

CITY OF KENOSHA, WISCONSIN
REQUEST FOR PROPOSAL
REGARDING
HVAC PREVENTIVE MAINTENANCE AND
EMERGENCY DIAGNOSTIC / REPAIR SERVICES
FOR KENOSHA PUBLIC LIBRARY
PROPOSAL NO. 08-21

INSTRUCTION TO CONTRACTORS

Issued: Friday October 15, 2021

The City of Kenosha, Wisconsin is seeking proposals for the provision of labor, equipment, tools, consumables, materials and other supplies for HVAC Preventive Maintenance and emergency diagnostic / repair services for (4) Kenosha Public Library specification, terms, conditions and guides-lines, see attached..

1. **DEADLINE:** Fully completed Proposals shall be sealed and will be accepted by the City of Kenosha, Wisconsin, in the Department of Finance, Municipal Office Building, Room 208, 625-52nd Street, Kenosha, Wisconsin, until 2:30 p.m. on Monday, November 15, 2021.
2. **PRE-SUBMISSION CONFERENCE:** A mandatory pre-submission conference will be held on Tuesday, November 9, 2021, at 10:00 AM, in the Actives Room B of the Southwest Neighborhood Library, 7979 38th Ave, Kenosha, WI, 53142. The intent of this conference is to have City staff available to answer questions and provide supplementary information on the HVAC PREVENTIVE MAINTENANCE AND EMERGENCY DIAGNOSTIC/REPAIR SERVICES covered under this Contract.
3. **FORM OF PROPOSAL:** Proposals and ancillary information must be submitted on required form(s) and:
 1. Returned in a sealed envelope marked with the project name and number;
 2. Faxed to (262) 564-6388 with a cover sheet containing the project name and number; or
 3. Emailed to contract-proposal@mykpl.info with the project name and number in the subject.

Responses received after the deadline will not be considered.

Signatures and dates will be required where indicated on said forms.

4. **REFERENCES:** A minimum of three (3) relevant references should be submitted with proposal.
5. **COMPANY OVERVIEW:** All respondents shall complete and submit the Company Overview form that is included herein.
6. **STANDARDS FOR ACCEPTANCE/REJECTION:** The City of Kenosha reserves the right to award the Contract to the most qualified, responsive contractor, who will, in the City's determination, provide the highest level of professional service. The City also

reserves the right to reject any or all responses, or to accept any portion or portions of any response(s) or to award in whole or part, whichever is the most cost-advantageous to the City of Kenosha. The City also reserves the right to reject unqualified contractors, to designate an alternate contractor to be awarded the contract should the selected contractor fail to promptly execute the Contract, or upon being awarded a Contract, fail to properly perform contractual services on a timely basis and/or in an inefficient manner.

6.1 The City of Kenosha will evaluate proposals based upon the following factors:

- 6.1.1 Qualifications and capabilities;
- 6.1.2 Current and anticipated workload(s);
- 6.1.3 Equipment and Implement Inventories;
- 6.1.4 Evidences of requisite Insurance Coverage (Section 7.0);
- 6.1.5 References in similar contracts and;
- 6.1.6 Cost.

7. CONTRACT REQUIRED. Contractor selected to perform said work will be required to execute a Contract and related documents on City forms as a condition of performing said work.

7.1 INSURANCE: Contractor prior to performing work and during the Term shall carry the insurance policies in the following minimum limits, which must be written and enforceable in accordance with the laws of the State of Wisconsin and having a minimum AM Best Financial Strength Rating of A or better with the following limits:

- a. Commercial General Liability
 - i. Bodily Injury
\$1,000,000.00 Each Occurrence
\$2,000,000.00 Aggregate
- b. Automobile Liability (owned, non-owned, leased)
Combined Single Limit of \$1,000,000.00
- c. Worker's Compensation: Statutory Limits
 - i. Employer's Liability
\$100,000.00 Each Accident
\$100,000.00 Disease, Each Employee
\$500,000.00 Disease, Policy Limit
- d. Umbrella Liability
\$2,000,000.00 over the primary insurance coverages listed above.
- e. Certificate of Insurance
The insurance required herein must be primary and noncontributory. A Certificate of Insurance must be issued to the City. Said insurance coverage must be verified by a Certificate of Insurance issued to City, which must provide that should any of the described policies be canceled before the expiration date thereof, the issuing company will mail thirty (30) days written notice to the certificate holder. Whenever minimum standards of the City for all insurance policies comparable to those covering Contractor's obligations

hereunder are enacted which adopt or increase the minimum insurance requirements, City reserves the right to reasonably increase the minimum liability insurance requirements. Contractor must comply with said request or be considered in material default.

f. Additional Insured

City of Kenosha shall be named as an additional insured with respect to coverage required by 5(a), 5(b), 5(c), and 5(d) listed above and City of Kenosha shall be provided with the endorsement certifying that City of Kenosha is an additional insured with respect to said policies.

g. Insurance Compliance

Each of the insurance limits listed above must be met. The City reserves the right to reject any Contract, which does not meet each of the insurance limits listed above.

