



**PUBLIC WORKS DEPARTMENT
MAINTENANCE DIVISION**

**REQUEST FOR PROPOSAL:
MULTI- YEAR PREVENTATIVE MAINTENANCE CONTRACT
FOR HEATING, VENTILATION, AND AIR CONDITIONING
EQUIPMENT FOR CITY BUILDINGS**

BIDS DUE: THURSDAY, MAY 28, 2015 AT 2:00 P.M.
at the City of Menlo Park Administration Building
701 Laurel Street, Menlo Park, CA

A MANDATORY PRE-BID WALK THROUGH IS SCHEDULED FOR

TUESDAY, MAY 19, 2015 AT 9:00 A.M.
at the City of Menlo Park Administration Building
701 Laurel Street, Menlo Park, CA

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NOTICE INVITING SEALED BIDS

**For
MULTI-YEAR PREVENTATIVE MAINTENANCE CONTRACT
FOR THE HEATING, VENTILATION, AND AIR CONDITIONING
EQUIPMENT FOR CITY BUILDINGS**

Issued: Friday, May 08, 2015

**Mandatory Pre-Bid Walk Through
TUESDAY MAY, 19, 2015 AT 9:00 A.M.
at the City of Menlo Park Administration Building
701 Laurel Street, Menlo Park, CA**

**Bids Due
THURSDAY, MAY 28, 2015 AT 2:00 P.M.
at the City of Menlo Park Administration Building
701 Laurel Street, Menlo Park, CA**

**Carl Thomas, Facilities Supervisor
Multi-year preventative maintenance contract for the heating, ventilation, and air conditioning
equipment for city buildings**

This contract will consist of furnishing all labor, materials, parts, equipment, and all work necessary and incidental to perform preventative maintenance and year-long servicing/repairs of all HVAC equipment as outlined on the attached equipment schedule Attachment C. The building locations are referenced and in Attachment A.

Contractors cannot bid on the project if they do not attend the Mandatory Pre-Bid Walk Through.

INVITATION FOR BID SUMMARY

All work shall be done in accordance with the City of Menlo Park Building Code requirements and State Standard Specifications. Electronic documents may be obtained at the City website at <http://www.menlopark.org/Bids>. Any questions concerning the bid documents shall be addressed to Facilities Supervisor, Carl Thomas at CRThomas@menlopark.org.

Pursuant to Section 1770, et. Seq. of the California Labor Code, the successful bidder and all subcontractors shall pay not less than the prevailing rate of per diem wages as determined by the Director of the California Department of Industrial Relations. Prevailing wage rates and information is available on the Internet at <http://www.dir.ca.gov>.

All bidders shall be licensed under the provisions of the Business and Professions Code to do the type of work contemplated in the project. In accordance with provisions of California Public Contract Code Section 3300, the City has determined that the Contractor shall possess a valid **C- 20**, license applicable to the work to be performed at the time that the bid is submitted. Failure to possess the specified license shall render the bid non-responsive.

WITHDRAWAL OF PROPOSALS. Any bid may be withdrawn at any time prior to the time of Bid Opening only by written request for the withdrawal of the bid filed with the Assistant Public Works Director. The request shall be executed by the bidder or his/her duly authorized representative. The withdrawal of a bid does not prejudice the right of the bidder to file a new bid. Whether or not bids are opened exactly at the time fixed in the public notice for opening bids, a bid will not be received after that time, nor may any bid be withdrawn after the time fixed in the public notice for opening of bids. The proposal must be received no later than 2:00 pm on Thursday, May 28, 2015. If you overnight a package, it's the contractor's responsibility to confirm proposal was received by calling (650) 330-6740.

RELIEF OF BIDDERS. As stated in Public Contract Code Sections 5100 to 5110, inclusive, concerning relief of bidders and in particular to the requirement therein, that, if the bidder claims a mistake was made in his/her bid, the bidder shall give the Assistant Public Works Director written notice within five (5) days after the opening of the bids of the alleged mistake, specifying in the notice in detail how the mistake occurred.

INVITATION FOR BID SUMMARY

DISQUALIFICATION OF BIDDERS. More than one Proposal from an individual, firm, partnership, corporation, or combination thereof under the same or different names will not be considered. Reasonable grounds for believing that any individual, firm, partnership, corporation or combination thereof is interested in more than one Proposal for the work contemplated may cause the rejection of all proposals in which such individual, firm, partnership, corporation or combination thereof is interested. If there is reason for believing that collusion exists among the bidders, any or all proposals may be rejected. Proposals in which any of the bid item prices deviate greatly from the range of prices for the item in the other bids received may be rejected.

PREVIOUS DISQUALIFICATION, REMOVAL OR OTHER PREVENTION OF BIDDING. A bid may be rejected on the basis of a bidder, any officer of such bidder, or any employee of such bidder who has a proprietary interest in such bidder, having been disqualified, removed, or otherwise prevented from bidding on or completing a federal, state, or local project because of a violation of law or a safety regulation.

RESPONSIBILITY FOR VERIFYING CONTRACT ADDENDA. All bidders shall verify if any addenda for this project have been issued by the City of Menlo Park. It is the bidder's responsibility to ensure that all requirements of Contract Addenda are included in the bidder's Proposal.

Each bidder shall submit with its bid a statement setting forth its experience on the forms included in the Contract Proposal.

The City reserves the right to reject any or all bids; to make any awards or any rejections in what it alone considers to be in the best interest of the City, and waive any informalities or irregularities in the bids. The successful bidder must insure that employees and applicants for employment are not discriminated against on the basis of age, color, race, national origin, ancestry, religion, sex, sexual preference, marital status, and shall comply with the Americans with Disabilities Act.

Public Works Contractor Registration Program

No contractor or subcontractor may be listed on a bid proposal for a public works project (submitted on or after March 1, 2015) unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5 [with limited exceptions from this requirement for bid purposes only under Labor Code section 1771.1(a)].

No contractor or subcontractor may be awarded a contract for public work on a public works project (awarded on or after April 1, 2015) unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5.

This project is subject to compliance monitoring and enforcement

- **March 1, 2015:** No contractor or subcontractor may be listed on a bid proposal for a public works project unless registered with Department of Industrial Relations.
- **April 1, 2015:** No contractor or subcontractor may work on a public works project unless registered with DIR.
- **Once the registration requirement becomes mandatory (March 1, 2015 for bids and April 1, 2015 for work), an awarding body may not accept a bid or enter into a contract for public work with an unregistered contractor.**

INVITATION FOR BID SUMMARY

ITEM PRICE SCHEDULE

Lump Sum

SPECIAL PROVISIONS

The Contractor shall procure insurance against claims for injuries to persons or damages to property which may arise from or in connection to the performance of the work by the Contractor, his/her agents, representatives, employees or subcontractors and maintain it for the duration of the Contract. The cost of such insurance shall be considered included in the price for Contract lump sum of work involved and no additional compensation will be allowed therefore.

MINIMUM LIMITS OF INSURANCE

City shall be named as an additional insured on contractor's insurance policy. Contractor shall provide City with a certificate of insurance coverage evidencing said coverage, including a copy of all declarations of exclusions, prior to commencing work. To the full extent permitted by law, contractor agrees to defend, indemnify and hold City, its employees, agents and officers harmless from any and all claims, damages and liability in any way occasioned by or arising out of the contractor's negligent performance of services under this agreement, breach of contract or construction defects arising out of contractor's work.

- Commercial General Liability of \$2,000,000 combined single limit, annual aggregate for bodily injury, personal injury and property damage; and with a minimum of \$1,000,000 per occurrence.
- Automobile liability of \$1,000,000 combined single limit per accident for bodily injury and property damage.
- Worker's compensation limits as required by the Labor Code of the State of California.
- Employer's liability limits of \$1,000,000 per accident.

Contract Terms

The City is seeking proposals to provide services at a yearly rate for the next five (5) years. At the end of the five-year term, the City of Menlo Park, at its sole discretion, may elect to extend the service contract for three (3) additional One Year terms, pending satisfactory performance under the original contract. At the option of the City, this contract may be renewed annually under the same contractual terms and conditions and at the same price or price basis. On each anniversary date, the City may consider Contractor requested price increases.

These increases may not exceed the previous 12 month change in the San Francisco-Oakland-San Jose Consumer Price Index (all items, not seasonally adjusted, for all urban consumers). In all cases the City may cancel the contract if a requested price increase is not acceptable.

The contractor is responsible to submit invoices at the end of each month identifying services performed, to which city buildings, and must contain the correct pricing. The City issues payment to the Contractor approximately two weeks after receipt of the invoice for the previous months work.

The contract may be terminated by either party upon a 120 day certified letter notice for any reason. Termination of the contract pursuant to this paragraph may not relieve the Contractor of any liability to City for damages sustained by City because of any breach of contract by Contractor, and City may withhold any payments to Contractor for the purpose of set-off until such time as the exact amount of damages due the City from Contractor is determined.

Emergency response will be two (2) hours from the placement of the call and 30 minute call back. Failure to provide two (2) hours service response or 30 minute call back will result in a \$100.00 credit on the monthly maintenance charge for each occurrence.

