



DAYTON  
METRO  
LIBRARY

Request for Proposal

HVAC

Maintenance Services

Facilities Department

Dayton Metro Library

Proposal 2020-102

October 2, 2020

Request for Proposals  
HVAC Maintenance Services  
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 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 superior preventative maintenance services and must be able to maintain 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 HVAC services.

To be considered as responsive, 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.

The term is expected to be for two (2) years with a two (2) year extension if agreed to by both parties.

1. COMMUNICATIONS REGARDING THIS RFP:

Please direct all communications for this project to:

Angela Peterson, Facilities Manager

Ref.: HVAC Services 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 28, 2020. All responses will be posted on the library's website no later than the end of business on November 6, 2020 under "Current RFPs".

A complete copy of this RFP and any additional documentation can be found at the Library's website at the bottom of the home page under "Current RFPs" 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>MANDATORY</b> Tour of Buildings starting at 8am each day	October 14 & 16, 2020
Deadline for questions <b>by noon</b>	October 26, 2020
Responses posted on the DML website	November 6, 2020
Proposals are Due <b>by noon</b>	November 16, 2020
Announcement of Award	December 4, 2020
Contract start Date	March 1, 2021 or sooner
Contract term	2 years with option for an additional 2 years

The Pre-proposal meeting is optional. Building plans will be available to view and a more comprehensive equipment list will be provided. 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 2020-101 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 address above. Please limit your representatives to no more than two people per company.

The site mandatory tour of buildings route is listed under 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.: HVAC Services 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, November 13, 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.

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.

Upon review of the proposals, DML will select one or two final proposers and will invite the successful proposer(s) for an oral presentation. The successful proposer(s) should be prepared to bring their service manager and other pertinent personnel to this presentation. This presentation will also include a question and answer session with DML.

DML does not guarantee that any contract will be awarded as a result of this RFP. Should a contract be awarded but not executed, DLM may or may not attempt to re-award a contract 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 for HVAC services. 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 limited to address, contact name, phone number, form of ownership, years in business, etc.
- A list of any current litigation in which the company is engaged.
- A list of key personnel and their resumes including how long they have been with the company, how long they have been in the HVAC field and their certifications/expertise.
- References. A minimum of three positive and two negative references. 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. A negative reference is defined as someone who can verify your company worked on their systems but no longer does so for specific reasons they can share with DML.

Request for Proposals  
HVAC Maintenance Services  
Dayton Metro Library

- Statement of exceptions. Provide a statement of exceptions to any part of this RFP. DML will only break down the services for this RFP in the following manner:
  - 1) Preventative & HVAC maintenance services for all DML equipment.
  - 2) Filter replacement for all ADM equipment.The Proposer must be able to service all DML equipment. See cost breakdown options under Exhibit C.
- Proposal Response. Please prepare a written statement signed by a binding agent of the company stating the company is qualified and prepared to service all DML equipment as per the terms of this RFP.
- Exhibit C; Proposed Pricing. This proposal will be broken down into several components providing DML with options to build a service plan from.

5. BACKGROUND:

Dayton Metro Library is seeking a well-qualified HVAC firm to provide comprehensive preventative and maintenance services for its 20 buildings across Montgomery County. The work will include a programmed approach to preventative maintenance and emergency services. This will include but not be limited to inspections, preventative maintenance, repair, replacement, and other tasks, and services necessary to maintain a safe, reliable HVAC system for our staff and patrons.

Dayton Metro Library currently has 20 buildings. Fourteen buildings have completely been renovated or are new from the ground up since 2012. Our building stock includes one rented warehouse (Outreach). DML is responsible for the HVAC systems at this location. The last five locations will be replaced with four new buildings in the next three to four years. Madden Hills and Westwood will combine to West opening in late 2021. The new Burkhardt location (across the street from the existing building) is scheduled to open in early 2022. The new Northmont location (1/2 mile west of the existing location on Rt 40) will be opening in early 2022. Huber Heights is still to be determined.

6. SCOPE OF SERVICES – STANDARDS AND SPECIFICATIONS

The Dayton Metro Library is looking for a well-qualified, highly experienced and professional firm to potentially perform full service, preventative maintenance, repair, and/or replacement of heating, ventilation, and cooling equipment for all DML buildings. This agreement must be all inclusive (labor, material, trip charges, supervision, etc.).

Prior to submitting a proposal for services, the proposer must have at least five complete and consecutive years of experience in the commercial HVAC industry and have held contracts for buildings of a similar size and design as DML's properties.

Please submit a list three positive references and two negative references of companies/organizations for which the proposer provided similar services for comparable equipment. These services must have been within the last five years.

