

Times² Inc.

50 Fillmore Street | Providence, Rhode Island | 02908

Subject: Request for Proposal regarding Annual HVAC Maintenance Service Agreement for Times² Academy

Bidder,

You are invited to provide a proposal for maintenance services regarding HVAC, hot water and control systems for Times² Academy, 50 Fillmore Street Providence, Rhode Island. Proposals will be reviewed, and a contract will be awarded based on ability to provide services defined in the “scope of services” and lowest quoted price for requested services.

There will be no automatic renewal agreement clause as part of the agreement. The agreement shall remain in effect for a term of 12 (twelve) months and from year to year thereafter. Either party may terminate the agreement 30 days prior to the annual renewal date of the agreement.

The requested proposal will be based on work defined in the “scope of service” below. No substitutions of products or services will be considered without written agreement from the owner’s representative.

Any work performed in addition to or beyond defined services disclosed in the “scope of service” will be billed at an hourly rate, beginning with arrival time at the work site and concluded when work is completed at same site. Travel time will not be considered as part of the billable hours for work performed. If other considerations are requested in submitted proposals, determination of value and impact will be determined by the owner’s representative.

All work identified by the representatives of the service provider or representatives of Times²Inc or Times² Academy, as work required beyond the “scope of service” agreement, will be submitted to the owner’s representative before work is performed, for approval. All estimates will include cost of parts and labor for completion of work to be performed.

Request for review of the listed equipment and facilities will be scheduled through the owner’s representative. Request for a review must be scheduled within five business days of receipt of this request.

All proposals will be submitted for consideration within ten business days of request receipt to the owner’s representative, David Schoonmaker or Deborah Bergeron.

Scope of Service

Service provider will provide maintenance service for equipment as outlined below in “maintenance service details” for Times²Inc, located at 50 Fillmore Street, Providence, RI.

All service work will be documented, and records of work performed will be provided to the owner’s representative at the completion of work performed.

Maintenance services will be provided on a quarterly basis or as defined in the “maintenance service equipment details”.

All materials for scheduled maintenance will be provided by the service provider as part of the service agreement.

Any labor and materials outside the scope of the maintenance services will be quoted, reviewed and approved with the owner's representative prior to scheduling of work.

All parts and services provided by the service provider will be warranted for workmanship and material defects. All expenses associated with warrantee work will be covered by the service provider.

PM Contract to Include all OEM HVAC Mechanical Maintenance Procedures at Times² Academy

Tasking to include Quarterly and Three Time per year, filters based on type of equipment, (listed in equipment inventory schedule).

All room units – CUV/FCU/FTU will be **thoroughly cleaned** and checked for proper operation annually, preferably just after cutting over to heat in October/November.

All maintenance on Chillers' pumps and boilers, AHU and classroom units will be covered under PM contract.

If there is no client portal supplied by the vendor, where all activities can be reviewed, then a paper log will be maintained by the vendor in each mechanical room with all PM activities noted, dated and signed.

All materials for maintenance will be included in the Preventive Maintenance Agreement, including, belts, grease, filters, seals, gaskets and chemical treatment.

A spare parts inventory will be maintained for common replacement parts – small fan motors, bearings, fuses etc.

Semi Annual testing of glycol and water treatment, (PH) will **NOT** be included in this contract. We have an independent vendor for chemical control.

Maintenance Service Equipment Details

The following equipment will be included in the in the scope of maintenance service to be provided:

<u>Quantity</u>	<u>Equipment</u>	<u>Service provided</u>	<u>Frequency</u>
2	AHU, Mixed Vari Volume, 10-40HP	Operational,	4 times
	Filter Replacement	MERV 13 with Bio Filter Treatment	4 per year
2	Laars 297924 160 Gas Boilers	Comprehensive	1 per year
3	HW 120-750MBH 50-300HP Gas Boilers	Comprehensive	1per year
1	Chiller, Air Cooled, Reciprocating, >75T	Comprehensive, Start Up	1 per year
1	Chiller, Air Cooled, Reciprocating, >75T	Comprehensive, Shut Down	1 per year
1	Chiller, Air Cooled, Scroll, >75T	Comprehensive, Start Up	1 per year
1	Chiller, Air Cooled, Scroll, >75T	Comprehensive, Shut Down	1 per year

