

**STATEMENT OF WORK/REQUIREMENTS
FOR HVAC AND CONTROLS, MAINTENANCE SERVICES FOR
THE PENNSYLVANIA DEPARTMENT OF MILITARY AND VETERANS AFFAIRS,
SOUTHEASTERN VETERANS CENTER**

CONTRACT OVERVIEW: This Contract for the Southeastern Veterans Center (SEVC) (identified here and in the other documents as the “Contract”) will cover the requirements for HVAC and Controls, Maintenance Services as listed in the Scope of Work.

SCOPE OF WORK: The Contractor shall directly provide to the Southeastern Veterans Center HVAC and Controls, Maintenance Services at the specified location in this statement of work. The Contractor shall provide all of the following services as specified and required by the Contracting Agency.

The Contractor shall provide annual and monthly maintenance on 1-300 ton Carrier Screw type, water cooled electric chiller and an I-VU controls systems. The Contractor shall report on any additional required repairs and/or corrections.

EQUIPMENT: Chiller

1 EA – Carrier, model #30HXC271RZ-6013746, screw type, water cooled. Installed 2012, this chiller has a current 5 year warrantee. The warrantee does not include preventative maintenance. This chiller is located in the (CLC) Community Living Center.

ANNUAL MAINTENANCE – This shall be completed prior to season start up. (March)

1. Lubricate equipment
2. Leak test entire system
3. Calibrate operating controls
4. Inspect contactors
5. Check and tighten electrical connections
6. Check starter wiring and connections
7. Check gauges and indicator lights
8. Calibrate motor AMPS and voltage
9. Calibrate flow switches and devices
10. Review and evaluate log readings
11. Calibrate controls
12. Replace drier cores when applicable
13. Lubricate equipment as required
14. Brush clean condenser tubes
15. Clean work are
16. Report any issues and advise Facility Maintenance Department

ROUTINE OPERATING INSPECTIONS – This shall be completed (May/Jun/Jul). This timeframe can be adjusted depending on the operation of the equipment.

1. Check general machine operation
2. Check control power and piping
3. Check safety and operating controls
4. Check refrigerant charge
5. Check starter wiring and contacts
6. Check gauges and indicator lights
7. Log chilled water brine in and out temperature

8. Log chilled water brine flow and pump DELTA P
9. Log refrigerant cooler temperature and pressure
10. Log cooler LTD
11. Log condenser water temperature in and out
12. Log condenser water flow and pump DELTA P
13. Log condenser refrigerant temperature and pressure
14. Log oil level and color
15. Log oil pressure differential
16. Log motor temperature
17. Lubricate as needed
18. Make equipment, operation and control adjustments as required
19. Report any issues and advise Facility Maintenance Department

I-VU Controls System:

4 EA – Controls routine inspection. This shall be completed (May/Jun/Jul/Aug). This time frame can be adjusted depending on the operation/maintenance of the equipment.

1. Check controls system operation
2. Inspect device
3. Check temperature of control medium
4. Clean and tighten connections
5. Make adjustments
6. Lubricate as needed
7. Confirm control reaction
8. Document corrective action
9. Document and inform the Maintenance Department of any safety issues
10. Clean up work area
11. Report any issues and advise Facility Maintenance Department

Provide labor rates for additional work:

1. Straight time – Monday thru Friday, 7:00 AM to 4:30 PM
2. Emergency rates – Monday thru Sunday, 4:31 PM to 6:59 AM, Holidays included.

The Contractor will be required to be available 24 hours per day, seven days a week to respond to the facility's need for emergency repairs or corrections. The Contractor will be expected to respond within two (2) hours by phone and report to the facility within four (4) hours after notification of emergency need.

The Contractor must be a qualified service agency capable of performing the services specified and providing manufacturer's repair parts.

The Contractor shall provide all labor and equipment/instruments required for testing and calibration work for the performance of the contract.

All materials, supplies and service shall conform to Federal, State, and Local Laws and Regulations. All parts shall be new and unused.

Routine work is to be conducted at the facility on a Monday thru Friday basis between the hours of 7:00 AM and 4:30 PM.

Changes may be mutually agreed upon by the facility and the contractor, but must be in writing and signed by the authorized representative of both parties.

If requested by the facility, a written report shall be prepared by the contractor outlining any repairs or corrections that may be indicated.

The Contractor shall agree that all work will be done in a most workmanlike manner. Care shall be taken that the work areas are kept clean and work must meet all laws and codes on regulations applicable.

The Contractor shall provide a service guarantee on the calibration of the controls to the Facility Maintenance Departments satisfaction.

Individuals working on equipment must be a certified HVAC technician. The Awarded Contractor will be required to show proof that they have been actively working in this industry.

Parts will be billed against an established line item in the awarded contract and the awarded Contractor may be required to provide verification of costs. The awarded Contractor can only bill for parts necessary to make requested repairs.

UNDUE DELAY

If the Awarded Contractor fails to respond within the required time period of the initial call, it will be deemed an undue delay. An undue delay in making the repairs will justify DMVA to contact another contractor to perform the services. The Awarded Contractor will be responsible for the difference in the hourly cost between the original Contract price and the cost to have the work completed by another contractor. DMVA will submit a bill with justification for the difference in cost to the Awarded Contractor.