8. INDEMNITY AND HOLD HARMLESS: Contractor agrees to defend, indemnify and hold harmless, the City, its officers and employees, against any or all losses, claims, damages, costs, expenses, judgments, settlements, attorney fees and court costs which any of them may sustain or incur should any person or party suffer death, personal injury or property loss or damage as result of any act or omission of Contractor or its officers, employees, or agents, or as a result of Contractor failing to abide by terms state herein.

9. INDEPENDENT CONTRACTORS, WORKERS' AND UNEMPLOYMENT COMPENSATION:

Contractor acknowledges that it is an independent contractor and that its employees and agents are not the employees of the City for purposes of Worker's and Unemployment Compensation or any other purpose. Contractor shall be responsible for Worker's and Unemployment Compensation with respect to its employees.

Contractor must provide all necessary labor, equipment, tools, materials and supplies necessary to carry out the obligations of the Work.

10. TAX EXEMPT: The City of Kenosha is exempt from Federal Excise Tax and State Sales Tax, proposals should be made exclusive of these taxes. Tax Exemption Registry Number and/or a Tax Exemption Certificate will be furnished to the successful Contractor.

11. OFFSET: City may withhold from any payment due and owing Contractor, an amount sufficient to cover any damages or loss, but may not be limited to property damage or loss.

12. ASSIGNMENT: Contractor shall not assign this Work to any other person or entity without the consent of the City.

13. LAWS RULES AND REGULATIONS. Services shall be performed in accordance with applicable Federal, State, and City laws, rules and regulations.

14. INQUIRIES. Questions regarding the required scope of work should be directed to Lemuel Gomez Department of Finance at 262- 653-4186 or Dan Davis Library Maintenance Superintendent at 262-564-6344.



Dan Davis, Library Maintenance Superintendent
262-564-6344 Voice
262-564-6388 Fax
7979 38th Ave.
Kenosha, WI 53142-2129
ddavis@mykpl.info

Barbara Brattin, Director
262-564-6300 Voice
262-564-6364 Fax
7979 38th Ave.
Kenosha, WI 53142-2129

bbrattin@mykpl.info

KENOSHA PUBLIC LIBRARY

CONTRACT FOR HVAC PREVENTIVE MAINTENANCE SERVICES AT:

Simmons Library 711 – 59th Place
Uptown Library 2419 – 63rd Street
Southwest Library 7979 – 38th Avenue
Northside Library 1500 – 27th Avenue

CONTRACT SPECIFICATIONS

ANTICIPATED TIME FRAME AND TERM: The contract term is January 1, 2022 through December 31, 2022. If mutually agreeable to both parties, this contract may be extended for an additional two (2) years, awarded in one (1) year increments.

CONTRACTED AREAS: See attached Exhibits 1, 2, 3, & 4 for explanation of the specific equipment included within the preventive maintenance scope of this agreement.

STANDARDS FOR SERVICE: The contractor shall perform seasonal preventive maintenance service and provide on-call emergency diagnostic and repair service for the HVAC equipment at four Kenosha Public Library buildings in accordance with the four exhibits herein.

DIRECT SERVICE COSTS: Contractor shall provide all necessary labor, equipment, tools, materials, and supplies to properly perform the preventive maintenance service covered by this contract.

PERFORMANCE: All contracted services shall be subject to inspection and verification by the Library Director or authorized agent for Library properties. Upon such inspection, should it be discovered that the contractor has not fulfilled their obligation under this contract the Library Director

reserves the right to cancel such services immediately and to reject any requests for payment for the work in question.

SUB-CONTRACTING: The contractor shall not subcontract the work unless approved by the Kenosha Public Library Director prior to the work being performed.

INVOICING: Invoices shall be submitted at the end of each month in which billable service occurs. Forward invoices to the Kenosha Public Library Administration office at 7979 – 38th Avenue, Kenosha, WI. 53142. Service cost shall be based upon rates specified by this document. Services rendered and respective date service was performed shall be noted on the equipment/task list provided for each KPL location, and completed copies of said forms shall be submitted along with invoice for each location.