89	Fan Coil Units, Wall Mounted, 0-7.5T	Comprehensive, Filter Replacement	4 per year
		MERV 13 with Bio Filter Treatment where possible	
21	Ceiling Mounted Exhaust Fans(0-5HP)	Comprehensive	1 per year
8	Circulating Pumps <10HP	Comprehensive	1 per year
9	Circulating Pumps <10HP	Comprehensive	1 per year
6	RTU, Cool, Gas, HTG, with Econo, 16-50T	Comprehensive	4 per year
		MERV 13 with Bio Filter Treatment	4 per year
1	RTU, Cool, Gas HTG, without Econo, 0-15T	Comprehensive	4 per year
		MERV 13 with Bio Filter Treatment	4 per year
4	Split Systems, 0-15T	Comprehensive	4 per year
1	Gas Hot Water Heater, 150 Gal	Operational	1 per year
1	Gas Hot Water with 250Gal tank (includes circulators)	Operational	1 per year
1	Air Master Control Systems, (Honeywell)	Comprehensive	Continuous

Controls Service Agreement:

All scheduled preventative maintenance will be performed during normal business hours:
M-F, 7AM-4PM

Preventative Maintenance will be performed semi-annually. A dated, signed checklist will be provided by the vendor showing that these areas have been checked. The checklist can reside in each of the two mechanical rooms.

Work to be completed:

- Field Control Panels (JACEs)
 - o Clean and tighten all electrical termination points.
 - o Verify that all circuit boards are properly seated and secure.
 - o Check backup battery status and replace if needed.
 - o Patch JACEs with software updates as needed. All major software/firmware upgrades will be included in the PM agreement.
 - o Check communication status of all field devices connected.
 - o Verify that all controller sensors are reading valid values.
 - o Verify that all users are configured with proper access rights.
 - o Add/delete users as requested by facilities.
 - o Query system for overridden control points. Take note of any points in override.
 - o Test schedules/Holidays and verify that equipment shuts down.
 - o Consult with Head of Facilities before releasing overrides

- System Backups
 - o A backup of each JACE will be created.
 - o A disk image of the Web Supervisor PC will be created.
 - o All backups will be stored on a USB flash drive. A copy will be supplied to the owner on a usb drive or other portable or Internet accessible medium.
 - o Verify that all JACEs are backing up the Web Supervisor PC daily without errors.
- History Database
 - o Perform database maintenance
 - o Verify that all histories are trending daily without errors.
- Alarm Database
 - o Perform alarm database maintenance.
 - o Verify that alarms are being generated and forwarded to correct personnel.
- Training
 - o 4 hours of onsite training is included with this agreement.
 - o The training may consist of:
 - Training new hires
 - Refreshing current system users on system operation

Equipment to be maintained:

<i>Equipment Name</i>	<i>Manufacturer</i>	<i>Model</i>	<i>Location</i>
JACE-1	Honeywell	WEB-700E	Mechanical Room

Remote Support:

- Vendor will provide remote support of the system utilizing the Internet. An Internet connection will be provided by the owner.
- 12 hours of remote support per year will be provided under this agreement during normal business hours: M-F 7am - 5pm.

Service:

- For services outside of the scope of this agreement, will there be a vehicle charge?
- What will be the labor rates including overtime and holidays?
- Minimum overtime call will be no more than 2 hours unless negotiated otherwise.

Emergency Service:

- Vendor will respond to all emergency service calls within (2) hours of the initial call to the office.

Terms and Conditions

Language found in the “Term and Conditions” will include but not be limited to:

- Standard of care and warranties
- Customer obligation and commitments
- Indemnity clause for customer and service provider
- Resolution of disputes
- Termination of contract for cause

Service Provider will maintain and furnish proof of insurance for the duration of this agreement.

Service Provider will be responsible, (held liable), for all actions of their employs and vendors representing their interest while providing services for Times²Inc.

Please contact me with any questions or to schedule a review of the campus facilities.

Sincerely,

David Schoonmaker

Agent for Owner

David P. Schoonmaker

Head of Facilities

dpschoonmaker@times2.org

401-241-3865