

Request for Proposal/Quotation

MECHANICAL (HVAC) PREVENTATIVE MAINTENANCE, LABOR, REPAIR AND EMERGENCY SERVICE PROGRAM

MAY 20, 2019



City of Cleveland Heights
40 Severance Circle
Cleveland Heights, OH 44118

Table of Contents

Confidentiality Statement	3
Submission of Details	3
Submission Deadlines	3
Electronic Submissions	3
Submission Delivery Address	4
Submission Questions and Clarifications	4
Introduction and Executive Summary	4
Equipment Locations	5
Terms and Conditions	5
Selection Criteria	6
HVAC EQUIPMENT AND LOCATION	6
RFP QUOTATION	17

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Please respond to aspencer@clvhts.com with any questions or concerns.

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Submission Details

Submission Deadlines

All submissions responding to this request must be in the following format: 3 paper copies and a thumb drive, delivered to our office, as stated below, no later than:

Friday, June 28th
No later than 5:00 pm

Electronic Submission

Electronic submission in response to this Request for Proposal will **not** be accepted.

All submissions **must** be on paper.

Submission Delivery Address

The delivery address to be used for all submissions is:

André Spencer

Facilities Superintendent
Cleveland Heights Parks & Recreation
40 Severance Circle
Cleveland Heights, OH 44118
P: 216-691-7325, F: 216-691-7330, C: 216-210-0912
aspencer@clvhts.com
www.CHParks.com

Submission Questions and Clarifications

You may contact the following individual if you have any questions or require clarification on any topic covered in this Request for Proposal.

André Spencer

Facilities Superintendent
Cleveland Heights Parks & Recreation
40 Severance Circle
Cleveland Heights, OH 44118
P: 216-691-7325, F: 216-691-7330, C: 216-210-0912
aspencer@clvhts.com
www.CHParks.com

Submission Details

The City of Cleveland Heights requests an RFP for the **Mechanical (HVAC) Preventive Maintenance and Repair Services** for the several locations and equipment listed within this proposal. The finalized contract will be active for a period beginning 7/1/2019 and ending 7/1/2020 with the option of an additional one-year renewal, exercisable by the City Manager. The RFP is to include pricing for the following coverage:

- Full labor Contract – including preventive maintenance to include minor materials such as belts, grease, and filters.
- Preventive Maintenance Service Contract (PM) – to include scheduled maintenance and activities such as, but not limited to, changing belts and filters, cleaning indoor and outdoor coils, lubricating motors and bearings, cleaning and maintaining cooling towers, testing control functions and calibration, and painting for corrosion control (as needed). Cost to include materials.
- Labor rates for repairs
- Emergency service program

Equipment Locations

City Facilities	
Community Center – 1 Monticello Blvd.	44118
Transfer Station – Dominic Tomaro Service Center - 2951 Mayfield Road	44118
Forestry Division– Dominic Tomaro Service Center – 14200 Superior Road	44118
Streets Maintenance– Dominic Tomaro Service Center – 14200 Superior Road	44118
Service Garage– Dominic Tomaro Service Center – 14200 Superior Road	44118
Trades Shop – 2967 S. Noble Road	44121
Superior Rd. School House – 14391 Superior Road	44118
Water/Sewer Utilities Building – 2863 Noble Road	44121
City Hall – 40 Severance Circle	44118
Cleveland Heights Police Department Annex – 1418 Warrensville Center Road	44121
Police Academy Firing Range (Precinct #1) – 14274 Superior Road	44118
Police Academy (Precinct #2) – 2595 Noble Road	44121
Police Department Vehicle Maintenance (Precinct #3) – 2209 Noble Road	44112
Fire Station #1 – 3445 Mayfield Road	44118
Fire Station #2 – 12560 Cedar Road	44106

Terms and Conditions

- Contractor agrees to perform all work professionally and to furnish only materials of good quality.
- The City will provide reasonable access to all areas and equipment and allow Contractor to stop and start equipment as necessary to fulfill the terms of this agreement.
- All maintenance tasks (does not include emergency issues) will be performed during the Contractor’s normal working hours.
- Each completed service call should be documented by a Contractor’s service report.
- The finalized contract will be active for a period beginning 7/1/2019 and ending 7/1/2020 with the option of an additional one-year renewal, exercisable by the City Manager.
- The contract price will be paid quarterly via invoicing by the vendor.

