

**RFB-2021-119**  
**HVAC PREVENTATIVE MAINTENANCE AND EMERGENCY SERVICE**  
**VARIOUS ALBANY COUNTY FACILITIES**

**GENERAL SPECIFICATIONS**

**I. HOURS OF SERVICE:**

Regular Hours for service for all calls including emergency service shall be defined as Monday through Friday, between the hours of 7:30 A.M. to 4:30 P.M. with the exception of the Hockey Facility, DSS 1<sup>st</sup> Floor and the Judge's Chambers on the 4<sup>th</sup> Floor of the Judicial Building. Regular hours for the Hockey Facility will be 7:30 A.M. to 5:30 P.M. The Judicial Building, 4<sup>th</sup> Floor must be serviced before or after regular working hours. The 1<sup>st</sup> floor of DSS must be completed by 8:30 a.m. Monday through Friday.

Overtime Hours for emergency services shall be defined as Monday through Friday between the hours of 4:31 P.M. to 7:29 A.M., and anytime on Saturdays and Sundays. Overtime Hours for the Hockey Facility will be 5:31 P.M. to 7:29 A.M. Calls for any overtime shall be made and authorized only by the Plant Utilities Engineer or his/her named designee.

All technician(s) must sign in when arriving and sign out when the job is completed. They will sign in with the Building Superintendent, Plant Utilities Engineer or his/her designee. If the technician does not log in and out with the department designee, they may not be paid for the invoiced hours.

**II. GENERAL PREVENTATIVE MAINTENANCE:**

The contractor shall provide all labor, material, equipment, parts and supervision to perform HVAC and Refrigeration Preventative Maintenance as required by each County Facility.

***IN GENERAL, IT SHALL BE UNDERSTOOD BY ALL CONTRACTORS THAT ALL FACTORY PUBLISHED PREVENTATIVE MAINTENANCE SCHEDULES AND PROCEDURES SHALL BE CARRIED OUT ON EACH PIECE OF EQUIPMENT WHETHER OR NOT THEY HAVE BEEN SPECIFICALLY POINTED OUT IN THESE SPECIFICATIONS.***

Where noted in the detailed specifications section of this bid, scheduled periodic inspections and/or preventive maintenance calls at intervals that exceed the manufacturers published schedules, the detailed specifications schedules will supersede the manufacturers published schedules

**ALL MATERIALS, PARTS AND LABOR REQUIRED TO PERFORM PREVENTIVE MAINTENANCE MUST BE INCLUDED IN THE ANNUAL CONTRACT PRICE.**

The contractor is required to meet with the Plant Utilities Engineer, Building Superintendent or designated contact person prior to starting PM contract work on each visit to review work to be completed as per contract.

The contractor is required to call to schedule at least eight (8) business hours previous to arrival on site. Also, each contractor is required to submit to the Building Superintendent, Plant Utilities Engineer or designated contract person, a written report at the conclusion of each PM Service. No repair work shall be done without prior approval.

The contractor shall maintain on site log books, detailing all adjustments and work done on each piece of equipment. These books will be maintained and left on each site readily available to the Building

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Superintendent, the Plant Utilities Engineer and/or designated contact person for his/her inspection and will remain on site after contract has ended. The site log book will be considered County of Albany property. The log book entries shall consist of all repairs and deficiencies of equipment on site.

All manuals and notes relative to HVAC equipment shall be the property of Albany County and remain on the premises.

**Where Applicable:**

ALL ASSOCIATED COOLING AND HEATING CIRCULATOR PUMPS ARE TO BE INCLUDED IN THE BID.

ALL PREVENTATIVE MAINTENANCE PERFORMED ON CHILLERS SHALL BE PERFORMED BY MANUFACTURE CERTIFIED TECHNICANS SPECIFIC TO THE CHILLER BEING SERVICED.

**(Proof of Manufacturers Certification must be submitted with bid)**

All Air filters shall be changed two (2) times per year. Contractor will provide all filters.

