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DEPARTMENT OF FINANCE
PURCHASING & RISK MANAGEMENT

INVITATION TO BID
April 30, 2018

BID TITLE: HVAC MAINTENANCE AND REPAIR SERVICES BID #: E00218

BID OPENING DATE: 2:00 PM local time, Wednesday, May 30, 2018

DELIVERY DATE: Contract to begin July 1, 2018

BID BOND REQUIRED: No

**PRE-BID CONFERENCE: MANDATORY PRE-BID CONFERENCE; 9:00 a.m., Friday,
May 11, 2018—see section XV, General Terms, Conditions, and Instructions**

The City of Staunton is requesting sealed bids from qualified vendors to provide Heating, Ventilating, and Air Conditioning (HVAC) maintenance and repair services to the City of Staunton as specified herein. Any questions regarding the specifications for this bid should be directed to Tim Powell, Superintendent of Facility Services/Refuse, at (540) 332-3892.

Please quote lowest price and best delivery on items listed. Advise what discount, if any will be allowed for payment within a specified time. Terms and delivery date must be specified.

Right is reserved to accept or reject bids on each item separately or as a whole, to reject any or all bids, to waive informalities or irregularities, to negotiate contract terms and options with the successful low bidder, and to contract for the bid to other than the lowest bidder in the best interest of the City of Staunton to the extent allowable by law.

The City does not discriminate against small and minority businesses or faith-based organizations.

All bids must be submitted in a sealed envelope plainly marked, Bid No. "**E00218- HVAC MAINTENANCE AND REPAIR SERVICES**", with the name and address of the bidder in the upper left hand corner and accompanied by complete specifications for the items offered. **E-Mail and facsimile responses are not acceptable.** No responsibility will attach the Owner or any official or employee thereof for the pre-opening of, post-opening of, or the failure to open a proposal not properly addressed and identified.

BIDS RECEIVED AFTER THE DATE AND TIME SPECIFIED WILL BE REJECTED
BIDS MUST BE SEALED, MARKED, AND DELIVERED TO:

Mail To:
City of Staunton
Cameron S McCormick
Assistant Director of Finance
P.O. Box 58
Staunton, VA 24402-0058

Overnight To:
City of Staunton
Cameron S McCormick
Assistant Director of Finance
116 W Beverley St., 3rd Floor
Staunton, VA 24401

Phone: (540) 332-3948

**CITY OF STAUNTON
PURCHASING DEPARTMENT
GENERAL TERMS, CONDITIONS, AND INSTRUCTIONS**

1. **SUBMISSION AND RECEIPT OF BIDS:**
 - (A) Bids, to receive consideration, must be received prior to the specified time and date of opening as designated in the invitation. E-mail and facsimile submittals are not acceptable.
 - (B) Unless otherwise specified, bidders must use the bid form furnished by the City. Failure to do so may cause bid to be rejected. Removal of any part of the bid form may invalidate the bid.
 - (C) Bids having any erasures, corrections, or typewriter opaquing fluid are not acceptable and will result in rejection of the bid. Prior to submission or opening, errors may be crossed out, corrections entered in ink and initialed in ink by the person signing the bid. No bid shall be altered or amended after the specified time for opening.
 - (D) All bids shall be either typewritten or filled in with ink in order to be considered. Also, all bids must be signed in ink in order to be considered.
 - (E) Bids concerning separate bid invitations must not be combined on the same form or placed in the same envelope. Bids submitted in violation of this provision may not be considered.
 - (F) When specified, each bid shall be accompanied by a bid bond with surety satisfactory to the City or a cashier's or certified check, made payable to the Treasurer, City of Staunton, in an amount equal to 5 per cent of the total bid price. In the event of default by the bidder the 5 per cent deposit shall be and represent liquidated damages to the City.
2. **ANNUAL CONTRACT USAGE REQUIREMENTS:** Whenever a bid is sought seeking a source of supply for an annual contract for products or services, the quantities or usage shown are estimates only. No guarantee or warranty is given or implied by the City of Staunton as to the total amount that may or may not be purchased from any resulting contracts.
3. **PRICING:**
 - (A) Bidder warrants by virtue of bidding that prices, terms, and conditions quoted in his bid will be firm for acceptance for a period of sixty (60) days from the date of bid opening unless otherwise stated by the City or bidder.
 - (B) Prices should be stated in units of quantity as specified in the bid form. In case of error in extension of prices in the bid, the unit price shall govern.
 - (C) Bids based on a firm price or those including a "Downward Escalator" clause for an annual contract period may be given preference over lower ones bearing an "Escalator" clause for an annual contract period.
 - (D) When an annual contract is not requested by the City, and the bid is for products or services to be delivered on a one time only or staggered basis, only firm pricing shall be given consideration. General terms such as "Price in effect at time of delivery" shall be cause for rejection of bid.
4. **PERFORMANCE BOND:** When requested in the bid, the City shall require the successful bidder to furnish a performance bond and labor and material payment bond with surety satisfactory to the City in the amount of contract price at the time of or prior to execution of the contract. If no bond is furnished by the successful bidder, the City reserves the right to award the contract to the next lowest responsible bidder with the next lowest responsive bid.
5. **DELIVERY POINT:** All items shall be delivered F.O.B. destination, and delivery costs and charges included in the bid price. Failure to do so may be cause for rejection of bid. The bidder shall assume all liability and responsibility for the delivery of merchandise in good condition to the specified delivery location(s).
6. **CASH DISCOUNTS:** Cash discounts will be considered in determining the award.
7. **BRAND NAMES:** Unless otherwise provided in the invitation for bid, the name of a certain brand, make, or manufacturer does not restrict bidders to the specific brand, make, or manufacture mentioned; it conveys the general style, type, character, and quality of the equipment desired. The City shall determine in its sole discretion equipment bid to be equal of that specified, considering quality, workmanship, economy of operation, and suitability for the purpose intended, shall be accepted.
8. **SPECIFICATIONS:** The bidders must also indicate any variances from our specification and/or conditions, NO MATTER HOW SLIGHT. If variations are not stated in the bid, it will be assumed that the product or service fully complies with our specifications. The Purchasing Department is not responsible for locating or securing any information which is not included in the bid. Accordingly, to insure that sufficient information is available, the bidder must furnish as part of his bid all descriptive material, (i.e., Catalog Cuts, illustrations, drawings, specifications, or other information) necessary for the Purchasing Department to determine whether the goods or services offered meet the salient characteristic requirements of the bid.
9. **LATEST MODEL/QUALITY:** Bidder shall bid on the latest model, design, etc. of this type of equipment by the manufacturer of which he represents. Equipment shall be new and unused.
10. **NOTICE OF AWARD:** Notice of award will be posted at <http://www.staunton.va.us/solicitation-results>.

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Attachments

- A - Buildings, Equipment and Filter List
- B – List of City Buildings with TAC Controls
- C - List of Required Records and Reports
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- E - City of Staunton Building Addresses

CITY OF STAUNTON BID FORM

<u>DESCRIPTION</u>	<u>COST</u>
Firm fixed price	\$_____ per annum
Firm Fixed price bid is for all work as outlined herein other than major repair	
Indefinite quantity rate (regular time)	
Electronic Technician	\$_____ per hour
Mechanical Technician	\$_____ per hour
Engineering Services	\$_____ per hour
Indefinite quantity rate (overtime)	
Electronic Technician	\$_____ per hour
Mechanical Technician	\$_____ per hour
Engineering Services	\$_____ per hour
Mileage rate	\$_____ per mile

Hourly and Mileage rates are for work not covered by the firm fixed price contract.

PER ATTACHED SPECIFICATIONS

OFFER

To Purchasing Department:

In compliance with the bid information, the undersigned offers and agrees, if this offer is accepted within _____ calendar days (30 calendar days unless a different period is inserted by the purchaser) from the bid open date specified above, to furnish any or all items upon which prices are offered, at the price set opposite each item, delivered at the designated point(s), within the time specified.

TERMS: _____

BIDDER/COMPANY NAME: _____

BY: (signature) _____

TYPED NAME OF SIGNER: _____

STREET ADDRESS: _____

CITY AND STATE: _____

FEDERAL ID NUMBER: _____ SCC NUMBER: _____

E-MAIL ADDRESS: _____

DATE: _____ PHONE: _____ FAX: _____

HVAC MAINTENANCE AND REPAIR SERVICES SPECIFICATIONS

I. GENERAL INTENTION. The intention of this solicitation is to obtain operation, maintenance, and repair services for heating, ventilating, and air conditioning (HVAC) equipment and systems at the City of Staunton by means of a combination firm fixed-price and indefinite quantity contract.

II. GENERAL REQUIREMENTS. The Contractor shall provide all labor, supervision, tools, materials, equipment, transportation, and management necessary to operate, maintain, repair, and make alterations to HVAC and associated equipment in accordance with the requirements specified herein. Attachment A describes the equipment and systems to which services shall be provided. The work includes the performance of service work; recurring services such as preventive maintenance, and seasonal start-up and shut-down of equipment; periodic operational checks; and indefinite quantity work items for repair and alterations.

NOTE: Non-maintainable parts will not be covered under this contract. Tour Andover Controls (TAC), Schneider Electric related controllers and Square D variable frequency drives (VFD) will not be covered under this contract. See Attachment B for buildings with TAC controls. All controls that are stand-alone and/or an internal part of the equipment and needed for system operation shall be covered under this contract.

a. Services shall be provided as follows on the equipment listed in Attachment A.

