



DAYTON  
METRO  
LIBRARY

**Request for Proposal  
Provide and Install  
Bi-Polar Ionization Devices**

**Facilities Department  
Dayton Metro Library**

**Proposal 2020-101**

**October 2, 2020**

Request for Proposals  
Bi-Polar Ionization  
Dayton Metro Library

Dear Proposer,

The Dayton Metro Library (hereinafter referred to as the "DML" or the "Library") is requesting proposals from a qualified public entity or private firm, to establish a contract/purchase order to provide HVAC services at its Main Library, Operations Center, Outreach, and seventeen (17) branch locations. The service provider must be reputable and capable of furnishing required materials, equipment, transportation, machinery, supplies, tools, apparatus, incidentals, labor, and supervision necessary to provide and install Global Plasma Solutions IMod Modular Ionization Air Purification Devices (or approved equal) for all DML's HVAC systems as defined in this RFP document. The intent in soliciting proposals is to obtain a quality and qualified contractor and to allow for a competitive process of quoting for said services.

To be considered as a responsive bidder, proposers must respond to this solicitation in accordance with the requirements, specifications, commercial terms, and provisions as described and set forth herein. Proposals must embrace a concept that the successful proposer will satisfy all of the objectives and service specifications in the most cost-effective and efficient way possible as outlined in this document.

1. COMMUNICATIONS REGARDING THIS RFP:

Please direct all communications for this project to:

Angela Peterson, Facilities Manager

Ref.: Bi-Polar Ionization RFP

120 S. Patterson Blvd.

Dayton, Ohio 45402

Telephone: 937-496-8704

Email: [apeterson@daytonmetrolibrary.org](mailto:apeterson@daytonmetrolibrary.org)

All communications, comments, or questions concerning this RFP must be submitted in writing. The deadline for questions is noon October 16, 2020. All responses will be posted on the library's website no later than the end of business on October 19, 2020 under "Current RFPs".

A complete copy of this RFP and any additional documentation can be found at the Library's website at:

<http://www.daytonmetrolibrary.org>

2. RFP SCHEDULE:

This Proposal will have the following schedule:

Release of RPF	October 2, 2020
Pre-Proposal Meeting at Main Library 1pm	October 7, 2020
<b><u>MANDATORY</u></b> Pre-Bid Tour of Buildings starting at 8am each day	October 14 & 16, 2020
Deadline for questions <b><u>by noon</u></b>	October 19, 2020
Responses posted on the DML website	October 22, 2020
Proposals are Due <b><u>by noon</u></b>	October 30, 2020
Announcement of Award	November 2, 2020
Approximate Contract/Purchase Order Date	November 6, 2020
Estimated Completion Date	December 31, 2020

The Pre-proposal meeting is optional. Building plans will be available to view. This meeting will be held at 215 E. Third Street, Dayton, Ohio 45402 in the third floor Bassani Theater from 1-3pm and will run in conjunction with RFP 2020-102 pre-bid meeting. General questions concerning the RFP will be answered. Specific questions related to this RFP and/or concerning equipment must be sent to the email above. Please limit your representatives to no more than two people per company.

The site mandatory tour of buildings route is listed Exhibit B.

3. PROPOSAL SUBMISSION:

All proposals must have two original signed proposals submitted in a sealed envelope addressed and delivered to:

Dayton Metro Library  
Attn.: Angela Peterson  
Ref.: Bi-Polar Ionization RFP  
215 E. Third Street  
Dayton, Ohio 45402

Proposals shall be signed by an officer of the company who has binding authority. Sealed proposals must be received by noon, Friday, October 30, 2020. Emailed or faxed submissions will not be accepted. Proposals received after this day and or time will not be considered. It is the responsibility of the proposer to deliver the proposal in a timely manner. Bids will be opened and read aloud shortly after noon on October 30, 2020 at Main Library, 215 E. Third Street, Dayton, Ohio 45402 in the Forum on the first floor.

Dayton Metro Library (DML) reserves the right to reject any and or all proposals, waive irregularities in the proposal and accept the proposal(s) that it sees is in the best interest of DML. DML reserves the right select a successful proposer on the basis of the proposal received without seeking clarification from the proposer.

DML does not guarantee that any contract/purchase order will be awarded as a result of this RFP. Should a contract/purchase order be awarded but not executed, DLM may or may not attempt to re-award a contract/purchase order to any other proposers.

All local, state and federal laws governing this RFP will be followed.