Selection Criteria

The final selection should be an overview of the selection criteria that you will be using to make your decision. Some companies prefer to keep this information totally confidential; while other companies believe this will help prospective vendors focus on what is important in your company.

HVAC EQUIPMENT AND LOCATION

TRANSFER STATION
DOMINIC TOMARO SERVICE CENTER
14200 SUPERIOR RD.
CLEVELAND HTS., OH 44118

CONTACT PERSON: ANDRÉ SPENCER
OFFICE PHONE: 216-691-7265
CELL PHONE: 216-210-0912
MAIN PHONE: 216-691-7300

QTY	COMPONENT	MODEL NO.	MANUFACTURER	SERIAL NO.	RATING	LOCATION
1	Unit Heater	UDAP 200	Reznor	BN1796EN17364X	200K BTU	1 st Floor Bay
1	Unit Heater	65A85	Bryant	859928		1 st Floor Bullpen
1	Unit Heater	UDAP 200	Reznor	BML796EN61808X	200K BTU	2 nd Floor S.
1	Unit Heater	UDAP 400	Reznor	BNL79Y3N83070X	200K BTU	2 nd Floor Cat Walk

FORESTRY DIVISION
DOMINIC TOMARO SERVICE CENTER
14200 SUPERIOR RD.
CLEVELAND HTS., OH 44118

CONTACT PERSON: ANDRÉ SPENCER
OFFICE PHONE: 216-691-7265
CELL PHONE: 216-210-0912
MAIN PHONE: 216-691-7300

QTY	COMPONENT	MODEL NO.	MANUFACTURER	SERIAL NO.	RATING	LOCATION
1	Forces Air Furnace/ AC	TUD100C960J0	Trane	P413XKF26	100k BTU	Under bullpen
1	Condenser	TTB042C100A1	Trane	P2218PSBF		Superior Rd. Service Garage

STREETS DIVISION
DOMINIC TOMARO SERVICE CENTER
14200 SUPERIOR RD.
CLEVELAND HTS., OH 44118

CONTACT PERSON: ANDRÉ SPENCER
OFFICE PHONE: 216-691-7265
CELL PHONE: 216-210-0912
MAIN PHONE: 216-691-7300

QTY	COMPONENT	MODEL NO.	MANUFACTURER	SERIAL NO.	RATING	LOCATION
1	A/C Unit in window					2 nd Floor
* ALL MAJOR HEATING & COOLING PROVIDED BY UNITS IN THE MAIN SERVICE GARAGE. SEE "SERVICE GARAGE" FOR INFORMATION.						

SERVICE GARAGE
DOMINIC TOMARO SERVICE CENTER
14200 SUPERIOR RD.
CLEVELAND HTS., OH 44118

CONTACT PERSON: ANDRÉ SPENCER
OFFICE PHONE: 216-691-7265
CELL PHONE: 216-210-0912
MAIN PHONE: 216-691-7300

QTY	COMPONENT	MODEL NO.	MANUFACTURER	SERIAL NO.	RATING	LOCATION
1	CONDENSING BOILER	425-C	APEX		425 MBH	BOILER RM
2	HOT WATER PUMPS	E1520 2.5BB	B&G		1 HP	BOILER RM
1	ROOFTOP UNIT	RAM-M33	RUPP		30 HP	ROOF
1	ROOFTOP UNIT	48KCTA06	CARRIER		5 TON	ROOF
1	CONDENSING UNIT	24AHA	CARRIER		3 TON	ROOF
1	FURNACE	FB4C	CARRIER		36 MBH	GROUND FL
1	SPLIT DX UNIT	L9411370590	TEMPSTAR		3 TON	STREET DEPT
1	ROOFTOP UNIT	L934845871	TRANE		5 TON	REFUSE DEPT
1	ROOFTOP UNIT	YCD060	TRANE		5 TON	OFFICE
5	UNIT HEATER	VARIOUS	MODINE		VARIOUS	VARIOUS
4	EXHAUST FANS	VARIOUS			VARIOUS	VARIOUS
28	INFARED HEATERS	VARIOUS			VARIOUS	VARIOUS

