



## **Invitation for Proposal for HVAC Mechanical PM**

### **SCHEDULE**

**RFP Invitation Issued: Monday, November 2, 2020**

#### **Mandatory Tour:**

**Confirm Attendance By: Friday, November 13, 5:00pm EST**

**Date of Tour: Thursday, November 19 at 9:00 a.m. EST**

**(Due to COVID-19, masks are required)**

#### **Q & A Period:**

**Questions are due in writing by Friday, December 4, 2020, 5:00 p.m. EST**

**Responses will be posted by: Friday, December 11, 2020, 5:00 p.m. EST**

#### **Deadline for Proposal Submission:**

**Wednesday, December 30, 2020, 5:00 p.m. EST**

**E-mail: [jstonier@mainehousing.org](mailto:jstonier@mainehousing.org)**

Maine State Housing Authority ("MaineHousing") does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, national origin, ancestry, age, physical or mental disability, familial status, or receipt of public assistance in the admission or access to, or treatment in, its programs and activities. In employment, MaineHousing does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, national origin, ancestry, age, physical or mental disability, or genetic information. MaineHousing will provide appropriate communication auxiliary aids and services upon sufficient notice. MaineHousing will also provide this document in alternative formats upon sufficient notice. MaineHousing has designated the following person responsible for coordinating compliance with applicable federal and state nondiscrimination requirements and addressing grievances: Louise Patenaude, Maine State Housing Authority, 26 Edison Drive, Augusta, Maine 04330, Telephone Number 1 (800)-452-4668 (voice in state only), (207) 626-4600 (voice), or Maine Relay 711.

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## 1. INTRODUCTION

The mission of Maine State Housing Authority (“MaineHousing”) is to assist Maine people in obtaining and maintaining quality affordable housing and services suitable to their housing needs. MaineHousing is an independent quasi-state agency that, at its core, couples the efficiencies of the private financial markets with public purpose goals to provide affordable home ownership and rental housing opportunities for Maine people. In addition, it administers a number of federal housing-related programs including the Low Income Housing Tax Credit Program, the Section 8 Rental Assistance programs, the Emergency Solutions Grant Program, the Weatherization Program, and the Low Income Home Energy Assistance Program on behalf of the State of Maine. These federal programs, as well as others, reduce costs associated with housing for Maine people. For more information about MaineHousing, see [www.mainehousing.org](http://www.mainehousing.org).

This **Invitation for Proposal for HVAC Mechanical PM (Preventative Maintenance)** (the "Invitation") solicits proposals from experienced, qualified, and professional providers of HVAC Mechanical Services for MaineHousing offices located at 26 Edison Drive, Augusta, Maine.

HVAC Mechanical PM under this Invitation will include, but are not limited to, the tasks and frequency schedule detailed in the Scope of Work (the “SOW”) attached hereto as **Appendix D**.

## 2. GENERAL TERMS & CONDITIONS

### **Review and Compliance**

It is the responsibility of each person or entity who may, or does, submit a proposal in response to the Invitation (“Vendor”) to review this entire document, including its attachments, and comply with all requirements of this Invitation.

### **Questions and Answers**

All Vendor questions deemed relevant and material to this Invitation, along with the responses thereto, will be posted by MaineHousing at [www.mainehousing.org](http://www.mainehousing.org) no later than Friday, December 11, 2020; any such responses or answers provided by MaineHousing will automatically become a part of this Invitation.

### **Proposal Terms**

All proposals submitted by Vendors and received by MaineHousing will be treated as contract offers. A Vendor’s proposal must remain open from the time of receipt of the proposal by MaineHousing through a minimum of 90 days after the date of Vendor’s submission, pursuant to this Invitation, and may not be unilaterally modified by Vendor during that period. Alterations, modifications or variations of a proposal after the submission deadline will not be considered by MaineHousing, unless authorized by an amendment or addendum to this Invitation issued by MaineHousing.

In the case of any award pursuant to this Invitation, the awarded Vendor must keep in effect all proposal terms, including pricing, throughout any contract negotiations.

Participating respondents to this Request for Proposal (RFP) Invitation are herein referred to as the "Vendor".

The Vendor who is awarded the contract is herein referred to as the “Contractor”.

