the replacement.
- c. All repair and replacement parts, components and devices for the environmental systems and equipment listed above shall be supplied by the Contractor and shall be included in the cost of the service program.
- d. All miscellaneous parts and supplies necessary to maintain the environmental systems and equipment shall be supplied by the Contractor and shall be included in the cost of the service program.
- e. The Contractor shall not be made responsible for repairs or replacements necessitated by reason of negligence or misuse of the equipment by other than the Contractor or by reason of any other cause beyond the control of the Contractor, except ordinary wear and tear.
- f. The Contractor shall be available, at no additional charge, for consultation regarding design changes and equipment selection, based on past experience with similar equipment or systems.
- g. The Contractor shall provide and maintain a parts box which shall be located at the Center at a site agreed upon by the Contractor and the Agency. Critical, unique, or frequently used parts and supplies shall be stocked in this box. This equipment shall remain the property of the Contractor until used and/or installed in the environmental systems.

G. Water Treatment

1. The Contractor shall provide a water treatment program designed to provide suitable preventative maintenance to preserve the equipment, maintain its efficiency, prolong its life, and avoid the malfunction or breakdown.
2. The water treatment program shall include: hot water boilers, hot water heating system, heat exchangers, and steam boilers.
3. The Contractor shall provide a treatment program for control of scale and biological fouling to preserve the equipment, maximize its efficiency and minimize malfunctions.
4. The Contractor will regularly examine, test and adjust all treatment devices and perform periodic water analysis. On systems requiring continuous water analysis, a real-time monitoring system will be installed. This unit will be programmed to analyze water and automatically adjust chemical feed rates and bleed intervals.

* Revised page heading – adding heating and cooling designation.

SPECIFICATIONS
Heating and Cooling*

5. Hot Water Heating System - The Contractor shall drain system of existing water and chromate compound, if any, and refill system with clean water and add the required dosage of chemical treatment. Chemical shall be a non-chromate compound such as the borate nitrite type. Chemical shall be acceptable to environmental protection agencies as a non-pollutant.
6. Heat Exchanger System
 - a. The Contractor shall drain and completely flush heat exchangers when necessary.
 - b. The Contractor shall use a chemical which is multi-duty scale and corrosion inhibitor. The chemical shall be a non-acid, non-chromatic, non-toxic, and shall be bio-degradable. The chemical used shall be approved by the environmental protection agencies as a non-pollutant.
7. The Contractor is responsible for water treatment as listed above in all the buildings covered by this specification.

H. Air Filter Maintenance

1. The Contractor shall provide air filter service for each air handler system, which includes labor, frames and replacement filter media and other materials necessary for this service. Replacement shall be as needed.
2. Frame Filters
 - a. Air filter retaining frames shall be of the permanent type, designed to hold disposable polyester filter pads. Frames shall be designed for use in holding frames or slide-in applications.
 - b. The metal frame section shall be of all-welded construction. The frame shall be fabricated of minimum 20 gauge zinc-coated steel. The black media retainer shall consist of a wire grid (minimum 11 gauge wire) or expanded metal (minimum 18 gauge), which shall be welded to the frame section. The front retainer shall be fabricated in the form of a wire grid door, double-hinged with snap-locks, or wire grid built-in frame with snap-lock feature. The retainer frames shall be constructed for heavy-duty application. Front retainers with spring wire media retention shall not be acceptable.
 - c. Frame filters shall consist of a separate frame and filter media to allow a variety of options in types of filter media, if necessary.
 - d. Air filter media, as applicable shall be replaced on an as-needed basis, but not to exceed sixty (60) days' time limit.
3. Filter Media
 - a. Filter media shall be standard polyester fiber and shall be bonded together preventing fiber shredding and blow-through for maximum efficiency.
 - b. Filter media shall be available in either standard in either standard dry media or tackified type. Filter media shall have an average A.F.I. rating of not less than 81% efficiency.
 - c. Filter media shall be of the fire retardant type of at least Class 2 rating.
4. Roll Media

Roll media for roll type filters shall be made available in varying widths to meet the need of the agency and shall be available in dry or tackified fiber with a standard A.F.I. rating of not less than 71% efficiency.
5. Permanent filters, if not used, shall be turned over to the Center.