HOLD HARMLESS: Contractor shall hold the Kenosha Public Library and the City of Kenosha harmless from any injury to themselves, their employees, pedestrians, damages to property, and damages to equipment.

INSURANCES: Liability Insurance limits shall be the following: Commercial General Liability - \$2,000,000 (aggregate) and \$1,000,000 (each occurrence). Automobile Liability - \$1,000,000 (single limit). Umbrella Liability \$2,000,000.00 over the primary insurance coverages. Workers Compensation – statutory limits. A Certificate of Insurance will be required from the successful proposer. The Kenosha Public Library and the City of Kenosha are to be named as an additional insured.

TAX EXEMPT: The Kenosha Public Library is exempt from Federal Excise Tax and State Sales Tax.

Preventative Maintenance and Emergency Diagnostic/Repair
Service Requirements for Simmons Library

PREVENTATIVE MAINTENANCE

Contractor shall provide a SPRING COOLING start-up and inspection and a FALL HEATING start-up and inspection as follows:

EQUIPMENT SCHEDULED FOR SERVICE

- (A) (2) Carrier Water Cooled A/C Units
- (B) (1) Mitsubishi Split Cooling Unit (lower level)
- (C) (2) Bryan Gas Hot Water Boilers
- (D) (2) Fantech Combustion Air Fans
- (E) (2) Tjernlund Power Venters
- (F) (1) Bell & Gosset H/W Circulating Pump
- (G) (1) Pneumatic Control Air Compressor
- (H) (1) Pneumatic Control Refrigerated Air Dryer
- (I) (1) Johnson Controls Pneumatic Control Panel
- (J) Building Pneumatic Wall Thermostats

SERVICES PERFORMED

NOTES:

1. Price includes V-Belts.
2. Air Filters are supplied and replaced by KPL Maintenance Staff.
3. Price Does Not Include REFRIGERANTS or OIL.
4. Price Does Not Include REPAIR PARTS or LABOR other than described in this agreement.
5. The following checklists and logged test data shall be submitted with invoice.

SPRING COOLING START-UP AND INSPECTION (Listed Cooling Equipment)	
<input type="checkbox"/> Review Manufacturer's Start-Up Procedure	<input type="checkbox"/> Replace & Adjust V-belts at AHU(s)
<input type="checkbox"/> Check Economizer Operation & Lubricate Linkages	<input type="checkbox"/> Check Operation of Condensate Removal Pumps
<input type="checkbox"/> Clean Condensate Drains	<input type="checkbox"/> Check Evaporator Coil for Cleanliness
<input type="checkbox"/> Check Air Filter Condition	<input type="checkbox"/> Check Motor Pulleys and Motor Mounts
<input type="checkbox"/> Inspect all Contactors and Starters for Wear	<input type="checkbox"/> Inspect and Tighten all Electrical Connections
<input type="checkbox"/> Inspect and Tighten Compressor Motor Terminals	<input type="checkbox"/> Start and Check Mechanical Cooling Operation
<input type="checkbox"/> Check Refrigerant and Oil Levels	<input type="checkbox"/> Check and Test all Operating and Safety Controls
<input type="checkbox"/> Check Motor Voltage and Amp Draws	<input type="checkbox"/> Log all Test Data
<input type="checkbox"/> Check Operation of Pneumatic Control Panel	<input type="checkbox"/> Check Pneumatic Thermostats for Proper Operation
<input type="checkbox"/> Check Operation of Pneumatic Control Compressor	<input type="checkbox"/> Check Operation of Refrigerated Air Dryer, Clean Coil
<input type="checkbox"/> Check and Adjust V-belts as Required	<input type="checkbox"/> Lubricate Motor and Fan Bearings as Required
<input type="checkbox"/> Check for General Operation	<input type="checkbox"/> Report Concerns to Maintenance Superintendent

