

***Request for Qualifications to Provide HVAC Preventative Maintenance  
Request for Proposal to Provide Assessment and Recommended Repairs  
to the Kentucky League of Cities, Inc.***

**I. About Kentucky League of Cities**

The **Kentucky League of Cities (KLC)** is a membership association of 382 Kentucky cities. KLC has 75 employees who provide cities and their leaders with a number of services including legislative advocacy, legal services, policy development, research and training, as well as enterprise services such as financing for cities. In addition, Kentucky League of Cities Insurance Services (KLCIS) is the largest municipal insurance pool in Kentucky.

The KLC office is located at 100 East Vine Street in Lexington, Kentucky. KLC owns the eight-story commercial office building located in the heart of downtown Lexington and occupies two of the eight floors. The remaining office space is currently leased to other governmental and professional entities. KLC is overseen by a Board of Directors representing communities of all sizes and is recognized as one of the nation's most innovative and successful Leagues of its kind.

**II. Purpose for Request for Proposal**

The purpose of this Request for Qualifications (RFQ) and Request for Proposal (RFP) is to solicit qualifications and proposals from qualified HVAC service providers to provide HVAC consulting, service and repair services for the commercial property listed below to:

1. Provide maximum comfort for building occupants.
2. Improve operating efficiency of mechanical plant.
3. Apply preventative maintenance procedures to reduce chances of premature equipment failures.
4. Improve operating efficiency of all mechanical systems to reduce energy waste.

Pertinent Building Specifications

Address:	100 East Vine Street Lexington, Kentucky 40507
Built:	1980
Site Size:	20,909 deeded square feet/82,388 leased square feet/8 floors
Equipment List:	One – Air Cooled Screw Chiller - located on the roof One – Chilled Water Pump - located on the roof Three – Upblast Exhaust Ventilators - located on the roof One – Toilet Exhaust - located on the roof One – Air Handler - located in the penthouse Two – Duct Heaters - located in the air handler Two – Air Compressors - located on the second floor

Proposals and qualifications will be evaluated in accordance with the criteria set forth in this RFP and RFQ. Contractor shall perform all services and actions customarily performed or taken by HVAC contractors for properties of similar nature with similar equipment.

### **III. Minimum Qualifications**

The contractor must have a valid Kentucky HVAC license and be a registered contractor with the Lexington-Fayette Urban County Government with a minimum of 10 years experience in the HVAC service and repair business.

### **IV. RFQ for HVAC Preventative Maintenance of Kentucky League of Cities Building**

In addition to the qualifications set forth in Section III above, by submitting a response to this RFQ the Contractor attests to the ability to perform the following desired services and repairs as follows:

#### General Guidelines

- Log cards will be placed at each piece of equipment with space for noting the date of last service and any new parts that were installed.
- A copy of the service ticket is to be left on-site after each visit. This service ticket should include a complete task sheet listing the equipment serviced and explaining what was done for every scheduled service call along with recommendations for improvements, repairs and replacements.
- All technicians are to sign in on the 8<sup>th</sup> floor when entering the facility to perform their work and obtain keys from the receptionist. They must also sign out after completing their work and return the keys to the receptionist at that time.
- All equipment measurements such as motor amps and volts, temperatures and pressures should be taken and documented for each piece of equipment either on the equipment's log card or on a separate service sheet.
- All technicians will report any safety hazards or possible environmental quality problems directly to the owner or manager.
- Copies of all testing analysis are to be provided to the building owner or manager for review.
- All billing is to be submitted timely and should include copies of the service tickets signed by the technician performing the work. The building name and address should be clearly marked on the invoice. Old parts must be turned in or left at a designated place or with a designated person.

#### Service Plan Requirements

- A list of important data to be tracked over time (such as chiller performance) and analysis for that data.
- A list of tasks that target efficient operation of building equipment.
- An Operations and Maintenance Service Plan for each piece of equipment: the tasks to be performed and the frequency (such as quarterly, semiannually, annually) and the expected time to perform them.
- Annual startup and shutdown plan for the cooling and heating systems with a list of the tasks to be included in each process.
- A list of tests to be performed only as often as equipment performance indicates a need, for example an eddy current test.

#### Requirements for Efficient Operations

- Periodically check the following schedules to ensure that equipment is operating only as much as needed to fulfill its intended functions:
  1. Time-of-day (TOD) schedules, holiday schedules, and start stop time optimization strategies set by the EMS; mechanical time clocks and programmable thermostats for HVAC equipment.
  2. Setup and setback temperatures.
  3. Space temperature setpoint schedules.

4. Reset schedules such as supply air, etc.
5. Lockout schedules for economizers, chillers, etc.
6. Freeze protection setpoints.
7. Deadbands or lockout temperatures are properly set to keep cooling and heating from occurring simultaneously unless it's part of the design intent for the building.
8. Sensors critical to efficient operation are calibrated more than once per year, including sensors used as control signals such as outside air, supply air, and mixed air sensors.
9. Heating and cooling equipment is staging on and off in an optimal manner.
10. Air conditioning compressors are loading and unloading properly and efficiently.
11. HVAC equipment has staggered start times to help reduce the peak demand.
12. Any soft-start strategies are working properly to reduce in-rush currents and peak demands.
13. Morning warm-up, pre-cool, and night purge strategies are working appropriately.
14. Optimum start and coast down strategies are functioning properly.
15. Control strategies and schedules that are easily overridden or circumvented are periodically checked and returned to their normal operating mode if appropriate.