STRAIGHT TIME/OVERTIME

All work performed during normal working hours (7:00am to 4:30pm) will be paid at straight time rates. Approval from an authorized DMVA FCMM must be obtained prior to performing work beyond normal working hours. Overtime hours shall be pre-approved by the FCMM or DMVA's Program Office. Overtime hours will be billed at the overtime rates provided in the Awarded Contractor's bid submission. These rates will apply to any pre-approved services performed beyond normal working hours, weekends, and the following holidays:

New Years Day
Memorial Day
Fourth of July
Labor Day
Thanksgiving
Christmas Day

No other hourly rates shall apply or be paid.

STANDARD TERMS & CONDITIONS: The Standard Terms & Conditions relevant to Bid Solicitation # 6100022625 apply to this Request for Quote.

TERM OF CONTRACT: The term of the Contract shall commence on the Effective Date (as defined) and shall end on the Expiration Date identified in the Contract, subject to the other provisions of the Contract. The Effective Date shall be: a) the Effective Date printed on the Contract after the Contract has been fully executed by the Commonwealth (signed and approved as required by Commonwealth contracting procedures) or b) the "Valid from" date printed on the Contract, whichever is later. **It is DMVA's intention to establish a three year contract with the option for one additional renewal year.**

1 st Year -	March 1, 2014 thru June 30, 2014
2 nd Year -	July 1, 2014 thru June 30, 2015
3 rd Year -	July 1, 2015 thru June 30, 2016
1 st Renewal Year -	July 1, 2016 thru June 30, 2017

PRICING AND BILLING REQUIREMENTS: The Awarded Contractor will be required to provide hourly rates and a monthly price for maintenance.

Justification of the cost and need for any other equipment or service(s) not included on the Invitation for Bid but required to perform HVAC and Controls, Maintenance Services at a specified location, must reviewed and pre-approved by the FCMM prior to the equipment or services being provided.

If the equipment or services are pre-approved, they will be invoiced against an established line item in the awarded Contract. Do not submit pricing for any other items other than what is requested in this solicitation.

For any parts required to complete the necessary services in the awarded Contract, the Awarded Contractor may be required to provide verification of costs. The Awarded Contractor can only bill for parts necessary to make requested repairs. Need of these parts must be verified and authorized by the FCMM or designee unless the part is deemed as an emergency requirement. Itemized parts can only be billed at manufacturer's catalog pricing with no more than a ten percent (10%) mark up charge.

The Awarded Contractor will submit an invoice for services rendered, to include itemized parts, authorized equipment per project for a specific location, upon completion of that specific project.

ESTIMATED QUANTITIES: Quantities will be estimated. DMVA reserves the right to increase or decrease quantities based on actual need. The Contractor will be paid for services and supplies satisfactorily delivered. Any quantity increases or decreases must be preapproved by the contracting agency prior to delivery of the goods or services.

PRE-BID SITE VISIT: No site visit is required. If you have any service questions, please contact Phil Duffy at 610-948-2430 or (cell) 484-614-0598.

DOCUMENT PROVISION: The awarded Contractor is responsible for providing all required documentation to the DMVA POC:

Cindy Waters, Administrative Officer
Department of Military & Veterans
Southeastern Veterans Center
One Veterans Drive
Spring City, PA 19475-1230
Telephone: 610-948-2448; Fax: 610-948-2625
Email Address: cwaters@pa.gov.

WORK LOCATION SECURITY: The Contractor shall follow all required security procedures at each worksite for signing in and out, obtaining and displaying contractor badges or other necessary identification or other requirements as deemed necessary by DMVA. Particularly sensitive areas may require Commonwealth staff to accompany Contractor representatives. These procedures may vary from work location to work location and must be adhered to.

COMPLIANCE: All services provided must be compliant with the most current applicable Federal, State, and Local Standards, Laws and Regulations. In any event where the awarded Contractor creates a scenario where the Contracting Agency is found to be out of compliance with any Federal, State, and Local Standards, Laws and Regulations (Department of Health, Labor & Industry, etc.), the awarded Contractor will be liable and responsible for any damages (Administrative, Operational, Monetary) suffered by DMVA. All non-compliance issues must be addressed and resolved by the awarded Contractor within (48) forty eight hours of notification by DMVA.

SERVICE DEFICIENCIES: DMVA will notify awarded Contractor verbally and in writing of any unsatisfactory services rendered. The Contractor shall correct the deficiency within (10) ten days after such notification.

OPTION TO EXTEND: DMVA reserves the right, upon notice to the Contractor, to extend the Contract or any part of the Contract for up to 90 days under the same Terms and Conditions. This will be utilized to prevent a lapse in Contract coverage and only for the time necessary, up to 90 days, to enter into a new contract.

INQUIRIES: Direct all questions concerning this Request for Quote to:

Glenda Nagle, Purchasing Agent
Department of Military & Veterans Affairs
Procurement & Contracting
Bldg. 0-47
Fort Indiantown Gap
Annville, PA 17003-5002
Phone: 717-861-2116
Fax: 717-861-2932
Email: gnagle@pa.gov