The City reserves the right to reject any and all proposals. Any and all costs incurred in responding to this RFP, making presentations, participating in meetings, or other undertakings shall be borne by the Contractors.

The City will consider the following factors in selecting a maintenance and service provider for this proposal:

Completeness and clarity of the proposal.

Your firm's overall experience in the field of auxiliary power units.

Responses from references.

The evaluation process will be directed primarily at those capabilities clearly shown in the written proposal submitted. However, the City may request any or all firms submitting proposals to make oral presentations to provide additional information. The City shall be the sole judge of all proposals, particularly, which one best qualifies for acceptance. The City reserves the right to accept other than the lowest-priced proposal and to negotiate with respondents if it appears to be in the best interest of the City to do so. The City reserves the right to reject any and all proposals. The rejection of any or all proposals shall not render the City liable for costs or damages. The proposal must be signed by an officer or agent who has the authority to legally bind the Contractor.

BID FORMS

PROPOSALS MUST BE SUBMITTED ON THE FOLLOWING FORMS TITLED
"BID FORMS"



**EXHIBIT "A"
REQUEST FOR PROPOSAL (RFP)**

**CITY OF MENLO PARK
STATE OF CALIFORNIA**

**FOR
MULTI-YEAR PREVENTATIVE MAINTENANCE CONTRACT FOR THE HEATING,
VENTILATION, AND AIR CONDITIONING EQUIPMENT FOR CITY BUILDINGS**

NAME OF BIDDER: _____

BUSINESS ADDRESS: _____

CITY, STATE, ZIP: _____

LICENSE NO.: _____ CLASS: _____ EXP. DATE: _____

TAX I.D. NO.: _____

TELEPHONE NO: () _____ FAX NO: () _____

E-MAIL: _____

The work for which this Proposal is submitted is for construction in accordance with the Contract Documents, including the Special Provisions, the Agreement, the project Plans described below, and the State of California Department of Transportation Standard Specifications, May 2009 Edition. The Contract Book shall be used in conjunction with the above documents, and the State of California Department of Transportation Labor Surcharge and Equipment Rental Rates, and the State Department of Industrial Relations General Prevailing Wage Rates current at the bid opening date.

The project Plans for the work to be done is entitled "**MULTI-YEAR PREVENTATIVE MAINTENANCE CONTRACT FOR THE HEATING, VENTILATION, AND AIR CONDITIONING EQUIPMENT FOR CITY BUILDINGS**", **AND** are incorporated in the Special Provisions.

BID FORMS

The project shall be awarded to the lowest responsible bidder who meets all of the Proposal Requirements, and the requirements of the Contract Documents.

1. The RFP Documents have been thoroughly examined and the work site has been visited.
2. The Proposal is being submitted without collusion with any other Proposer.
3. Prices quoted include labor, materials, use of tools and construction equipment, supervision and administration, payroll and sales taxes, insurance, overhead and profit, permits and fees; and any and all other costs that are necessary and appropriate to the proper and timely performance of the work. Prices are valid for 60 days.

The Bidder shall set forth for each item of work a monthly price, year price and a total for the five (5) year price, all in clearly legible figures in the respective spaces provided for this purpose. In the case of unit basis items, the amount set forth under the "Total" column shall be the extension of the item price bid on the basis of the estimated quantity for the item.

In case of conflict between an item price in words and the price in figures, the price in words shall prevail. In case of discrepancy between an item price and the total set forth for a unit basis item, the item price shall prevail. However, if the amount set forth as an item price is ambiguous, illegible or uncertain for any cause, or is omitted, or is the same amount as the entry in the "Total" column, then the amount set forth in the "Total" column for the item shall prevail and shall be divided by the estimated quantity for the item and the price thus obtained shall be the item price.

Failure to provide the required information, or if information provided is subsequently proved false, the Proposal shall be considered as non-responsive and shall be grounds for rejection of the bid.

The undersigned, as Bidder, declares that the only persons or parties interested in this Proposal as principals are those named herein; that this Proposal is made without collusion with any other person, firm or corporation; careful examination of the location of the proposed work, and the annexed proposed form of Contract, and the Plans therein referred to; and the undersigned proposes and agrees, if this Proposal is accepted, and that they will Contract with the City of Menlo Park in the form of the copy of the Contract annexed hereto, to provide all necessary machinery, tools, apparatus and other means of construction, and to do all the work and furnish all the materials specified in the Contract, in the manner and time therein prescribed, and according to the requirements of the Engineer as therein set forth, and they will take in full payment therefore in the amounts shown on the following Item Price Schedule, to wit:

EXHIBIT "A" PROPOSAL

"Exhibit A"

Year 1 – July 1, 2015 – June 30, 2016 - 12 months at _____ per month \$_____ per year

Year 2 – July 1, 2016 – June 30, 2017 - 12 months at _____ per month \$_____ per year

Year 3 – July 1, 2017 – June 30, 2018 - 12 months at _____ per month \$_____ per year

Year 4 – July 1, 2018 – June 30, 2019 - 12 months at _____ per month \$_____ per year

Year 5 – July 1, 2019 – June 30, 2020 - 12 months at _____ per month \$_____ per year

5 Year Total = _____

The bases of award will be the sum of the Five (5) year proposal.

Prices shall be good for 60 days from opening of bids.

For services outside of the contract, provide hourly rates for:

Mechanical Services \$_____ hour

Control System and {programming services \$_____ hour

Engineering services \$_____ hour

After hours service calls \$_____ hour

PROPOSAL – SIGNATURE PAGE

The undersigned, representing _____, hereby certifies that the information presented on the preceding pages is a true and correct Bid for the project identified as the:

MULTI-YEAR PREVENTATIVE MAINTENANCE CONTRACT FOR THE HEATING, VENTILATION, AND AIR CONDITIONING EQUIPMENT FOR CITY BUILDINGS

and they agree to the stipulations contained in this proposal package.

SIGNATURE OF COMPANY REPRESENTATIVE: _____

NAME OF COMPANY REPRESENTATIVE: _____

TITLE OF COMPANY REPRESENTATIVE: _____

DATE EXECUTED: _____

Proposal/Deadline

Each proposal submitted must include, at a minimum, the following three sections:

1. Company profile
2. Technical proposal
3. Pricing summary

The City’s evaluation process will primarily focus on responses as presented in these sections. A title page reflecting your proposal title, your firm’s name, address, telephone number, fax number, the name and contact

One (1) printed copy and an electronic version of your proposal submitted in response to this RFP must be forwarded to:

Carl Thomas, Facilities Supervisor
CRThomas@menlopark.org
City of Menlo Park Administration Building
701 Laurel Street, Menlo Park, CA 94025

The proposal must be received no later than 2:00 pm on Thursday, May 28, 2015. If you overnight a package, it’s the contractor’s responsibility to confirm proposal was received by calling (650) 330-6740.

BID FORMS

EXPERIENCE QUALIFICATIONS

Contractor must be licensed as a mechanical contractor for at least ten years. Contractor must provide three maintenance contracts within the last five years of similar size and complexity to the specifications in this project.

The bidder has been engaged in the contracting business under State License No. _____ for a period of _____ years.

The bidder's three most recently maintenance Contracts are:

1. Title of Project: _____

Owner: _____

Address: _____

Telephone No.: _____

Engineer in Charge: _____

Length of contract agreement:: _____

BID FORMS

EXPERIENCE QUALIFICATIONS CONTINUED

2. Title of Project: _____

Owner: _____

Address: _____

Telephone No.: _____

Engineer in Charge: _____

Length of contract agreement:: _____

3. Title of Project: _____

Owner: _____

Address: _____

Telephone No.: _____

Engineer in Charge: _____

Length of contract agreement:: _____



**CITY OF MENLO PARK
STATE OF CALIFORNIA**

AFFIRMATIVE ACTION PROGRAM

Please find attached a set of forms to be completed in response to the City of Menlo Park's Affirmative Action Program. A copy of Resolution No. 2340, which sets out the Affirmative Action Program and suggested Guidelines, is available at the Office of the Engineering Services Manager. Included in the set are the following:

1. Compliance Report, which requires the bidder to answer certain questions on the status of his/her company concerning equal employment opportunities.
2. Ethnic make-up of the bidder's firm is also required. One form is for the racial make-up of the company as a whole; and the other is for the estimated racial make-up of the portion of the firm's work force on the proposed job if not all of the firm's employees will work on this project.

Copies may be made of the forms included in this Proposal package for use by the Prime Contractor's subcontractors.

The following documents must be submitted to the City Clerk by the apparent low bidder and the second lowest bidder, and all subcontractors, within 2 business days of the bid opening:

MINORITY EMPLOYMENT PROGRAM (M.E.P.):

- a) A Compliance Report (on the included form)
- b) A completed Ethnic Characteristic of Company Report (on the included form)
- c) A completed Ethnic Characteristics of Work Force for Project Report (on the included form; for small firms this may be identical to b) above)
- d) A copy of the bidder's statement outlining the company's policy of equal opportunity employment and the steps taken to implement this policy, including or accompanied by a certificate of non-discrimination (your own company's form).

If there are any questions regarding these reports, please call Nancy Melgar, Contract Specialist at (650) 330-6776.

