

Bid Request for
Preventative Maintenance Service Agreement
For HVAC and Mechanical Systems in the
Ellis County Detention Center, Sheriff's Sub-Station and Law Enforcement Center
Waxahachie, Texas

Description

Ellis County is seeking bids for a yearly preventative maintenance service agreement for the HVAC and mechanical equipment at the Ellis County Detention Center located at 300 South Jackson Street in Waxahachie, the Sheriff Sub-Station located on Hoyt Road six miles west of Waxahachie off FM 1446 and Law Enforcement Center located on FM 878 two miles east of Waxahachie.

The initial preventative maintenance service agreement is to include but not limited to the following equipment:

GENERAL SUMMARY OF EQUIPMENT			
QUANTITY	ITEM	BRAND	SIZE
Detention Center			
2	Roof mounted chiller	McQuay	130 Ton / each
1	Ground mounted chiller	York	220 Ton
51* ** (approx. number)	Exterior Condensing Units with respective Air Handling Units	Misc. Brands	Multiple sizes
Law Enforcement Center at County Farm			
5	Exterior Condensing Units with respective Air Handling Units/Elec. Heat	Lennox	5 and 3 ton
Sheriff's Sub-Station (2000 sq. ft. residential structure on Hoyt Road)			
2	Residential HVAC units	Payne and Carrier	Small
1	One piece package unit	Marvair, Modpac II	
Mechanical Equipment located in Detention Center			
2	Sump Pumps located in prisoner tunnel		
Misc	All valves located in both the new and old mechanical rooms		
As shown on Sheet M-702***	Unit heaters, Exhaust Fans and Hoods, Boilers, Chillers, Expansion Tanks, Pumps, HVAC Crac units, etc.		

***Preliminary inventory sheets for the jail HVAC units from the 1990 and 2000 jails are attached.**

****Sheets M-4 and M-6, mechanical schedules, from 1988 are also attached.**

Sheet M4.2 from the 2000 addition is attached.

***** Sheets M-701,702, mechanical schedule, from the 2010 jail addition are attached.**

Ellis County makes no claims concerning the current accuracy or correctness of the attached sheets.

Bidders shall attend the mandatory scheduled pre-bid meeting to:

- a. **Learn the layout of the jail**
- b. **View and inspect the equipment**
- c. **Make their own inventory and evaluation of the equipment if desired**

Inspection and Maintenance Schedules

A. TWICE PER YEAR

All HVAC units and chillers are to be inspected, serviced, tested and reported on two times per year.

Spring Inspection (prior to the cooling season) shall include, but is not limited to the following:

- Check and clean or replace filters
- Connect gauges and check operating pressures
- Record liquid line and suction line pressures
- Check for signs of refrigerant leaks
- Check all motor amperage draws
- Record temperature differential across evaporator coil
- Check evaporator suction line temperature
- Lubricate moving parts as applicable
- Check belts and adjust tension, if needed
- Check pressure cut-out settings
- Check start capacitors and potential relays, if applicable
- Check compressor contactor
- Check all wiring and wiring connections
- Clean condenser coils
- Check condensate drain operation
- Supply and place biocide tablets in condensate pans
- Check reversing valve (heat pumps only)
- Check defrost control operation (heat pumps only)
- Record and report all data to owner

Fall Inspection (prior to the heating season) shall include, but is not limited to the following:

- Check and clean or replace filters
- Check and adjust thermostat
- Check and adjust all safety controls
- Lubricate moving parts as applicable
- Check belts and adjust tension, if needed
- Check and/or replace filters
- Check fan control
- Record temperature rise
- Check complete heating cycle
- Check electrical wiring connections and insulation
- Clean burners and pilot (gas furnaces)
- Check spark ignition operation (gas furnaces)
- Check for gas leaks (gas furnaces)
- Check vent pipe and draft diverter (gas furnaces)
- Check amperage draw on each element (electric heaters)
- Check sequence of operation (electric heaters)
- Record and report all data to owner

Chiller – (Twice per year)

- Oil Samples
- Check contacts
- Check amps and volts while in operation
- Inspect fans and blades
- Check and clean coils
- Use computer dialogists to check sensor and ensure proper set points
- Review and adjust water temperatures for both in and out
- Record and report all data to owner

Spring and Fall Report

The spring and fall inspections shall be fully documented in a written format. Each piece of equipment inspected shall have an individual work sheet denoting at a minimum the following items:

Unit #, Unit Model and Brand, Unit size, the area serviced by unit, unit location, date, service technician and a complete listing of all service information checked on the unit.

The completed written report shall be submitted to the owner in a 3-ring binder no later than one week after the inspection is completed.

B. QUARTERLY

The successful bidder shall check, change and supply all filters as needed on a quarterly basis during normal operating season. Biocide tablets shall also be supplied and placed in condensate pans.

Upon completion of the Quarterly Inspection a single written signed report shall be submitted to the owner noting any filters that required attention, repairs made or needed and any other potential problems or abnormalities noted.

C. MONTHLY

A visual walk thru inspection shall be made once per month. Any coils or filters that are dirty shall be cleaned or changed.

Upon completion of the Monthly Walk Thru a single written signed report shall be submitted to the owner noting any filters that required attention, repairs made or needed and any other potential problems or abnormalities noted.