- (1) Air conditioning equipment and systems, including reverse cycle cooling/heating systems, through the wall type units, package units, and split/central system units with factory built-in elements and contained within the evaporator/air handling unit cabinet as an integral part of the system.
- (2) Heating systems, including boilers (steam and hot water), and furnaces.
- (3) Air cooled reciprocating water chiller systems.
- (4) Peripheral systems, miscellaneous equipment on facilities and systems.
- (5) Any additional equipment which may be added by the City to Attachment A. If such additions result in an increase or decrease in contract requirements, the contract price will be adjusted by mutual agreement of both parties.

b. All contractors bidding this agreement must make a Mandatory Pre-Bid meeting to familiarize themselves with the conditions of the equipment/systems so that they fully understand the scope of work prior to being awarded the agreement. **See Item 1, Section XV on Mandatory Pre-Bid Meeting, page 20.**

c. The City makes no representation or guarantee as to the condition of equipment on the start date of the contract, and no adjustments will be made in contract price relative to equipment condition after award.

III. DEFINITIONS - TECHNICAL

Alteration. An alteration includes all work necessary to provide a new complete and usable HVAC, refrigeration, or compressed air system; or to provide a complete and usable addition to an existing system.

Check. Check includes examination and the performance of parts replacement, lubrication, adjustment, calibration, cleaning, repair, etc.

Contractor (CO). The term Contractor as used herein refers to both the prime Contractor and any subcontractors. The prime Contractor shall ensure that subcontractors comply with the provisions of this contract.

Contract Administrator (CA). The individual who is to administer the contract for the City of Staunton. Throughout this contract, the term CA will be used to refer to the individual designated to administer the contract or his/her designated representative

Direct Material Costs (DMC). The actual vendor invoice charges for materials used for performance of work under this contract. Direct material costs shall include transportation charges when such charges are included on the invoice by the vendor, as well as any discounts allowed for prompt payment and discounts or rebates for core value or salvage value that accrue to the Contractor. When questions arise concerning the cost of materials, material costs will be based on the lowest of quotes provided by the Contractor from at least three (3) different commercial vendors for the direct material cost. The City retains the right to obtain additional quotes. The lowest price will be used.

Engineered Performance Standards (EPS). A job estimating system using the average time in accordance with industry standards, necessary for a qualified craftsman working at a normal pace, following acceptable trade methods, receiving capable supervision, and experiencing normal delays to perform defined amounts of work of a specified quality.

Non-Maintainable Parts and Equipment. Are parts and equipment which the life cycle cannot be extended through periodic cleaning, preventive maintenance or service.

Frequency of Service

(1) Annual (A) Services performed once during each 12 month period of the contract.

(2) Semiannual (SA) Services performed twice during each 12 month period of the contract at intervals of 160 to 200 calendar days.

(3) Quarterly (Q) Services performed four (4) times during each 12 month period of the contract at intervals of 80 to 100 calendar days.

(4) Monthly (M) Services performed 12 times during each 12 month period of the contract at intervals of 28 to 31 calendar days.

(5) Semimonthly(SM) Services performed 24 times during each 12 month period of the contract at intervals of 14 to 16 calendar days.

(6) Weekly (W) Services performed 52 times during each 12 month period of the contract at intervals of six to eight calendar days.

Inspect. Inspect includes examination and the performance of parts replacement, lubrication, adjustment, calibration, cleaning, repair, etc.

Job Preparation. All work and costs associated with receiving and considering a job assignment and instructions; planning equipment and material requirements; obtaining proper tools; laying out tools, material, and equipment; setting up ready to begin work; cleaning and storing tools and equipment; and cleanup of job site.

Labor Hour Unit Price. A labor hour unit price is the unit price bid by the Contractor to provide one performance standard hour of work-in-place. The unit price includes all direct and indirect costs associated with performing a standard hour of work.

Latent Defects. Latent defects are defects that are present in a hidden or undeveloped state and are not visible or apparent at the time of inspection, but which become obvious or come into being at some future time.

Major Repair. Any individual unit or incident of repair or replacement with a total estimated cost (labor and direct material) exceeding \$5,000.00. Major repairs will normally be accomplished by separate contract or by City forces.

Regular Working Hours. The City's regular (normal) working hours are from 8:00 AM to 5:00 PM, Mondays through Fridays except (a) announced holidays and (b) other days specifically designated by the CA.

Repair. Repair is the restoration of a piece of equipment, a system, or a facility to such condition that it may be effectively utilized for its designated purposes. Repair may be overhaul, reprocessing, or replacement of constituent parts or materials that have deteriorated by action of the elements or usage and have not been corrected through maintenance, or replacement of the entire unit or system if beyond economical repair.

Response Time. Response is defined as the time allowed the Contractor after initial notification of a work requirement to be physically on the premises at the work site, with appropriate tools, equipment, and materials, ready to perform the work required.

Non-Maintainable Equipment and Parts. Unless otherwise stated herein, except for inspection purposes, all equipment and parts not having a scheduled Preventive Maintenance cycle, or if the life of said equipment or parts cannot be extended through periodic cleaning, servicing or maintenance will not be covered under this contract.

IV. CITY FURNISHED PROPERTY & SERVICES. The City will furnish or make available to the Contractor the facilities described in Attachment A. The Contractor shall be responsible and accountable for such facilities accepted for use and shall take adequate precautions to prevent fire hazards, odors, excessive noise, safety hazards, vermin, or other disruptive actions. The Contractor shall obtain written approval from the CA prior to making any modifications or alterations to the facilities. Any such

modifications or alterations approved by the City will be made at the expense of the Contractor. At the completion of the contract, all facilities shall be returned to the City in the same condition as received, except for reasonable wear and tear. The Contractor shall be held responsible for the cost of any repairs caused by negligence or abuse on his/her part, or on the part of his/her employees.

Availability of Utilities. The City will furnish the following utility services at existing outlets, for use in those facilities provided by the City and as may be required for the work to be performed under the contract: electricity, steam, natural gas, fresh water, sewage service, and refuse collection (from existing collection points). Information concerning the location of existing outlets may be obtained from the CA.

V. CONTRACTOR FURNISHED ITEMS. Except for the items listed in clause IV, the Contractor shall provide all equipment, materials, and services to perform the requirements of this contract. The Contractor shall provide new or factory reconditioned parts and components when providing maintenance and repair services as described herein. All replacement units, parts, components, and materials to be used in the maintenance, repair, and alteration of facilities and of equipment shall be compatible with the existing equipment on which it is to be used. All replacement units shall be of equal or better quality than original equipment specifications and shall comply with applicable commercial, or industrial standards such as American Society of Heating, Refrigerating, and Air Conditioning Engineers, Inc. (ASHRAE), National Board of Underwriters or Underwriters' Laboratories, Inc., National Electrical Manufacturer's Association, etc. All replacement units shall be used in accordance with original design and manufacturer intent. If the original manufacturer has updated the quality of parts for current production, parts supplied under this contract shall equal or exceed the updated quality. The Contractor shall retain the parts replaced for at least ten (10) working days after completion of the job and make these parts readily available for inspection by the CA upon request. When disputes arise concerning material, equipment, and components selected for work items already accomplished, the Contractor shall, at no cost to the City, remove, replace, and/or rework material, equipment, and components so that compliance with the City's requirements are satisfied. The Contractor shall obtain and maintain manufacturer's operating instructions and maintenance manuals on all new equipment installed by the Contractor. These documents shall become property of the City and shall be turned in to the CA within five (5) working days after completion or termination of the contract.

VI. WORK OUTSIDE REGULAR HOURS. Except as may otherwise be specified, all work shall be performed during regular working hours. If the Contractor desires to carry on work on Saturday, Sunday, holidays, or outside regular working hours, he/she must provide prior notification (24 hours) to the CA for approval.

VII. MANAGEMENT. The Contractor shall manage the total work effort associated with the operations, maintenance, repair, and all other services required herein to assure fully adequate and timely completion of these services. Included in this function are a full range of management duties including, but not limited to, planning, scheduling, cost accounting, report preparation, establishing and maintaining records, and quality control. The Contractor shall provide an adequate staff of personnel with the necessary management expertise to assure the performance of the work in accordance with sound and efficient management practices.

a. Work Control. The Contractor shall implement all necessary work control procedures to ensure timely accomplishment of work requirements, as well as to permit tracking of work in progress. The Contractor shall plan and schedule work to assure material, labor, and equipment are available to

complete work requirements within the specified time limits and in conformance with the quality standards established herein. Verbal scheduling and status reports shall be provided when requested by the CA. The status of any item of work must be provided within two (2) hours of the request during normal working hours, and within 12 hours after regular working hours.

b. Work Schedule. The Contractor shall schedule and arrange work so as to cause the least interference with the normal occurrence of City business and mission. In those cases where some interference may be essentially unavoidable, the Contractor shall be responsible to make every effort to minimize the impact of the interference, inconvenience, equipment downtime, interrupted service, customer discomfort, etc.

c. Notice of Equipment Shut-Downs. Prior approval shall be obtained from the CA, except in emergencies, for work requiring shut-down of equipment for more than thirty (30) minutes during regular work hours. All such requests must be submitted at least 72 hours in advance. In cases where shut-down is necessary, the Contractor shall coordinate the shut-down with the CA or other designated representative in that affected building.

d. Records and Reports. The Contractor shall maintain management, operation, and maintenance records and prepare management, operation, and maintenance reports as set forth in Attachment C, "LIST OF REQUIRED RECORDS AND REPORTS". All records and copies of reports shall be turned over to the CA within five (5) calendar days after contract completion.

