

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:

Lauren Brown
lauren.brown@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

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SPECIAL CONTRACT TERMS AND CONDITIONS

SITE VISIT: Prior to submitting their bid response, the Bidder should visit the agency they are bidding in order to survey the facility and to become familiar with the requirements of the bid. To schedule an appointment, please contact Jerry Walker or Dale Baker at (419) 381-1881 ext. 4676. Once a contract is awarded, failure of the Bidder to have requested a site visit to become familiar with the facility and requirements of the bid will be insufficient reason to support any request to be released from the contract.

DELIVERY AND ACCEPTANCE: Services will be performed as set forth in the Contract and in accordance with paragraphs S-8, S-9, and S-10 of the SUPPLEMENTAL CONTRACT TERMS AND CONDITIONS. The location of performance will be noted on the purchase order issued by the participating agency. Payment for services rendered will occur upon the inspection and written confirmation by the ordering agency that the services provided conform to the requirements set forth in the Contract. Unless otherwise provided in the Contract, payment shall be conclusive except as regards to latent defects, fraud, or such gross mistakes as amount to fraud.

EVALUATION: Bids will be evaluated in accordance with Article I-5 of the "Instructions to Bidders". In addition, the state will multiply your quarterly bid price (x4) to obtain the annual price, and then will multiply the annual price (x4) to determine the total contract cost for the initial contract period.

CONTRACT AWARD: The contract will be awarded to the lowest responsive and responsible Bidder by agency. Failure to bid all items may result in the Bidder being deemed not responsive.

FIXED-PRICE WITH IN-SERVICE COST ADJUSTMENTS: The Contractor agrees to adjust the total quarterly charges for any decrease/increase in the number of HVAC equipment items to be serviced due to resident program changes and/or building destruction/construction programs for the duration of the Contract. All adjustments will be in accordance with the Contract.

NBHS CONTACT PERSON: For this contract, the contact person is Jerry Walker, phone (419) 381-1881 ext. 4676, FAX (419) 389-1967. The alternate contact is Dale Baker.

MATERIAL SAFETY DATA SHEET: The Contractor shall provide a Material Safety Data Sheet (MSDS) for any hazardous chemical that he brings onto the facility property for the performance of this contract. The MSDS shall verify the Contractor's compliance with OSHA's Hazard Communications Standard 29 CFR 1910.1200. The MSDS shall be given to the facility contact person prior to use of the hazardous chemical on the facility property.

BUSINESS REFERENCES: All bidders should submit with their bid, a list of at least three (3) companies and/or organizations with which they have had recent (within two [2] years) HVAC service contracts. This list shall include the name and phone number of a contact person who will be familiar with the bidder's job performance. The state may verify the bidder's experience based upon the list of business references submitted and any other sources which the state deems appropriate.

USAGE REPORTS: Every twelve (12) months the Contractor must submit a report (written or on disk) indicating sales generated by this contract. The report shall list usage by customer, by line item, showing the quantities/dollars generated by this contract. The report shall be forwarded to the Office of State Purchasing, 4200 Surface Road, Columbus, OH 43228-1395, Attn: Harry Graham.

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).

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

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.

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

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.

Appendix A

HVAC equipment to be maintained
Main Building: McQuay
(5) five Model ALP air cooled condensing units with control circuit transformer, 460-60-3 volts 120 ton (2) 60 ton per unit
Copeland compressors A, B, C, D, E, F semi-hermetic (48) condenser fans
Annex:
Trane hermetic reciprocating compressor (8) eight models SAIID (1) one 25 ton, (3) 20 ton, 460-60-3 volts, SXHC (4) four 20 ton, (17) seventeen condenser fans
(4) four electric HVAC balancing heaters
E.I.I. Price SPV8000 electric reheat coils
480-3-60B units only bedroom HVAC's
Annex: (25) twenty five exhaust fans 1/10 HP
Annex: (1) one exhaust fan ¼ HP
Annex: (2) two cabinet heaters water coils
(2) horizontal recessed ceiling-mounted
Annex: (2) model S propeller –type unit heater water coil
Annex: (8) Q mark architectural heavy duty wall heater (fan forced) 277 volt
Annex: Microcell Landis & Gear DPU system 600 Honeywell V + 420 HVAC computer
Main Building: (3) three Excel Plus Honeywell HVAC control Microcell Panel DDC
Annex: (2) two VL vertical in-line pump 5HP perimeter hot water loop
Annex: (2) two Skidmore V series condenser pumps 1 HP
Annex: Quickdraw steam storage water heater 400 gallon 1/3 HP cir. Pump
Annex: air compressor Honeywell control system Hankiison air dryer (2) two 1-1/2 HP
Annex: (2) two steam heat exchangers hot water perimeter heat
Main Building: exhaust fan (23) twenty three each
Penthouse: Heaters (hot water) (6) six each
Penthouse: Exhaust fans (2) two each
Main Building: hot water circulation pumps (17) seventeen each
Main Building: stairwell heaters hot water (16) sixteen each
Main Building: condensate return pumps (2) two each
Main Building: sump pumps (2) two each
Main Building: hot water temperature-control box (1) one each
Main Building: Preheaters doorway (10) ten each
Main Building: heat exchangers steam (4) four each
(2) two perimeter hot water heat
(2) two domestic hot water non-potable
Annex: generator room heaters hot water (2) two each
Main Building: generator room heaters electric (1) one each
Main Building: generator room exhaust fan (1) each
Main Building: generator room fresh air actuator (1) one each
Maintenance Building: heaters steam (2) two each
Maintenance Building: condensate pumps (2) two each
Maintenance Building: exhaust fan (1) one each
Maintenance Building: hot water tank electric (1) one each
Boiler House: boilers Cleaver Brooks 200 HP (4) four each
Boiler House: Deaerator feed water pumps 10 HP (2) two each
Boiler House: water softener (1) one each
Boiler House: make-up air furnace natural gas
Boiler House: (3) three HP fan motor (1) one each
Boiler House: heaters electric (2) two each
Boiler House: exhaust fan (3) three each
C-B –Hawk computerized boiler management control (1) one each
Air compressors – pneumatic controls
Main Building (basement DeVilbiss (2) two each
Line dryer (1) one each