NOTE:

ONCE THE AWARD OF THE CONTRACT TO THE SUCCESSFUL BIDDER HAS BEEN MADE BY THE CITY, THE APPROVED M.E.P. BECOMES AN INTEGRAL PART OF THE CONTRACT.

See, also, the Labor Nondiscrimination section of the Special Provisions.

**CITY OF MENLO PARK
COMPLIANCE REPORT**

Nondiscriminatory Employment Provisions

Prime Contractor and each subcontractor must complete this report. Submit originals of this report to: Engineering Division, 701 Laurel Street, Menlo Park, CA 94025

PROJECT: "**MULTI-YEAR PREVENTATIVE MAINTENANCE CONTRACT FOR THE HEATING, VENTILATION, AND AIR CONDITIONING EQUIPMENT FOR CITY BUILDINGS**",

NAME OF FIRM: _____ PHONE: _____

PERSON TO CONTACT: _____ PHONE: _____

Check One: Prime Contractor _____ Subcontractor _____

COMPLETE THE FOLLOWING:

Part I

1. Full name of firm: _____
Address of principal office: _____

2. Name of principal official: _____
Address of official: _____

3. Name and address of parent company
(if applicable): _____

4. Address of local office of company (if different from line 1 above): _____

5. Name and address of prime Contractor: (**complete this only if this report is a subcontractor's report**) _____

6. Signature and title of authorized representative: _____
Date: _____

Part II

(Circle the proper answer)

- 1. Yes No Have you informed company officials and representatives regarding the non-discrimination provisions of City of Menlo Park Contracts?
- 2. Yes No Have you examined your company's practices regarding assignments, layoffs or transfers of your employees from one job to another, for evidence of a practice or employment pattern that might appear to be discriminatory and based upon race, religion or national origin?
- 3. Yes No Are they non-discriminatory?
- 4. Yes No Do you have educational or training programs sponsored or financed for the benefit of employees or prospective employees?
 - a. _____ How many people participate in these programs?
 - b. _____ How many are minorities?
- 5. Yes No Does your "Help Wanted" advertisement state that you are an equal opportunity employer?
- 7. Yes No Are any apprentices obtained from sources outside the employer's work force? If yes, have you circulated information about apprenticeship openings or opportunities to the following?
 - Yes No State employment offices.
 - Yes No Newspapers or other media.
 - Yes No High schools, including those in minority group areas.
 - Yes No Local trade or vocational schools, including those with minority group students.
 - Yes No Agencies and/or organization specializing in minority employment.
 - Yes No Federal or state apprenticeship representative.
 - Who? _____
 - Others? _____
 - Others? _____
- 7. Yes No If you are a prime Contractor, have all subcontractors covered by these compliance inspection reports been instructed as to their contractual obligations relating to the non-discrimination provisions of City of Menlo Park contracts? Explain: _____

- 8. Yes No Have all recruitment sources been advised that all qualified applicants will receive consideration for employment without regard to race, color, creed or national origin?
- 9. Identify (names and addresses) the employment agencies, personnel recruitment organizations, newspaper advertising or other non-union sources from which the company recruits its personnel: _____

Part III

1. Yes No Have you a collective bargaining agreement with a labor union or other organization? If yes, specify the union(s) or organization(s).

2. Yes No Have you advised the labor union and/or worker organization of the company's responsibility under the non-discrimination provisions of City contracts?
3. Approximately what percentage of your employees covered by union agreements are referred by or hired through the unions? _____ % Explain your procedure for hiring the balance: _____

4. Yes No Does the company's collective bargaining agreement or other Contract understanding with a labor union (or unions) or other worker's organization include a provision for non-discrimination in employment?
5. Yes No Is there any labor union or worker's organization policy which prevents you from fulfilling your obligations under the non-discrimination provisions of City Contracts? If so, specify: _____

6. Specify the trade(s) or craft(s) involved in this Contract: _____

7. Use this space for additional comments on any answers you have provided, and attach separate sheet if necessary. _____

**ETHNIC CHARACTERISTICS REPORT
PERMANENT MAKE-UP OF COMPANY**

NAME OF FIRM: _____

NAME OF PROJECT: "**MULTI-YEAR PREVENTATIVE MAINTENANCE CONTRACT FOR THE HEATING, VENTILATION, AND AIR CONDITIONING EQUIPMENT FOR CITY BUILDINGS**"

DATE FORM SUBMITTED: _____

PERSON SUBMITTING FORM: _____

Be sure to include all employees in first column, not just minorities.

JOB CATEGORIES	TOTAL # OF EMPLOYEES	BLACK	ASIAN	AMERICAN INDIAN	HISPANIC
1. Officials & Managers					
2. Professionals					
3. Clerical & Office					
4. Field Supervisor					
5. Skilled (specify trade)					
a)					
b)					
c)					
d)					
e)					
f)					
g)					
6. Unskilled (specify)					
a)					
b)					
c)					
d)					
7. TOTAL - Items 1 thru 6					

The data below should also be included in the figures for the appropriate occupational categories above.

On-the-job	White Collar				
Training	Production				

Report only employees enrolled in formal on-the-job training programs.

**ETHNIC CHARACTERISTICS REPORT
REPORT FOR THIS PROJECT**

NAME OF FIRM: _____

NAME OF PROJECT: "**MULTI-YEAR PREVENTATIVE MAINTENANCE CONTRACT FOR THE HEATING, VENTILATION, AND AIR CONDITIONING EQUIPMENT FOR CITY BUILDINGS**",

DATE FORM SUBMITTED: _____

PERSON SUBMITTING FORM: _____

Be sure to include all employees in first column, not just minorities.

JOB CATEGORIES	TOTAL # OF EMPLOYEES	BLACK	ASIAN	AMERICAN INDIAN	HISPANIC
1. Officials & Managers					
2. Professionals					
3. Clerical & Office					
4. Field Supervisor					
5. Skilled (specify trade)					
a)					
b)					
c)					
d)					
e)					
f)					
g)					
6. Unskilled (specify)					
a)					
b)					
c)					
d)					
7. TOTAL - Items 1 thru 6					

The data below should also be included in the figures for the appropriate occupational categories above.

On-the-job	White Collar					
Training	Production					

Report only employees enrolled in formal on-the-job training programs.



**CITY OF MENLO PARK
STATE OF CALIFORNIA**

AGREEMENT

THIS AGREEMENT, made, executed, and entered into this _____ day of _____, 2015, by and between the City of Menlo Park a Municipal Corporation, hereinafter referred to as the City, and _____, hereinafter referred to as the Contractor.

WITNESSETH

ARTICLE 1. That for and in consideration of the payments and agreements hereinafter mentioned to be made and performed by the City, the Contractor agrees at its own cost and expense to do all the work and furnish all materials necessary to complete in a good workmanlike and substantial manner all that certain work involved and concerned with the "**MULTI-YEAR PREVENTATIVE MAINTENANCE CONTRACT FOR THE HEATING, VENTILATION, AND AIR CONDITIONING EQUIPMENT FOR CITY BUILDINGS**". Said work shall be done in manner and in accordance with the terms of the Contract as the same is defined in Article 4 herein.

ARTICLE 2. Said Contractor agrees to receive and accept the prices stated in the Contractor's Proposal to the City Council, entitled "EXHIBIT 'A,' "Proposal to the City Council" and attached hereto, as full compensation for furnishing all materials and doing all the work contemplated and embraced in this agreement; also for all loss or damage arising out of the nature of the work aforesaid, or from the acts of the elements, or from any unforeseen difficulties or obstructions which may arise or be encountered in the prosecution of the work until its acceptance by the City and for all risks of every description connected with the work; also for all expenses incurred by or in consequence of the suspension or discontinuance of the work and for well and faithfully completing the work and the whole thereof, in the manner and according to the Plans and/or Drawings and the Special Provisions.

ARTICLE 3. The City hereby promises and agrees with the Contractor, to employ, and does employ, hereby, said Contractor to provide the materials and to do the work according to the terms and conditions herein contained and referred to, for the prices aforesaid, and hereby contracts to pay the same at the time, in the manner and upon the conditions above set forth; and the said parties for themselves, their heirs, executors, administrators, successors, and assigns, do hereby agree to the full performance of the covenants herein contained.

ARTICLE 4. The complete Contract consists of the following documents: Notice to Bidders, Proposal, Minority Employment Program, Agreement, Contract Provisions and Plans and/or Drawings. The rights and obligations of the parties herein are governed by all of said documents, which are to be construed as a single Contract. The decision of the Assistant Public Works Director of the City of Menlo Park as to the interpretation of said Contract shall be final and binding on the parties hereto.

ARTICLE 5. It is expressly stipulated and agreed that all legal and statutory requirements relating to the execution of this Agreement and the notice inviting bids have been met. Any alleged defect or omission in the proceedings preceding the execution of this Agreement is hereby waived by the Contractor.

ARTICLE 6. In entering into a public works contract or a subcontract to supply goods, services,

or materials pursuant to a public works contract, the contractor or subcontractor offers and agrees to assign to the awarding body all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2 (commencing with Section 16700) of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, services, or materials pursuant to the public works contract or the subcontract. This assignment shall be made and become effective at the time the awarding body tenders final payment to the contractor, without further acknowledgment by the parties.