* Revised page heading – adding heating and cooling designation.

SPECIFICATIONS
Heating and Cooling*

I. Additional Service

1. The Contractor shall be responsible for scheduling the preventive maintenance. Task functions are to be performed on each scheduled call by operating hours pertinent to each task.
2. The program of preventive maintenance shall list any special tools, lubricants, etc. that are required for maintenance of the apparatus concerned. Master records shall be maintained in the Contractor's office and the Contractor shall adhere to such schedules.
3. The Contractor shall have in his possession the manufacturer's specified maintenance and repair procedures and complete parts lists for all equipment to be maintained.
4. The Contractor shall provide, upon request, a complete explanation of the method by which they will accomplish the preventive maintenance and repair services required by this contract.
5. The Contractor shall report to the agency's designee daily when on the job.

J. Scheduled and Emergency Service

1. All scheduled preventive maintenance under these specifications shall be performed between 8:00 A.M. and 4:00 P.M., Monday through Friday.
2. Emergency services, including overtime service, shall be included and shall be at no additional cost to Agency. The Contractor shall provide emergency service on a 24-hour, 7-day-a-week basis, all year. Response time shall be a maximum of 4 hours, or the Agency reserves the right to bill the Contractor \$50.00 per hour for response time exceeding 4 hours.
3. The Contractor shall show proof of existing night and weekend emergency paging system.
4. The Contractor shall contact the Center Maintenance Department each duty day, Monday through Friday, to be briefed on any problems prior to the start of the normal work shift.
5. The Contractor must spend a minimum of 50 man-hours per month at WDC performing preventive maintenance services.

K. Parts and Complete Replacements

1. The Contractor will repair or replace worn parts or complete components with new parts. Reconditioned components may be used only when delivery time of new components is excessive and it is mandatory to get a piece of equipment into operation.
2. Damage obviously due to vandalism will cause the Agency to reimburse the Contractor for replacement parts used plus labor necessary to install parts.
3. In the event a complete unit needs replaced as a result of repairs no longer being adequate, the Contractor shall present the information to the agency for prior approval before any replacement is made. Complete unit replacements shall be at cost and Contractor must provide the agency with a copy of the invoice.

L. Special Conditions

1. The Contractor shall not be required to make safety tests and to install new attachments or additional controls or equipment as recommended by any governmental authority, nor to make replacement mentioned herein with parts or devices of a different design for any reason whatsoever, except as covered by sections III-E.2. and III-F.3b. above. The Contractor shall be reimbursed for any expenses, parts or labor which is incurred because of the above-mentioned work.
2. The Agency will provide access to all devices which are to be serviced. The Contractor shall be free to start and stop all primary equipment incidentals to the operation of the mechanical system(s) as arranged with and directed by the agency or their duly authorized representatives. The Agency will take responsibility for equipment malfunction where such access is denied.

* Revised page heading – adding heating and cooling designation.

SPECIFICATIONS
Heating and Cooling*

3. The Contractor shall provide services in accordance with the policies and procedures in the Administrative Rules of the Ohio Department of Mental Retardation and Developmental Disabilities; the policies of the Agency/Center, and Life Safety Code 2000, ICF/MR Medicaid (tag no. W429), and Licensure Regulations. The Agency shall provide the Contractor with access to these regulations and standards upon request.
4. The Contractor shall have each person who performs service work to complete a report with a brief description of work performed. A copy of the service report is to be given to the Agency prior to leaving the job site.

M. Bidder Qualifications

The Bidder shall submit with its bid, written evidence of at least one similar full maintenance program currently under contract with his company or local branch office. Example contracts are to be on an annual price basis, and are to include the following information:

1. Contact name, location and phone number for reference check.
2. Size of System: total tons of cooling, BTU's heating.
3. Number of year's full maintenance program has been in effect, without interruption.

The Bidder will also provide the following additional written information with their bid:

1. Number of qualified service technicians now employed.
2. List proposed technicians grades and skill specializations.
3. Number of equipped HVAC service trucks.
4. Description of emergency parts inventory system.

