

# BID # 19-32 HVAC PACKAGE UNIT EMERGENCY REPAIR SPECIFICATIONS

MIDDLESEX COUNTY COLLEGE  
2600 WOODBRIDGE AVENUE  
P.O. BOX 3050  
EDISON, NEW JERSEY 08818

## 1. PURPOSE

The purpose of these specifications is the completion of an emergency repair type unit cost contract for one three (3) month period and two renewable twelve (12) month periods beginning April 18, 2019 and ending June 30, 2021. After the award of the contract and at the commencement of the first period, the contractor shall provide both emergency repair services as described in the Scope of Work, Item 3.

## 2. DESCRIPTION OF FACILITIES

There are seven (7) buildings on the campus of Middlesex County College in Edison, New Jersey included in this contract. Each building contains the following units:

### Bookstore

Trane Model # YSH240F3RLB090G  
Serial # 154510990D

Trane Model # YSH240F3RLB090G  
Serial # 154510876D

Trane Model # YSC060E3RLA1S  
Serial # 154511186L

### Library

Seasons 4 Model # 6SJK26-0562-HW6. 6-19SE  
Serial # B8425-0404 AC- 1

Model # SSJK26-0432-HW5.J-HSSE  
Serial # B 8425-5454 LC-5

Model # SSJK25-0492-HWS  
Serial # S 5625-0654

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## Gateway

Trane (west) Model # YSC120F3RLA04  
Serial # 125012241L

Trane (east) Model # YCD120C3LAQC  
Serial # P48101107D

## Chambers Hall

Seasons 4 Model # 6SZK26-0602-DN4.0-23SE  
(AC-1) Serial # 4609-0596189

Seasons 4 Model # 6CZK26-0602-DN6. 0-20SE  
(AC-2) Serial # A6717-1000 AC-2

## Crabiel Hall

Aaon (ERU -1) Model # RN-070-3-0-EA09-EJK  
Serial # 201007-BNWX01478

Aaon (ERU-2) Model # RN-070-3-0-EA09-EJK  
Serial # 201007-BNWX01479

Aaon (RTU-3) Model # RN -0313-0-EA09-EJN  
Serial # 201007-BNWXD1480

## West Hall

Aaon (RTU-1) Model # RN 016-3-0-EA09-389  
Serial # 201508-ENCM46674

Aaon (RTU-2) Model # RN0016-3-0-EA09-389  
Serial # 201508-BNGM46675

Aaon (RTU-3) Model # RN-016-3-0-EA09-389  
Serial # 201508-BNGM46676

Aaon (RTU-4) Model # RN-026-3-0-EA09-000  
Serial # 201508-BNC510059

Aaon (RTU 5) Model # RN-026-3-0-EA09-000  
Serial # 201508-BNC510060

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## Main Hall

Aaon (east) Model # RN-031-3-0-EA09-EML  
Serial # 201710-BNWU05988

Aaon (west) Model # RN-031-3-0-EA09-EML  
Serial # 201710-BNWU05989

## Studio Theater

Aaon RTU-1 Model # RM-018-3-0- Ab02-349  
Serial # 200504-AMGN17162

## South Hall

Aaon AHU-1 Model # RN-026-3-0-0WDM-EJL  
Serial # 201509-BNWS04747

Aaon AHU-2 Model # RN-026-3-0-0WDM-EJL  
Serial # 201509-BNWS04748

Temptrol AHU-3 Model # ITF-RDH16  
Serial # T019413-001-00

Aaon AHU-4 Model # RN-026-3-0-0WDM-EHL  
Serial # 201509-BNWS04749

Aaon AHU-5 Model # RN-016-3-0-0WDM-EJN  
Serial # 201509-BNWM04746

Temptrol AHU-6 Model # ITF-RDH25  
Serial # T019413-002-00

### 3. SCOPE OF WORK

- A. The contractor shall furnish all labor, repair services, and renewal parts, programming, lubricants, refrigerants, materials, tools, and equipment necessary to complete all work required to repair the equipment to proper operating condition in a workmanlike manner. It shall be the responsibility of the contractor to become fully familiar with all equipment and systems covered by this contract. Note routine maintenance and other repairs will be performed by the college's Facilities Maintenance staff.

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B. Services to be performed under this contract shall include as necessary, but not be limited to, the following items:

1. Respond to calls for emergency repairs of the equipment listed above within the time constraints contained herein. Troubleshoot, diagnose and repair said equipment as expeditiously as possible to return it to operating condition.
2. Troubleshoot, diagnose, repair/replace, and program unit VFD's as expeditiously as possible to return them to operating condition.
3. Supply new compressor oil, oil filters, refrigerant filters, and filter driers as required during an emergency repair according to the manufacturer's specifications. The contractor will be responsible for the disposal of oil, oil filters, and filter driers including all associated costs. The contractor shall arrange for the transfer, transportation, and consignment to a licensed disposal or hazardous waste disposal service of such materials according to the standards and regulations of Local, State, and Federal agencies. The college will provide its waste generation number.
4. Check for refrigerant leaks, repair leaks, and replace any refrigerant lost to insure optimum performance using the manufacturer's specified refrigerant.
5. Any and all loss of refrigerant is to be replaced by the repair contractor using their refrigerant or if available, refrigerant supplied by the college.
6. Conduct meg-ohm stator test on all compressor motors and check motor lugs for tightness when troubleshooting as necessary. Inspect all starters by checking lugs for tightness and test all safety and operating controls when troubleshooting as necessary.
7. Perform a chemical analysis on compressor oil and refrigerant and provide a report when troubleshooting as necessary.
8. Replacement of all renewal parts necessary to insure proper operation of the equipment.