FALL HEATING START-UP & INSPECTION (Listed Equipment)	
___ Check & Adjust AHU(s) V-belts	___ Check Operation of Free Cooling Economizers
___ Start-up and Test Run AHU(s)	___ Log All Test Data – AHU(s)
___ Check Operation of Pilot and Main Burners	___ Inspect Combustion Chamber for Cracks or Leaks
___ Clean & Set Boiler Fill Valve	___ Check Expansion Tank for Proper Level
___ Adjust System Water Pressure on Hot Water Boilers	___ Check Operating and Safety Controls
___ Check & Test Flame Safeguard Controls	___ Check Operation & Lube Circulation Pumps
___ Check Voltage and Amp. Draws	___ Start-up and Test Run
___ Clean Fantech impellers (2 combustion air fans)	___ Perform inspection of complete vent system
___ Check operation circuit, safety interlocks, pwr venters	___ Log All Test Data
___ Check Operation of Pneumatic Control Panel	___ Check Pneumatic Thermostats for Proper Operation
___ Check Operation of Pneumatic Control Compressor	___ Check Operation of Refrigerated Air Dryer, Brush Coil
___ Check and Adjust V-belts as Required	___ Lubricate Motor and Fan Bearings as Required
___ Check for General Operation	___ Report Concerns to Maintenance Superintendent

EMERGENCY DIAGNOSTIC AND REPAIR SERVICE

Contractor shall perform service and repair work not included above on a time and materials basis at owner’s request.

DISCOUNTS AND WARRANTY INFORMATION

Contractor shall provide PRIORITY SERVICE at a labor discount (specify rates), 90 day parts and labor warranty on service repairs, and no premium time charge for emergency diagnostic services. The 90 day parts and labor warranty may be limited to the specific mechanical repairs that have been made by contractor to owner’s equipment. Contractor shall quote a standard markup (specify %) over contractor’s cost for all equipment and supplies.

Emergency diagnostic service includes troubleshooting and putting owner’s HVAC equipment back on line if possible. If additional repairs or parts replacement are required, this work will be scheduled during normal business hours, unless other arrangements are mutually agreed to by owner and contractor.

SIMMONS LIBRARY 711 – 59 th PLACE KENOSHA, WI	
SPRING COOLING START-UP, SERVICE & INSPECTION	\$
FALL HEATING START-UP, SERVICE & INSPECTION	\$
PRIORITY SERVICE STRAIGHT TIME	\$ /HR
PRIORITY SERVICE OT	\$ /HR
PRIORITY SERVICE WEEKEND OR HOLIDAY	\$ /HR
EMERGENCY DIAGNOSTIC SERVICE	\$ /HR
% MARK-UP OVER CONTRACTOR COST	

Preventative Maintenance and Emergency Diagnostic/Repair Service Requirements for Uptown Library

PREVENTATIVE MAINTENANCE

Contractor shall provide a SPRING COOLING start-up and inspection and a FALL HEATING start-up and inspection as follows:

EQUIPMENT SCHEDULED FOR SERVICE

- (A) (1) Lennox Split Cooling System (main level)
- (B) (1) Sanyo Split Cooling System (lower level)
- (C) (1) Weil Mclain Gas Fired Hot Water Boiler
- (D) (3) B&G Hot Water Circulating Pumps
- (E) Thermostats and Controls

SERVICES PERFORMED

NOTES:

1. Price includes V-Belts.
2. Air Filters are supplied and replaced by KPL Maintenance Staff.
3. Price Does Not Include REFRIGERANTS or OIL.
4. Price Does Not Include REPAIR PARTS or LABOR other than described in this agreement.
5. The following checklists and logged test data shall be submitted with invoice

SPRING COOLING START-UP AND INSPECTION (Listed Cooling Equipment)	
<input type="checkbox"/> Review Manufacturer’s Start-Up Procedure	<input type="checkbox"/> Replace & Adjust V-belts at AHU(s)
<input type="checkbox"/> Check Evaporator Coils for Cleanliness	<input type="checkbox"/> Chemically Clean and Rinse Condensing Units
<input type="checkbox"/> Check Air Filters and Motor Drive Belts	<input type="checkbox"/> Check Motor Pulleys and Motor Mounts
<input type="checkbox"/> Inspect all Contactors and Starters for Wear	<input type="checkbox"/> Inspect and Tighten all Electrical Connections
<input type="checkbox"/> Inspect and Tighten Compressor Motor Terminals	<input type="checkbox"/> Start and Check Mechanical Cooling Operation
<input type="checkbox"/> Check Refrigerant and Oil Levels	<input type="checkbox"/> Check and Test all Operating and Safety Controls
<input type="checkbox"/> Check Motor Voltage and Amp Draws	<input type="checkbox"/> Log all Test Data
<input type="checkbox"/> Lubricate Motor and Fan Bearings as Required	<input type="checkbox"/> Check Thermostats for Proper Operation
<input type="checkbox"/> Check for General Operation	<input type="checkbox"/> Report Concerns to Maintenance Superintendent