ARTICLE 7. Waivers of a breach or default under this Agreement shall not constitute a continuing waiver or a waiver of a subsequent breach of the same or any other provision of this Agreement.

ARTICLE 8. In the event that any term or portion of this Agreement is held invalid by a court of competent jurisdiction, the Agreement shall be construed as not containing that term or portion, and the remainder of this Agreement shall remain in full force and effect.

ARTICLE 9. The interpretation, validity, and enforcement of this Agreement shall be governed by and construed under the laws of the State of California. Any suit, claim, or legal proceeding of any kind relating to this Agreement shall be filed and heard in a court of competent jurisdiction in the County of San Mateo.

IN WITNESS WHEREOF, the parties have executed this instrument the year and date first above written.

CITY OF MENLO PARK
A Municipal Corporation

Alex D. McIntyre
City Manager

ATTEST:

City Clerk, City of Menlo Park

CONTRACTOR (Name): _____

By: _____

Title: _____

GENERAL LIABILITY ENDORSEMENT
 CITY OF MENLO PARK ("the City")
 CIVIC CENTER, MENLO PARK, CA 94025

A. POLICY INFORMATION

1. Insurance Company:		Policy Number:
2. Policy Term: From:	To:	Endorsement Effective Date:
3. Named Insured:		
4. Address of Named Insured:		
5. Limit of Liability Any One Occurrence/Aggregate \$1,000,000/\$2,000,000		
6. Deductible or Self-Insured Retention (Nil unless otherwise specified):		
7. "Claims Made" coverage: Retroactive Date:		
Tails:		

B. POLICY AMENDMENTS

This endorsement is issued in consideration of the policy premium. Notwithstanding any inconsistent statement in the policy to which this endorsement is attached or any other endorsement attached thereto it is agreed as follows:

1. **INSURED:** The City, its elected or appointed officials, employees, agents and volunteers are included as insured with regard to damages and defense of claims arising from: (a) activities performed by or on behalf of the Named Insured, (b) products and completed operations of the Named Insured, or (c) premises owned, leased or used by the Named Insured.

2. **CONTRIBUTION NOT REQUIRED:** As respects: (a) work performed by the Named Insured for or on behalf of the City; or (b) products sold by the Named Insured to the City, or (c) premises leased by the Named Insured from the City, the insurance afforded by this policy shall be primary insurance as respects the City, its elected or appointed officials, employees, agents or volunteers; or stand in an unbroken chain of coverage excess of the Named Insured's scheduled underlying primary coverage. In either event, any other insurance maintained by the City, its elected or appointed officials, employees, agents or volunteers shall be excess of this insurance and shall not contribute with it.

3. **SCOPE OF COVERAGE:** The policy: (1) if primary, affords coverage at least as broad as Insurance Services Office form for Broad Form Commercial General Liability Insurance and Insurance

Services Office form for Broad Form Commercial General Liability endorsement; or (2) if excess, affords coverage which is at least as broad as the Primary Insurance form referenced in Section (1) above.

4. **SEVERABILITY OF INTEREST:** The insurance afforded by this policy applies separately to each insured seeking coverage or against whom a claim is made or a suit is brought, except with respect to the Company's limit of liability.

5. **PROVISIONS REGARDING THE INSURED'S DUTIES AFTER ACCIDENT OR LOSS:** Any failure to comply with reporting provisions of the policy shall not affect coverage provided to the City, its elected or appointed officials, employees or volunteers.

6. **CANCELLATION NOTICE:** The insurance afforded by this policy shall not be suspended, voided, canceled, reduced in coverage or in limits except after thirty (30) days prior written notice by Certified Mail Return Receipt Requested have been given to the City. Such notice shall be addressed as shown in the heading of this endorsement.

C. SIGNATURE OF INSURER OR AUTHORIZED REPRESENTATIVE OF THE INSURER

I, _____(print/type name), warrant that I have authority to bind the below-listed insurance company and by my signature hereon do so bind this company.

Signature: _____
Authorized Representative
(original signature on endorsement furnished to the City)

TITLE: _____

ORGANIZATION: _____

ADDRESS: _____

TELEPHONE: _____

AUTOMOBILE LIABILITY ENDORSEMENT
 CITY OF MENLO PARK ("the City")
 CIVIC CENTER, MENLO PARK, CA 94025

A. POLICY INFORMATION

1. Insurance Company:		Policy Number:	
2. Policy Term: From:	To:	Endorsement Effective Date:	
3. Named Insured:			
4. Address of Named Insured:			
5. Limit of Liability Any One Occurrence/Aggregate \$1,000,000.00			
6. Deductible or Self-Insured Retention (Nil unless otherwise specified):			
7. "Claims Made" coverage: Retroactive Date:			
Tails:			

B. POLICY AMENDMENTS

This endorsement is issued in consideration of the policy premium. Notwithstanding any inconsistent statement in the policy to which this endorsement is attached or any other endorsement attached thereto it is agreed as follows:

1. **INSURED:** The City, its elected or appointed officials, employees, agents and volunteers are included as insured with regard to damages and defense of claims arising from: (a) activities performed by or on behalf of the Named Insured, (b) products and completed operations of the Named Insured, or (c) premises owned, leased or used by the Named Insured.

2. **CONTRIBUTION NOT REQUIRED:** As respects: (a) work performed by the Named Insured for or on behalf of the City; or (b) products sold by the Named Insured to the City, or (c) premises leased by the Named Insured from the City, the insurance afforded by this policy shall be primary insurance as respects the City, its elected or appointed officials, employees, agents or volunteers; or stand in an unbroken chain of coverage excess of the Named Insured's scheduled underlying primary coverage. In either event, any other insurance maintained by the City, its elected or appointed officials, employees, agents or volunteers shall be excess of this insurance and shall not contribute with it.

3. **SCOPE OF COVERAGE:** This policy affords coverage to the Named Insured which is at least as broad as Insurance Services Office form for Automobile Liability, Code 1 ("any auto").

4. **SEVERABILITY OF INTEREST:** The insurance afforded by this policy applies separately to each insured seeking coverage or against whom a claim is made or a suit is brought, except with respect to the Company's limit of liability.

5. **PROVISIONS REGARDING THE INSURED'S DUTIES AFTER ACCIDENT OR LOSS:** Any failure to comply with reporting provisions of the policy shall not affect coverage provided to the City, its elected or appointed officials, employees or volunteers.

6. **CANCELLATION NOTICE:** The insurance afforded by this policy shall not be suspended, voided, canceled, reduced in coverage or in limits except after thirty (30) days prior written notice by Certified Mail Return Receipt Requested have been given to the City. Such notice shall be addressed as shown in the heading of this endorsement.

C. SIGNATURE OF INSURER OR AUTHORIZED REPRESENTATIVE OF THE INSURER

I, _____(print/type name), warrant that I have authority to bind the below-listed insurance company and by my signature hereon do so bind this company.

Signature: _____
Authorized Representative
(original signature on endorsement furnished to the City)

TITLE: _____

ORGANIZATION: _____

ADDRESS: _____

TELEPHONE: _____

WORKER'S COMPENSATION/EMPLOYEES LIABILITY ENDORSEMENT

CITY OF MENLO PARK ("the City")
CIVIC CENTER, MENLO PARK, CA 94025

A. POLICY INFORMATION

1. Insurance Company:	Policy Number:
2. Endorsement Effective Date:	
3. Named Insured:	
4. Employer's Liability Limits (coverage B) \$1,000,000.00	

B. POLICY AMENDMENTS:

This endorsement is issued in consideration of the policy premium. Notwithstanding any inconsistent statement in the policy to which this endorsement is attached or any other endorsement attached thereto it is agreed as follows:

1. **CANCELLATION NOTICE:** The insurance afforded to this policy shall not be suspended, voided, canceled, reduced in coverage or in limits except after thirty (30) days prior written notice by Certified Mail Return Receipt Requested have been given to the City. Such notice shall be addressed as shown in the heading of this endorsement.

2. **WAIVER OF SUBROGATION:** The Company agrees to waive all rights of subrogation against the City, its elected or appointed officials, agents and employees for losses paid under the terms of this policy which arise from work performed by the Named Insured for the City.

C. SIGNATURE OF INSURER OR AUTHORIZED REPRESENTATIVE OF THE INSURER

I, _____ (print/type name), warrant that I have authority to bind the below-listed insurance company and by my signature hereon do so bind this company.

Signature: _____
Authorized Representative
(original signature on endorsement furnished to the City)

TITLE: _____ ORGANIZATION: _____

ADDRESS: _____ TELEPHONE: _____

CERTIFICATE OF INSURANCE

CITY OF MENLO PARK ("the City")
CIVIC CENTER, MENLO PARK, CA 94025

This certifies that the following described policies have been issued to the insured named below and are in force at this time.

Insured _____

Address _____

Description of operations/locations/products insured (show Contract name and/or number if any).