The Contractor shall maintain a completed work file for each structure. Each file shall contain a listing of all equipment in Attachment A by nomenclature and manufacturer's model number, as well as a copy of all completed Service Call work forms, minor job orders, and Preventive Maintenance Inspection Record forms; and other information pertaining to the facility and/or installed equipment and systems. The City shall have access to these files upon request. All documents shall be filed within ten (10) calendar days of the completed transaction including the Preventive Maintenance Inspection Record forms. The entire file shall be turned over to the City upon completion of the contract.

e. Staffing. The Contractor shall continuously maintain an adequate staff with management expertise to assure work is scheduled and completed in accordance with these specifications. The Contractor shall also maintain an adequately trained and certified workforce to complete work in accordance with the time and quality standards specified.

VIII. CONTINUITY OF SERVICES. To ensure continuity of essential services, the successful bidder shall be prepared to fully commence work on the start date of this contract and should not assume that City or previous Contractor employees will be available to guide, direct, or specifically orient each Contractor employee.

IX. GENERAL REQUIREMENTS AND PROCEDURES

a. Standards. All work shall meet the standards specified herein and shall be accomplished in conformance with approved and accepted standards of the Air Conditioning and Refrigeration trades industry; the equipment manufacturer; all applicable activity, local, state, and federal standards; and all applicable building and safety codes.

(1) When the Contractor completes work on a system, that system shall be free of missing components or defects which would prevent it from functioning as originally intended and/or designed. Corrective or repair/replacement work shall be carried to completion including operational checks and cleanup of the job site. Except where otherwise noted, replacements shall match existing equipment in dimensions, finish, color, design, and function.

(2) During and at completion of work, debris shall not be allowed to spread unnecessarily into adjacent areas or accumulate in the work area itself. All such debris, excess material, and parts shall be cleaned up and removed at the completion of the job and/or at the end of each day work is in progress.

b. Major Repairs. Major repair is not included within the scope of this contract. Major repair is defined as any individual unit or incident of repair or replacement with a total estimated cost (labor and direct material) exceeding \$5,000. Major repairs will normally be accomplished either (1) by separate contract using the hourly indefinite quantity rates bid herein along with direct material costs, or (2) by City forces. This exclusion does not apply if the repair is required to correct damage caused by the Contractor's negligence.

c. Replacement, Modernization, Renovation. During the term of the contract, the City may replace, renovate, or improve equipment, systems, and components at the City's expense and by means not associated with this contract. All replaced, improved, updated, modernized or renovated equipment, components, and systems shall be maintained, operated, and/or repaired by the Contractor at no additional cost to the City of Staunton unless such changes result in an increase or decrease in contract requirements. Equipment changes, replacements, or deletions, which result in an increase or decrease in contract requirements, will result in adjustments to the contract price in accordance with pre-negotiated rates. (See section II.a.(5).)

d. Equipment under Manufacturer's or Installer's Warranty. Equipment, components, and parts, other than that installed under this contract, shall not be removed or replaced or deficiencies corrected while still under warranty of the manufacturer or the installer without prior approval of the CA. All defects in material or workmanship, defective parts, or improper installation and adjustments found by the Contractor shall be reported to the CA so that necessary action may be taken. The Contractor shall be knowledgeable of the equipment, parts, and components that are covered by warranty and the duration of such warranties. The CA will furnish available warranty information to the Contractor.

e. Refrigerant Recycling. The Contractor shall not knowingly vent or otherwise dispose of any refrigerant in a manner that would permit their release into the environment. Refrigerants shall be captured and recycled in conformance with all applicable federal, state, and local laws and regulations.

f. As-Built Drawings. The City will make available various drawings, which will be available to the Contractor for information only. The City makes no representation as to the completeness or accuracy of these drawings.

All changes or additions to equipment and systems and the related buildings and structures made by the Contractor shall be recorded by the Contractor and provided to the CA within thirty (30) calendar days of the completed work. This data shall include, but is not limited to, dimensioned drawings and/or sketches.

g. Reporting Equipment Deficiencies. Any equipment deficiencies noted by the Contractor during operational checks, preventive maintenance inspections, service work, or at any other time shall be reported in writing to the CA.

(1) Deficiencies discovered which could potentially jeopardize the operation of items of equipment in the critical facilities listed in Attachment D shall be reported by phone immediately, but not more than 1 hour after discovery, and followed up by written notice within 24 hours. Deficiencies noted which could potentially jeopardize the operation of equipment in all other facilities shall be reported within 2 hours after discovery.

(2) All non-operation-threatening deficiencies shall be reported on completed contractor Service Call Work Authorization Forms and Preventive Maintenance Completion Reports. If discovered during operational check, deficiencies shall be reported not later than 9:00 AM the following work day.

X. SERVICE CALLS. Service calls are defined as maintenance, repair, alteration or other miscellaneous work requirements, which are either called into the CO by building occupants or generated by designated City representatives. Building addresses are listed in Attachment E.

a. Service Call Reception

(1) Normal Working Hours. The CO will receive service call requests during normal working hours and classify each call in accordance with the definitions provided below. A description of the problem or requested work, date and time received, location, and other appropriate information will be called in to the contractor immediately.

(2) After Normal Working Hours. The Contractor shall receive all service call requests directly from building occupants and authorized City representatives after normal working hours, on weekends, and holidays. Calls will be received and classified by the Contractor as emergency, urgent, or routine in accordance with the definitions provided in the "Service Call Classification" paragraph (paragraph b) of this clause and responded to accordingly.

b. Service Call Classification

(1) Emergency Calls. Service calls will be classified as emergency at the discretion of the CA. Generally, emergency calls will consist of correcting failures which constitute an immediate danger to personnel, threaten to damage property, threaten to disrupt normal work activities, or affect the operation of critical equipment or emergency systems as identified in Attachment D.

(2) Urgent Calls. Service calls will be classified as urgent at the discretion of the CA. Generally, urgent calls will consist of providing services or correcting failures that do not immediately threaten personnel, property, or activity missions; but which would soon inconvenience and/or affect the health or well-being of personnel, lead to property damage, or lead to disruptions in operational missions. Calls will also be classified as urgent when the service or failure has upper level management attention.

(3) Routine Calls. Service calls will be classified as routine calls when the work does not qualify as an emergency or urgent call.

c. Service Call Access. The Contractor shall provide a single local or toll-free telephone number for receipt of all service calls 24 hours per day. An individual fully familiar with the Contractor's work control procedures and the terms and conditions of this contract shall answer all telephone calls. Emergency, urgent, and routine calls shall be considered received by the Contractor at the time and date the telephone call is placed by the CA or other authorized City representative.

d. Response to Service Calls by Classification

(1) Emergency Calls. The Contractor shall respond immediately and must be on the job site and working within 4 hours after receipt of an emergency service call. **(NOTE - The response time for the 911 Dispatch Center, IT Server rooms and courtrooms as listed in attachment D is within 2 hours after receipt of call.)** The Contractor shall work continuously without interruption and shall not leave the job site until the emergency condition is resolved (e.g. return critical system to operation or secure power to eliminate electrical hazard and/or further equipment damage etc.). If further labor and/or materials are required to complete the repair, the call will be reclassified as either urgent or routine, as appropriate and the corresponding completion time will then apply. Such follow-up work shall be considered part of the original service call.

(2) Urgent Calls. The Contractor shall be on site and working within 24 hours after receipt of an urgent service call received during normal working hours, and within 24 hours for urgent calls received after normal working hours, on weekends, or holidays. The Contractor shall work continuously without interruption and shall not leave the job site until the condition is resolved.

(3) Routine Calls. All routine calls must be completed within 5 working days after receipt, and once begun, the Contractor shall work continuously without interruption and shall not leave the job site until the condition is resolved. Routine calls shall normally be accomplished during normal work hours, Monday through Friday. Extenuating circumstances that prevent the resolution of the problem within the 5 day limit will be cleared with the CA.

e. Completed Calls. Within one (1) working day after completion of each emergency service call, the Contractor shall FAX a report containing the following information to the CA:

- (1) Description of the problem encountered.
- (2) Brief description of work actually completed and parts used, including quantities.
- (3) Date and time work began.
- (4) Date and time work was completed.
- (5) Hours of labor expended.
- (6) Signature or initials of the Contractor's technician that performed the work (or supervisor), that indicate the work has been completed.

XI. PREVENTIVE MAINTENANCE INSPECTION AND SERVICE. The Contractor shall perform preventive maintenance (PM) inspection and services on the equipment and systems listed in

Attachment A in accordance with the procedures specified in this clause. PM consists primarily of inspection, cleaning, lubrication, adjustment, calibration, and minor part and component replacement (e.g. filters, belts, hoses, fluids, hardware, etc.) as required to minimize malfunction, breakdown, and deterioration of equipment. PM is also for the identification and performance of any repairs required to bring the equipment up to the manufacturer's operating standards.

a. The Contractor shall submit a detailed PM schedule to the CA for approval no later than thirty (30) calendar days after the award of the contract. The schedule shall cover the entire term of the contract and shall include, for each specific piece of equipment listed in Attachment A, the location; the checks and services to be performed (e.g., monthly PM); the week of the month that semi-monthly or less frequent PM will be performed; and the day of the week that weekly or more frequent PM will be performed. The schedule shall be in a format such that the completion of each PM inspection may be indicated on the schedule.