* Revised page heading – adding heating and cooling designation.

SPECIFICATIONS*
Refrigerators, Freezers and Ice Makers

I. SCOPE

This Invitation to Bid (ITB) and any resulting contract is issued to procure Preventive Maintenance Services for kitchen equipment including but not limited to refrigerators, refrigerator-freezers, freezers, ice-makers and other appliances as designated by the Warrensville Developmental Center (WDC) located at 4325 Green Road, Highland Hills, OH 44128. The work to be done under this contract includes providing of (monthly, quarterly regular) preventive maintenance and all labor, supervision, equipment, services, incidentals and related items on repairs necessary to complete the work in accordance with this specification and scope of work. The successful bidder shall be regularly engaged in the work described within this ITB.

II. CLASSIFICATION

The Contractor's responsibility will be to provide Preventive Maintenance on the kitchen equipment listed below at the Warrensville Developmental Center (WDC).

Location	Use	Freezer	Refrigerator	Ice Maker	Walk In Cooler	Walk in Freezer
Cottage One	Residential	X	X	X		
Cottage Two	Residential	X	X	X		
Cottage Three	Non-Residential					
Cottage Four	Residential	X	X	X		
Cottage Five	Non-Residential					
Cottage Six	Residential	X	X	X		
Cottage Seven	Non-Residential					
Cottage Eight	Residential	X	X	X		
Cottage Nine	Residential	X	X	X		
Maintenance Building	Service Bldg.			X	X	X
AC Building				X		
CC Community Center		X	X (as needed)	X		
Commissary - Kitchen				X		

III. REQUIREMENTS

All preventive maintenance tasks shall be based on a program using each building's run time and on the equipment maintenance recommendations. As work is performed, it shall be checked off on schedule sheets which shall be kept on file by the Contractor. The Contractor shall immediately provide a schedule sheet copy to agency listing the work performed for each location. The Contractor's files shall be kept for the life of the contract. This and all other work is to be performed by properly trained technicians. All maintenance shall include parts, labor, and materials. Preventive maintenance calls shall include checking the performance of all components and testing, adjusting, calibrating and cleaning of all system components.

A. GENERAL SERVICES: The Contractor shall perform general services to the equipment including:

1. Examine each piece of equipment to see that is functioning properly and is in good operational condition.
2. Clean all components to allow the equipment to function as designed.
3. Repair the devices by addition of replacement parts, if regular maintenance is not adequate.
4. Replace the devices at cost, if regular maintenance and replacement of parts is not adequate.
5. Tear down major pieces of operational equipment such as refrigerator motors, seals, freezer compressors, etc., and overhaul periodically based on accumulated operating hours as specified by the equipment manufacturers, to prevent breakdowns and to extend the performance life and condition of said equipment.

* Indicates Add-on Specifications for Kitchen Equipment (Refrigerators, Freezers and Ice Makers).