C. The contractor's representative shall submit daily worksheets listing the materials and labor used for all work to the Director of Facilities Maintenance or the designated representative for signature.

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### **4. REFRIGERANT RECOVERY REQUIREMENTS**

- A. The contractor shall comply with the following procedures when repairing the equipment described in Item 2, "Description of Facilities" that contains CFC or HCFC Refrigerants. All work will be performed according to federal, state, and local regulations by certified technicians. The contractor shall also provide a written report after each visit.
- B. If refrigerant emission sources are found, the contractor shall repair them expeditiously in order to minimize any further emissions.
- C. If the refrigerant charge must be removed, stored, and recharged, the contractor shall provide storage and recycling equipment and perform these activities with technicians who have been trained and certified. Only equipment specifically designed for the transfer and storage of refrigerants shall be used. During this process, oil and moisture in the refrigerant shall be reduced.

### **5. MATERIALS**

- A. The materials used under this contract shall be of quality acceptable to the College's Director of Facilities Maintenance and meet the existing codes and equipment manufacturer's specifications.
- B. The contractor's representative shall submit daily worksheets listing the materials used for all work to the Director of Facilities Maintenance or the designated representative for signature. Materials shall be invoiced at the actual contractor's cost plus the mark up in the bid. The college reserves the right to challenge and file fraud charges against any supplier that charges the contractor excessive material costs beyond the industry standards.
- C. All materials and containers used during the term of this contract shall be removed from the College premises and disposed of in accordance with current laws at the contractor's cost.
- D. All replacement parts must be available to the contractor within 24 hours and delivered to the work site the next business day based on availability from the supplier.

### **6. EQUIPMENT AVAILABILITY**

- A. The contractor must also provide or have ready access to all necessary equipment required to provide the services in these specifications.

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- B. The contractor's representative shall advise the college of any rental equipment required. Equipment rentals shall be invoiced at the actual contractor's cost plus the mark up in the bid. The college reserves the right to challenge and file fraud charges against any supplier that charges the contractor excessive rental costs beyond the industry standards.

### 7. SUBCONTRACTOR SERVICES

- A. The contractor must also provide or have ready access to all necessary services required to provide the services in these specifications.
- B. The contractor's representative shall advise the college of any subcontractor services required. Subcontractor services shall be invoiced at the actual contractor's cost plus the mark up in the bid. The college reserves the right to challenge and file fraud charges against any subcontractor that charges the contractor excessive rental costs beyond the industry standards.

### 8. LABOR

The contractor's representative shall submit daily worksheets listing labor hours used for work to the Director of Facilities Maintenance or the designated representative for signature. The labor will be based on the unit prices bid for the period of time that the contractor is on campus. Travel time to and from the campus is the responsibility of the contractor and shall be factored into the contractor's unit hourly labor cost.

### 9. QUALIFICATIONS

The contractor shall submit with its bid, the items listed below to demonstrate that the firm is qualified to provide the required services. Failure to provide this information may result in the firm's bid being determined as non-responsive.

- A. Verification that qualified technicians that have been trained by Trane and AAON will perform the work. This verification shall include the names of the technicians who are qualified to work on the Trane and AAON package units listed. Copies of the training certificates from Trane and AAON for all the technicians in this qualification section are to be included in the bid submission as part of the verification.

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- B. A listing of (5) service contracts similar in scope to this contract which have been satisfactorily completed or are currently in existence. The listing should include the firm(s) for which the services are performed, a description of the services, and the names and phone numbers of references that may be contacted by the College.

### **10. TIME CONSTRAINTS**

Emergency work requires a specific response to the Facilities Maintenance Building within (1) hour of notice by telephone to the contractor's emergency numbers, and the ability of the contractor to mobilize and staff the job with sufficient forces to complete the work in a timely fashion. The contractor is required to have staff on site within (4) hours of notification by telephone.

### **11. PAYMENT**

- A. Payment invoices for the base contract shall be submitted to the Director of Facilities Maintenance after each repair and shall be based upon the unit costs specified in the bid proposal. No price increases shall be accepted for the term of this contract.
- B. There will be no payment for travel time or expenses. These costs shall be factored into the contractor's hourly labor rate.

### **12. HOURS OF WORK**

- A. All work shall be performed during the normal working hours of 8:00am to 4:30pm, Monday through Friday. If the contractor's normal hours differ from this, the contractor shall state these hours as part of the bid for approval by the College. If, for any reason, the College Facilities Maintenance Department requests that work be performed during non-normal working hours, the College agrees to pay the contractor at the Premium Hourly Rates stated on the Form of Proposal.

### **13. HOLIDAYS**

The contractor shall state on the Form of Proposal the holidays observed by the contractor for which a premium hourly rate of pay would be invoiced.

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### 14. SITE VISIT AND ADDITIONAL INFORMATION

- A. Interested parties who wish to schedule a site visit to tour the work areas and/or ask questions regarding these specifications may contact the following:

Daniel Fuchs  
Associate Director, Buildings and Systems  
732 906-4670  
732 906-4199 FAX

- B. Interested parties who wish to ask questions regarding the bidding procedure and submittals may contact the following:

David Fricke  
Director of Purchasing and Inventory  
732 906-2519  
732 906-4236 FAX

- C. No subsequent claim for additional cost based on lack of full knowledge of the conditions and scope of work of this contract will be considered by the College.

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