#### Instrument Calibration

- All testing instruments must have up-to-date and valid calibration documentation.
- Any sensors or instruments calibrated by the technicians should have a calibration label identifying the contractor, the technician performing the calibration and the date of the calibration.

#### Certifications and Safety Requirements

- The contractor will provide CFC Certification if applicable as well as MSDS Sheets for any chemicals required for performing a service task.
- Lock-out/Tag-out Program is to be used on-site.
- Contractor is to provide the technicians servicing this facility with all personal protective equipment (PPE) such as harnesses, hardhats, safety glasses, and breathing protection and ensure that all service personnel is trained and qualified in their use.
- Contractors must hold regular safety meetings with its staff technicians and be able to provide supporting evidence of these meetings.

#### Insurance

- A Certificate of Insurance is required with minimum employer's liability, comprehensive general liability and comprehensive automobile liability coverage of \$1,000,000 each.
- Workers' compensation coverage limits and proof of coverage.

#### Contract Cancellation

- The preventative maintenance contract may be terminated immediately for:
  1. Failure to respond to an emergency within the contracted time period.
  2. Poor conduct on the part of the service technician.
  3. Failure to perform the contracted PM tasks adequately or in a timely manner.
  4. Interference with the owner's operations or personnel.

### **V. RFP for Assessment and Recommended Repairs of Kentucky League of Cities HVAC System**

The Kentucky League of Cities requests a Contractor to provide an assessment and recommend a schedule for repairs and cost estimates for repairs, replacements and upgrades to the HVAC system. All contractors will be invited to walk through the facility and assess all current operations of the heating, ventilating and air conditioning equipment to provide the owner with a detailed and comprehensive scope

of work and cost estimate proposal that includes all of the existing needed repairs, replacements and suggested upgrades.

Prioritizing each of these repairs, replacements and upgrades is very important. Priority should be determined using a priority listing of 1 to 5, with 1 being the most urgent and 5 being the least urgent need.

Should one piece of equipment have several issues – list each repair separately and prioritize each repair separately.

Provide the scope of work and cost estimate in the following format:

Equipment name  
Equipment serial number  
Equipment location  
Specific repair, replacement or upgrade needed  
Reason for suggested repair, replacement or upgrade  
Priority  
Estimate for material and labor to complete the repair, replacement or upgrade

## **VI. Proposed Fees**

Contractors responding to the RFQ set forth in Section IV should submit the proposed fees for anticipated services including any annual, monthly and/or hourly fees itemized for the types of service customarily performed on commercial HVAC equipment similar to the equipment listed herein. Any fees associated with materials or equipment, over and above the cost of materials and parts, should be included.

Contractors responding to the RFP in Section V should submit the proposed fees for performing the assessment and preparing the scope of work and cost estimates.

## **VII. Overview of the Process and Timetable**

The process begins with this Request for Qualifications (RFQ) and Request for Proposal (RFP). Submitted proposals will be reviewed by an internal selection committee. The committee will make a recommendation to the KLC Executive Team for approval.

The following will be considered in evaluating the proposals:

- Appropriate licenses, contractor registration and experience in HVAC service and repair.
- Familiarity with commercial building HVAC systems, including the equipment listed above.
- Demonstrated ability to perform all required tasks in a proactive and highly coordinated manner.
- Qualifications and experience of key personnel responsible for delivering services.
- References from current and former clients.
- Quality of service, breadth of knowledge and proven capability to perform requested work.

<b>Activity</b>	<b>Completion Date</b>
Issuance of RFP	April 26, 2013
Vendor Walk Thru of Facility	May 9, 2013
RFP Response Deadline	May 23, 2013
Notification of Selection	May 30, 2013

## **VII. Proposal Submission Requirements**

1. Contractors may submit a response to the RFQ (Section II) or the RFP (Section IV) or both.
2. Questions about this RFP/RFQ will be addressed during the vendor walk thru on May 9, 2013.
3. Proposals must be received no later than 5:00 p.m. EDT on May 23, 2013. Proposals must be received in sealed envelopes or containers, clearly marked whether responding to **“KLC HVAC RFQ” or “KLC HVAC RFP” or KLC HVAC RFP & RFQ** and include the Contractor’s return address. No exceptions will be permitted. Please submit **five (5) copies** to:

Kentucky League of Cities  
 ATTN: Jeri McCullough  
 100 East Vine Street, Suite 800  
 Lexington, KY 40507  
 Email: [jmccullough@klc.org](mailto:jmccullough@klc.org)  
 Phone: 1-800-876-4552 (toll free) or 859-977-3780 (direct)

Any costs associated with the proposal will be the sole responsibility of the Contractor.

**KLC reserves the option of withdrawing or modifying this RFP/RFQ. KLC reserves the right to waive any defect or any irregularity in any proposal and to reject any or all proposals or portions thereof at any time.**

**Pursuant to KRS 65.312, KLC is a “public entity.” Any submissions in response to this RFP may be subject to Kentucky Open Records Act (ORA) laws. Any specific information which the proposer considers confidential and proprietary and possibly subject to exemption in accordance with ORA statutes, Kentucky Attorney General opinions and Kentucky case law, must be clearly designated as such. Please note that information designated as “confidential and proprietary” does not guarantee that it will be exempted from release, but will aid KLC in determining if any ORA exemptions apply. Please consult the ORA and/or your legal counsel regarding what information submitted, if any, may be exempted under the ORA.**