TRADES SHOP
2967 NOBLE RD.
CLEVELAND HTS., OH 44121

CONTACT PERSON: ANDRÉ SPENCER
OFFICE PHONE: 216-691-7265
CELL PHONE: 216-210-0912
MAIN PHONE: 216-382-5846

QTY	COMPONENT	MODEL NO.	MANUFACTURER	SERIAL NO.	RATING	LOCATION
1	Heat Pump-A/C Coil	FC43C3XC1A	Luxaire	WID3628131		Utility Room
1	Condenser	TCGD42S4153A	Luxaire	WIL1327743		Roof
1	Hot Water Tank	PG50T09AVH00	G.E.	GELN0409A26008	50 GALS	Utility Room

SUPERIOR ROAD SCHOOL HOUSE
14391 SUPERIOR RD.
CLEVELAND HTS., OH 44118

CONTACT PERSON: ANDRÉ SPENCER
OFFICE PHONE: 216-691-7325
CELL PHONE: 216-210-0912
MAIN PHONE: 216-691-7300

QTY	COMPONENT	MODEL NO.	MANUFACTURER	SERIAL NO.	RATING	LOCATION
2	Forced Air Furnace/ AC	TTP060D100A0	Trane	R2323HOIF	¼ HP	Outside Rear
2	Condenser	TUX080C960C2	Trane	R21252376		Basement & 2 nd Floor

WATER/SEWER DIVISION
UTILITIES BUILDING
2863/2881 NOBLE RD.
CLEVELAND HTS., OH 44121

CONTACT PERSON: ANDRÉ SPENCER
OFFICE PHONE: 216-691-7265
CELL PHONE: 216-210-0912
MAIN PHONE: 216-691-7300

QTY	COMPONENT	MODEL NO.	MANUFACTURER	SERIAL NO.	RATING	LOCATION
1	Unit Heater	BMF250	Becon/Morris	K05596230005002	200,000 BTU	Garage
1	Forced Air Unit/Cooling	YCD120C3MOAC	Trane	R141008480	Various	Roof
1	Boiler	EG-55-P1	Weil/McLain		Various	Utility Room
1	Water Heater	GVC50-2000	A/O Smith	1109A011707	50 Gal	Utility Room

CITY HALL
40 SEVERANCE CIRCLE DRIVE
CLEVELAND HTS., OH 44118

CONTACT PERSON: ANDRÉ SPENCER
OFFICE PHONE: 216-691-7265
CELL PHONE: 216-210-0912
MAIN PHONE: 216-291-4444

QTY	COMPONENT	MODEL NO.	MANUFACTURER	SERIAL NO.	RATING	LOCATION
2	CONDENSING BOILERS	EDR 1500	FULTON		1500MBH	MECH ROOM
2	HOT WATER PUMPS	1510 2BD	B&G		3 HP	MECH ROOM
1	AIR COOLED CONDENSER	RAUCD104	TRANE		100 TON	GROUND
2	AIR COOLED CONDENSER		CARRIER		7.5 TON	POLICE
1	AIR COOLED CONDENSER		TEMPSTAR		5 TON	LOCKER
1	ROOFTOP UNIT	TCD3000	TRANE		30 TON	COURTS
1	AIR HANDLER	M-SERIES	CARRIER		VFD	CITY HALL
1	AH-1	39-L	CARRIER		3 HP	JAIL
1	AH-2	39-L	CARRIER		5 HP	LOCKERS
1	AH-3	39-L	CARRIER		5 HP	POLICE
3	EXHAUST FAN		PENN			ROOF

POLICE DEPARTMENT ANNEX
1418 WARRENSVILLE CENTER RD.
CLEVELAND HTS., OH 44121

CONTACT PERSON: CAPT. MARTIN P. LENTZ
OFFICE PHONE: 216-291-3545
CELL PHONE: 216-216-691-7185

QTY	COMPONENT	MODEL NO.	MANUFACTURER	SERIAL NO.	RATING	LOCATION
2	Furnace/Air Conditioner	90RJ100EG501	Weather King	EB5D307 F430208842		2 nd Floor
4	Condenser	CKL49-3	Goodman	0204516144		Roof
2	Forced Air Furnace/AC	90RJ10EG501	Weather King	EB5D307 F160309448		2 nd Floor