### **Proposal Costs**

MaineHousing is not liable for any expenses incurred by Vendors in the preparation, delivery, or presentation of their proposals, or in connection with any product demonstrations.

Costs of developing and delivering proposals and demonstrations pursuant to this Invitation are solely at the expense of the Vendors.

### **Proposal Materials**

All proposals submitted, including all items and materials submitted as part of the proposals, become the property of MaineHousing, whether or not selected. Proposal materials may be appended by MaineHousing to any contract between MaineHousing and the awarded Vendor providing such materials.

### **Contract Term**

The initial term of the contract awarded, pursuant to this Invitation, will be for five (5) years from the date the contract is executed between the Vendor and MaineHousing.

## **3. OBJECTIVES & REQUIREMENTS**

MaineHousing's 26 Edison Drive office consist of a two-story building of approximately 32,500 square feet per floor, for a total of 65,000 square feet. There are 2 elevators which service both floors, and 4 sets of stairs that traverse both floors. There are 6 large bathrooms and 6 single bathrooms, a gym, and a yoga room. There are a number of conference rooms, a data center, a training room, phone booths, copy rooms, a large cafeteria, totaling 35 individual rooms.

MaineHousing's expects a full service agreement to provide preventative maintenance services, service calls, and emergency repair service regarding the HVAC mechanical systems located at its newly renovated facility, which opened on June 8, 2020.

### **General Requirements**

Proposals must demonstrate the Vendor's understanding of MaineHousing's needs and expectations as prescribed in this Invitation, and must demonstrate the Vendor's capability to meet those needs and requirements.

For the purpose of responding to this Invitation, there will be mandatory tour of 26 Edison Drive, Augusta conducted on, Thursday, November 19 at 26 Edison Drive, Augusta at 9:00 a.m.

Vendors may not submit a proposal response to this Invitation without attending and participating in this mandatory building tour, and must confirm attendance and number of Vendor representatives with Jason Stonier, Operations Manager, at [jstonier@mainehousing.org](mailto:jstonier@mainehousing.org) by Friday, November 13 at 5:00pm.

### **Specific Requirements**

The awarded Contractor will:

- Have the staff capable of servicing this facility (365 days per year 24/7 including Holidays) and able to respond onsite to emergencies within four hours.
- Provide a contracted rate for labor during normal business hours and gives a priority level of service over not contracted customers
- Have staff who are trained, licensed, and certified in servicing the specific equipment onsite (i.e. Liebert system, Daiken Chiller, Cleaver Brooks Gas Condensing Boilers, etc.)
- Perform annual preventive maintenance as recommended by equipment manufacturers and as required by hours of operation.

### **Breakdown of Equipment**

CLEAVER BROOKS Gas Condensing Boilers

Inspection of heating system to ensure maximum efficiency including or in addition to:

- checking fluid levels
- testing glycol
- testing discharge
- changing neutralizer
- flue gas analysis
- boiler cleaning
- inspection of tubes/burners and throat/fire box and door refractory
- replacement of door gaskets and seals

ARMSTRONG HEAT PUMPS (circulators) inspect mechanical components/operation including but not limited to:

- Check shaft alignment
- Check pump seals for leaks
- Check coupling for wear
- Grease/Oil

DAIKIN Air Handlers/Unit Ventilators inspect mechanical components/operation including but not limited to:

- Fan/blower operation
- Check/replace belts
- Grease fittings
- Check Damper operations

Unit Heater and Cabinet Unit Heater Service

- Check operation and controls
- Grease fan motor bearings
- Modulate valve

Exhaust Fan Service:

- Check control operation of fan
- Grease motor bearings
- Check and lubricate pump

- Check/Replace belts

#### HTP Natural Gas Water Heater:

- Inspect/Service burner
- Inspect/replace anode rod
- Inspect hot water circulator pumps

#### DAIKIN Chiller, LIEBERT Units, and Mini-Split AC's operational inspection

- Monitor mechanical operation/performance of units
- Clean evaporator coils
- Refrigerant recovery
- Inspect/Clean condensate lines and verify pumps operational
- Take samples of chiller oil/send for testing to monitor contaminants
- Testing/addition of all glycol all systems (heating or cooling)

#### ARMSTRONG Chiller Pumps (circulators) inspect mechanical components/operation including but not limited to:

- Check shaft alignment
- Check pump seals for leaks
- Check coupling for wear
- Grease/Oil