POLICIES AND INSURERS	LIMITS		Expiration Date/ Policy Number
	Bodily Injury	Property Damage	
Worker's Compensation Insurer	Employer's Liability \$ 1,000,000 per accident		
Commercial General Liability Insurer	Each Occurrence \$1,000,000	Each Occurrence \$1,000,000	
	Aggregate \$2,000,000 Combined Single Limit	Aggregate \$2,000,000 Combined Single Limit	
Business Auto Policy Liability Coverage Symbol Insurer	Each Person \$1,000,000 Each Accident \$1,000,000	Each Accident Combined Single Limit \$1,000,000	
Umbrella Liability Insurer	Occurrence/Aggregate \$ Self-Retention \$		
The following coverages or conditions are in effect:			
Yes <input type="checkbox"/>	No <input type="checkbox"/>	The City, its officials, employees, agents and volunteers are named on all liability policies described above as insureds as respects: (a) activities performed for the City or on behalf of the named insured, (b) products and completed operations of the named insured and (c) premises owned, leased or used by the named insured.	

Products and completed operations:		
Yes <input type="checkbox"/>	No <input type="checkbox"/>	The undersigned will mail to the City 30 days written notice of cancellation or reduction of coverage or limits, cross liability clause (or equivalent wording).
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Personal Injury, perils A, B, and C.
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Broad form property damage.
Yes <input type="checkbox"/>	No <input type="checkbox"/>	X, C, U hazards included.
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Contractual liability coverage applying to this Contract.
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Liquor liability.
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Coverage afforded the City, its officials, employees, agents and volunteers as an insured applies as primary and not excess or contributing to any insurance issued in the name of the City.
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Waiver of subrogation from worker's compensation insurer.

This certificate is issued as a matter of information. This certificate is not an insurance policy and does not amend, extend or alter the coverage afforded by the policies listed herein. Notwithstanding any requirement, term or condition of any Contract or other document with respect to which this certificate or insurance may be issued or may pertain, the insurance afforded by the policies described herein is subject to all the terms, exclusions and conditions of such policies.

<hr/> Agency or Brokerage	<hr/> Insurance Company
<hr/> Agency or Brokerage Address	<hr/> Home Office Address
<hr/> Name of Person to be Contacted	<hr/> Authorized Signature
<hr/> Telephone	<hr/> Date

Note: Authorized signature may be the agent's, if agent has placed insurance through an agency agreement with the insurer. If insurance is brokered, authorized signature must be that of official of insurer.
be used. If any other form of acknowledgment is used, there must be submitted a certified copy of unrevoked resolution of authority for the attorney-in-fact.

NOTARIAL ACKNOWLEDGMENT OF ATTORNEY-IN-FACT OF SURETY

STATE OF CALIFORNIA }
 } ss.
COUNTY OF _____}

On _____ , before me, _____ ,a Notary Public,
personally appeared _____ , personally known to me (or proved to
me on the basis of satisfactory evidence) to be the person(s) whose name(s) is/are subscribed to the within
instrument and acknowledged to me that they executed the same in his/her/their authorized capacity(ies),
and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the
person(s) acted, executed the instrument.

WITNESS my hand and official seal.

Notary Public

(Seal)

STATEMENT

The City of Menlo Park currently contracts for maintenance and repair of Heating, Ventilating and Air Conditioning Systems and Components in 16 City buildings for a fixed monthly charge. The existing contract will expire and the City is seeking proposals to provide services at a fixed monthly rate for the next five (5) years, and at its sole discretion, may elect to extend the service contract for three (3) additional One Year terms. The contract may be terminated by either party upon a 120 day certified letter notice for any reason.

The purpose of this RFP is to enter into a contract with a qualified Contractor for the maintenance and repairs and servicing of Heating, Ventilating and Air Conditioning Systems and Components in 16 City buildings for a fixed monthly charge.

Qualified bidders must have the ability and sufficient resources to provide repairs and servicing of all HVAC equipment preventive maintenance, respond to emergencies within 2 hours, finish repairs in a timely manner, troubleshoot and repair Delta and Alerton energy management systems, and provide engineering and related services when needed.

Systems and components include forced air heating units, VAV boxes, heat pumps, split systems, air handlers, boilers, chillers, circulation pumps, exhaust fans, control systems, Variable Frequency Drives (VFD's).

MUNICIPAL FACILITY HVAC MAINTENANCE REQUEST FOR PROPOSAL (RFP)

Scope of Work

BACKGROUND

The City of Menlo Park is seeking a well-qualified firm to provide a comprehensive heating-ventilation-air conditioning HVAC maintenance and repair program for all City buildings. The work will include the provision of a total maintenance/management program including, but not limited to the inspection, periodic/preventative maintenance (See attachment B), repairs, service calls and other tasks and services necessary to insure safe, well maintained HVAC systems providing quality air for City employees and the public.

SCOPE OF WORK – STANDARDS AND SPECIFICATIONS

The Contractor shall retain professional personnel who have successfully and competently provided municipal facility HVAC maintenance and repair services on projects of similar scope and complexity. For the purpose of this contract, routine preventative HVAC maintenance shall be defined as scheduled routine inspection and proactive servicing of HVAC systems so as to facilitate heating/cooling with minimal downtime (See attachment B). The routine maintenance and all repairs shall be provided in accordance with the highest standards of the industry, skill, workmanship, applicable trade practices, meet warranties and in conformance to all applicable laws, codes and regulations. The successful Proposer's preventative maintenance and repairs shall, at a minimum, include but not limited to the specifications outlined herein.

SERVICES TO BE PROVIDED

It is the Proposer's responsibility to provide an appropriate level of on-site staffing as needed, provide appropriate tools and vehicles necessary to support all building HVAC equipment during normal business hours 7:00 A.M.– 4:30 P.M. Monday through Fridays: Recognized holidays excepted and for response after normal working hours. Proposer's services are to be compliant with all Federal, State, CARB, AQMD, OSHA and all other applicable regulatory requirements.

ADDITIONAL COVERAGE

Contractor shall repair or replace failed or worn moving parts (such as: bearings, motor rotors, motor starters, seals, gears, burners, actuators, controls and switches). Prior to beginning any repair or replacement, Contractor will troubleshoot the system to diagnose the system's problems. The City shall not incur any extra charge for this service. Contractor shall itemize the equipment list covered under repair or replaceable. If HVAC Equipment is not repairable, contractor will replace with an equivalent type that has been approved by the City.

Prices as stated on the building HVAC Equipment maintenance pricing sheet (Exhibit A) shall be all inclusive for services specified in this proposal.

Provide labor and material to perform preventative maintenance, service and repair of all HVAC equipment. All filters, belts, annual testing and written report of the chilled water and semi-annual boiler, water treatment, grease, refrigerant, oil, touch-up, paint, and mechanical, electrical, miscellaneous parts and materials needed to maintain the equipment to service, repair, and maintain to the manufacturer's specifications will be included in this proposal.

Work not included in this proposal will be as follows:

Original system design and installation; utility company service problems.; Non-moving parts such as heat exchangers, boiler tubes, shells, condenser tubes, , gas, and water piping ; natural gas supply; air distribution duct work; air balance; thermal insulation; improper operation; negligence or misuse of equipment by persons occupying the space, the owner, the owner's representative, or vandals; alteration, additions, or repairs made by others' catastrophic acts of nature; equipment interiors and exteriors; plumbing; electrical service beyond the parts of the heating; cooling, and ventilation equipment; electrolysis; work required by governmental agencies or insurance agencies; removing, replacing, or altering any part of the building structure in the performance of this agreement. Individual ceiling mounted restroom ventilation fans are also excluded from this agreement.

HVAC MAINTENANCE STAFFING LEVELS

The Contractor shall provide a staffing level that will provide the desired level of customer service, program support, HVAC maintenance and repair for all City buildings

Staffing levels should include staff that is certified and proficient in the complete maintenance and repair of chiller systems with reciprocating compressors, oil-free centrifugal chiller systems with Turbocore compressors, air handlers, pneumatic systems, and a variety of package HVAC units. Additionally, service levels shall provide the ability to respond immediately to situations involving the health and safety of employees and/or the public; comfort and operational capability of any public meeting space. Routine repairs, service requests or other non-urgent tasks shall be completed by journey level staff within one (1) working day from the date of the request or assignment from a City Representative.

The journey-level worker(s) shall be proficient in the following trades:

- All mechanical, electronic, hydronic, and pneumatic aspects of hot water (Heating) systems
- All mechanical, electronic and pneumatic aspects of chilled water systems
- Chiller systems
- VFD drives
- Air handling systems

- The interface and control of existing Delta and Alerton EMS systems

BILLABLE WORK

All work beyond and in addition to the scope of the contract shall be considered billable hours and will require approval from a City Representative.

SECURITY BACKGROUND CHECK OF PERSONNEL

Contractor is required to provide security checks for all personnel assigned to work under this contract. Security checks will be coordinated through Menlo Park Police Department (MPPD). MPPD will run security checks of all personnel assigned to work under this contract. The records check will include finger printing, Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) wanted person system check, California Driver's License check, and review of any local record. The City will be responsible for the costs associated with this process. Additional checks will be required for all new employees during the lifetime of the contract and all expenses shall be borne exclusively by the contractor. The City reserves the right to approve/refuse any prospective employees of the contractor as a result of the background check.

The following information must be provided to the City Representative no less than 30 days prior to any employee's start of work:

- Full Legal Name
- Social Security Number
- California Driver's License or Identification Number
- Birth Date
- Current Valid Address

Damages: The Contractor will be responsible for all damages to the facility or contents caused by Contractor, their staff or subcontractors during the performance of their duties.