(1) Annual and semiannual PM inspections for HVAC equipment shall be scheduled to coincide with the periods immediately prior to the heating and cooling seasons. Heating season PM shall be scheduled for performance during the period July 30 to September 30. Cooling season PM shall be scheduled for performance during the period March 30 to May 30. PM inspections for all other equipment may be scheduled at the Contractor's discretion unless specific requirements or restrictions are included elsewhere in the contract.

(2) Once the CA approves the Contractor's PM schedule, PM inspections shall be performed by the Contractor without further authorization by the CA. The Contractor shall strictly adhere to the scheduled PM dates to facilitate City verification of work. If the Contractor finds it necessary to reschedule PM, a written request shall be made to the CA detailing the reasons for the proposed change at least five (5) working days prior to the originally scheduled PM date. No scheduled PM dates shall be changed without the prior written approval of the CA.

b. The Contractor shall submit a copy of the previous month's portion of the PM schedule to the CA by the 10th of each month indicating the scheduled PM inspections completed during the previous month, and those scheduled inspections not completed. If inspections were performed which were deferred from previous months, they shall be noted on an attachment to the submittal.

c. To facilitate City verification of PM inspections, the Contractor shall date stamp or mark all replacement items such as filters, belts, etc., with the date changed. PM record cards or tags shall be attached by the Contractor, in a conspicuous location, to each item of equipment requiring PM during its initial inspection. The Contractor's mechanic shall initial and date these cards or tags upon completing each PM inspection, indicating that the scheduled PM has been completed. (See Attachment A for filter sizes.)

d. The following general requirements are applicable to and amplify the specific PM inspection requirements. **NOTE: Contractor shall report all discrepancies not covered under the contract to the CA immediately.**

(1) Regular Adjustment. Regular adjustments as may be required for efficient, economical, and safe performance of equipment and systems shall be made at the time of each scheduled preventive maintenance.

(2) Periodic Cleaning, Sanitation. Routine and scheduled cleaning of work areas and mechanical equipment rooms, systems, drains, drain piping, traps and pans, condenser coils, oil filters, applicable air filters, cooling and/or heating coils, blower shields and fans, electrical contacts switch boxes, motors, gauges, strainers, dampers, actuators, louvers, safety controls, and any other applicable equipment, shall be accomplished as a part of the regularly scheduled PM inspection and service, or more frequently as may be necessary to maintain a clean and sanitary operating condition.

(3) Lubrication, Oil. Check applicable equipment for excessive bearing temperatures, noise, and inadequate lubrication of bearings and moving parts. Lubricate in accordance with manufacturer's instructions as to type of lubricant/oil and frequency of lubrication. Check oil level and oil quality and change dirty/contaminated oil. Make other adjustments to oil systems as required. Check oil temperatures and pressure.

(4) Replacement and Cleaning of Air Filters. Cleaning of air filters shall include a check for dust, grease, and other deposits and for missing or improperly fitted filters. Replace throw-away type filters and those missing or having improper fit, wash permanent type filters in soap suds or solvents, rinse with hot water, and restore viscous coating in accordance with manufacturer's instructions.

(5) Motors, Drives, Sheaves, Shafts, Couplings, Blowers, Fans, Hubs, Belts, Bearings, Gearboxes, and Guards. Check for accumulations of dust, dirt, grease, and oil. Clean, adjust, service, repair, or replace items as necessary to correct existing deficiencies such as: worn, loose, missing, or damaged parts, guards, connections, and connectors; bent blades; worn, loose, broken or missing belts; unbalanced moving parts; shaft misalignment; worn or damaged couplings; excessive noises and vibrations; end play of shafts; bad bearings; ineffective isolators; vibration absorbers; etc.

(6) Wiring, Electrical Control Circuits, Systems. Check for loose, charred, broken, or damaged wires and insulation; short circuits, loose or weak contact springs; worn or pitted contacts; proper sizing of fuses; defective operation of parts and components; and other deficiencies. All wire splice connections shall be properly insulated. All electrical wiring, circuits, etc., shall be in accordance with the National Electrical Code for the particular application in which used.

(7) Fire and Safety Hazards. Check for dust, dirt, soot, oil and grease deposits and accumulations, drippings, presence of flammable materials, rags, debris, and any other conditions that may be construed to be a potential fire or safety hazard. Correct or remove from the site all fire and safety hazards.

(8) Thermostats, Subbases, Guards, Covers, Ambientstats, Sub & Master Controllers, Sensors, Transmitters, Temperature & Pressure Controls etc. Check for improper settings, defective operation, calibration and cleanliness and proper control voltages. Check for deficiencies in wiring, piping, switches, relays, coils, solenoids, transformers, controls, sensors, thermostats and protective covers and guards, ambientstats, aquastats, pressure switches, reversing relays, timing devices, master and sub-master controllers, outdoor authority override controllers, etc. Clean, adjust, service, repair, or replace items found to be deficient.

(9) Air Handler Units, Ducts, Plenums, Grilles, Registers, Diffusers, Screens, Dampers, Vanes, Mixing Boxes, VAV Boxes, and Balancing of Air Systems. Check plenum chambers, supply and return air ducts, branch ducts, mixing boxes, VAV boxes, dampers, registers, grilles, diffusers, louvers, and insect and bird screens. Check for dirt, dust and trash; air leaks, broken, ripped or torn

insulation and disconnected ducts; loose or broken connections, brackets, hangers, supports, and other parts; excessive vibrations or other movements; defects in metal, fiber glass, and other materials; proper operation of movable parts such as dampers, louvers, and vanes in relation to the controlling device; and inadequate air flow and/or distribution in main and branch duct circuits. Check air handler unit systems for proper operation and if needed correct CFM air flow. Check air temperatures and static pressures. Check turning vanes, fire dampers, access openings, doors, panels, outside air make-up systems, ducts, and screens. Clean by sweeping, brushing, dusting, vacuuming, washing, hosing with water, detergents, degreasers, solvents, chemicals, air pressure, steam, or other methods as are applicable to the nature of the item being cleaned, and as may be required to obtain desired results. Clean, adjust, service, repair or replace all items found to be deficient.

(10) Coils: Cooling/Heating, Condenser (Water and Refrigerant). Check for obstructions and air flow through all coils. Check for dust, dirt, and foreign materials accumulation, unusual noises and vibrations, and loose, missing or damaged parts. On direct expansion systems check for frosting or icing of coils; proper operation of expansion valves, capillary tubes and spider distributors; proper operation of automatic temperature controls and defrost timers; and if required, check superheat across evaporator coils. Check all coils for leaks. On water cooling/heating coils check for proper water flow, temperature, and pressures across the coil. Clean and flush all cooling/heating coils (as applicable) as necessary to correct any deficiencies not allowing for proper operation.

(11) Condensate Drains, Pans, Piping, Traps. Check all condensate drain pans for algae growth and sedimentation, damaged coatings and insulation, rust corrosion, and leaks. Check condensate drain pipes and traps to assure they are open and water flow is not restricted. All components shall be maintained from the equipment to the point where the water discharges into the floor drain or other connecting drain system, or to that point where the drain piping or line begins passage through the wall or floor. Clean, adjust, service, repair, or replace items found to be deficient.

(12) Piping: Water, Refrigerate, Oil, and Air. Check for leaks, rust, corrosion, deformation, and material defects of all applicable piping and tubing. Check for piping and tubing vibrations, looseness, and rubbing against objects that can cause damage to the equipment.

(13) Compressors. Check for dust, dirt, oil and grease deposits and accumulations, leakage of refrigerant and oil, cracked/clear sight glasses and gauges, damaged fittings, piping, valves, etc. Check for loose connections, excessive or unusual noise and vibrations, proper suction and discharge temperature and pressures, and indications of excessive heat. Check oil levels, unloaders for proper operation, and change out dirty/contaminated oil and filters. Check all electrical wiring and related components. Record the suction and discharge pressures and type and amount of refrigerant and/or oil added to the system, on the log sheet (as applicable) for air conditioning and compressed air plant compressors. Clean, adjust, service, repair, or replace all items found to be deficient. All air conditioning compressors are considered maintainable equipment and shall be covered under the contract.

(14) Air Cooled Condensers. Check for dust, dirt, foreign materials, oil and grease accumulations, leaks, excessive or unusual noise and vibrations; and loose, missing, or damaged parts. Check motors, sheaves, belts, bearings, shafts, supports, brackets, hardware, etc.; check operation and calibration of fan cycling controls, low ambient switch controls and dampers, head pressure control louvers, actuators, and regulators, as applicable. Check for proper air flow through the condenser coil; and bent, damaged or corroded coil fins and fan blades. Clean, adjust, service, repair.

(15) Refrigerant & Oil Systems: Separators, Driers, Strainers, Filters, and Oil Traps. Check for proper operation, refrigerant and oil leaks, and other material defects; check sight glass for clarity, cracks, or moisture. Check refrigerant and oil charges and levels. All systems with changeable core type filters/driers shall be changed as part of the regular PM inspection and service, or more often if required. Clean, adjust, service, repair, or replace all items found to be deficient.