SPECIFICATIONS*
Refrigerators, Freezers and Ice Makers

- B. PARTS REPLACEMENT: The Contractor shall:
1. Repair and/or replace all parts, components or devices that are worn or are not in proper operational condition with new parts, components or devices.
 2. When replacing equipment or parts in their entirety and a newer design of this device is available and is functionally equivalent and compatible, the newer design shall be used as the replacement.
 3. Supply all repair and replacement parts, components and devices for the equipment and shall be included in the cost of the service program.
 4. Not be made responsible for repairs or replacements of parts necessitated by reason of negligence or misuse of the equipment by other than the Contractor, or by reason of any other cause beyond the control of the Contractor, except ordinary wear and tear.
 5. Provide and maintain a parts supply which shall be located at the Center and at a site agreed upon between the Contractor and the Agency. Critical, unique, or frequently used parts and supplies shall be stocked. This equipment shall remain the property of the Contractor until used and/or installed in the mechanical system.
 6. Provide preventive maintenance items such as filters, seals, door gaskets, bulbs, etc. as part of the preventive maintenance agreement. Repair or replace worn parts or complete components with new parts shall be supplied to the agency at contractor's invoice price plus a percentage markup.
- C. ADDITIONAL SERVICES: The Contractor shall:
1. Be responsible for scheduling the preventive maintenance. Task functions are to be performed on each scheduled call by operating hours pertinent to each task.
 2. Shall list any special tools, lubricants, etc. that are required for the maintenance equipment in the preventive maintenance program. Master records shall be maintained in the Contractor's office and the Contractor shall adhere to such schedules.
 3. Maintain in his possession the manufacturer's specified maintenance and repair procedures and complete parts lists for all equipment to be maintained.
 4. Provide, upon request, a complete explanation of the method by which they will accomplish the preventive maintenance and repair services required by this contract.
 5. Report to the agency's designee daily when on the job.
- D. SCHEDULE AND EMERGENCY SERVICES: The Contractor shall:
1. Perform all scheduled preventive maintenance under these specifications between 8:00 A.M. and 4:00 P.M., Monday through Friday.
 2. Emergency services, including overtime service, shall be included and shall be at no additional cost to the Agency. The Contractor shall provide emergency service on a 24-hour, 7-day-a-week basis, all year. Response time shall be a maximum of 4 hours, or the Agency reserves the right to bill the Contractor \$50.00 per hour for response time exceeding 4 hours.
 3. Provide proof of existing night and weekend emergency paging system.
 4. Contact the Center Maintenance Department each duty day, Monday through Friday, to be briefed on any problems prior to the start of the normal work shift.
 5. Spend a minimum of 20 man-hours per month at WDC performing Preventive Maintenance services.

* Indicates Add-on Specifications for Kitchen Equipment (Refrigerators, Freezers and Ice Makers).

SPECIFICATIONS*
Refrigerators, Freezers and Ice Makers

- E. PARTS AND COMPLETE REPLACEMENT: The Contractor will:
1. Repair or replace worn parts or complete components with new parts. Reconditioned components may be used only when delivery time of new components is excessive and it is mandatory to get a piece of equipment into operation.
 2. Damage obviously due to vandalism will cause the Agency to reimburse the Contractor for replacement parts used plus labor necessary to install parts.
 3. In the event a complete unit needs replaced as a result of repairs no longer being adequate, the Contractor shall present the information to the agency for prior approval before any replacement is made. Complete unit replacements shall be at cost and Contractor must provide the agency with a copy of the invoice.
- F. SPECIAL CONDITIONS: The Contractor shall:
1. Not be required to make safety tests and to install new attachments or additional controls or equipment as recommended by any governmental authority, nor to make replacement mentioned herein with parts or devices of a different design for any reason whatsoever. The Contractor shall be reimbursed for any expenses, parts or labor which is incurred because of the above-mentioned work.
 2. Be free to start and stop all primary equipment incidental to the operation of the equipment as arranged with and directed by the agency or its duly authorized representatives. The Agency will provide access to all devices which are to be serviced. The Agency will take responsibility for equipment malfunction where such access is denied.
 3. Provide services in accordance with the policies and procedures in the Administrative Rules of the Ohio Department of Mental Retardation and Developmental Disabilities; the policies of the Agency/Center, and Life Safety Code 2000, ICF/MR Medicaid (tag no. W429), and Licensure Regulations. The Agency shall provide the Contractor with access to these regulations and standards upon request.
 4. Direct each person who performs service work to complete a report with a brief description of work performed. A copy of the service report is to be given to the Agency prior to leaving the job site.
- G. REFERENCES, MATERIALS, WORKMANSHIP, PERMITS, LICENSES, AND INSPECTIONS:
1. Bidders will be required to provide references (names of contact persons and phone numbers) of similar sized and scoped contracts during the last twelve (12) months.
 2. With regard to this contract, the agency representative will determine acceptability of all work and/or services performed. If the work and/or services are not acceptable, the Contractor will be called in to review and correct all problem areas without additional cost. Upon notification by the agency representative, the Contractor will effect repairs to deficient work and/or services in accordance with a schedule jointly agreed upon.
 3. Permits, licenses, and taxes shall be the responsibility of the Contractor at no additional cost to the State.
 4. Contractor shall provide a complete, workmanlike, well executed job in accordance with these specifications and all applicable national and local codes. In cases of conflict between requirements; that requirement which is in compliance with all applicable codes and which is also, in the opinion of State, more advantageous to the State ,shall govern.