4. PROPOSAL CONTENT:

All brochures and supplemental documentation shall be included in each set of proposals submitted. Any incomplete proposals will be considered non-responsive. Each vendor is required to submit the following:

- Letter of Interest. The proposer shall submit a letter of interest to DML to provide and install Global Plasma Solutions IMod Modular Ionization Air Purification Devices (or approved equal) for all twenty (20) locations. This letter should briefly summarize the company's willingness to perform services listed in this RFP. The letter shall be signed by a binding agent of the company.
- Proposer's information including but not be limited to address, contact name, phone number, form of ownership, years in business, etc.
- References. A minimum of two references should be included with this proposal. This should include contact names and verified, working phone numbers. References must be commercial references and similar to the size and design of DML buildings.
- Exhibit C; Proposed Cost.
- Should an alternate device be approved and bid, documentation of the alternate must accompany the proposals.

5. REQUIRED MINIMAL QUALIFICATIONS:

- A. The Contractor must be licensed in the state of Ohio and comply with all Federal, State and local regulations.
- B. All Contractor employees assigned to work on DML HVAC equipment must have the updated required licenses and or certificates to perform the assigned work.
- C. The Contractor will provide a list of all employees who will service the contract/purchase order. This list must include the employees name, the length of time they have been in the industry, their experience in the industry and a copy of

- their license(s). Any changes to personnel providing service to DML during the contract/purchase order terms must be submitted to DML for approval.
- D. The Contractor must have reasonable tools and or supplies on hand to perform all work required by this contract/purchase order. It is the Contractor's responsibility to order all necessary parts and materials to fulfill this contract/purchase order.
  - E. As work is performed, the Contractor must follow all federal, state and local codes, standards and safety requirements. All work performed by the Contractor will be performed under their licensure.
6. TAX EXEMPT
- All materials purchased for use on DML properties under this contract/purchase order will be tax exempt from any State of Ohio sales tax. A blanket Certificate of Exemption form will be furnished to the successful proposer by DML's Finance Department.
7. STANDARD TERMS AND CONDITIONS
- A. Term  
The Agreement shall commence upon execution of a contract or purchase order with a start date on or about November 1, 2020. Work should be complete by December 31, 2020.
  - B. Proposal Costs  
Each proposer shall be responsible for any and all costs associated with the preparation of a response to this RFP. All documents, materials or the like submitted as a part of this RFP will become the property of DML once submitted. Proposer(s) selected for further interviews and or negotiations will also be responsible for any costs incurred during this expanded process.
  - C. Compensation  
The successful proposer shall invoice at the completion of the project. Invoices shall be submitted to the Finance Department and will be paid within thirty days unless there is a dispute with invoice and or work performed.
  - D. Standard of Care  
The successful proposer will exercise the same degree of care in servicing DML equipment as would be expected by any other professional under the same circumstances.

E. Indemnification

The successful proposer shall indemnify and defend DML, its Board, officers, employees and agents from and against all claims, demands, losses, damages, fines/penalties and expenses (including attorney expenses) that arise from or are a result of or in connection with the course of the performance of the work and the obligation herein, including any claims from subcontractors and or suppliers contracting with the successful proposer. The provisions of this section of the Request for Proposal shall survive the expiration or termination of this Agreement.

F. Insurance

During the terms of agreement with the successful proposer, the successful proposer shall maintain, at their cost no less than the following insurance issued by an insurance company authorized to conduct business in the State of Ohio and having an AM Best rating of A or better:

Evidence of Insurance (Acord 25)

Notice of Cancellation (30 days/10 for cancellation due to nonpayment of premium)

1. General Liability:

Commercial General Liability with a limit of not less than \$1M per occurrence;  
\$2M Products and  
Completed Operations Aggregate and \$2M General Aggregate  
Include Premises and Products/Completed Operations and Ohio Employers  
Liability with a limit not less than \$500K each accident

2. Automobile

Automobile Liability (with a limit of not less than \$1M combined single limit for  
Bodily Injury and Property Damage  
Include coverage for any auto (Symbol 1)

3. Umbrella/Excess Liability

Umbrella/Excess Liability limits to apply excess of underlying Commercial  
General Liability, Automobile Liability and Ohio Employers Liability (with a limit  
not less than \$1M)

Dayton Metro Library shall be covered as additional insured under Vendor's general, automobile and umbrella policies for liability arising out of the negligent acts or omissions of Vendor. Additional insured coverage must be provided on a primary/noncontributory basis and reflected on the certificate of insurance.