Each reference shall include the following information:

- Company name, address, current contact and verified working phone number
- Location of services if different from company information above.
- Terms of your contract.
- Square footage of location serviced and type of facility
- Type of services provided

7. 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. This list must include the employees name, the length of time they have been with the company, their time and experience in the industry, and a copy of their license(s). Any changes to personnel providing service to DML during the contract terms must be submitted to DML for approval.
- D. A 24-hour emergency phone number must be provided and the Contractor must have a means to conduct emergency services within two (2) hours of receiving a phone call requesting service 24 hours a day, seven days a week. When a request for emergency service is made; a qualified, licensed employee must respond within that two-hour time period.
- E. The Contractor must have reasonable tools and supplies on hand to perform all work required by this contract. It is the Contractor's responsibility to coordinate supplies to perform regular preventative maintenance tasks so that materials are on hand for all scheduled maintenance work with minimal downtime.
- F. As work is performed, it must follow all federal, state, and local codes, standards, and safety requirements. All work performed by the Contractor will be performed under their licensure.
- G. It will be the responsibility of the Contractor's service personnel to check in at each building with the manager on duty prior to starting work either routine or

emergency. An itemized work ticket indicating all work completed, parts ordered for a return trip, parts/equipment that are being monitored for future replacement, and any other applicable notes will be sent to DML's Maintenance Manager no later than the noon the following business day the work was performed. This must be an electronic or otherwise legible copy of the work ticket. The minimum information on the work ticket will include the date of service, the location services were performed, who performed any work, the number of hours worked, the work accomplished, parts used, parts ordered, anticipated return date, and any additional notes applicable to the visit. The work ticket must be signed by the technician providing service.

#### 8. SERVICES PROVIDED

Contractor will provide the following preventative maintenance services for all DML active buildings as a part of Exhibit A. Inactive buildings will be monitored by DML and any work will be performed on an as needed quoted basis. DML will provide an extensive, but not complete list of equipment at the pre-bid meeting and tour of the buildings. This information is provided to assist in development of your proposal.

##### A. Preventative Maintenance

Preventative maintenance will occur based on the manufacturer's recommendations for prolonging the life of the equipment. The following are the minimum required services; however, the manufacturer may require additional services to maintain warranty and for prolonging the life of the equipment. The following PM work should be done quarterly unless otherwise noted (any manufacturer's requirements will supersede DML's requirements). Travel times and costs shall be a part of the preventative maintenance service agreement.

- Visually and audibly inspect systems and equipment for proper operation.
- Check for proper refrigerant, superheat, oil, gas pressure and or levels. Adjust/refill as needed.
- Change AHU filters with pleated MERV 13 box filters (annually). Change the pre-filter quarterly. Some locations do utilize a MERV 8 pre-filter in the equipment. Equipment older than 2012 utilize MERV 10 filters. Refer back to the manufacturer's specifications.
- Check and clean/replace cabinet unit heaters, fan coil units, minis split units, etc. filters.
- Clean evaporator coils (twice a year).
- Clean condenser coils and fan blades (annually).
- Inspect and clean drain lines and drain pans as needed.

Request for Proposals  
HVAC Maintenance Services  
Dayton Metro Library

- Inspect and tighten wiring and electrical connections.
  - Inspect fan motors, belts, pulleys and clean blowers. At a minimum, belts shall be replaced annually.
  - Check belt tension and sheave alignment. Adjust as needed.
  - Inspect and secure all mounting hardware.
  - Verify proper operation of dampers, actuators and linkage. Adjust as necessary.
  - Check and record all coil delta T (annually).
  - Inspect heat exchangers.
  - Inspect compressors.
  - Inspect and adjust ignition and burner assemblies.
  - Inspect boiler drain.
  - Inspect flues. Reseal as needed.
  - Lubricate bearings, pumps and motors (annually).
  - Inspect couplings, check for leaks.
  - Check fault histories.
  - Check starter contacts for wear.
  - Clean chiller barrel tubs each winter.
  - Check all expansion tanks, air separators and cabinet unit heaters (annually).
  - Check all pumps (semi-annually).
  - Check all fan coil units and cabinet unit heaters for proper operation in early fall.
- B. Repair and replacement labor shall include job labor, travel labor, trip charges, parts procurement, and any other expense associated with repair, removal and replacement of broken, worn or doubtful parts, and or components.
- C. Parts, components, and supplies required to keep DML equipment in proper operation and working efficiently shall be included as a part of the preventative maintenance portion of this proposal.
- D. Trouble and or emergency calls shall include job labor, travel labor, trip charges, and any other cost assisted with unscheduled work resulting from any abnormal conditions. Emergency after hours calls (5pm-6am) must be returned within 30 minutes of the initial call from DML. The service response must be within two hours of the initial call from DML. Any unscheduled request for service must have a response and a technician to the building within two hours of the initial call from DML unless otherwise agreed to.



- E. Costs not covered under this agreement. Please spell out any cost not covered by this agreement. Include labor charges, travel charges, fuel charges, administration fees, material, and tool charges.
- F. Cost of equipment will include a mark up for profit and overhead. This will be a percentage of the cost of the parts or equipment not covered by the preventative maintenance agreement.

9. TAX EXEMPT

All materials purchased for use on DML properties under this contract 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.