EMERGENCY CALL OUT SERVICE

Contractor shall provide 24 hour emergency service as needed in all aspects of HVAC emergency repair for the City facilities included in this specification. Hours shall be Monday through Friday 5:00 p.m. to 6:00 a.m. and 24 hours each day on weekends and Holidays. Contractor shall have working personnel on-site within 2 hours of the call-out, or respond by telephone to the City Representative within ½ hour if the problem is capable of being corrected through the use of a computer/modem to alleviate the source of complaint.

HEATING-VENTILATION-AIR CONDITIONING (HVAC) MAINTENANCE AND MONITORING

- Contractor shall respond to indoor temperature complaints and provide expeditious correction and record complaints and corrections at all City buildings.
- Contractor shall inspect all HVAC systems at least once each year, with seasonal start-up and run inspections performed and documented.
- Contractor shall review the Proposer contract and through monitoring and inspections verify that the services described in Attachment B (Periodic Maintenance Service Schedule) are performed
 - o For pumps: lubricate bearings semi-annually. Inspect couplings and check for leaks. Investigate unusual noises.
- Contractor shall perform air-handling unit maintenance which includes but is not limited to; all services recommended by manufacturer.

ADDITIONAL CONTRACTOR REQUIREMENTS

- Contractor shall show evidence of presently serving at least three local references that received similar services.
- Contractor shall hold current and C20 license.
- Contractor shall have in its employ at least 4 full-time journeymen-level mechanical personnel.
- Contractor shall supply their staff with their agency uniform and photo identification tags that will be worn at all times. Uniforms shall display the Contractor logo and employee first or last name shall be clearly visible.

SPECIFIC SERVICES

Annual Maintenance

Proposer will perform scheduled annual and multi-annual preventive maintenance in accordance with services described in Attachment B (Periodic Maintenance Service Schedule) as well as a program of standard routines as determined by your experience, equipment application, and equipment operating hours that are recommended by each equipment manufacturer and location. The equipment included under these services is itemized in the list of equipment (Attachment C)

HVAC Air Filter Changing Service

This service will maintain indoor air quality by changing filters **quarterly** and minimizing dust and particles from collecting on ductwork. **The filters for the Gymnastics and Recreation Center however, are to be replaced monthly.** This service will insure proper flow through cooling and heating coils, thus preventing

restrictions in airflow, leading to higher system and energy efficiency. All filters are to be pleated high efficiency type.

Air Cooled Condenser Coil Cleaning

This service will improve airflow across condenser coils, improve heat transfer and extend the life of the compressors. Coil cleaning consists of cleaning the outside surface of the condensing unit coils to remove any airborne particles, dirt build-up by using a brush, high pressure air, chemical with low pressure wash or chemical with high pressure wash based on the condition of outside environment and coil accessibility.

Evaporator Coil and Cleaning

Proposer will clean air handling unit evaporator coils that will help improve air circulation in the air distribution system, and reduce dust and dirt that is in the system. Coils will be cleaned at a time that is mutually agreeable between the proposer and the City Representative. Coil cleaning consists of cleaning the surface of the evaporator coil to remove dust and dirt particles that have collected on the evaporator coil. Coils will be cleaned using a vacuum cleaner and or other devices that allow the proper cleaning of the coil.

Operating Inspection – Heating

This service will help to assure mechanical equipment continues to operate efficiently, safely and with little operating disruptions during the operating season. Proposer will provide routine operating inspection(s) to check system performance in accordance with a program of standard routines as determined by our experience, the equipment manufacturer's published recommendations, equipment application, and location. A detailed list of the tasks included with this service is in the Equipment

HVAC SERVICES – WATER TREATMENT Water Treatment Services

Proposer will perform water treatment service and testing for both hot water and chilled water loops at the Administration Building/Police and Main Library.

Semi- annual testing and written report of boiler system water to be sampled and tested by an independent qualified laboratory.

Annual testing and written report of chiller water to be sampled and tested by an independent qualified laboratory.



CITY BUILDING LIST

Building Name	Address	Square Footage
Administration Building/Police	701 Laurel Street	45,844
Council Chambers	701 Laurel Street	4,743
Menlo Children's Center	801 Laurel Street	12,409
Gatehouse	555 Ravenswood Avenue	3,360
Main Library	800 Alma Street	33,470
Arrillaga Family Gymnasium	600 Alma Street	22,395
Arrillaga Family Recreation Center	700 Alma Street	16,579
Arrillaga Family Gymnastics Center	501 Laurel Street	17,250
Burgess Pool	501 Laurel Street	1,024
Corporation Yard Service Center	333 Burgess Drive	14,740
Willow Oaks Park - Footsteps Preschool	490 Willow Road	1,296
Belle Haven Child Development Center	410 Ivy Drive	6,600
Belle Haven Youth Center	100 Terminal Drive	2,485
Onetta Harris Community Center	100 Terminal Drive	16,000
Senior Center/Belle Haven Health Clinic	100 Terminal Avenue	11,000
Neighborhood Service Center	871 Hamilton Avenue	1,938



Periodic Maintenance Service Schedule

The following tasks listed herein for each equipment type will be performed at the intervals planned. These tasks are designed to place the equipment into prime operating condition so that the equipment will operate effectively, reliably, and efficiently. Frequency shall be yearly (1/yr) unless noted otherwise:

1. Rooftop Packaged Units
 1. Preventative maintenance
 2. Lock out and tag out equipment as required
 3. Check all electrical wiring, connections. Tighten as required
 4. Check all motor starter contactor surfaces for wear (4/yr)
 5. Clean electrical control enclosures
 6. Lubricate air handling unit motor bearings and fan bearings, if applicable
 7. Check air handling unit belts for wear and change as required (4/yr)
 8. Check belt tension and sheave alignment
 9. Check condition of evaporator coils. Chemically clean as required
 10. Check and clean condensate drains, drain line and pan

2. Reciprocating Compressors
 1. Preventive maintenance
 2. Lock out and tag out equipment as required
 3. Check all electrical wiring and connections. Tighten as needed
 4. Check starter contactor surfaces for wear (4/yr)
 5. Visually leak check compressor and associated refrigerant piping
 6. Clean exterior of compressor
 7. Check operation of crankcase heater
 8. Meg-ohm motor from starter and record
 9. Check and calibrate all safety and cut-out devices
 10. Check and adjust compressor capacity controls
 11. Check, calibrate and adjust all operational controls
 12. Check head and suction line pressure (4/yr)

3. Exhaust Fans
 1. Preventative Maintenance
 2. Lock out tag out equipment as required
 3. Check all electrical wiring and connections and tighten
 4. Check all motor starter contactor surfaces for wear (4/yr)
 5. Clean starter and electrical control enclosures
 6. Lubricate motor bearings and fan bearings
 7. Check exhaust fan belts for wear, replace as required (4/yr)
 8. Check belt tension and sheave alignment. Adjust as required (4/yr)

9. Inspect exhaust fan unit assembly
 10. Check all mounting hardware. Tighten as required
-
4. Package, Gas Heat Electric Cool
 1. Preventive maintenance
 2. Check unit voltage and record
 3. Lubricate motors as required
 4. Check and adjust burners for proper flames
 5. Check for proper combustion and flue gas relief
 6. Record discharge temperature, heating and cooling modes (4/yr)
 7. Record return air temperature (4/yr)
 8. Check and adjust operating and safety controls
-
5. Air Handler
 1. Perform maintenance
 2. Lockout tag out equipment
 3. Check starter contacts for excessive wear
 4. Tighten all starter wire connections
 5. Check belts, adjust or replace as needed (4/yr)
 6. Check belt tension and sheave alignment. Adjust as required (4/yr)
 7. Meg-Ohm motor and record
 8. Check fan motors amps
 9. Clean and lubricate unit motor bearings and fan bearings
 10. Check operation of economy dampers (4/yr)
 11. Lubricate and tighten all dampers and linkages as necessary
 12. Check operation of static vane (if applicable)
 13. Visually check all coils for leaks
 14. Check and record all coil delta T
 15. Inspect all mounting hardware, tighten as needed
 16. Clean outside air screens. (2/yr)
 17. Inspect condition of vibration insulators
-
6. Multi-zone Air Handler
 1. Perform maintenance
 2. Lockout tag out equipment
 3. Check fan motor amps
 4. Clean and lubricate components
 5. Check operation of economy dampers
 6. Check operation of static vane or dampers
 7. Check operation of zone dampers
 8. Check and adjust operating and safety controls
 9. Inspect starter contacts
 10. Inspect condition of vibration insulators
-
7. Package Chiller Annual
 1. Lockout tag out equipment
 2. Check condenser / Barrel tubes
 3. Check Chiller barrel tube
 4. Check and record unit amp draw