FALL HEATING START-UP & INSPECTION (Listed Equipment)	
___ Check & Adjust V-belts – AHU	___ Check Operation of Free Cooling Economizers
___ Start-up and Test Run – AHU	___ Log All Test Data – AHU
___ Check Operation of Pilot and Main Burners	___ Inspect Combustion Chamber for Cracks or Leaks
___ Clean & Set Boiler Fill Valve	___ Check Expansion Tank for Proper Level
___ Adjust System Water Pressure on Hot Water Boilers	___ Test Low Water Cut-Off Control
___ Check Flow Switch for Proper Operation	___ Check Operating and Safety Controls
___ Check & Test Flame Safeguard Controls	___ Check Operation of Circulating Pumps & Lubricate
___ Check Delta-T and Record Differential Temperature	___ Check Voltage and Amp Draws
___ Start-Up and Test Run	___ Log All Test Data
___ Lubricate Motor and Fan Bearings as Required	___ Check Thermostats for Proper Operation
___ Check for General Operation	___ Report Concerns to Maintenance Superintendent

EMERGENCY DIAGNOSTIC AND REPAIR SERVICE

Contractor shall perform service and repair work not included above on a time and materials basis at owner’s request.

DISCOUNTS AND WARRANTY INFORMATION

Contractor shall provide **PRIORITY SERVICE** at a labor discount (specify rates), 90 day parts and labor warranty on service repairs, and no premium time charge for emergency diagnostic services. The 90 day parts and labor warranty may be limited to the specific mechanical repairs that have been made by contractor to owner’s equipment. Contractor shall quote a standard markup (specify %) over contractor’s cost for all equipment and supplies.

Emergency diagnostic service includes troubleshooting and putting owner’s HVAC equipment back on line if possible. If additional repairs or parts replacement are required, this work will be scheduled during normal business hours, unless other arrangements are mutually agreed to by owner and contractor.

UPTOWN LIBRARY 2419 – 63 rd STREET KENOSHA, WI	
SPRING COOLING START-UP, SERVICE & INSPECTION	\$
FALL HEATING START-UP, SERVICE & INSPECTION	\$
PRIORITY SERVICE STRAIGHT TIME	\$ /HR
PRIORITY SERVICE OT	\$ /HR
PRIORITY SERVICE WEEKEND OR HOLIDAY	\$ /HR
EMERGENCY DIAGNOSTIC SERVICE	\$ /HR
% MARK-UP OVER CONTRACTOR COST	

**Preventative Maintenance and Emergency Diagnostic/Repair
Service Requirements for Southwest Library**

PREVENTATIVE MAINTENANCE

Contractor shall provide a SPRING COOLING start-up and inspection and a FALL HEATING start-up and inspection.

EQUIPMENT SCHEDULED FOR SERVICE

- (A) (2) Aaon 20 ton Cooling Only Rooftop Units
- (B) (1) Aaon 25 ton Cooling Rooftop Unit
- (C) (1) Aaon 40 ton Cooling Only Rooftop Unit
- (D) (1) Aaon RN 007 model RTU
- (E) (2) Raypack Hot Water Boilers
- (F) (2) Thrush ¾ hp Secondary Hot Water Circulating Pumps
- (G) (2) Taco 3 hp Primary Hot Water Circulating Pumps
- (H) (4) In Floor Heating Water Circulating Pumps
- (I) (4) Penn DX08B Rooftop Exhaust Fans
- (J) (3) Penn DX11B Rooftop Exhaust Fans

SERVICES PERFORMED

NOTES:

1. Price includes V-Belts.
2. Air Filters are supplied and replaced by KPL Maintenance Staff.
3. Price Does Not Include REFRIGERANTS or OIL.
4. Price Does Not Include REPAIR PARTS or LABOR other than described in this agreement.
5. The following checklists and logged test data shall be submitted with invoice.