10. STANDARD TERMS AND CONDITIONS

A. Term

The Agreement shall commence upon execution of a contract with a start date on or about March 1, 2021 or sooner. The initial agreement shall be for two (2) years with an optional renewal of an additional two (2) years.

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. Proposers 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 no sooner than ten days after the start of the services. Invoicing should occur at regular monthly intervals. Invoices shall be submitted to the Finance Department and will be paid in thirty days or less unless there is a dispute with the invoice.

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,

finances/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 Contractor's general, automobile, and umbrella policies for liability arising out of the negligent acts or omissions of Contractor. 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.

G. Termination

This Agreement may be terminated by DML upon written notice in the event the successful proposer fails to provided services as laid out in this Request for Proposal. Should any equipment or materials be damaged due to the lack of standard of care, the Contractor 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 Contractor from damages sustained by their negligence.

H. Subcontracting

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

11. EVALUATION CRITERIA

DML will evaluate each proposal submitted based on the following criteria. After review of the written proposals, DML will invite up to two proposers for an in-person presentation to discuss their proposal and get any necessary clarifications.

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

Cost for Services	35%
Previous Experience in Similar Facilities with Similar Equipment	30%
References	20%
Key Personnel	10%
Dayton/Local Business	5%

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

Request for Proposals  
HVAC Maintenance Services  
Dayton Metro Library

## EXHIBIT A

### DML Building Locations

#### DML Active Buildings:

Brookville:  
120 Blue Pride Drive  
Brookville, Ohio 45309

Burkhardt:  
4680 Burkhardt Avenue  
Dayton, Ohio 45431

Electra Doren:  
701 Troy Street  
Dayton, Ohio 45404

Huber Heights:  
6160 Chambersburg Road  
Huber Heights, Ohio 45424

Kettering Moraine:  
3496 Far Hills Avenue  
Kettering, Ohio 45429

Madden Hills:  
2542 Germantown Street  
Dayton, Ohio 45417

Main:  
215 E Third Street  
Dayton, Ohio 45402

Miami Township:  
2718 Lyons Road  
Miamisburg, Ohio 45342

Miamisburg:  
545 East Linden Avenue  
Miamisburg, Ohio 45342

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

Northmont:  
333 W. National Road  
Englewood, Ohio 45322

Northwest:  
2410 Philadelphia Drive  
Dayton, Ohio 45405

Operations Center  
120 South Patterson Blvd  
Dayton, Ohio 45402

Southeast:  
21 Watervliet Ave.  
Dayton, Ohio 45420

Trotwood:  
651 E. Main Street  
Trotwood, Ohio 45426

Vandalia:  
330 S. Dixie Drive  
Vandalia, Ohio 45377

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

Westwood:  
3207 Hoover Avenue  
Dayton, Ohio 45402

Wilmington Stroop:  
3980 Wilmington Pike  
Kettering, Ohio 45429

Request for Proposals  
HVAC Maintenance Services  
Dayton Metro Library

DML **Inactive** Buildings:

Dayton View  
1515 Salem Ave.  
Dayton, Ohio 45406

**FUTURE Inactive** Buildings:

Madden Hills:  
2542 Germantown Street  
Dayton, Ohio 45417  
Anticipated inactive date October 2021

Westwood:

3207 Hoover Avenue  
Dayton, Ohio 45402  
Anticipated inactive date October 2021

## 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  
Anticipated end time: 5pm

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

Anticipated end time: 5pm

## Exhibit C Proposed Costs

Proposed Preventative Maintenance Program \$ \_\_\_\_\_  
Annual cost for services described in the documents above.

Proposed Preventative Maintenance Program plus all Labor \$ \_\_\_\_\_  
Annual cost for services described in the documents above plus  
all labor cost for services and repairs outside the Preventative  
Maintenance Program.

Proposed Preventative Maintenance Program plus Full Coverage \$ \_\_\_\_\_  
Annual cost for services described in the documents above plus  
all labor and material costs for services and repairs outside the  
Preventative Maintenance Program

Preventative Maintenance Program \$ \_\_\_\_\_  
Annual cost for services described in the documents above,  
less air filter replacement.

Proposed Preventative Maintenance Program plus all Labor \$ \_\_\_\_\_  
Annual cost for services described in the documents above plus  
all labor cost for services and repairs outside the Preventative  
Maintenance Program, less air filter replacement.

Proposed Preventative Maintenance Program plus Full Coverage \$ \_\_\_\_\_  
Annual cost for services described in the documents above plus  
all labor and material costs for services and repairs outside the  
Preventative Maintenance Program, less air filter replacement.

Annual Cost for air filter replacement program only \$ \_\_\_\_\_  
(quarterly pre-filter and annual filter replacement)

Hourly Labor Rate \$ \_\_\_\_\_

Hourly Overtime Labor Rate \$ \_\_\_\_\_

Request for Proposals  
HVAC Maintenance Services  
Dayton Metro Library

Exhibit C  
Proposed Costs  
(Continued)

Hourly Holiday Labor Rate	\$ _____
Percentage of profit and overhead	_____