Workers Compensation Certificate for State of Ohio must be submitted to DML as a part of the signed Contract.

Insurance certificates must be submitted to DML prior to the start of any work.

G. Termination

This Agreement may be terminated by DML upon written notice in the event the successful proposer fails to provide services as laid out in this RFP. Should any equipment or materials be damaged due to the lack of standard of care, the successful proposer shall have ten (10) business days to make corrections or submit a plan for corrections. The plan must lay out an agreed upon timeline for corrections to be made.

DML may terminate the Agreement at DML's discretion up to thirty (30) days written notice. In the event of termination, DML will pay for services provided up to the termination date. Such termination will not relieve the successful proposer from damages sustained by their negligence.

H. Subcontracting

A subcontractor can be utilized to subsidize the successful proposer upon written agreement by all parties.

8. EVALUATION CRITERIA

DML will evaluate each proposal submitted based on the following criteria.

The evaluations will be completed on the information provided in the submitted proposals only.

Cost for Services	70%
References	25%
Dayton/Local Business	5%

Incomplete or non-responsive proposals, failure to attend or send a representative to the mandatory pre-bid site tour will disqualify any vendor and their proposal, immediately. Due to the multiple stops for the building tour, every vendor or vendor's representative will be required to sign in at each location. Failure to sign in may also be cause for disqualification.

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## EXHIBIT A

### DML Building Locations

Brookville:  
120 Blue Pride Drive  
Brookville, Ohio 45309

Northmont:  
333 W. National Road  
Englewood, Ohio 45322

Burkhardt:  
4680 Burkhardt Avenue  
Dayton, Ohio 45431

Northwest:  
2410 Philadelphia Drive  
Dayton, Ohio 45405

Electra Doren:  
701 Troy Street  
Dayton, Ohio 45404

Operations Center  
120 South Patterson Blvd  
Dayton, Ohio 45402

Huber Heights:  
6160 Chambersburg Road  
Huber Heights, Ohio 45424

Southeast:  
21 Watervliet Ave.  
Dayton, Ohio 45420

Kettering Moraine:  
3496 Far Hills Avenue  
Kettering, Ohio 45429

Trotwood:  
651 E. Main Street  
Trotwood, Ohio 45426

Madden Hills:  
2542 Germantown Street  
Dayton, Ohio 45417

Vandalia:  
330 S. Dixie Drive  
Vandalia, Ohio 45377

Main:  
215 E Third Street  
Dayton, Ohio 45402

West Carrollton:  
300 E. Central Avenue  
West Carrollton, Ohio 45449

Miami Township:  
2718 Lyons Road  
Miamisburg, Ohio 45342

Westwood:  
3207 Hoover Avenue  
Dayton, Ohio 45402

Miamisburg:  
545 East Linden Avenue  
Miamisburg, Ohio 45342

Wilmington Stroop:  
3980 Wilmington Pike  
Kettering, Ohio 45429

New Lebanon:  
715 West Main Street  
New Lebanon, Ohio 45345



## EXHIBIT B

### Pre-bid Tour Route and Start Times

October 14, 2020

8am start time

EC Doren

701 Troy Street, Dayton, Ohio 45404

Huber Heights

6160 Chambersburg Rd, Huber Heights, Ohio  
45424

Northmont

333 W. National Road, Englewood, Ohio  
45322

Brookville

120 Blue Pride Drive, Brookville, Ohio 45309

New Lebanon

715 West Main Street, New Lebanon, Ohio  
45345

Trotwood

855 E. Main Street, Trotwood, Ohio 45426

Northwest

2410 Philadelphia Ave, Dayton, Ohio 45405

Westwood

3207 Hoover Ave., Dayton, Ohio 45402

Madden Hills

2542 Germantown Street, Dayton, Ohio  
45417

Outreach

2293 Arbor Blvd., Dayton, Ohio 45439

October 16, 2020

8am start time

Burkhardt

4680 Burkhardt Ave., Dayton, Ohio 45431

Southeast

21 Watervliet Ave., Dayton, Ohio 45420

Wil-Stroop

3980 Wilmington Pike, Dayton, Ohio 45429

Kettering Moraine

3496 Far Hills Ave., Kettering, Ohio 45429

Miami Township

2718 Lyons Rd., Miami Township, Ohio 45342

Miamisburg

545 East Linden Ave., Miamisburg, Ohio  
45342

West Carrollton

300 East Central Ave., West Carrollton, Ohio  
45449

Operations Center

120 S. Patterson Blvd., Dayton, Ohio 45402

Main

215 E. Third Street, Dayton, Ohio 45402

## Exhibit C Proposed Costs

Location	Proposed Device	# units	Building Cost
Brookville			
Burkhardt			
Electra Doren			
Huber Heights			
Kettering Moraine			
Madden Hills			
Main			
New Lebanon			
Miami Township			
Miamisburg			
Northmont			
Northwest			
Operations Center			
Outreach			
Southeast			
Trotwood			
Vandalia			
Westwood			
West Carrollton			
Wil-Stroop			