SPRING COOLING START-UP AND INSPECTION (Listed Cooling Equipment)	
<input type="checkbox"/> Review Manufacturer's Start-Up Procedure	<input type="checkbox"/> Replace V-belts at RTU(s)
<input type="checkbox"/> Replace V-belts at Rooftop Exhaust Fans	<input type="checkbox"/> Check Economizer Operation
<input type="checkbox"/> Check Evaporator Coil for Cleanliness	<input type="checkbox"/> Check Outdoor Condensing Unit & Brush Clean
<input type="checkbox"/> Check Air Filters	<input type="checkbox"/> Check Motor Pulleys and Motor Mounts
<input type="checkbox"/> Inspect all Contactors and Starters for Wear	<input type="checkbox"/> Inspect and Tighten all Electrical Connections
<input type="checkbox"/> Inspect and Tighten Compressor Motor Terminals	<input type="checkbox"/> Start and Check Mechanical Cooling Operation
<input type="checkbox"/> Check Refrigerant and Oil Levels	<input type="checkbox"/> Check and Test all Operating and Safety Controls
<input type="checkbox"/> Check Motor Voltage and Amp Draws	<input type="checkbox"/> Log all Test Data
<input type="checkbox"/> Lubricate Motor and Fan Bearings as Required	<input type="checkbox"/> Check Exhaust Fans Operation
<input type="checkbox"/> Check for General Operation	<input type="checkbox"/> Report Concerns to Maintenance Superintendent

FALL HEATING START-UP & INSPECTION (Listed Equipment)	
___ Check Operation of Pilot and Main Burners	___ Inspect Combustion Chamber for Cracks or Leaks
___ Clean & Set Boiler Fill Valve	___ Check Expansion Tank for Proper Level
___ Adjust System Water Pressure on Hot Water Boilers	___ Test Low Water Cut-Off Control
___ Check Flow Switch for Proper Operation	___ Check Operating and Safety Controls
___ Check & Test Flame Safeguard Controls	___ Check Operation of Circulating Pumps & Lubricate
___ Check Delta-T and Record Differential Water Temp	___ Check Voltage and Amp. Draws
___ Start-up and Test Run	___ Log All Test Data
___ Check Operating and Safety Controls	___ Check RTU(s) Air Filters and Motor Drive Belts
___ Check Operation of Free Cooling Economizers	___ Start-up and Test Run
___ Log All Test Data	___ Inspect and Adjust Exhaust Fan Motor Drive Belts
___ Check Exhaust Fans Operation	___ Lubricate Motor and Fan Bearings as Required
___ Check for General Operation	___ Report Concerns to Maintenance Superintendent

EMERGENCY DIAGNOSTIC AND REPAIR SERVICE

Contractor shall perform service and repair work not included above on a time and materials basis at owner’s request.

DISCOUNTS AND WARRANTY INFORMATION

Contractor shall provide PRIORITY SERVICE at a labor discount (specify rates), 90 day parts and labor warranty on service repairs, and no premium time charge for emergency diagnostic services. The 90 day parts and labor warranty may be limited to the specific mechanical repairs that have been made by contractor to owner’s equipment. Contractor shall quote a standard markup (specify %) over contractor’s cost for all equipment and supplies.

Emergency diagnostic service includes troubleshooting and putting owner’s HVAC equipment back on line if possible. If additional repairs or parts replacement are required, this work will be scheduled during normal business hours, unless other arrangements are mutually agreed to by owner and contractor.

SOUTHWEST LIBRARY 7979 – 38 th AVENUE KENOSHA, WI	
SPRING COOLING START-UP, SERVICE & INSPECTION	\$
FALL HEATING START-UP, SERVICE & INSPECTION	\$
PRIORITY SERVICE STRAIGHT TIME	\$ /HR
PRIORITY SERVICE OT	\$ /HR
PRIORITY SERVICE WEEKEND OR HOLIDAY	\$ /HR
EMERGENCY DIAGNOSTIC SERVICE	\$ /HR
% MARK-UP OVER CONTRACTOR COST	

**Preventative Maintenance and Emergency Diagnostic/Repair
Service Requirements for Northside Library**

PREVENTATIVE MAINTENANCE

Contractor shall provide a **SPRING COOLING** start-up and inspection and a **FALL HEATING** start-up and inspection as follows:

EQUIPMENT SCHEDULED FOR SERVICE

- (A) (1) McQuay Air Handling Unit
- (B) (1) McQuay 2-Stage Liquid Chiller
- (C) (3) Weil Mclain Hot Water Boilers
- (D) (5) B&G Water Circulating Pumps
- (E) (1) King Direct Gas Fired Make-up Air Unit
- (F) (1) Snyder General Suspended H/W Heater
- (G) (8) Rooftop Exhaust Fans

SERVICES PERFORMED

NOTES:

1. Price includes V-Belts.
 - a. Air Filters are supplied and replaced by KPL Maintenance Staff.
 - b. Price Does Not Include REFRIGERANTS or OIL.
 - c. Price Does Not Include REPAIR PARTS or LABOR other than described in this agreement.
 - d. The following checklists and logged test data shall be submitted with invoice.

