

**"This is only the scope of work for the project. For more information, interested parties should contact Procurement at [purchasing@stp.gov](mailto:purchasing@stp.gov) to ensure receipt of a full bid package, to be listed as a plan holder and to ensure any addenda to the bid package are received."**

The intent of the RFP is for the Parish to solicit proposals to contract a service company to maintain the HVAC (Heating, Ventilating, and Air Conditioning) systems at multiple Parish locations. Proposer shall be solely accountable for providing reliable and efficient HVAC systems at each location. Proposer shall furnish all personnel, parts, materials, test equipment, tools and services in conformance with the terms and conditions.

It is **not** the intent of this RFP to outline required maintenance practices and/or procedures but to establish a very high level of performance for the Proposer. The Proposer shall be held accountable for the HVAC systems, as outlined herein, therefore it is the intent of this Request for Proposal to allow the Proposer the flexibility to develop, implement, and perform a Comprehensive Preventive Maintenance Program (Maintenance Program) within certain limitations such as:

- Access to certain equipment during normal facility hours;
- Required performance standards relating to the reliability of the systems and safety; and
- Approval of the Proposer's Safety Program.

#### **Comprehensive Maintenance Program Plan**

Proposer must demonstrate the ability to develop a Comprehensive Preventive Maintenance Program (Maintenance Program) for each location as well as the ability and resources to competently manage the program.

It is the intent of this proposal to rely on the outside expertise of the Proposer to eliminate deferred maintenance in the facility and improve the condition and reliability of the existing equipment.

Proposer shall develop various alternates for the coordination and scheduling of the Maintenance Program that shall take into consideration the facility schedule for each location. Access schedules to the equipment for performing preventive maintenance must be provided for Parish approval. The Parish shall provide reasonable and safe access to all equipment.

#### **Safety Program**

Proposer shall implement and maintain a safety program. The safety program shall be submitted to and approved by the Parish.

#### **Responsibilities**

Proposer shall perform an annual inspection of the equipment included in the HVAC Maintenance Contract. An annual inspection report outlining the make, model, type, condition, age, life expectancy, location, and the services performed on each unit, at the time of inspection, will be required annually for the Parish records. Smaller hardware, such as exhaust fans and VAV's, may be excluded from the report. The report is intended to include larger equipment such as: air handlers, condensers, chillers, boilers, pumps and other major hardware. Proposer shall work with Parish to establish a list of equipment to be included in the report at each location.

The annual comprehensive chiller inspection shall include, but is not limited to,: oil sample analysis, vibration test, tubes brushed, and leak check.

The annual comprehensive boiler inspection shall include, but is not limited to: internal and external cleansing, flue gas analysis, combustion tuning, and operations and hardware check.

Proposer will, in effect, guarantee these systems for the term of the Maintenance Contract. Proposer shall provide full maintenance and service of the full HVAC systems including replacement of parts and materials for the entire term of the Contract. The Parish will not be required to pay for repairs or replacement of any equipment included under this Contract for the term of the Contract.

All of the HVAC equipment currently housed in each of the locations shall remain Parish property. Any repairs to the current equipment, and all equipment added/replaced by the Proposer, shall become the property of the Parish.

Proposer shall be the Prime Contractor and shall assume total responsibility for all services performed. Proposer shall be the sole point of contact for all contractual matters, payments, and services. The Parish reserves the right to withhold contractual payments in lieu of services not provided per the contractual obligations.

### **HVAC System Equipment**

The preventative maintenance and the responsibility of the Proposer shall not be limited only to major pieces of equipment at each of the locations, but shall also include all appurtenant devices and systems, as listed, below related to the HVAC system at each of the following facilities:

**1. St. Tammany Parish Government Administrative Complex (S24-T07S-R11E)  
Koop Complex – Buildings A, B, & C**

**21490 Koop Dr., Mandeville, LA 70471**

**Equipment Included** in the Koop Complex Scope of Work:

Heating System - Pumps, heating coils, water strainers, unit heaters, duct heaters, heat exchangers, heating elements, tube bundles, humidifiers, dehumidifiers, cabinetry and all components contributing to proper building heating.