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## Exhibit D Equipment list

Location	Manufacturer	Date insta	location	Tag #	Model #	Serial #
Brookville						
	Valent	1/1/16	Roof	RTU1	VPRX-310-30C-HW-A-1DX	14404690
	Valent	1/1/16	Roof	RTU2	VPRX-310-35C-HW-A-1DX	14404692
	Daikin	3/1/16	Roof	RTU3	DPS010AHMW2DW-4	FBOU160100491
Burkhardt						
	Bryant	unknown	roof (nearest ladder)		180-559	16A 6083 Series C
	Carrier	unknown	room		48TFF012---511	3602G30699
Electra Doren						
	Carrier	8/1/14	air handler room	AHU-1-1	39MN14D022K0815XGS	2814U31950
Huber Heights						
	Trane	unknown	Roof	#1	YSC090A3RHA2R00000000	620100204L
	Trane	unknown	roof	#2	YSC090A3RHA2T00000000	630101870L
	Trane	unknown	roof	#3	YSC090A3RHA2G00000000	60S100563L
		unknown	roof	#4	YSC090A3RHA2G00000000	603100563L
	Trane	unknown	roof	#5	YSC090A3RHA2L00000000	614100574L
	Trane	unknown	roof	AC6	YCD180B3H0Hb	633100269D
	Aaon	unknown	roof	AC7	11815 RH-10-2-FO-337:ZBBOGA00B0000X	96FHGJ300
	Aaon	unknown	roof	AC8	11815 RH-10-2-FO-337:ZBBOGA00B0000X	96FHGJ301
Kettering Moraine						
	HVAC		roof top unit	Valent		
	HVAC		roof top unit	Valent		
	HVAC		roof top unit	Daikin		
Madden Hills						
	Trane	unknown	mechanical room	#1	TDX1D120A9H51BA	6254JLU7G
	Trane	unknown	mechanical room	#2	TDX1D120A9H51BA	6233 Y7G
	Trane	unknown	mechanical room	#3	TDX1D120A9H51BA	62336P07G
	Trane	unknown	mechanical room	#4	TDX1D120A9H51BA	6254KEP7G
	Trane	unknown	mechanical room	#5	TDX1D120A9H51BA	62336P47G
	Trane	unknown	mechanical room	#6	TDX1D120A9H51BA	62541W7G
Main						
	AirFlow Equipment, Inc	4/28/16	2nd fl roof	AHU-1		2870
AHU1 Fans	Twin City Fan & Blower	4/28/16	AHU1	AHU-1 SF CW	Type EPQN-SW	16-553721-1-1
	Twin City Fan & Blower	4/28/16	AHU1	AHU-1-SF-CW	Type EPQN-SW	16-553721-1-2
	Twin City Fan & Blower	4/28/16	AHU1	AHU-1-SF-CW	Type EPQN-SW	16-553721-3-1
	Twin City Fan & Blower	4/28/16	AHU1	AHU-1-SF-CW	Type EPQN-SW	16-553721-3-2
	AirFlow Equipment, Inc	4/28/16	AHU2	AHU-2		2870
AHU2 fans	Twin City Fan & Blower	4/28/19	AHU2	AHU-2-SF CW	Type EPQN-SW	16-553721-2-1
	Twin City Fan & Blower	4/28/16	AHU2	AHU-2 SF CCW	Type EPQN-SW	16-553721-2-2
	Twin City Fan & Blower	4/28/16	AHU2	AHU-2 SF CW	Type EPQN-SW	16-553721-4-1
	Twin City Fan & Blower	4/28/16	AHU2	AHU-2 SF CW	Type EPQN-SW	16-553721-4-2
	AirFlow Equipment, Inc	2/29/16	doghouse 3/4	AHU-3		2870
AHU 3 fans	Twin City Fan & Blower	2/29/16	AHU3	AHU-3 SF CCW	Type EPQN-SW	16-553533-3-1
	Twin City Fan & Blower	2/29/16	AHU3	AHU-3 SF CCW	Type EPQN-SW	16-553533-3-2
	Twin City Fan & Blower	2/29/16	AHU3	AHU-3 SF CW	Type EPQN-SW	16-553533-4-1
	Twin City Fan & Blower	2/29/16	AHU3	AHU-3 SF CW	Type EPQN-SW	16-553533-4-2
	AirFlow Equipment, Inc	2/29/16				
AHU 4 Fans	Twin City Fan & Blower	2/29/16	AHU4	AHU-4 SF CW	Type EPQN-SW	16-553533-1-1
	Twin City Fan & Blower	2/29/16	AHU4	AHU-4 SF CCW	Type EPQN-SW	16-553533-2-1
	Trane	7/8/2016	Upper garage	AHU5	CSAA014UAL00	K15H70295
	Munters	3/1/2016	2nd fl roof	RTU-1	PV-MZP-8702-PVR	Order# 21539083