D. WEEKLY

During spring "Cottonwood Season" cleaning and washing of the chillers and AC condenser coil is required on an as needed weekly basis until Cottonwood lint subsides.

Cleaning of Coils

The standard for cleanliness for an acceptable coil is that the coil surface must be fully void of dirt and debris, and light must pass through the coil fins. Some coils may require several cleanings to meet the standard.

Upon completion of the cleaning of the coils, the contractor shall submit a signed worksheet denoting the coils were cleaned, the pre-cleaned condition of the coils and an estimate of when the coils might require cleaning again.

Inspection of Mechanical Items

All piping valves associated with the water, hot water, fire or chilled water system are to be exercised by fully opening and closing each valve on a regular schedule two times per year.

Two sump pumps located in the prisoner tunnel shall be inspected and tested for operation on a monthly basis. All debris and growth removed from the float controls during each inspection. The sump pits, and sump channels shall be properly maintained and cleaned on a regular basis as needed.

All vents and exhaust hoods associated with the kitchen and laundry areas shall be cleaned and services as required on a monthly basis.

All adjustable HVAC vents and fresh air intakes shall be cleaned and maintained as necessary to keep them in good operating condition.

Exhaust vents located on the roofs of the buildings shall be inspected, cleaned, secured for wind and kept in good operating condition.

Maintenance schedule and service requirements for mechanical equipment not specifically listed in this request shall be serviced following accepted industry standards. All such equipment should be listed in the bidder's comprehensive equipment inventory along with the respective proposed service.

Initial Minor Repairs and Cleaning of the entire HVAC System

Bidders shall include in their bid a cost for a one time minor repair and cleaning of the entire HVAC System. This item shall include, but not be limited to examples items such as:

- Securing of loose conduits
- Reattachment of missing sheet metal covers on units
- Replacement of electrical conduit box and motor box covers and lids
- Reattaching all ground wiring
- Complete cleaning of units and removal of all feathers and bird droppings in and around units
- Cleaning all dampers and bring them into working condition
- The bid should include a complete list and description of all items to be repaired and cleaned.

Initial repairs and cleaning is of the major items considered in the "Bid Evaluation Criterion." The most comprehensive and cost effective bid will be rated the highest.

Jail Roof Access

Access to the roof is obtained by means of an elevator located in the secured portion of the jail. During maintenance every effort will be made to cooperate with the successful bidder to minimize wait time for access. However, guard escort to the roof is always mandatory. Consequently, careful planning and coordination by the contractor will be required to minimize trips.

Chiller Circulation Water

Ellis County maintains a separate contract with a water company to keep the chemical balance of the water in the chillers.

Filters

The contractor shall purchase and install all necessary filters. However, it is not the intention of the contract to waste products or resources. If on rare occasion, a filter can be cleaned and reused and still remain within acceptable industry standards the practice is acceptable.

Incidental Labor and Material Rates

Bidders shall submit labor and material rates for repair and maintenance work beyond the scope of the Preventative Maintenance Agreement. Rates shall be provided for normal working hours as well as for nights, weekends and holidays. Ellis County reserves the right to shop pricing for such repairs and to have others make such repairs if deemed advantageous to the County.

Replacement or Installation of New Equipment

The successful bidder should be prepared to provide pricing for any new or replacement equipment necessary during the term of the preventative maintenance agreement. However, Ellis County reserves the right to shop pricing for such equipment and its installation. Furthermore it shall be at the sole discretion of Ellis County to have any equipment desired installed by others at any time.

Inclusion of New or Replacement Equipment into the PM Agreement

Any new or replacement equipment can be incorporated into the existing PM Agreement upon mutual agreement of the successful bidder and Ellis County. Warranty work on any new equipment installed shall be the responsibility of the installer.

Warrantee of work

The contractor shall include in the bid a full description of their warrantee of labor and material.

Legal Actions, Financials and Safety Record

The contractor shall include in the bid statements regarding the company's finances, any present or recently past legal actions and safety record.

Contractor Personnel

The successful bidder shall schedule the same personnel to perform regular maintenance work on this Preventative Maintenance Agreement. Substitute personnel shall be used only on rare occasions due to vacation, sickness, etc. Ellis County reserves the right to request different personnel in the event that the PM Agreement is not being fulfilled as desired.

Agreement Cancellation

Ellis County reserves the right to cancel the entire agreement for any reason with 10 days notice.

Billing and Payment for Agreement

Monthly billing and payments shall be made for the PM Agreement. All additional work and materials shall be approved on a work order with a signature by an Ellis County representative prior to commencement of work.

Bid Evaluation

Bidders shall provide in their submittal information necessary for the evaluation below:

BID EVALUATION CRITERION		
a.	Original bidder comprehensive inventory of all equipment initially included in agreement. <i>(Make any additions or deletions to the lists provided as necessary)</i>	
b.	The names, qualifications and experience of proposed regular service technicians.	
c.	A sample of proposed inspection report sheet	
d.	Pricing for yearly PM Agreement	
e.	Initial Repairs and Cleaning <ol style="list-style-type: none">1. Complete list of items and the description of repairs2. Lump Sum pricing for all repairs and cleaning	
f.	Pricing of labor and materials for incidental repairs beyond the scope of the PM agreement	
g.	Financials and safety record	
h.	Completeness and responsiveness of the Bid	
i.	Owner references from similar PM agreements	