Cooling System – Air conditioning compressors, evaporative condensers, air-cooled condensers, evaporators, expansion devices, pumps, water chillers, cooling coils, tube bundles, sensors, refrigerant, cabinetry and all components contributing to proper building cooling.

Air Handling System – Fans, motors, contactors, starters, overloads, frequency drives, air filters, belts, dampers, safeties, induction units, outside air hardware, VAV mixing boxes, fan coil units, and all components contributing to moving/circulating air for the building.

Temperature Control System - Thermostats, pressure controllers, relays, limit switches, valve operators, damper motors, humidity controls, step switches, time clocks, contactors, controllers, capacity controls, safety controls, recorders, gauges and with Building Automation Systems both Hardware and Software.

Miscellaneous Equipment – Exhaust fans, manual valves, direct expansion valves, thermometers, gauges, magnetic starters, manual motor starters, pump and fan motor drives, belts, electrical wiring from motor starter to their respective motor, check valves, refrigerant piping and refrigerant piping insulation.

Chemical Water Treatment - Open loop condenser water system, closed loop chilled water system, closed loop heating water system. Supply all equipment and chemicals 100%.

The items listed may not include each and every component that makes up the HVAC system for each building. The items that are not listed are still the responsibility of the Proposer to maintain or replace during a failure.

Equipment **Excluded** from the Koop Complex Scope of Work:

No equipment is excluded from the scope of work at this facility.

## **2. St. Tammany Administrative and Justice Complex East (S44-T09S-R14E) Towers Building**

**520 Old Spanish Trail, Slidell, LA 70458**

Equipment **Included** in the Towers Building Scope of Work:

Heating System - Pumps, heating coils, water strainers, unit heaters, duct heaters, heat exchangers, heating elements, humidifiers, dehumidifiers, cabinetry and all components contributing to proper building heating.

Cooling System – Air conditioning compressors, evaporative condensers, and air cooled condensers, evaporators, expansion devices, pumps, water chillers, cooling coils, sensors, refrigerant, cabinetry and all components contributing to proper building cooling.

Air Handling System – Fans, motors, contactors, starters, overloads, frequency drives, air filters, belts, dampers, safeties, induction units, outside air hardware, VAV mixing boxes, fan coil units, and all components contributing to moving/circulating air for the building.

Temperature Control System - Thermostats, pressure controllers, relays, limit switches, valve operators, damper motors, humidity controls, step switches, time clocks, contactors, controllers, capacity controls, safety controls, recorders, and Building Automation Systems both Hardware and Software.

Miscellaneous Equipment – Lighting controllers, Lighting relays, Exhaust fans, manual valves, , direct expansion valves, thermometers, gauges, magnetic starters, manual motor starters, pump and fan motor drives, belts, electrical wiring from motor starter to their respective motor, check valves, refrigerant piping and refrigerant piping insulation.

Chemical Water Treatment - Open loop condenser water system, closed loop chilled water system, closed loop heating water system. Supply all equipment and chemicals. 100%

The items listed may not include each and every component that makes up the HVAC system for the building. The items that are not listed are still the responsibility of the Proposer to maintain or replace during a failure.

Equipment **Excluded** from the Towers Building Scope of Work:

No equipment is excluded from the scope of work at this facility.

**Cleaning of Equipment**

Proposer shall be responsible to clean all the equipment listed, wet wash fans & blades with soap & water, and wet wash entire fan coil unit. All cleaned units are NOT to be put online until water, dirt and debris are properly vacuumed out so that it never enters the ductwork and flex lines. All drain pans are to be cleaned so that ALL DEBRIS is removed at least annually.

**Sub-Contracting of Maintenance Work**

Proposer shall not sub-contract any of the Work without the prior written approval of the Parish. Requests shall be submitted by the Proposer in writing.

**Service Call Definitions**

Service Call – A request for service at any time for any reason relating to the HVAC equipment at any of the locations.

Emergency Service and Repair Call – When the conditioned space does not meet design conditions (temperature and humidity) a request shall be defined as an Emergency Service and Repair Call.