(16) Pump Units. Check for dust, dirt, and other deposits; leaks; excessive or unusual noise and vibrations; and loose, broken, or missing parts and connections. Check for correct rotation and prime. Check seals, gaskets, packing, bearings, mounting bases and hardware, couplings, guards, and inlet and discharge pressures, and overall operations. Clean, adjust, service, repair, or replace all items found to be deficient.

(17) Tanks, After Coolers, Heat Exchangers, Heat Recoverers, Receivers, Accumulators. Check pressure tanks and other equipment items for damage and deterioration. Blow down or drain air tanks. Check all equipment items for leaks and missing or defective parts. Check pressure relief valves, check valves and regulators for proper operation. Check liquid levels, sight glasses, heat transfer, temperature differentials, and pressures as applicable.

(18) Balancing Chilled and Condenser Water Systems. Perform test of chilled and condenser water systems to assure these systems are providing the most efficient and economical operations attainable for that equipment and the facilities which it services. Checks balance and rebalance if necessary to meet design specifications. Bleed air from chilled and condenser water loops as required to maintain efficient and standard operating conditions. Repair or replace automatic/manual bleed off valves in systems as required for proper operation.

(19) Insulation. Inspect for wet, damaged, missing, and deteriorated insulation and vapor barriers; broken tie wires, loose or missing binding bands, torn canvas jackets, etc.

(20) Exhaust Air and Ventilating Systems. Only those exhaust and ventilation fans directly linked to the HVAC system, or as the only means of return within a bathroom shall be covered under this contract. Check for dust, dirt, grease, and oil accumulations; air flow and weather and elements integrity; suction pressure at air intake; operation of dampers, baffles, solenoids, protective guards, insect and bird screens. Clean or replace filters as applicable. Check for clogging, broken, or separated joints and seams in ducts, stacks, couplings, sheaves, belts, fan blades, blowers, etc. Check for material defects and improper operation of moveable parts and components in relation to the controlling device. Check for loose, missing, or poor fitting flashing, fire and safety hazards, warning alarms, etc. Clean, adjust, service, repair, or replace all items found to be deficient.

(21) Valves: Hand, Check, Relief, Three-Way, Reversing, Float, Makeup, Bleedoff, Triple Duty, Etc. Check applicable valves for operation, leakage, linkages, travel, range limitations, rust, dust, dirt, corrosion, scale, seizing, binding, mounting, clogging, broken, damaged or missing parts, and material defects. Check source of valve operation, i.e., pneumatic, electrical, pneumatic/electric, etc., for required pressures, electrical power voltages, etc. Clean, adjust, service, repair, or replace any parts, materials, components, or combinations thereof found to be deficient as a result of these inspections, to restore valves to a standard operating condition.

(22) Cabinets, Cases, Doors, Lids, Panels, Gaskets, Latches, Handles, Hinges, Hardware and Equipment Casings. Check for rust and corrosion, cracks, scrapes, gouges, separation, missing, broken or damaged parts and components, bad insulation, bad gaskets, leaks, fitting of doors, etc.

XII. SPECIFIC REQUIREMENTS FOR AIR CONDITIONING EQUIPMENT. Air conditioning systems to be operated, maintained, and repaired are listed in Attachment A. These systems vary in size from 1½ tons to 70 tons. Maintenance, repair, and operation of these systems shall be performed in accordance with the recommendations of the manufacturer and the provisions of this contract, including the following:

a. Seasonal Start-Up and Shut-Down

(1) The Contractor shall perform start-up/shut-down of air conditioning systems. The air conditioning systems listed are normally shut-down during the months of October or November, and started up during the months of April or May; however, the length of the season will vary and no adjustment in the contract price will be made regardless of the actual length of the season. The CA will advise the Contractor of the specific date or dates when such services should begin.

(2) During start-up, systems shall receive a thorough inspection to ensure that all systems and components are operating as designed, as well as any specific checks and procedures that may be required by the manufacturer. Shut-down shall consist of system checks and preservation as required by the manufacturer and an operational check to identify needed repairs that may be accomplished during the off season. Needed repairs, which are within the scope of operator maintenance, shall be accomplished by the Contractor as part of the start-up/shut-down. A report that work has been completed, including a list of needed repairs which are beyond the scope of Operator Maintenance, shall be provided to the CA for each item of equipment within five (5) working days after completion of the start-up or shut-down service.

b. Replacement of Burned Out Air Conditioning and Refrigeration Compressors. When compressors are replaced, the internal refrigeration system shall be thoroughly cleaned in accordance with the approved manufacturer's procedures. Additional precautions shall be taken in accordance with approved and acceptable industry standards and practices to further control refrigerant system contamination and prevent damage to replacement compressors and components. Clean-up methods should include, but are not limited to, the use of clean up kits, suction and discharge line filters/driers, moisture indicating sight glasses, acid testing kits, changing or adding oil filters and system flushing, changing the oil, deep vacuuming refrigerant system, leak checking, etc., all as may be appropriate for the particular system. **All air conditioning and refrigeration compressors, hot and chill water valves are considered maintainable and are covered under this contract.**

c. Condensate Piping and Lines. Condensate drain pans, piping and lines, insulation materials, valves, traps, brackets, supports, flanges, hardware, and other related components shall be maintained from the equipment to the point where the water discharges into the floor drain or other connecting drain system, or to that point where the drain piping or line begins passage through the wall or floor.

d. "On/Off" Time Clocks. Some buildings may have "on/off" time clocks that turn air conditioning units and/or air handling equipment on and off at pre-selected times of the day and days of the week. The Contractor, at no additional cost, shall adhere to these time clock operating guidelines,

and any subsequent changes thereto, unless such changes result in an increase or decrease in contract requirements.

(1) Time Clock Adjustment. The Contractor shall maintain and repair time clocks, and make ongoing adjustments to ensure accurate time of day and day of week. The CA or other qualified City personnel will make the necessary changes to compensate for temporary electrical power outages, time changes or Building operating changes, etc.

(2) Prohibited Time Clock Adjustments. "On/off" time clock adjustments to a time of day and/or day of week setting different from the approved settings shall not be made without prior approval of the CA. Changes to time settings for customer or Contractor convenience shall not be made without CA approval.

e. Filter Maintenance. All filters shall be changed or cleaned at the frequencies specified by the manufacturer and/or in Attachment A. The successful Contractor shall submit a detailed filter maintenance schedule to the CA for approval at least fifteen (15) calendar days prior to the start of the contract. The schedule shall cover the entire period of the contract and shall indicate the week of the month that filters are to be changed/cleaned for each building listed in Attachment A. (Please NOTE: It is the contractor's responsibility to notify the CA of any equipment requiring filters which are not included in Attachment A. Filters required for all equipment included in this contract, whether listed or not shall be covered).

XIII. SPECIFIC REQUIREMENTS FOR HEATING EQUIPMENT

- a. Boilers - during heating season. Affirm water level rate of change and water conditions and adjust as needed. Ascertain cause of excessive make-up and make routine adjustments. If rust water condition is continuous, drain, wash, and inspect waterside. Record temperature and pressure, compare with record. Check automatic make-up water controls for proper operation and adjust as needed. Review and note blowdown procedures (steam) take proper action when required. Examine for corrosion.
- b. Check operation of PRV feedwater regulator of water level control and adjust as needed. Disassemble, inspect, clean and repair or replace if necessary.
- c. Check operation of safety or relief valve.
- d. Check operation of low water cutoff by slowly lowering water level. Disassemble, inspect, clean, repair or replace if necessary.
- e. Flush out water column - Gage glass.
- f. Check all wiring to units for grounds and tighten connections.
- g. Check operation of contactors, switches, relays – clean and/or replace as needed.
- h. Ensure enclosures are dust free and covers are in place.
- i. Ensure water lines to controls are free of scales and restrictions.

- j. Ensure controls and connecting lines are protected from freezing. Examine operation of all control valves in fuel lines. Dismantle to check if necessary. Repair or replace as needed.
- k. Hot water valves
 - 1. Inspect manual shutoff valves for leakage and adjust where possible.
 - 2. Inspect manual throttling valves and assure proper operation.
 - 3. Check automatic control valves for operation packing and diaphragms for leakage.
 - 4. Internally inspect automatic valves if performance warrants.
 - 5. Tighten and/or replace packing washer if leaking.
 - 6. Check for noise. Establish cause and correct.
- l. Hot water pumps
 - 1. Lubricate pump and motor bearings. Note excess bearing temperatures.
 - 2. Check bolt down, drive alignment, coupling condition or belt condition and tension and adjust as required.
 - 3. Check packing and mechanical seals for leakage and adjust for proper operation.
 - 4. Check for noise or vibration, establish cause and correct.

XIV. MISCELLANEOUS EQUIPMENT AND SYSTEMS. Miscellaneous equipment and systems shall be maintained and repaired in accordance with the recommendations of the manufacturer and the provisions of this contract, including the following:

a. Ventilating Equipment and Systems. The Contractor shall maintain and repair all ventilating equipment consisting of ventilating, exhaust, and utility fans, associated with the operation of HVAC systems.

b. Peripheral Systems. The Contractor shall maintain and repair peripheral systems associated with the equipment included in Attachment A, including the following:

(1) Electrical and electronic controls shall be maintained and repaired, including all related components; air driers, refrigeration and/or chilled water systems; and timing devices, switches, microprocessors, transformers, relays, sensors, gauges, thermometers, thermostats, subbases, covers, guards, sending units, dampers, wiring, tubing actuators, valves, regulators, master and submaster controllers, etc., normally associated with the contracted equipment.