- Meet with the Building Operations Coordinator on a quarterly basis to discuss ongoing quality control effort.
- Provide a Safety Data Sheet (SDS) for each product that will be used on-site.
- Be in full compliance with all applicable state, federal and local laws, rules, and safety regulations. The Contractor shall perform its obligations in a safe manner, utilizing proper technique and equipment to preserve both worker and staff safety.
- Be responsible for any privacy breaches as a result of unauthorized person(s) gaining access to any confidential or protected information, and take every precaution to maintain the highest level of security protection of all sensitive, protected, and/or confidential documentation & materials throughout the move.
- Ensure that each person who is an employee or agent of the Contractor shall display his or her company ID badge at all times while on MaineHousing premises.

## 4. BUSINESS REFERENCES & VERIFICATIONS

Submissions must include a minimum of 3 business references, using the following table format and including up-to-date, accurate, and complete contact information, for current HVAC Mechanical PM Clients who have a similar-sized facility as described herein. MaineHousing reserves the right to contact and verify any or all references provided.

<b>REFERENCE NO. 1</b>	
<b>Business Name:</b>	
<b>Business Reference Contact Information:</b>	
Name:	
Street Address:	
City, State, Zip:	
Phone, including area code:	
Email address:	
<b>REFERENCE NO. 2</b>	
<b>Business Name:</b>	
<b>Business Reference Contact Information:</b>	
Name:	
Street Address:	
City, State, Zip:	
Phone, including area code:	
Email address:	
<b>REFERENCE NO. 3</b>	
<b>Business Name:</b>	
<b>Business Reference Contact Information</b>	
Name:	
Street Address:	
City, State, Zip:	
Phone, including area code:	
Email address:	

## **Work Conditions**

The Vendor must provide **up-to-date** licensing, bonding (in the amount of \$500,000.00), and insurability evidence:

- Current Certificate of General Liability Insurance
- Current Certificate of Workers Compensation Insurance
- Bond Number and Certification
- State of Maine Business Service License

The Vendor must:

- Be in full compliance with all applicable State, Federal and local laws, rules, and safety regulations.
- Perform its obligations in a safe manner, utilizing proper technique and equipment to preserve both worker and staff safety.
- Ensure MaineHousing property is properly prepped and protected.
- Store all of materials and equipment in a safe and orderly fashion and dispose of any move-related waste in proper disposal containers, and/or remove from the premises.
- Be liable for any lost, stolen, or damaged items or materials resulting from work performed under this contract. Items will be repaired to MaineHousing's satisfaction at the Vendor's expense.
- Provide a statement as to whether Vendor, any principal or affiliate of the Vendor, or anyone who will be paid for work on the contract has business ties, familial relationships, or other close personal relationships with a current MaineHousing employee or commissioner or anyone who was a MaineHousing employee or commissioner within the past year; and, if so, a description of such tie or relationship.

## **5. PROPOSAL PRICING**

Each Vendor must provide a detailed, **all-inclusive firm fixed pricing** for all costs associated with this Invitation. Please be sure to indicate **\$0.00** if there is no associated cost(s); do not leave the cost of a listed item blank. ("All-inclusive firm fixed pricing" covers all deliverables, labor, materials, and out-of-pocket, travel and other expenses.)



PRICING SUMMARY	
<p><b>Other:</b> Please itemize all other planned and unplanned or unanticipated, potential, or additional resource costs that may be incurred under this Invitation, and state reasons why.</p>	
<b>TOTAL ANNUAL COST TO INCLUDE ALL HVAC MECHANICAL PREVENTATIVE MAINTENANCE (PM) ITEMS LISTED ABOVE:</b>	\$_____

## 6. PROPOSAL SUBMISSION REQUIREMENTS

### Invitation Point of Contact

To ensure clear communications, the following individual has been designated the point contact for this Invitation. All requests, questions, proposal documents and/or correspondence must be communicated through this designated Invitation contact:

<b>Name:</b>	Jason Stonier
<b>Title/Dept.:</b>	Operations Manager, Human Resources & Facilities Department
<b>Address:</b>	MaineHousing, 26 Edison Drive, Augusta, ME 04330
<b>Email:</b>	<a href="mailto:jstonier@mainehousing.org">jstonier@mainehousing.org</a>
<b>Tele#:</b>	(207) 624-0856

Vendor contact with any MaineHousing employee, consultant, or other MaineHousing representative concerning this Invitation, other than the MaineHousing contact person provided herein, will be grounds for proposal rejection.