5. Check unit voltage and record
 6. Check unit pressures and record
8. Chiller with Reciprocating Compressors
1. Visually inspect equipment condition and operation
 2. Check for unusual vibration, noise, excessive temperatures and refrigerant leaks
 3. Check unit voltage and record.
 4. Check condenser pressure and record
 5. Check evaporator pressure and record
 6. Check oil sump sight glass
 7. Record chilled water inlet temperature
 8. Record chilled water outlet temperature
 9. Check condenser water inlet
 10. Check condenser water outlet temperature
 11. Check compressor starter contacts for abnormal wear
9. Variable Frequency Drive
1. Check unit operation (4/yr)
 2. Check fault history report
 3. Check operation of manual bypass
 4. Verify drive signal increase and decrease
 5. Check and tighten all electrical connections
 6. Check starter contacts for wear
10. Boiler
1. Check boilers for proper operation
 2. Check and use boiler viewport to check main burner flame
 3. Turn off and secure boiler
 4. Check boilers for any unusual noise or vibration
 5. Inspect gaskets for any signs of leaks (4/yr)
 6. Examine the venting system
 7. Remove and/or inspect gas pilot assembly. Reinstall in accordance with recommended specifications and tolerances
 8. Check boiler circulating pumps for proper operation and lubricate
 9. Check flame safeguard control for pilot and main flame ignition
 10. Check operation of blower motor and circuitry
 11. Check operation of gas valves and vents
 12. Inspect and tighten all electrical connections
 13. Check and adjust all boiler limit pressure controls and running interlocks
 14. Check operation and adjust low water controls
 15. Check and adjust burner, pilot and main flame ignition
 16. Check and oil combustion air fan
 17. Check expansion tank and site glass. (Adjust as needed)
 18. Check all entering and leaving water temperatures and pressures
 19. The boiler room shall be left in the same condition as existed prior to start of the work
 20. Refer to equipment O&M manual for any maintenance clarifications.
 21. Flush pressure relief valve

22. Clean and adjust scanner, igniter and flame rod
 23. Check pilot for proper ground
11. Evaporator and Condenser Coils
 1. Chemically clean air cooled condenser
 2. Clean condensate pan and chemically treat related drain
 3. Check and set super heat on evaporator
 4. Inspect and chemically clean evaporator
 12. Chillers
 1. Examine piping, check operation and log (4/yr)
 2. Inspect pumps as required
 3. Perform maintenance functions as outlined on chiller manufacturer's maintenance schedule (4/yr)
 13. Circulation Pumps
 1. Flush and lubricate pump and motor bearings
 2. Check coupling alignment and security to shaft
 3. Tighten base mountings bolts
 14. Water Treatment
 1. Furnish chemical as required to retard scale, corrosion, and biological growths
 15. Warm Air Furnace
 1. Check exterior
 2. Check and adjust belt, pulley and pilot
 3. Lubricate and inspect blower and motor
 4. Clean and inspect burners and flue
 5. Check gas pressure regulator
 6. Check for cracked heat exchanger



EQUIPMENT LIST

**Administration Building/Police
701 Laurel Street**

<u>DESCRIPTION</u>	<u>MODEL #</u>	<u>SERIAL#</u>	<u>FILTERS</u>
RBI Boiler	FW1950	010848716	N/A
Expansion Tank	N/A	N/A	N/A
2 HP Hot Water Supply Pump #1	P63CZZ-3037	62032Z-J/C3	N/A
2 HP Hot Water Supply Pump #2	EJMM31577	35L509X914	N/A
Trane Return Fan	41	U9-96856	N/A
ABB VFD For Return Fan	ACH501-010-4-0082	279559	
1 EA Exhaust Fan (Interior)	16G2	U94484	N/A (above 2 nd Floor Men's RR)
Admin Fish Bowl Conference Room Fan Coil (Cool and Heat)	N/A	N/A	2 EA – 20X20X2
IT Server Room Fan Coil (In Attic)	NFCX06000C1	N/A	1 EA – 20X25X2
Roof Condenser Unit	CAE0601AA	L012274522	N/A
Mail Room Exhaust Fan	N/A	N/A	N/A
Carrier Chiller	30GN080L610KA	449705392	N/A
Carrier Air Handler #2 (Serves Basement)	39TV2ANMGNA	4297F02728	12 EA - 16x25x2
Carrier Air Handler #1 (Serves 1st Floor)	39TV21BCD	4297FU2738	12 EA - 16x25x2
Carrier Air Handler #3 (Serves 2nd Floor)	39TV26BCE	4297E02686	5 EA - 16x25x2 15 EA - 16x20x2
ABB VFD for Air Handler #2	ACH501-015-4-0082	225752	
ABB VFD for Air Handler #1	ACH401601132	2011000030	
ABB VFD for Air Handler #3	ACH402601132	1011000671	
Delta EMS			
Carrier Split AC	38QR018300	3996183309	1 EA – 10x34x1
Carrier Split AC	38QR024C311	3792X46095	1 EA – 20x20x2
Exhaust for Dispatch	N/A	N/A	N/A(Inside Above Records)
5 HP Chilled Water Pump	N/A	N/A	N/A
Eaton 5 HP VFD for Chilled Water Pump	N/A	N/A	N/A
1 EA – Exhaust Fan	N/A	N/A	(Serves Police Department Men /Women's Locker Rooms)



CITY OF
MENLO PARK

EQUIPMENT LIST

**Council Chambers
701 Laurel Street**

<u>DESCRIPTION</u>	<u>MODEL #</u>	<u>SERIAL#</u>	<u>FILTERS</u>
Trane Air Handler	MCCB017VA0AOUA000	K10J90916	8 EA - 16x20x2 4 EA - 16x25x2
Trane Condensing Unit	RAUJC2540B1300D	C10J04831	N/A



CITY OF
MENLO PARK

EQUIPMENT LIST

**Menlo Children's Center
801 Laurel Street**

MCC Main Building

<u>DESCRIPTION</u>				
Airedale Heat Pump	Classroom #6	HP3 (5 Ton)	HP4 (4 Ton)	HP5 (4 Ton)
Airedale Heat Pump	Classroom #5	HP1 (4 Ton)		
Airedale Heat Pump	Classroom #4	HP2 (4 Ton)		

MCC (Basement / Facilities)

<u>DESCRIPTION</u>				
1 EA – Strip Heater (Maintenance Office)				
1 EA – Supply Fan (Storage Area)				
1 EA – Exhaust Fan (Storage Area)				
1 EA – Strip Heater (Restroom in Hallway)				

MCC MODULAR

<u>DESCRIPTION</u>	<u>MODEL #</u>	<u>SERIAL#</u>	<u>FILTERS</u>
Heat Pump	PHK060-IF	0507792186	1 EA - 16x20x2
Heat Pump	PHK060-IF	0507792222	1 EA - 16x20x2



CITY OF
MENLO PARK

EQUIPMENT LIST

**Gatehouse Building
555 Ravenswood Avenue**

<u>DESCRIPTION</u>	<u>MODEL #</u>	<u>SERIAL#</u>	<u>FILTERS</u>
1 EA - Day and Night Furnace (Basement)	383KAV060155	3394A24194	1 EA – 20x25x1
Day and Night 5 Ton Condenser (Exterior)	561CJ060-A	2196E18024	N/A
1 EA - Day and Night Furnace (Attic – 2nd Floor)	373LAV048095	1096A11799	1 EA – 20x25x1
Day and Night 4 Ton Condenser (Exterior)	561CJ048-A	2096E17875	N/A



CITY OF
MENLO PARK

EQUIPMENT LIST

**Main Library
800 Alma Street**

<u>DESCRIPTION</u>	<u>MODEL #</u>	<u>SERIAL#</u>	<u>FILTERS</u>
RBI Boiler	FB1500	061467973	N/A
Trane AHU #1	CCDB4103NM	K91F22896	2 EA – 12x24x2 8 EA – 24x24x2
Trane AHU #2	Type 50	N/A	28 EA - 16x25x2
Eaton 15 HP VFD For AHU #2	N/A	N/A	N/A
Trane Return Fan (AHU #1)	CBD83180CCJAL00M	K911F22709	N/A
Magnetek AHU #1 Supply VFD	D5318	NR 764148-134	N/A (AHU#1)
ABB Return Fan VFD	E124534	2101000629	N/A (AHU#1)
Magic Aire Fan Coil Unit (Heat Only)	N/A	N/A	N/A (AHU#1)
Trane Chiller	CGACD101RKN1KK6236N	N/A	N/A
2 7.5 HP Chilled Water Pumps (Exterior)	N/A	N/A	N/A
2 Eaton 7.5 HP VFD's for Chilled Water Pumps	N/A	N/A	N/A
Acme Exhaust Fan	XD1003	N/A	N/A
Acme Exhaust Fan	XD137EF	N/A	N/A
Acme Exhaust Fan	PRN110	N/A	N/A
Acme Exhaust Fan	DC24N	N/A	N/A
Air Comp Product Air Compressor	C150756DP3	192C5562	N/A
Air Comp Product Air Drier (Interior)	ACP10RD	0302A91105027N	N/A
2 5 HP Hot Water Pumps (Interior)	N/A	N/A	N/A
2 Eaton 5 HP VFD's for Hot Water Pumps	N/A	N/A	N/A