(2) All electrical wiring and conduit from the load side of the equipment starter; the equipment starter; the respective electrical drive motor for all equipment with remote magnetic starters, contacts, relays, etc.

(3) All refrigeration and oil systems piping and components thereof.

(4) All motors, starters, heaters, contacts, relays, fuses, timing devices, switches, transformers, wiring, etc., not specifically included elsewhere in the contract.

(5) Condenser water and chilled water circulating pumps, motors, starters, contacts, relays, switches, fuses, wiring, heaters, base mounts, shafts, couplings, drives, guards, valves, seals, gaskets, rupture discs, pressure gauges, strainers, filters, and thermometers.

(6) Chilled/Boiler water make-up systems to include all valves, filters, strainers, and other related components thereof that are down stream from the make-up pressure regulating valve and/or manual by-pass valves, and to that point where the make-up water enters the chilled or Boiler water system.

XV. GENERAL TERMS, CONDITIONS, AND INSTRUCTIONS

1. **MANDATORY PRE-BID MEETING:** There will be a **mandatory pre-bid meeting at 9:00 a.m. on Friday, May 11, 2018**, in the Caucus Room, 1st floor, City Hall, 116 W. Beverley Street. At this meeting, contractors will have an opportunity to ask questions regarding this bid, tour all facilities, and inspect all HVAC equipment associated with this bid.
2. **BID QUESTIONS AND ADDENDA:** Prior to submitting their bid, it is the bidder's responsibility to check the City web-site (<http://www.staunton.va.us/solicitations>) for any addenda associated with this Invitation for Bid. All questions following the pre-bid meeting must be submitted in writing and faxed to Tim Powell, Superintendent of Facility Services/Refuse at (540) 332-3894 **no later than noon May 17, 2018**. Questions and answers and any addenda issued will be available on the City web site by 5:00 p.m. Friday, May 18, 2018.
3. **INSURANCE REQUIREMENTS:** Prior to contract signing, the contractor must furnish Certificates of General Liability, Vehicle Liability, and Workman's Compensation Insurance in amounts not less than \$2,000,000, \$1,000,000, and \$500,000 respectively to the City. All insurance coverages shall be written by companies licensed to do business in Virginia and shall be administered by a Virginia registered agent.
4. **HOLD HARMLESS:** The successful Contractor shall indemnify, defend and hold harmless the City, its members of Council, officers, directors, agents and employees, against any and all claims, liabilities, losses, damages, costs and expenses (including reasonable attorney fees) arising out of, or resulting from any and all injuries to persons or damage to property arising out of services performed hereunder or by reason of the intentional or negligence acts or omissions of the Contractor, its employees, agents or sub-consultants, including any independent contractors. The provisions of this section shall survive the completion, termination or expiration of the Agreement.

5. **CONTRACT TERMS:**

- a. The City will enter into a one (1) year contract with the successful bidder beginning July 1, 2018 through June 30, 2019. The City reserves the right to extend the contract on an annual basis for four (4) additional one (1) year periods providing both parties agree to compensation changes. No change in costs at renewals shall exceed the change in the Consumer Price Index for All wage Earners for this region. The City reserves the right to re-solicit bids from other contractors after each one (1) year period.
- b. If, through any cause, the contractor shall fail to fulfill in a timely and proper manner the obligations agreed to, the City shall have the right to terminate the contract by specifying the date of termination in a written notice to the contractor at least thirty (30) days before the termination date. The City may terminate this contract without cause in the event funds are not appropriated the City of Staunton.
- c. The contractor shall not assign or transfer any interest in the contract without prior written consent of the City.

6. **CONTRACTOR UNDERSTANDING:** It is understood and agreed that the Contractor has by careful examination, satisfied himself as to the nature and locations of the work, the character of equipment and facilities needed preliminary to and during the prosecution of the work, the general and local conditions and all other matters which in any way effect the work under this contract. No verbal agreement or conversation with any officer, agent or employee of the City either before or after the execution of this contract, shall affect or modify any of the terms or obligations herein contained.

7. **SUBMISSION AND RECEIPT OF BIDS:**

- (A) Bids, to receive consideration, must be received prior to the specified time and date of opening as designated in the invitation.
- (B) Unless otherwise specified, bidders must use the bid form furnished by the City. Failure to do so may cause bid to be rejected. Removal of any part of the bid form may invalidate the bid.
- (C) Bids having any erasures, corrections, or typewriter opaquing fluid are not acceptable and will result in rejection of the bid. Prior to submission or opening, errors may be crossed out, corrections entered in ink and initialed in ink by the person signing the bid. No bid shall be altered or amended after the specified time for opening.
- (D) All bids shall be either typewritten or filled in with ink in order to be considered. Also, all bids must be signed in ink in order to be considered.
- (E) Bids concerning separate bid invitations must not be combined on the same form or placed in the same envelope. Bids submitted in violation of this provision may not be considered.
- (F) When specified, each bid shall be accompanied by a bid bond with surety satisfactory to the City or a cashier's or certified check, made payable to the Treasurer, City of Staunton, in an amount equal to 5 per cent of the total bid price. In the event of default by the bidder the 5 per cent deposit shall be and represent liquidated damages to the City.

8. **ANNUAL CONTRACT USAGE REQUIREMENTS:** Whenever a bid is sought seeking a source of supply for an annual contract for products or services, the quantities or usage shown are estimates only. No guarantee or warranty is given or implied by the City of Staunton as to the total amount that may or may not be purchased from any resulting contracts.
9. **PRICING:**
- (A) Bidder warrants by virtue of bidding that prices, terms, and conditions quoted in his bid will be firm for acceptance for a period of sixty (60) days from the date of bid opening unless otherwise stated by the City or bidder.
 - (B) Prices should be stated in units of quantity as specified in the bid form. In case of error in extension of prices in the bid, the unit price shall govern.
 - (C) Bids based on a firm price or those including a "Downward Escalator" clause for an annual contract period may be given preference over lower ones bearing an "Escalator" clause for an annual contract period.
 - (D) When an annual contract is not requested by the City, and the bid is for products or services to be delivered on a one time only or staggered basis, only firm pricing shall be given consideration. General terms such as "Price in effect at time of delivery" shall be cause for rejection of bid.
10. **DELIVERY POINT:** All items shall be delivered F.O.B. destination, and delivery costs and charges included in the bid price. Failure to do so may be cause for rejection of bid. The bidder shall assume all liability and responsibility for the delivery of merchandise in good condition to the specified delivery location(s).
11. **CASH DISCOUNTS:** Cash discounts will be considered in determining the award.
12. **BRAND NAMES:** Unless otherwise provided in the invitation for bid, the name of a certain brand, make, or manufacturer does not restrict bidders to the specific brand, make, or manufacture mentioned; it conveys the general style, type, character, and quality of the equipment desired. The City shall determine in its sole discretion equipment bid to be equal of that specified, considering quality, workmanship, economy of operation, and suitability for the purpose intended, shall be accepted.
13. **SPECIFICATIONS:** The bidders must also indicate any variances from our specification and/or conditions, NO MATTER HOW SLIGHT. If variations are not stated in the bid, it will be assumed that the product or service fully complies with our specifications. The Purchasing Department is not responsible for locating or securing any information which is not included in the bid. Accordingly, to insure that sufficient information is available, the bidder must furnish as part of his bid all descriptive material, (i.e., Catalog Cuts, illustrations, drawings, specifications, or other information) necessary for the Purchasing Department to determine whether the goods or services offered meet the salient characteristic requirements of the bid.
14. **LATEST MODEL/QUALITY:** Bidder shall bid on the latest model, design, etc. of this type of equipment by the manufacturer of which he represents. Equipment shall be new and unused.

15. **NOTICE OF AWARD**: Notice of award will be posted at www.staunton.va.us/vendors.
16. **DRUG-FREE WORKPLACE**: During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000.00, so that the provisions will be binding upon each subcontractor or vendor.
17. **NON-DISCRIMINATION**: During the performance of this contract, the contractor agrees as follows:
- a. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and the applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
 - b. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
 - c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
- The contractor will include the provisions of the foregoing paragraphs a, b and c in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.
18. **COOPERATIVE PROCUREMENT**: This procurement is being conducted on behalf of other public bodies, in accordance with § 2.2-4304 (A) of the Code of Virginia. If authorized by the bidder, the resultant contract may be extended to any public body in the Commonwealth of Virginia in accordance with contract terms.
19. **SCC REQUIREMENTS**: Pursuant to Code of Virginia, §2.2-4311.2 subsection B, a bidder or offeror organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 is required to include in its bid or proposal the identification number issued to it by the State Corporation Commission (SCC). Any bidder or offeror that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 or as otherwise required by law is required to include in its bid or proposal a statement describing why the bidder or offeror is not required to be so authorized.