## **Questions**

All questions must be in writing and submitted only to the designated Invitation contact email address provided herein. Attempting to ask questions in person, or by telephone, will not be allowed and can disqualify a Vendor.

Vendors will rely only on written statements issued from MaineHousing's designated Invitation point of contact.

## **Deadlines & Delivery**

It is the responsibility of each Vendor to ensure a timely submission of their proposal to MaineHousing at [jstonier@mainehousing.org](mailto:jstonier@mainehousing.org).

All proposals **must be submitted by e-mail in PDF format** and must be received by MaineHousing on **Wednesday, December 30, 2020, no later than 5:00 p.m. EST**. MaineHousing is not responsible for late delivery of a proposal for any reason.

Late proposals submitted **after 5:00 p.m. EST on Wednesday, December 30, 2020** **will not be accepted or considered**.

Hard copy, facsimile or telephone proposals **will not be accepted or considered**.

When submitting your proposal to [jstonier@mainehousing.org](mailto:jstonier@mainehousing.org), the email subject line must state **"RESPONSE TO HVAC MECHANICAL PM INVITATION FOR PROPOSAL"**.

## **Organization/Formatting**

Proposals must be presented following the prescribed instructions within this Invitation. The proposal, along with all supplemental documentation required under this Invitation must be:

- Submitted in electronic .PDF format
- Pages numbered consecutively
- Provided in the sequential order as follows:
  - Vendor Information Sheet (see Appendix A)
  - Vendor Certification Form (see Appendix B)
  - Vendor Proposal Response
  - Company W-9
  - Current Certificate of General Liability Insurance and Bonding
  - Current Certificate of Workers Compensation Insurance
  - Business References
  - Total Annual Cost

## **Content**

All information requested by this Invitation must be submitted as part of Vendor's proposal. Only information that is received in response to this Invitation will be evaluated.

References to information submitted to MaineHousing outside this Invitation process or references to Internet website addresses will be deemed non-responsive and will not be considered by MaineHousing.

Cross-references to other portions of a Vendor's proposal submitted in response to this Invitation are acceptable, but must reference the specific section number and heading for identification.

All proposals must include completed and signed the Vendor Information Form attached hereto as **Appendix A** hereto. The Vendor Information Form must be placed at the front of the proposal.

All proposals must include the Vendor Certification form attached hereto as **Appendix B**.

## **7. PROPOSAL EVALUATION**

An Invitation Evaluation Committee, consisting of MaineHousing employees, will review all proposals. This Evaluation Committee may contact any of the references provided by the Vendor, contact any Vendor for clarification of response, and/or seek information from any other sources concerning any aspect of this Invitation.

Subject to the selection factors, reservation of rights, and other terms and conditions of this Invitation, MaineHousing will select the proposal most advantageous to MaineHousing. The Evaluation Committee will be evaluating the detail, completeness, and accuracy of each proposal and will select the proposal that provides the best value in meeting MaineHousing's business objectives.

Vendors are cautioned that the Evaluation Committee is in no way obligated to make inquiries for clarification or omitted information regarded essential to complete a thorough evaluation of a Vendor proposal. Proposals at the time of submission that are not complete, accurate or concise, or contain discrepancies or omissions may not be considered.

Any award is contingent upon the successful negotiation of finalized contract terms. In no event will any claimed obligations of any kind be enforceable against MaineHousing, unless and until such time MaineHousing and the selected Vendor have entered into a written contract.

This Invitation and the successful Vendor's proposal, as may be modified pursuant to this Invitation, will be incorporated by reference into, and be a part of, any contract between MaineHousing and the Vendor.

Invitation award scores will be based on both technical and financial evaluations through a comprehensive review and analysis by the evaluation committee.