Contractor is responsible for following and knowing all Federal, State, and local laws and ordinances pertaining to these services.

* Indicates Add-on Specifications for Kitchen Equipment (Refrigerators, Freezers and Ice Makers).

SPECIFICATIONS*
Refrigerators, Freezers and Ice Makers

IV. BACKGROUND CHECKS, CONTRACTOR SECURITY CONSTRAINTS, AND VALID ID

- A. Initial: Prior to working at the WDC facility, the Contractor will ensure that only those employees who have successfully completed background checks at the expense of the Contractor, have been accepted and cleared, are permitted to work in the facility.
- B. Intermittent: After inception of this Contract, and the initial background checks done on all employees, WDC may request a background check on the Contractor and/or any of the Contractor's employees at any time during this Contract. The intermittent background checks will be at the expense of WDC. Upon request, the Contractor shall supply WDC with the employee's full name, home address, driver's license number and social security number. Failure of the Contractor to provide this information to WDC will result in that individual not being permitted to work at any agency location, and may result in breach of contract on behalf of the Contractor.
- C. The Contractor and all of the Contractor's employees must carry valid, photo identification with them at all times. Accepted forms of identification include: U.S. government issued work visa or green card, State issued driver's license or photo identification card. There will be no exception to this condition.
- D. The Contractor will cooperate fully with WDC and DAS at all times to control the access and movement of their employees.

* Indicates Add-on Specifications for Kitchen Equipment (Refrigerators, Freezers and Ice Makers).

PRICE SCHEDULE

COMPLETE HEATING AND COOLING MECHANICAL PREVENTIVE MAINTENANCE
 COMPLETE REFRIGERATOR, FREEZER AND ICE MAKER PREVENTIVE MAINTENANCE**
 FOR
 WARRENSVILLE DEVELOPMENTAL CENTER

OAKS ITEM I.D. 26551

Description	Cost Per Month
Preventive Maintenance Service-Heating and Cooling	\$ 3,990.00 per month

To allow for any potential future price increases, the table below must be completed. Total must equal 100%.

Administrative Cost	Labor Cost	Transportation Cost	Materials (Parts)	Other Cost (Define)
5%	60%	N/A %	35 %	N/A %

**

OAKS ITEM I.D. 27120

Description	Cost Per Month
Preventive Maintenance Service-Refrigerator, Freezers and Ice Maker	\$ 1,640.00 per month

OAKS ITEM I.D. 27121

Replacement Parts and Components Mark-up Percentage *	40 %
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To allow for any potential future price increases, the table below must be completed. Total must equal 100%.

Administrative Cost	Labor Cost	Transportation Cost	Materials (Parts)	Other Cost (Define)
5%	60%	N/A %	35 %	N/A %

* The Bidder must provide WDC fiscal office with copies of the original invoice showing their cost of replacement parts and components for the items to receive mark-up percentage.

** Indicates Add-on Price Schedule for Kitchen Equipment (Refrigerators, Freezers and Ice Makers).and repagination.

CONTRACTOR INDEX

CONTRACTOR AND TERMS:

OAKS I.D.# - 73510
The K Company, Inc.
2234 S. Arlington Road
Akron, OH 44319

CONTRACTOR'S CONTACT: Marc Muckensturm

BID CONTRACT NO.: OT904315-1 (10/31/17)

DELIVERY: per ITB schedule

TERMS: Net 30 Days

Telephone: (330) 773-5125

FAX: (330) 773-2962

E-Mail: marcm@thekcompany.com

* Repagination

SUMMARY OF AMENDMENTS

Amendment Number	Effective Date	Description
1	03/09/15	This amendment is issued to reflect the award of the Add-On Bid Number OT906015 for the Preventive Maintenance Services for Kitchen Equipment which includes freezers, refrigerators and ice makers, revision of page headings and pagination of pages; and, to add the Summary of Amendments page.