20. **IMMIGRATION REFORM**: During the performance of this contract, contractor agrees that they will not, and shall not knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.
21. **FORUM SELECTION**: Any action, proceeding, or claim in any way related to this agreement or the relationship between the parties shall be filed and maintained solely in the General District Court or the Circuit Court of the City of Staunton, Virginia.
22. **APPROPRIATIONS**: The obligations of the City of Staunton are subject to and contingent upon annual appropriation by City Council of sufficient funds for the purposes of this contract. In the absence of such annual appropriation, either the City of Staunton or the contractor may terminate this contract by giving not less than ten (10) days prior notice to the other, specifying this reason for the termination, and upon effective termination pursuant to this provision, any compensation due shall be equitably adjusted by mutual agreement.
23. **PROMPT PAYMENT ACT**: Any contract awarded as a result of this Request for Proposal shall incorporate the terms and conditions of Article 4 of the Virginia Public Procurement Act with respect to Prompt Payment.
24. **NEGOTIATION WITH SUCCESSFUL BIDDER**: The City reserves the right to negotiate contract terms with the successful offeror for items/services other than those specifically stated in this IFB in the best interest of the City and agreed to by the contractor in accordance with section 2.2-4318 of the Code of Virginia. Additional work of reasonable scale shall be priced consistent with proposal to allow for additions and future expansions.
25. **PERMITS AND LICENSES**: A building permit is not required. However, the successful contractor must obtain a City of Staunton business license. License may be obtained at the City Hall building 116 W. Beverley Street, Staunton, VA.
26. **TAX EXEMPTION**: A tax-exempt certificate will be provided to the successful contractor on request.

ATTACHMENT A

HVAC ATTACHMENT A 2018

Building	Component	Manufacturer	Model Number	S/N or P/N	Location	1st Filter	Qty	2nd Filter	Qty	Type	PM Sched
Art Center	Air Handler	Heil	EDM2X60LA2	X074359814	Kitchen	12X24X1	2			Pleat	Q
Art Center	Condensing Unit HP	Heil	N2H360AKB100	E073906577	Behind Building						A
BTW	Boiler (steam) 15 psi	Burnham - 86.2 HP	4FL-345-40-G-GP	23667	Boiler Room						A
BTW	Condensate Pump	ITT	WC-8-20A	7910	Boiler Room						A
BTW	Steam Radiators (25)	Unknown	Unknown	Unknown	Throughout Building						A
BTW	H & V Cabinets (8)	Nerblitt	Unknown	Unknown	Throughout Building	Unknown		8X44X1	8	Pleat	A
BTW	Package Unit	Carrier	48GX-06009031	050DG11541	Gym Roof	12X24X2	3			Pleat	Q
BTW	Package Unit	Carrier	48GX-06009031	1100G11824	Gym Roof	12X24X2	3			Pleat	Q
BTW	Package Unit	Trane	4YCC4060A1115AA	17161JGC9H	Gym Roof	18X20X1	2			Pleat	Q
BTW	Package Unit	Carrier	48GX-06009031	3798G11111	Gym Roof	12X24X2	3			Pleat	Q
City Hall	Air Handler	Libert	Unknown	Unknown	1st Floor Computer Room	16X25X4	2			Pleat	M
City Hall	Air Handler	Libert	Unknown	Unknown	2nd Floor Computer Room	16X25X4	2			Pleat	M
City Hall	Air Handler	Libert	Unknown	Unknown	Dispatch (911) Cbaset	16X25X4	2			Pleat	M
City Hall	Condensing Unit	Libert (10 ton)	Unknown	Unknown	Roof						SA
City Hall	Condensing Unit	Libert (3 ton)	DMC037 A-P11	Unknown	Roof						SA
City Hall	Condensing Unit	Libert (5 ton)	Unknown	Unknown	Ground Behind Bldg						SA
City Hall	Air Handler	Trane	TAM7A0B30H21SAA	12043MJ2V	1st floor IT Office	20X20X1	1			Pleat	Q
City Hall	Condensing Unit	Trane (10 ton)	4TWX6024E10000BA	1210359C2F	Ground Behind Bldg						A
City Hall	Boiler	PK Thermiflic	N-1000	AY33-11-35733	Basement Mech. Rm						A
City Hall	Cabinet Heater (8)	Snyder General	CHF003AIT	Unknown	Throughout Building	8X19X1	8			Pleat	A
City Hall	Pump	Marathon	XVN182TTDR7026DT	Unknown	Mechanical Room						A
City Hall	Pump	B&G	Unknown	Unknown	Mechanical Room						A
City Hall	Package Unit (60 Ton)	McQuay	RPS060C1Y	3XC0492700	Roof	16X25X2	28			Pleat	Q
City Hall	Package Unit (18 Ton)	McQuay	RPS018BY	3XC0191919	Roof	16X25X2	10	16X20X2	5	Pleat	Q
City Hall	Package Unit (18 Ton)	McQuay	RPS018BY	3XC0192019	Roof	16X25X2	10	16X20X2	5	Pleat	Q
City Hall	CAV (48)	Envirotech	Unknown	Unknown	Throughout Building						N/A
Court Building	Air Handler	Carrier	38NXXH 1712NVR5A 177	0894T50117	1st Floor Ceiling	16X25X2	6	16X20X2	3	Pleat	Q
Court Building	Air Handler	Carrier	39LC1121CA1034-R	D694T50056	3rd Floor Ceiling	16X20X2	9			Pleat	Q
Court Building	Air Handler	Carrier	Unknown	Unknown	Attic	16X20X2	16			Pleat	Q
Court Building	Chiller 50 Ton	Carrier AquaSnap	30RAP0505DA00100	2715Q54236	Roof						A
Court Building	Boiler	PK Thermiflic	N-1500-2	CY50-12-36657	Basement						A

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ATTACHMENT A

HVAC ATTACHMENT A 2018

Building	Component	Manufacturer	Model Number	S/N or P/N	Location	1st Filter	Qty	2nd Filter	Qty	Type	PM Sched
Court Building	Pump (hot water)	B&G	M98002		Basement						A
Court Building	Pump (chill water)	B&G	28G7125BF	1848196	Attic						A
Court Building	Package Unit	Carrier	50H5018-301	0894G02091	Jury Room 2nd Floor						Q
Court Building	Condensing Unit	Carrier	38QR018C300	0494X02561	Roof						A
Court Building	VAV (17)	Carrier	45C14441201774		Throughout Building	5X16X1	17			Polv	Q
Court Building	PATC Cabinet Unit	Carrier	52SQA209301 AA	4193E65193	Clerks Office 1 st Fir						Q
Fire Station #1	Air Handler 5 Ton	Trane	GMA5B0C60M51EAA	161D1H9MAV	2nd Floor Mech Room	22X20X1	1			Play	Q
Fire Station #1	Air Handler 2.5 Ton	Trane	GMA5B0B30M21EAA	161925B0BV	2nd Floor Mech Room	20X20X1	1			Play	Q
Fire Station #1	Air Handler 4 Ton	Trane	GMA5B0C48M41EAA	16182MOMAV	2nd Floor Mech Room	22X20X1	1			Play	Q
Fire Station #1	Condensing Unit 5 Ton	Trane	4TTA3060D3000A	16302PF05F	Behind Building						A
Fire Station #1	Condensing Unit 2.5 Ton	Trane	4TTA4030L1000AA	163023HT5F	Behind Building						A
Fire Station #1	Condensing Unit 4 Ton	Trane	4TTA3048D3000CA	16205M32SF	Behind Building						A
Fire Station #1	Boiler	Weil McLean	EGH-1G5-P1	Unknown	2nd Floor Mech Room						A
Fire Station #1	Pump (hot water)	B&G	M74791	M80067L59	2nd Floor Mech Room						A
Fire Station #1	Heater Ceiling (7)	Unknown	Unknown	Unknown	Truck Bays						A
Fire Station #1	Heater Wall (2)	Unknown	Unknown	Unknown	Equipment Rooms						A
Fire Station #2	Condensing Unit	Carrier	38EYG060500	38EYG060	Outside						A
Fire Station #2	Air Handler	Carrier	58STA11D---1222	3505A31616	Attic	20X25X1	1			Play	Q
Football Field House	Package Unit	McQuay (12 ton)	MPS008AGDL22E	Unknown	Outside Behind Bldg	17X17X2	6			Play	A
Gym	Split System	Carrier	58MXA080-16	4096A02244	Store Room	16X25X1	1			Play	Q
Gym	Condensing Unit	Carrier	38TKB042300	3496E21313	Outside						A
Gym	Package Unit	Carrier	48ENE034500CA	4096F33186	Outside	20X24X2	10			Pleat	Q
Health Department	Package Unit	Carrier	48TJE012501A	3395G30134	Roof	20X20X2	4			Pleat	Q
Health Department	Package Unit	Carrier	48TJF012501	4694G30349	Roof	20X20X2	4			Pleat	Q
Health Department	Package Unit	Carrier	48TJE08511 GA	1695G30175	Roof	16X20X2	4			Pleat	Q
Health Enviro Serve	Package Unit 7.5 Ton	Trane	YSC090F3HA1V000	164810206L	Roof	16X25X2	4			Play	Q
Health Enviro Serve	Package Unit 7.5 Ton	Trane	YSC090F3HA1V000	163914308L	Roof	16X25X2	4			Play	Q
Library	Air Handler	Carrier	39RX2535NVB52635	1594T52635	Basement Mech Rm	16X25X2	20			Pleat	Q
Library	Air Handler	Carrier	39NXV21 N52638	1594T52638	2nd Floor Mech Rm	61X25X2	12			Pleat	Q
Library	VAV (28)	Carrier	Unknown	Unknown	Throughout Building	5X16X1	28			Play	Q