<b>Evaluation Scoring</b>	<b>Points</b>
Qualifications and experience of persons assigned to project	<b>30</b>
Background, experience, resources, reputation, financial resources, years in business and references	<b>30</b>
Completeness of proposal; all required documentation submitted	<b>10</b>
HVAC Mechanical PM services listed	<b>30</b>
Additional Services:	<b>5</b>
Proposal Pricing - Costs covered under this proposal are exempt from all federal and state taxes. Prices must be clear, accountable, and auditable, covering the full spectrum of services required.	<b>45</b>
<b>Maximum Award Points:</b>	<b>150</b>

## 8. TERMS & CONDITIONS

### **Rights Reserved by MaineHousing**

In addition to the rights reserved by MaineHousing elsewhere in this Invitation, MaineHousing reserves the right to:

- Adjust the timetable for this Invitation as deemed necessary.
- Waive informalities and minor irregularities in proposals received.
- Reject and not consider any or all Vendors who do not meet the requirements of this Invitation, including but not limited to incomplete responses and/or non-responsive proposals.
- Reject any or all proposals received and not to award a contract pursuant to this Invitation, or to cancel or terminate this Invitation process at any time, whether before or after any proposals have been submitted or received, if deemed by MaineHousing to be in its best interest.
- Negotiate price or other factors included in any proposal submitted to MaineHousing, and in the event MaineHousing is unable to negotiate a mutually satisfactory contract with the successful Vendor under this Invitation, MaineHousing may, in its sole discretion, negotiate with another Vendor or cancel this Invitation and not award a contract to any Vendor.
- Reject the Vendor selected pursuant to this Invitation and to offer a contract to another Vendor in the event the selected Vendor does not enter into the required contract to provide moving services and related services described in this Invitation.
- Negotiate directly with one Vendor if the responses to this Invitation demonstrate a lack of competition.
- Correct or amend this Invitation. In no case will this Invitation be amended within 7 days of the proposal submission deadline unless the amendment includes an extension of time. MaineHousing will not be liable for any costs incurred as a result of changes to this Invitation.

## **Other Terms and Conditions**

**Conflict of Interest.** The Contractor, any principal or affiliate of the Contractor, or anyone who will be paid for work on the Contract, that has business ties, familial relations, or other close personal relations with a current MaineHousing employee or a commissioner, or anyone who was a MaineHousing employee or a commissioner within the past year must disclose this information under **Appendix A - Vendor Information Sheet**.

**Vendor Certification Form.** As a mandatory requirement of this proposal, **all** Vendors must complete and submit the Vendor Certification Form attached to this Invitation as **Appendix B**, along with their proposal submission.

**Confidentiality and Nondisclosure.** To the extent that Vendor and/or its agents may in the course of fulfilling the contracted services come into contact with information, documents or data belonging to or in the possession of MaineHousing, Vendor shall have an absolute duty to keep in trust and confidence, not use for any unauthorized purpose and not disclose to any third party any such materials, except as such disclosure may be authorized in writing in advance by MaineHousing. Vendor may use such information, documents and data only to the extent required for the purposes described in this Invitation. Vendor shall adhere to all security, confidentiality and nondisclosure policies and procedures required by MaineHousing for the protection of such information and data from unauthorized use and disclosure and from loss.

**Maine Freedom of Access Act.** Information submitted by a Vendor in any proposal becomes public information, and is subject to disclosure in accordance with the requirements of law, including without limitation the Maine Freedom of Access Act, 1 M.R.S. Section 401 et seq. ("FOAA"), except as provided therein. Vendor acknowledges that MaineHousing is required to comply with FOAA.

**Protest Procedures.** Protests of any award made pursuant to this Invitation must be submitted in writing to MaineHousing at the address given on the cover page of this Invitation, to the attention of Deputy Director. To be considered, protests must be received by MaineHousing within fifteen (15) calendar days from the date of notification of the contract award and provide specific reasons and any supporting documentation for the protest.

## 9. APPENDIX A

### VENDOR INFORMATION SHEET

Please provide the following information, completed and signed. Place this form at the front of your proposal.