CITY OF
MENLO PARK

EQUIPMENT LIST

**Arrillaga Family Gymnasium Center
600 Alma Street**

<u>DESCRIPTION</u>	<u>MODEL #</u>	<u>SERIAL#</u>	<u>FILTERS</u>
Trane Air Handler/Package Unit (Main Gym)	YCH420B4PCOD7GCIA0000JOH	C10F02960	16 EA – 16x20x4
Trane Air Handler/Package Unit (Lobby/Offices/Restrooms/Locker Rooms)	YFD151E4VAAC	103211033D	4 EA – 20x20x2 4 EA – 20x25x2
1 EA - Exhaust Fan (Attic/Hallway/Men's Restroom)	N/A	N/A	N/A



CITY OF
MENLO PARK

EQUIPMENT LIST

Arrillaga Family Recreation Center
700 Alma Street

<u>DESCRIPTION</u>	<u>MODEL #</u>	<u>SERIAL#</u>	<u>FILTERS</u>
LAARS Boiler	PNCH0500NACK2BXN	C10227012	N/A
Trane Air Handler	LPCAD17F2JOR7	T11A05824	2 EA – 16x20x2 2 EA – 20x20x2 2 EA – 16x25x2 2 EA – 20x25x2
Hot Water Circulation Pump	N/A	N/A	N/A
Main Building Exhaust Fan with VFD (Attic/Juniper Room)	N/A	N/A	N/A
Room Exhaust Fan - Sequoia Room	N/A	N/A	N/A
Room Exhaust Fan - Maple Room	N/A	N/A	N/A
Trane Condensing Unit	RAUJC254BB03000F00020	C11A00386	N/A
Trane Heat Pump Condensing Unit	4TWX4024BI000AA	713TXALF	N/A
Trane Fan Coil	4TEC3F24B1000AA	73315URIV	1 EA – 20x20x1
Kitchen Exhaust Hood	N/A	N/A	N/A



CITY OF
MENLO PARK

EQUIPMENT LIST

**Arrillaga Family Gymnastics Center
501 Laurel Street**

<u>DESCRIPTION</u>	<u>MODEL #</u>	<u>SERIAL#</u>	<u>FILTERS</u>
RBI Boiler (Main)	FB500	02105538	N/A
Hot Water Supply Pump	PL-36	1BL001	N/A
Booster Pump for Pool Locker Rooms	Part #8 – 140211-03	BW11-165	N/A
Trane Air Handler	LPCAD08F4KOR02	K12A00276	2 EA – 20x25x2
Trane Condensing Unit (Roof Mechanical Well)	TTA150E400AA	11441KWSYA	N/A
Trane Package Unit (Roof Mechanical Well)	YHC120E4RLA0FC000000	114612291L	3 EA – 20x20x2 3 EA – 20x25x2



CITY OF
MENLO PARK

EQUIPMENT LIST

Burgess Pool
501 Laurel Street

<u>DESCRIPTION</u>	<u>MODEL #</u>	<u>SERIAL#</u>	<u>FILTERS</u>
Trane Fan Coil Heat Pump	N/A	N/A	1 EA 10x42x1 (Above Pro Shop)
Trane Condenser	4TWX4036B1000AA	533222BIF	N/A (Outside Park Side)
Exhaust Fan (Showers)	N/A	N/A	N/A (On Roof)
3 EA – Hot Water Fan Coil Units	N/A	N/A	1 EA -10x42x1 1 EA – 10x36x1 1 EA – 20x20x1



CITY OF
MENLO PARK

EQUIPMENT LIST

**Corporation Yard Service Center
333 Burgess Drive**

<u>DESCRIPTION</u>	<u>MODEL #</u>	<u>SERIAL#</u>	<u>FILTERS</u>
York (Interior – Furnace)	PV9D20N120UP12A	WOM6236496	1 EA – 25x25x1 (Front Office)
York Split System (Exterior-Condenser)	CZE06011A	WOF7885719	N/A (Front Office)
Trane Furnace (Interior-Furnace)	GHADA10A	94260902	1 EA – 16x22x1 (Carpenters)
York Split AC (Exterior-Condenser)	F+RP030H06A	ECHS512138	1 EA – 16x22x1 (Mechanics)
York Split AC (Exterior-Condenser)	E1RE0305061	WOM4182023	1 EA – 16x22x1 (Print Shop)



CITY OF
MENLO PARK

EQUIPMENT LIST

**Willow Oaks Park - Footsteps Pre-School
490 Willow Road**

<u>DESCRIPTION</u>	<u>MODEL #</u>	<u>SERIAL#</u>	<u>FILTERS</u>
Rheem Furnace	YGDG-10NAMER	CY5D302F30949962	1 EA – 16x25x1



CITY OF
MENLO PARK

EQUIPMENT LIST

**Belle Haven Child Development Center
410 Ivy Drive**

<u>DESCRIPTION</u>	<u>MODEL #</u>	<u>SERIAL#</u>	<u>FILTERS</u>
Carrier Air Handler/Furnace (Administration Building)	N/A	N/A	1 EA – 24x24x1
Carrier Air Handler with Furnace	58MXA080	2200AD1446	1 EA – 20x25x1
Carrier Air Handler with Furnace	58MXA080	2100A02192	1 EA – 20x25x1
Carrier Air Handler with Furnace	58MXA080	2500A01701	1 EA – 20x25x1
Carrier Air Handler with Furnace	58MXA080	2500A01695	1 EA – 20x25x1
Carrier Condenser (Administration Building)	38BRC060350	4900E00104	N/A
Carrier Condenser	38BRC060350	3500E03596	N/A
Carrier Condenser	38BRC060350	3500E00962	N/A
Carrier Condenser	38BRC060350	3500E03595	N/A
Carrier Condenser	38BRC060350	3500E00970	N/A



CITY OF
MENLO PARK

EQUIPMENT LIST

**Belle Haven Youth Center
100 Terminal Avenue**

<u>DESCRIPTION</u>	<u>MODEL #</u>	<u>SERIAL#</u>	<u>FILTERS</u>
Smart Furnace	TNK125N2081	L010391574	1 EA – 16x24x1
Smart Comfort 2000 5 Ton Condensing Unit	TCA260AKA1	L003117166	N/A



CITY OF
MENLO PARK

EQUIPMENT LIST

**Onetta Harris Community Center
100 Terminal Avenue**

<u>DESCRIPTION</u>	<u>MODEL #</u>	<u>SERIAL#</u>	<u>FILTERS</u>
York AC (new)	DISK180A25A	EAP004040	12 EA – 15x20x2 (Mechanical Room)
Q Keen Exhaust Fan (new)	CSP252	3P218	N/A
Q Keen Exhaust Fan (new)	CSP252	N/A	N/A
Q Keen Exhaust Fan (new)	CSP252	N/A	N/A
Jolasco Kitchen Hood (new)	SW842255	N/A	N/A
Reznor (Mechanical Room)	SC250-6	AWB66AQ3N08902	N/A
Carrier Heat Pump (new)	38YCB018-311	4796E2022	1 EA – 14x22x1
Greemheck Exhaust Fan (Bathrooms)	N/A	N/A	N/A
2 EA Blowers (Main Gym)	N/A	N/A	4 EA – 20x25x2
2 EA Duct Heaters (Main Gym)	N/A	N/A	N/A
Reznor Heater (Gym Restrooms)	SCE150-6	N/A	1 EA -20x25x1
Heatec (Activity Room)	310JAV066110AGJA	3814A18234	1 EA – 20x25x2
Condensing Unit (Activity Room)	1BANA060000BHAA	4214E00255	N/A



CITY OF
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EQUIPMENT LIST

**Senior Center/Belle Haven Health Clinic
100 Terminal Avenue**

<u>DESCRIPTION</u>	<u>MODEL #</u>	<u>SERIAL#</u>	<u>FILTERS</u>
Dayton Kitchen Fan	3C503	981021	
Phoenix Swamp Cooler	DM4400	457479	
Carrier Split A/C #5	384CA048500	3893E02499	1 EA – 20x20x1
Carrier Split A/C #4	384CA060500	3493E03312	1 EA – 20x20x1
Carrier Split A/C #6	384CA048520	0798E01218	1 EA – 20x20x1
Carrier Split A/C #3	38YCA060500	3493E03318	1 EA – 20x20x1
Carrier Split A/C #2	384CA048500	3493E03273	1 EA – 20x20x1
Allied Commercial Split A/C #1	2SHP13LC160T-1	1613G12062	1 EA – 20x20x1
Carrier Split A/C #7	384CA048500	4393E00323	1 EA – 20x20x1
Carrier Split A/C #8	384CA048500	4393E00329	1 EA – 20x20x1
Carrier Split A/C #9	384CA048500	4393E00322	1 EA – 20x20x1
Carrier Split A/C #10	384CA048500	4393E00327	1 EA – 20x20x1
Carrier Split A/C #11	384CA048500	4393E00303	1 EA – 20x20x1



CITY OF
MENLO PARK

EQUIPMENT LIST

**Neighborhood Service Center
871 Hamilton Avenue**

<u>DESCRIPTION</u>	<u>MODEL #</u>	<u>SERIAL#</u>	<u>FILTERS</u>
5 Ton Carrier Package Unit	48ESNA3606050	0513C16717	1 EA – 20x25x2
5 Ton Carrier Package Unit	48TJD096-511GA	2599G20778	1 EA – 16x25x2