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Miami Township						
	Carrier	8/1/99	mechanical room	AHU-01	39T9G-L-16181-AD	4299F57688
	Carrier	8/1/99	roof	RTU-01	38AH-044-500	3499F44877
	Aaon	2/19/15	ground	AHU-02	RN-030-9-0-EB09-000	201503-BNCT09371
Miamisburg						
	Trane	7/1/16	ground	RTU1	YCH600BETNOB4N3BA00D0000HBO100R000000000	C16E03083
New Lebanon						
	Valent	3/1/16	roof	RTU1	VPRX-310-18C-HW-A-1DX	14407913
	Valent	3/1/16	roof	RTU2	VPRX-310-25C-HW-A-1DX	14407914
	Daikan	3/1/16	roof	RTU3	DPS012AHMW2PV-4	FBOU160100211
Northmont						
	McQuay	unknown	mechanical room		LSL114DH	37B00932-04
Northwest						
	Valent	4/1/15	roof	RTU-1	YPRX-310-30F-WH-A-1DX	14020366
	Valent	4/1/15	roof	RTU-2	VPRX-310-35F-HW-A-1DX	14020369
	Valent	4/1/15	roof	RTU-3	VPRX-310-35F-HW-A-1DX	14020309
	Valent	4/1/15	roof	RTU-4	VPRX-310-30F-HW-A-1DX	14020353
Operations Center						
	Daikin	2/1/14	1st fl mech rm	AHU1	CAH011GBDM	FBOU140900267
	Daikin	2/1/14	2nd fl mech rm	AHU2	CAH011GBDM	FBOU140900240
	Daikin	2/1/14	3rd fl mech rm	AHU3	CAH011GBDM	FBOU140900227
	Daikin	2/1/14	4th fl mech rm	AHU4	CAH016GBDM	FBOU140900282
Outreach						
	Lennox	unknown	above ceiling	AHU-1	G61MP-60D-135-D6	5906G18722
	Lennox	unknown	above ceiling	AHU-2	G61MP-60D-135-D6	
	Lennox	unknown	above ceiling	AHU-3	G61MP-60D-135-D6	
Southeast						
	Carrier	6/1/2019	roof	RTU-1	50A38035DPV52ARY	3018U47872
	Carrier	6/1/2019	roof	rtu-2	50A38035DPV52ARY	3018U47875
Trotwood						
	Aaon	7/1/19	roof	RTU1	RN-020-8-0-EB09-EJN	201907-BNWP07276
	Aaon	7/1/19	roof	RTU2	RN-016-8-0-EA09-EJN	201907-BNWM07277
Vandalia						
	Valent	2/1/16	roof	RTU-1	VPRX-310-40C-HW-A-1DX	14438683
	Valent	2/1/16	roof	RTU-2	VPRX-310-30C-HW-A-1DX	14438684
	Daikin	2/1/16	roof	RTU-3	DPS102AHMW2DV-4	FBOU160101352
Westwood						
	Carrier	unknown	mechanical room	AHU1	58G5125-DA	2489A03826
	Carrier	unknown	mechanical room	AHU2	58G5125-DA	2489A03830
West Carrollton						
	Carrier	3/1/18	WC	RTU1	50LCDB26F3M6-45846	0318P19068
	Carrier	3/1/18	WC	RTU2	50LCDB26F3M6-45846	0138P19069
Wil-Stroop						
	Daikin	10/1/18	roof	RTU1	DPS025AHMW2FV-4	FBOU181100982
	Daikin	10/1/18	roof	RTU2	MPS040FW2FV1CMBV-A	FBOU181100939