General Information	
Company Name:	
Federal Tax ID Number:	
Street Address:	
City, State, Zip:	
Primary Telephone#:	
Contact Person for Questions	
Name:	
Title:	
E-mail Address:	
Telephone#:	
Business Description	
# Years in Business:	
# Years providing HVAC Mechanical PM services in a building of similar size and features as described in this Invitation:	
Current Company Size:	
Current # Workers:	
<b>Qualifications.</b> Evidence of Workforce expertise, experience, qualifications, and knowledge in HVAC systems:	<i>Please be sure to include all supplemental qualification documents.</i>
<b>Providing Services.</b> Summarized Narrative of Vendor's ability to provide the services, materials, and labor required under this Invitation:	
<b>Conflict of Interest.</b> Does the Vendor, any principal or affiliate of the Vendor, or anyone who will be paid for work on the contract have business ties, familial relations, or other close personal relations with a current MaineHousing employee or commissioner, or anyone who was a MaineHousing employee or commissioner within the past year? If yes, please describe here:	

**10. APPENDIX B**  
**VENDOR CERTIFICATION FORM**

<b>Vendor Name:</b>	
<b>Vendor Address:</b>	

**The undersigned Vendor represents and certifies as follows:**

1. The prices in this proposal have been arrived at independently and without consultation, communication, agreement or disclosure with or to any other Vendor or potential Vendor.
2. No attempt has been made at any time to induce any firm or person to submit any intentionally high or noncompetitive proposal or to otherwise submit or refrain from submitting a proposal for the purpose of restricting competition.
3. Vendor has not given, and will not give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to any employee or representative of MaineHousing in connection with this Invitation.
4. Vendor acknowledges that MaineHousing will determine whether a conflict of interest exists and that MaineHousing reserves the right to disqualify any Vendor on the grounds of actual or apparent conflict of interest.
5. Vendor has not employed or retained any person or entity to solicit or obtain any contract resulting from this Invitation and has not paid or agreed to pay to any person or entity any commission, percentage, brokerage, or other fee contingent upon or resulting from the award of any such contract.
6. Vendor understands and acknowledges that the representations in its proposal are material and important and will be relied on by MaineHousing in evaluating the proposal. Vendor certifies that, to the best of its knowledge, all of the information contained in its proposal is true, correct and complete and acknowledges that any intentional misrepresentation by Vendor will disqualify Vendor from further consideration in connection with this Invitation.
7. The undersigned individual is legally authorized to sign this Vendor Certification Form for and on behalf of Vendor and to bind Vendor to the statements made herein.

<b>Name, Title and Signature of Individual with Authority to Bind Vendor</b>	
<b>Name</b>	
<b>Title</b>	
<b>Signature</b>	
<b>Date</b>	

## 11. APPENDIX C RFP TIMELINE

All dates are subject to change at MaineHousing's discretion.

All proposal documents, correspondence, and/or questions must be emailed to: [kjudkins@mainehousing.org](mailto:kjudkins@mainehousing.org)

<b>RFP Invitation Issuance:</b>	
Issuance Date:	<b>Monday, November 2, 2020</b>
<b>Mandatory Building Tour:</b>	
Confirmation of Tour Attendance:	Submit by: <b>Friday, November 12, 2020 5:00 p.m. EST</b>  Confirmations must be emailed directly to: <a href="mailto:jstonier@mainehousing.org">jstonier@mainehousing.org</a> Please include number of company representatives to attend.
Tour Date/Time:	<b>Thursday, November 19, 2020.</b> Tour will begin at <b>9:00 a.m.</b> , at <b>26 Edison Drive.</b>
<b>Questions &amp; Answers:</b>	
Questions:	Questions are to be submitted by <b>Friday, December 4, 2020, 5:00 p.m. EST</b>  All questions must be emailed directly to: <a href="mailto:jstonier@mainehousing.org">jstonier@mainehousing.org</a>
Answers:	MaineHousing will complete its posting of all responses by <b>Friday, December 11, 2020, 5:00 p.m. EST.</b>  MaineHousing's responses, along with corresponding questions, will be posted for public viewing on its website. To locate these postings, go to: <a href="http://www.mainehousing.org/">http://www.mainehousing.org/</a> and click on Search and type: "RFP".
<b>Pertinent Proposal Dates:</b>	
Deadline for Proposal Submission:	<b>Wednesday December 30, 2020 no later than 5:00 p.m. EST</b> <i>**Please be sure emailed proposal is in PDF format, as well as all supplemental documentation.</i>
Proposal Evaluation Review:	<b>From: January 4 – January 15, 2021</b>
Contract Award Date:	<b>Tuesday, January 19, 2021</b>



**12. APPENDIX D – SCOPE OF WORK**

**13. APPENDIX E – MECHANICAL EQUIPMENT LIST**

## **SCOPE OF WORK HVAC MECHANICAL PM**

The Maine State Housing Authority will be contracting with the selected vendor for preventative maintenance, service calls, and emergency repair service regarding the HVAC mechanical systems located at its facility (26 Edison Drive in Augusta, Maine) opened on 06/08/2020. The following scope provides the general outline and expectations of the vendors bidding on this proposal. Bidders should provide a three year agreement with the option of extending to five years.