All filters are to be MERV 8 Pre Pleated 40 and sized to equipment manufacturers specifications.

All Belts shall be changed at a minimum of one (1) time per year. Contractor will provide all belts required to maintain equipment. All belts are to conform to equipment manufacturers specifications.

**III. MATERIAL COSTS:**

**All materials used for routine preventive maintenance outlined in equipment listing, such as lubricants, filters and belts, must be included in the annual maintenance contract price. Contractor shall be responsible for removing all used parts including but not limited to lubricants, belts, filters and refrigerants if unusable.**

**All materials used for additional repairs beyond preventive maintenance will be billed in addition to the preventive maintenance contract price.** Items must be listed on the invoice by the manufacturer's name and model number, serial number, type number where applicable and unit number where applicable and will be billed at Contractor's cost plus a markup percentage as submitted in the bid. Contractor must submit with their invoice, copies of all receipts for materials valued at greater than \$100.00. If the contractor expects to incur any additional costs not specified in these specifications, a list must be submitted of those items and corresponding charges or schedule with the bid proposal. There will be no additional charge for mileage or delivery. No other costs except those placed in the bid proposal at the time the bid is submitted will be considered by Albany County.

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**IV. REPAIR WORK:**

The contractor shall only perform repair work above and beyond the PM Scope with the authorization of the Building Superintendent, Plant Utilities Engineer or his/her designee. Payment will not be made for any repair work that is performed without authorization from the Building Superintendent or his designated representative.

**Where Applicable:**

**ALL REPAIRS PERFORMED ON CHILLERS SHALL BE PERFORMED BY MANUFACTURE CERTIFIED TECHNICANS SPECIFIC TO THE CHILLER BEING SERVICED.**

**(Proof of Manufacturers Certification must be submitted with bid)**

**V. EMERGENCY REPAIRS AND “ON CALL” MAINTENANCE:**

The contractor shall provide all labor, materials, equipment, parts and supervision to perform HVAC and refrigeration emergency repairs as required by each County Facility.

In the event of failure of equipment or controls, the Contractor shall have a service technician on the County Facility premises within four hours after notice by telephone. Repair service shall be provided during and after normal work hours. Repair service shall be provided 7 days a week, 24 hours a day, including Holidays. Response time shall not exceed 4 hours with the exception of the Hockey Facility and the 5<sup>th</sup> Floor of 112 State Street. Response time for these locations shall not exceed 2 hours.

Emergency repairs will be billed on a “Time and Materials” basis. Time/Labor costs shall be charged based upon the following rate classifications:

Standard Service Rate Per Hour  
Overtime Rate Per Hour

Contractor must supply hourly labor rate and overtime labor rate that will be used for this contract duration. Rates must be supplied in the quote for this bid as a separate line item.

**No repairs shall be performed without prior approval of the Building Superintendent or the Plant Utilities Engineer or his/her designee.**

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**VI. WARRANTY:**

The contractor shall warranty all work performed, preventative maintenance, and/or repair work for a period of at least 90 days. The contractor shall assist with exercising any manufacturer's warranty of parts and/or equipment installed by the contractor.

**VII. SAFETY:**

The contractor shall perform all work in accordance with OSHA safety regulations and all Albany County Safety Regulations for the safety of the general public and the contractor's employees.

**VIII. TRAVEL AND PARKING:**

- All Time and Mileage To, From and Between facilities for PM and Emergency Services are to be included in the annual contract price.
- The Contractor will be responsible for any traffic infractions and or parking violations attributable to employees of the Contractor.

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**IX. BID AWARD:**

Each noted COMPONENT at each FACILITY as noted in the Building and Component list should be bid separately.

The bid may be awarded in separate contracts for each individual facility and/or component, or as an aggregate contract to one bidder. Bidders may quote, as an additional notation on the bid form, a discounted bid price for the award of all the facilities on an aggregate contract basis.