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HVAC ATTACHMENT A 2018

Building	Component	Manufacturer	Model Number	S/N or P/N	Location	1st Filter	Qty	2nd Filter	Qty	Type	PM Sched
Library	Boiler	PK MACH	C-1050	W835-16-12965	Basement Mach Room						A
Library	Pump (hot water)	B&G	M98002	Unknown	Boiler Room						A
Library	Chiller 70 ton	Carrier AquaSnap	30RAP0706D-0L3-H4	Unknown	Behind Building						A
Library	Pump (chill water)	B&G	M3615T	36G784W415	Boiler Room						A
Neibon St. Center	Boiler (hot water)	PK Thermifl	N-700	AY06-12-36096	Boiler Room						A
Neibon St. Center	Circulator Pump	B&G	106189	Unknown	Boiler Room						A
Neibon St. Center	Circulator Pump	B&G	S-B-16	Unknown	Boiler Room						A
Neibon St. Center	Circulator Pump	Armstrong	810119-001	Unknown	Boiler Room						A
Neibon St. Center	H & V Cabinets (4)	Unknown	Unknown	Unknown	Throughout Building	8X27X1	4			Play	A
Neibon St. Center	HW Radiators	Unknown	Unknown	Unknown	Throughout Building						A
New Street Garage	Heat Pump #1	Carrier	36QR036C511	1801X06684	Garage						A
New Street Garage	Ceiling Fan Unit	Carrier	400KE049-3	1899100099	Visitors Center	18X18X1	2			Wash	Q
New Street Garage	Heat Pump #2	Carrier	36QR030C321	2801X13025	Garage						A
New Street Garage	Ceiling Fan Unit	Carrier	400KE036-3	2100100076	Retail Space	18X18X1	2			Wash	Q
New Street Garage	Heat Pump #3	Carrier	36QR036C511	1801X06689	Garage						A
New Street Garage	Ceiling Fan Unit	Carrier	400KE048-3	1899100100	Retail Space	18X18X1	2			Wash	Q
Park Maint Shop	Air Handler	Carrier	FB4ANF306	2394A05378	Storage Room	16X25X1	1			Poly	Q
Park Maint Shop	Condensing Unit	Carrier	36CK036330	2094E06747	Out Side						A
Pro Shop	Air Handler	Carrier 2 ZW	56MVP080-F-1-14	5101A11141	1 st Floor Storage	16X20X1	1			Poly	Q
Pro Shop	Condensing Unit	Carrier			Out Side						A
Public Works	Condensing Unit	York	E2HB018508A	MKYM270508	Restrooms						A
Public Works	Air Handler	York	N2AHD06A06D	EMYS216704	Restrooms	12X24X1	1			Poly	Q
Public Works	Heater Ceiling Cabinet	Air Ease	Unknown	Unknown	Garage Bay #9						A
Public Works	Heater Ceiling Cabinet	Sterling	Unknown	Unknown	2nd floor bay #2						A
Public Works	IFR Ceiling Tubas (5)	Reflect-O-Ray	Unknown	Unknown	Maintenance bays						A
Public Works	Package Unit	York	D8YS024H0456A	NMYM070605	Behind Building	16X25X1	1			Poly	Q
Public Works	Package Unit	Trane	YSC082A3RMA 120	335102393L	Behind Building	16X25X2	4			Play	Q
Public Works	Waste Oil Burner	Clean Burn	CB-2500	2005	Bay #8						SA

ATTACHMENT A

HVAC ATTACHMENT A 2018

Building	Component	Manufacturer	Model Number	S/N or P/N	Location	1st Filter	Qty	2nd Filter	Qty	Type	PM Sched
Public Works	Oil Circulator Pump	Suntac	J3NBN-A 132B	Unknown	Bay #7						A
Public Works	Oil Circulator Motor	AO Smith	11646	316P717	Bay #7						A
Randall Building	Air Handler	Carrier	58MV/P080-F-1-20	3301A13279	Basement	14X20X1	1			Play	Q
Randall Building	Condensing Unit	Carrier	38YXA060320	1801E21555	Out Side Alley						A
Randall Building	Air Handler	Carrier	58MHB100-20	3501A65431	Attic	20X20X1	1			Poly	Q
Randall Building	Condensing Unit	Carrier	38YXA060320	3101 E04899	Out Side Alley						A
Recreation Office	Condensing Unit	Carrier	38YXA024300	0800E08398	Out Side						A
Recreation Office	Condensing Unit	Carrier	38YXA024300	0800E08394	Out Side						A
Recreation Office	Condensing Unit	Carrier	38YXA030300	5099E06703	Out Side						A
Recreation Office	Condensing Unit	Carrier	38YXA036300	1100E07849	Out Side						A
Recreation Office	Condensing Unit	Carrier	38YXA042300	3899E05988	Out Side						A
Recreation Office	Condensing Unit	Carrier	38YXA060310	2499E05918	Out Side						A
Recreation Office	Air Handler	Carrier	58MV/P080-20	3899A02749	Basement	14X20X1	1			Poly	Q
Recreation Office	Air Handler	Carrier	58MV/P060-14	0500A00888	Basement	14X20X1	1			Poly	Q
Recreation Office	Air Handler, 1 2V	Carrier	58MV/P060-14	0500A00871	Basement	20X24X1	1			Poly	Q
Recreation Office	Air Handler	Carrier	58MV/P080-14	0500A00887	Basement	16X24X1	1			Poly	Q
Recreation Office	Air Handler, 2 2V	Carrier	58MV/100-20	0600A19054	Attic						Q
Recreation Office	Air Handler	Carrier	58MV/P060-14	0500A00882	Attic						Q
Recreation Office	Condensate Pumps 3	Hartell	KTP-15X-1 UL	Unknown	Basement						N/A
Water Treat Plant	Boiler	PK MACH	C-1050	W833-17-13676	1 st floor Mech Room						A
Water Treat Plant	Pump (hot water)	Bell & Gossett	3N6043	Unknown	1 st floor Mech Room						A
Water Treat Plant	Cabinet Heaters (13)	Trane	B429004	568360103	Throughout Building	8X32X1	13			Play	A
Water Treat Plant	Ceiling Heaters (11)	Trane	Unknown	Unknown	Throughout Building	8X32X1	11			Poly	A
Water Treat Plant	Hot Water Radiators	Unknown	Unknown	Unknown	Throughout Building						A
Water Treat Plant	Chiller	Trane	CQA120B3HOEA	2244T3400	Behind Building						A
Water Treat Plant	Pump (chill water)	Armstrong	15X1XB	468272	1st floor Mech Room						A

ATTACHMENT B
AUTOMATED BUILDING CONTROLS

TAC controls installed in the below listed buildings will not be covered under this contract. Eleven-(11) Square D, variable frequency drives (VFD) installed in City Hall, Court Building and Library will not be covered. Equipment not covered will be identified as TAC or Schneider Electric and verified with contractor.

1. Art Center
2. Booker T. Washington
3. City Hall
4. Court Building
5. Fire Station #1
6. Library
7. Park Maintenance
8. Public Works
9. Recreation Office
10. Water Treatment Plant

Note: All other system controls not associated with the TAC/Schneider Electric will be covered under contract.

ATTACHMENT C
LIST OF REQUIRED RECORDS AND REPORTS

TYPE	DUE BY	DESCRIPTION
Emergency Service Call	FAX w/in 2 HRS	Summary of problem and action
Monthly Report	By 10 th of following month	Details all work performed during previous month
End of Year Report	Within 5 days of completion	Transfer all files to the CA
Individual Building Log	Every Site Visit	Note time in/out and service performed
Building File	Within 10 days of action	Kept by contractor. All building information and Service Requests
Breakdown of PM schedule by facility and unit	Within 30 days after contract award	
Schedule of filter maintenance for every unit requiring filter change	Within 15 days after to start of contract	

All reports shall be sent to the Facility Services Superintendent: powelltc@ci.staunton.va.us

FAX: (540) 332-3894

or

MAIL: P.O. Box 58, Staunton, VA. 24402-0058

**ATTACHMENT D
CRITICAL RESPONSE UNITS**

These locations require a response time of two-(2) hours or less when an "emergency" call is received.

1. 911 Dispatch Center, Police department, Ground floor of City Hall.
2. IT (City Information Technology) 1st floors City Hall.
3. IT (School Board Information Technology) 2nd floor City Hall.

Staunton Circuit Courtroom on 2nd floor and Staunton General District Courtroom 1st floor of Circuit Court Building.

ATTACHMENT E
City of Staunton HVAC Contract Building Address Listings

1. Art Center 600 Churchville Ave
2. Booker T. Washington – 1141 West Johnson Street
3. City Hall – 116 West Beverley Street
4. Staunton Circuit Court Building – 113 East Beverley Street
5. Fire Station #1 – 500 North Augusta Street
6. Fire Station #2- 302 Grubert Ave.
7. Football Field House – 600 Churchville Ave, Gypsy Hill Park
8. Gym – 600 Churchville Ave, Gypsy Hill Park
9. Health Department – 1414 North Augusta Street
10. Environmental Health and Vital Statistics Office – 1426 North Augusta St.
11. Staunton City Library – 1 Churchville Ave
12. Nelson St. Center – 900 Nelson Street
13. New Street Garage – 35 South New Street
14. Park Maintenance Shop – 600 Churchville Ave, Gypsy Hill Park
15. Golf Pro Shop - 600 Churchville Ave, Gypsy Hill Park
16. Public Works – 1911 Craigmont Road
17. Randall Building – 21 North New Street
18. Recreation Office – 1000 Montgomery Ave
19. Water Treat Plant – 1907 Craigmont Road