SPRING COOLING START-UP AND INSPECTION (Listed Cooling Equipment)	
___ Review Manufacturer’s Start-Up Procedure	___ Replace V-belts at Air Handling Units
___ Replace V-belts at Rooftop Exhaust Fans	___ Check Economizer Operation
___ Check Evaporator Coil for Cleanliness	___ Check Air Filters and Motor Drive Belts
___ Check Motor Pulleys and Motor Mounts	___ Inspect all Contactors and Starters for Wear
___ Inspect and Tighten all Electrical Connections	___ Inspect and Tighten Compressor Motor Terminals
___ Start and Check Mechanical Cooling Operation	___ Check Refrigerant and Oil Levels
___ Check and Test all Operating and Safety Controls	___ Check Motor Voltage and Amp Draws
___ Log all Test Data	___ Lubricate Motor and Fan Bearings as Required
___ Inspect and Adjust Exhaust Fan Motor Drive Belts	___ Check Exhaust Fans Operation
___ Lubricate Motor and Fan Bearings as Required	___ Check for General Operation
___ Report Concerns to Maintenance Superintendent	

Northside Library Exhibit 4 – Page 2 of 2

FALL HEATING START-UP & INSPECTION (Listed Equipment)	
<input type="checkbox"/> Check Operation of Pilot and Main Burners	<input type="checkbox"/> Inspect Combustion Chamber for Cracks or Leaks
<input type="checkbox"/> Clean & Set Boiler Fill Valve	<input type="checkbox"/> Check Expansion Tank for Proper Level
<input type="checkbox"/> Adjust System Water Pressure on Hot Water Boilers	<input type="checkbox"/> Test Low Water Cut-Off Control
<input type="checkbox"/> Check Flow Switch for Proper Operation	<input type="checkbox"/> Check Operating and Safety Controls
<input type="checkbox"/> Check & Test Flame Safeguard Controls	<input type="checkbox"/> Check Operation of Circulating Pumps & Lubricate
<input type="checkbox"/> Check Delta-T & Record Differential Water Temp	<input type="checkbox"/> Check Voltage and Amp. Draws
<input type="checkbox"/> Start-up and Test Run	<input type="checkbox"/> Log All Test Data
<input type="checkbox"/> Check Operating and Safety Control	<input type="checkbox"/> Check AHU Filters and Motor Drive Belts, Adjust
<input type="checkbox"/> Check Operation of Economizer(s)	<input type="checkbox"/> Start-up and Test Run
<input type="checkbox"/> Log All Test Data	<input type="checkbox"/> Inspect and Adjust Exhaust Fan Motor Drive Belts
<input type="checkbox"/> Check Exhaust Fans Operation	<input type="checkbox"/> Lubricate Motor and Fan Bearings as Required
<input type="checkbox"/> Check for General Operation	<input type="checkbox"/> Report Concerns to Maintenance Superintendent

EMERGENCY DIAGNOSTIC AND REPAIR SERVICE

Contractor shall perform service and repair work not included above on a time and materials basis at owner's request.

DISCOUNTS AND WARRANTY INFORMATION

Contractor shall provide PRIORITY SERVICE at a labor discount (specify rates), 90 day parts and labor warranty on service repairs, and no premium time charge for emergency diagnostic services. The 90 day parts and labor warranty may be limited to the specific mechanical repairs that have been made by contractor to owner's equipment. Contractor shall quote a standard markup (specify %) over contractor's cost for all equipment and supplies.

Emergency diagnostic service includes troubleshooting and putting owner's HVAC equipment back on line if possible. If additional repairs or parts replacement are required, this work will be scheduled during normal business hours, unless other arrangements are mutually agreed to by owner and contractor.

NORTHSIDE LIBRARY 1500 – 27 th AVENUE KENOSHA, WI	
SPRING COOLING START-UP, SERVICE & INSPECTION	\$
FALL HEATING START-UP, SERVICE & INSPECTION	\$
PRIORITY SERVICE STRAIGHT TIME	\$ /HR
PRIORITY SERVICE OT	\$ /HR
PRIORITY SERVICE WEEKEND OR HOLIDAY	\$ /HR
EMERGENCY DIAGNOSTIC SERVICE	\$ /HR
% MARK-UP OVER CONTRACTOR COST	

CITY OF KENOSHA, WISCONSIN
 REQUEST FOR PROPOSAL
 FOR HVAC PREVENTIVE MAINTENANCE AND
 EMERGENCY DIAGNOSTIC / REPAIR SERVICES
 FOR KENOSHA PUBLIC LIBRARY
 PROPOSAL NO. 08-21

PROPOSAL FORM

City of Kenosha
 Finance Department, Room 208
 625-52nd Street
 Kenosha, Wisconsin 53140-3480
 (262) 653-4180

We hereby propose to provide HVAC Preventive Maintenance and emergency diagnostic / repair services for (4) Kenosha Public Library specification, terms, conditions and guidelines, see attached..