- Approved vendor must have the staff capable of servicing this facility (365 days per year 24/7 including Holidays) and able to respond onsite within four hours for emergencies.
- Staff must be trained/licensed/certified in servicing the specific equipment onsite
- Perform annual preventive maintenance as recommended by equipment manufacturers and as required by hours of operation.

## **BREAKDOWN OF EQUIPMENT**

CLEAVER BROOKS Gas Condensing Boilers

Inspection of heating system to ensure maximum efficiency including or in addition to:

- checking fluid levels
- testing glycol
- testing discharge
- changing neutralizer
- flue gas analysis
- boiler cleaning
- inspection of tubes/burners and throat/fire box and door refractory
- replacement of door gaskets and seals

ARMSTRONG HEAT PUMPS (circulators) inspect mechanical components/operation including but not limited to:

- Check shaft alignment
- Check pump seals for leaks
- Check coupling for wear
- Grease/Oil

DAIKIN Air Handlers/Unit Ventilators inspect mechanical components/operation including but not limited to:

- Fan/blower operation
- Check/replace belts
- Grease fittings
- Check Damper operations

Unit Heater and Cabinet Unit Heater Service

- Check operation and controls
- Grease fan motor bearings

- Modulate valve

#### Exhaust Fan Service:

- Check control operation of fan
- Grease motor bearings
- Check and lubricate pump
- Check/Replace belts

#### HTP Natural Gas Water Heater:

- Inspect/Service burner
- Inspect/replace anode rod
- Inspect hot water circulator pumps

#### DAIKIN Chiller, LIEBERT Units, and Mini-Split AC's operational inspection

- Monitor mechanical operation/performance of units
- Clean evaporator coils
- Refrigerant recovery
- Inspect/Clean condensate lines and verify pumps operational
- Take samples of chiller oil/send for testing to monitor contaminants
- Testing/addition of all glycol all systems (heating or cooling)

ARMSTRONG Chiller Pumps (circulators) inspect mechanical components/operation including but not limited to:

- Check shaft alignment
  - Check pump seals for leaks
  - Check coupling for wear
  - Grease/Oil
- 
- Bidders on the project must complete a mandatory walk through of the facility to be considered.
  - Attendees should include a sales representative/account manager and a senior technician.
  - Pictures are allowed during the walkthrough.
  - Plans are available upon request following the walkthrough.

## MECHANICAL EQUIPMENT LIST

Qty	Equipment	Manufacturer	Location
2	Cleaver Brooks Clear Fire Gas Boilers	Cleaver	Boiler Room
2	Pumps	Armstrong	Boiler Room
2	Pumps	Armstrong	Boiler Room
4	Pumps	Armstrong	Boiler Room
1	Hot Water Tank	Armstrong	Boiler Room
1	Glycol Hot Water Loop	Sondex	Boiler Room
2	Liebert AC condensing Units	Liebert	Server Rm
2	Lieberts AC dedicated AHU	Liebert	Server Rm
12	Unit Cab Heaters		
51	VAV Fan		
2	Computer Rm Mini-Splits	Daikin	IT Closets/Roof
1	AHU	Daikin	Roof
1	AHU	Daikin	Roof
1	AHU	Daikin	Roof
1	AHU	Daikin	Roof
1	AHU	Daikin	Roof
1	AHU	Daikin	Roof
1	Daikin Chiller	Daikin	Roof
1	Exhaust Fan Boiler Room		Rm 152 Ceiling
5	Exhaust Fans		Roof

Size	
1,445 MBH Each	
15 HP Each	
5 HP Each	
1.5 HP Each	
3 Phase R410A	
1.5 HP Each	
18 and 24 BPH	
7.5 HP	
7.5 HP	
5 HP	
10 HP	
15 HP	
20 HP	
6-10 HP	
1-6 HP Each	
1-6 HP Each	