Urgent Service and Repair Call – When the Parish becomes aware of HVAC system deficiencies or malfunctions such as: unusual noise or vibration, unusual odors or abnormal levels of condition in compressor oil sight glasses, a request shall be defined as an Urgent Service and Repair Call.

Corrective Maintenance Service and Repair Call – Corrective Maintenance Service and Repair Calls shall be defined as those resulting from preventative maintenance and inspection, Emergency Service and Repair Calls and Urgent Service and Repair Calls.

**Response Time**

Proposer shall have the capability to respond to an Emergency Service and Repair Call twenty-four (24) hours a day, seven (7) days a week and shall do so within one (1) hour of the request.

Urgent Service and Repair Calls shall be responded to within an amount of time the Proposer judges is sufficient to prevent an Emergency Service and Repair Call.

Corrective Maintenance Service and Repair Calls for repairing or replacing HVAC system components shall be initiated within twenty-four (24) hours after the component was diagnosed as defective.

**Progress Reports:**

**Baseline Documentation of Current Conditions.**

Proposer shall perform a physical inventory of all equipment at each location to document the current model and serial number. Proposer shall tag each individual piece of equipment with a unique individual designation. Each individual piece of equipment must be photographed and described in a manner as to document the current state of deferred maintenance. This documentation shall be considered the "Baseline Documentation".

## Monthly Reports

With the preparation of the monthly reports, the Proposer shall inform the Parish of:

- any and all possible interruptions to normal activities due to scheduled maintenance activities to be completed next month;
- any scheduling problems;
- all project/maintenance activities; and
- any and all problems as they become apparent.

As required, the Proposer shall attend meetings hosted by the Parish Department of Facilities Management and appropriate committee meetings and provide status reports.

## Progress Payments

On a monthly basis, the Proposer may be paid the sum equal to one-twelfth (1/12) of the contractual service cost. Payment shall be contingent upon acceptable documentation that all work has been performed satisfactorily and in accordance with all specifications of the Contract.

## Qualifications

Proposer shall have a permanent office in the State of Louisiana. Proposer shall be registered with the Louisiana Secretary of State and be "Active" and "In Good Standing".

Proposer shall supply the Parish with a single telephone number and email, which shall be answered by the Proposer and/or the Proposer's designated representative twenty-four (24) hours a day, seven (7) days a week.

Proposer shall possess a valid Louisiana State Mechanical Contractor's license and provide this license number to the Parish.

Proposer and/or the Proposer's designated representative shall be responsible for the minimum duties enumerated, but not limited to the following:

- 1) Be responsible for all day to day activities of the Contract and provide a direct interface to the Parish.
- 2) Manage all activities of the Contract in the technical as well as business areas.
- 3) Review, approve and present all verbal and written reports to Parish.
- 4) Be "on call" to the Parish on a 24-hour basis.

Proposer's vehicles shall be clean, properly maintained and bear the company name. Equipment utilized shall be ARI certified (recovery/recycling equipment)

## HVAC Service Technicians and Helpers Position Descriptions

HVAC Service Technician (Technician) – The term shall apply to any of the Proposer's employees responding to an Emergency Service and Repair Call, an Urgent Service and Repair Call, or a Corrective Maintenance Service and Repair Call. As a minimum standard, Technicians performing Maintenance Contract work shall have a broad range of experience including:

performing preventative maintenance and troubleshooting on control systems, distribution systems, centrifugal chillers, packaged roof top systems, window units, split systems, heating systems and pneumatic and electric controls.

HVAC Service Technician Helper (Helper) – The term shall apply to any of the Proposer's employees utilized to assist a HVAC Service Technician. As minimum standard, Helpers shall have general experience in HVAC work. Helpers may be utilized to assist Technicians. Helpers may not perform Technician tasks unless said tasks are performed under the direct supervision of a Technician. Helpers may not perform any maintenance tasks unless a Technician is in the building.

All services performed shall be performed by qualified and trained Technicians and Helpers. Technicians and Helpers shall be neatly dressed in company uniforms with the company logo and the Technician's or Helper's name clearly displayed. Technicians and Helpers shall be neat and presentable at all times, and display helpful, friendly and cooperative attitudes.