PROPOSAL CITY OF KENOSHA PUBLIC LIBRARY

SIMMONS LIBRARY 711 – 59th PLACE KENOSHA, WI 53140
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SPRING COOLING START-UP, SERVICE & INSPECTION	\$	
FALL HEATING START-UP, SERVICE & INSPECTION	\$	
PRIORITY SERVICE STRAIGHT TIME	\$	/HR
PRIORITY SERVICE OT	\$	/HR
PRIORITY SERVICE WEEKEND OR HOLIDAY	\$	/HR
EMERGENCY DIAGNOSTIC SERVICE	\$	/HR
% MARK-UP OVER CONTRACTOR COST		

UPTOWN LIBRARY 2419- 63RD STREET, KENOSHA, WI 53142

SPRING COOLING START-UP, SERVICE & INSPECTION	\$	
FALL HEATING START-UP, SERVICE & INSPECTION	\$	
PRIORITY SERVICE STRAIGHT TIME	\$	/HR
PRIORITY SERVICE OT	\$	/HR
PRIORITY SERVICE WEEKEND OR HOLIDAY	\$	/HR
EMERGENCY DIAGNOSTIC SERVICE	\$	/HR
% MARK-UP OVER CONTRACTOR COST		

SOUTHWEST LIBRARY 7979 – 38TH AVENUE, KENOSHA, WI 53142

SPRING COOLING START-UP, SERVICE & INSPECTION	\$	
FALL HEATING START-UP, SERVICE & INSPECTION	\$	
PRIORITY SERVICE STRAIGHT TIME	\$	/HR
PRIORITY SERVICE OT	\$	/HR
PRIORITY SERVICE WEEKEND OR HOLIDAY	\$	/HR
EMERGENCY DIAGNOSTIC SERVICE	\$	/HR
% MARK-UP OVER CONTRACTOR COST		

NORTHSIDE LIBRARY 1500 – 27TH AVENUE, KENOSHA, WI 53142

SPRING COOLING START-UP, SERVICE & INSPECTION	\$	
FALL HEATING START-UP, SERVICE & INSPECTION	\$	
PRIORITY SERVICE STRAIGHT TIME	\$	/HR
PRIORITY SERVICE OT	\$	/HR
PRIORITY SERVICE WEEKEND OR HOLIDAY	\$	/HR
EMERGENCY DIAGNOSTIC SERVICE	\$	/HR
% MARK-UP OVER CONTRACTOR COST		

Comments: _____

Submitted by: _____

Firm: _____

Signature: _____

Print name: _____

Date: _____

Firm Address: _____

Phone: () _____ Fax: () _____

E-mail: _____

CITY OF KENOSHA, WISCONSIN
REQUEST FOR PROPOSAL
FOR HVAC PREVENTIVE MAINTENANCE AND
EMERGENCY DIAGNOSTIC / REPAIR SERVICES
FOR KENOSHA PUBLIC LIBRARY
PROPOSAL NO. 08-21

COMPANY OVERVIEW

Contractor/ Firm Name:

Number of Employees: _____

Years in Business: _____

Indicate Primary Business Activity:

Will the Firm have contracts for the 2022 -23?

Yes _____ No _____

If yes, please indicate how many contracts and how many properties

Contracts _____

Properties _____

I (We) have the resources and capabilities of performing services as detailed herein for the duration of the contract term.

Yes _____ No _____

Is this a Minority-Owned Business? _____ Yes No _____

CITY OF KENOSHA, WISCONSIN
REQUEST FOR PROPOSAL
FOR HVAC PREVENTIVE MAINTENANCE AND
EMERGENCY DIAGNOSTIC / REPAIR SERVICES
FOR KENOSHA PUBLIC LIBRARY
PROPOSAL NO. 08-21

REFERENCES

Provide names, addresses and phone numbers of not less than three (3) relevant professional references.

(A) _____

(B) _____

(C) _____

(D) _____