Appendix A (cont.'d)

HVAC equipment to be maintained
Annex: mechanical room Honeywell (2) two 1.5 HP (1) one each
Line Dryer (1) one each
Boiler House – Quincy 21 1.5HP (1) one each
Boiler House – Office/Lab heaters electric (3) three each
AC window (1) one each
Hot Water tank electric (1) one each
Pump House (booster)
15 HP daytime pumps (2) two each
7.5 HP night time (1) one each
Heaters electric (3) three each
Exhaust fan (1) one each
Main Building: Computer Room A/C (2) two ton water cooled (11) eleven each
Back Flow Preventers Total (5) five each
Boiler House 2 inch (1) one each
Annex Mech Room (3 inch + ¾ inch (2) two each
Main Building Basement 1 inch (1) one each
Pump House 10 inch (1) one each
Kitchen, Main Building: Walk-in Freezer (1) one each
Kitchen, Main Building: Walk-in Refrigerator (1) one each
Kitchen, Main Building: Free-Standing Freezers (3) three each
Kitchen, main Building: Free-Standing Refrigerators (4) four each
Kitchen, Main Building: Ice Machine (1) one each
Medical Refrigerator (6) six each
Regular refrigerator (10) ten each
Ice Machine, Flakes (5) five each
Ice Machine, Cubes (lounge) (1) one each
Power House: Chemical Pump, ¼ HP, (5) five each

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PRICE SCHEDULE:

Bidders are alerted to obtain/download page 2 (Ohio Domestic Preference) and complete and return with their bid if they qualify and hope to receive credit for any Ohio Preference.

NBHS, TOLEDO CAMPUS	
QUARTERLY INSPECTIONS AND PREVENTIVE MAINTENANCE ON THE HVAC SYSTEM	
UNSPSC CODE NO. 8484	
ANNUAL PERIOD	QUARTERLY COST FOR SCHEDULED SERVICE
September 1, 2006, thru August 31, 2007	\$7,690.00 per Quarter
September 1, 2007, thru August 31, 2008	\$7,920.00 per Quarter
September 1, 2008, thru August 31, 2009	\$8,160.00 per Quarter
September 1, 2009, thru August 31, 2010	\$8,405.00 per Quarter
EMERGENCY SERVICE DURING NORMAL WORKING HOURS, MONDAY THRU FRIDAY	
ANNUAL PERIOD	STRAIGHT TIME HOURLY LABOR COST
September 1, 2006, thru August 31, 2007	\$80.00 per hour
September 1, 2007, thru August 31, 2008	\$81.00 per hour
September 1, 2008, thru August 31, 2009	\$82.00 per hour
September 1, 2009, thru August 31, 2010	\$83.00 per hour
EMERGENCY SERVICE AFTER NORMAL WORKING HOURS, MONDAY THRU FRIDAY, WEEKENDS AND HOLIDAYS	
ANNUAL PERIOD	OVERTIME HOURLY LABOR COST
September 1, 2006, thru August 31, 2007	\$120.00 per hour
September 1, 2007, thru August 31, 2008	\$122.00 per hour
September 1, 2008, thru August 31, 2009	\$124.00 per hour
September 1, 2009, thru August 31, 2010	\$126.00 per hour

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CONTRACTOR INDEX

CONTRACTOR AND TERMS:

3667
* Siemens Industry, Inc.
5350 Transportation Blvd STE 9
Garfield, OH 44125

BID CONTRACT NO.: OT903707-1 (08/31/10)

DELIVERY: per ITB schedule

TERMS: Net 30 Days

CONTRACTOR'S CONTACT: Jerry Young,

Toll Free: (800) 959-2524
Telephone: (216) 447-1343
FAX: (216) 447-0603
E-Mail: jerry.young@siemens.com

CONTRACTOR'S MIS CONTACT: Jerry Young

Telephone: (216) 447-1343

REMIT TO ADDRESS:

Siemens Building Technologies
c/o Bank of Americas
7850 Collections Center Drive
Chicago, IL 60693

* Indicates updated contractor name and address, effective with all orders issued on or after January 13, 2010.

SUMMARY OF AMENDMENTS

Amendment Number	Revision Date	Description
3	03/19/10	To advise that this contract will not be renewed, agencies should refer to MMA 4463200608.
2	01/13/10	To update contractor name and address, effective with all orders issued on or after January 13, 2010.
1	06/26/09	Issued to advise of the name change of Northcoast Behavioral Healthcare, Toledo Campus, to Northwest Ohio Psychiatric Hospital.