POLICE ACADEMY – PRECINCT #2
2595 NOBLE RD.
CLEVELAND HTS., OH 44121

CONTACT PERSON: CAPT. BARNHART
CELL PHONE: 216-926-8056

QTY	COMPONENT	MODEL NO.	MANUFACTURER	SERIAL NO.	RATING	LOCATION
1	Boiler	LGB2	Weil-McLain			Basement
4	A/C Window Units		Varies		20 BTU	1 st & 2 nd Floor

POLICE ACADEMY/FIRING RANGE – PRECINCT #1

14274 SUPERIOR RD.
CLEVELAND HTS., OH 44118

CONTACT PERSON: CAPT. BARNHART
CELL PHONE: 216-926-8056

QTY	COMPONENT	MODEL NO.	MANUFACTURER	SERIAL NO.	RATING	LOCATION
1	Multi-Temp Boiler	MR-750B		MNI 72	521,700	Basement
1	A/C Unit	KCB09254BN1Y	Lennox	5618LOO984	86K BTU	Rooftop/N
1	A/C Unit	RRCF675CK	Rheem	B4062BTCA CG50921973	1/3 HP	Rooftop/S

NOTE: Stress Range is out of service and is not part of service contract. Should facility be re-activated, an addendum or separate contract would have to be negotiated.

PRECINCT #3

2209 NOBLE RD.
CLEVELAND HTS., OH 44112

CONTACT PERSON: ANDRÉ SPENCER
OFFICE PHONE: 216-691-7265
CELL PHONE: 216-210-0912

QTY	COMPONENT	MODEL NO.	MANUFACTURER	SERIAL NO.	RATING	LOCATION
1	Unit Heater	F200-E	Reznor	BNK95Q3N36270X		Mid-Bay
1	Forced Air AC/Heat	DHUC- FO60N125A	Luraire	NCMM023118	125,000 BTU	Roof
1	Unit Heater	PD75AA011	Modine	3001102509-6283	60K BTU	Rear Inside

FIRE STATION #1
3445 MAYFIELD RD.
CLEVELAND HTS., OH 44118

CONTACT PERSON: ASSISTANT CHIEF JOHN BRYAN
OFFICE PHONE: 216-291-2658
CELL PHONE: 216-403-8493

QTY	COMPONENT	MODEL NO.	MANUFACTURER	SERIAL NO.	RATING	LOCATION
1	Boiler	399-CTNG	Weil McLain	CP71167183	379K BTU	2 nd Floor
2	Heat Pump AC	ARUF60 D14AB	Amana	1303347808		2 nd Floor
1	Unit Heater	UHSA186W2AAAJ	Trane	D82H3323		2 nd Floor
2	Unit Heater	CF-250	Sterling Radiator	C8548862	192.5K BTU	2 nd Floor E.
2	Forced Air Furnace/AC	Y5C036E 3EMAIU000	Trane	160211079L	80K BTU	Rooftop
1	Heat Pump	RXN18KEVJU	Daikin	COO5613		Rooftop
2	Condenser	ASX16060IFA	Amana	1404038495		Outdoor N.W.
1	Forced Air Furnace/AC	YSC072H3RHA000		183814151L	120K BTU	Rooftop W.

FIRE STATION #2
12560 CEDAR RD.
CLEVELAND HTS., OH 44106

CONTACT PERSON: ASSISTANT CHIEF JOHN BRYAN
OFFICE PHONE: 216-291-2658
CELL PHONE: 216-403-8493

QTY	COMPONENT	MODEL NO.	MANUFACTURER	SERIAL NO.	RATING	LOCATION
1	Condenser	ASX160421FA	Amana	1307018204	¼ HP	Outside Rear
1	Condenser	ASX160481FA	Amana	1310194644	1/6 HP	Outside Rear
1	Heat Pump	RXN15KEVJU5	Daikon	GOO1163	60 W	Outside Rear
1	Condenser	HIRC030506D	York	WEKMOO7126	1/12 HP	West Side of Building
1	Heat Pump/ AC	ARUF48D14AB	Goodman	1303361095	½ HP	1 st Floor Mechanical Room
1	Heat Pump/ AC	ARUF42C14AA	Goodman	1206500787	1/3 HP	1 st Floor Mechanical Room
1	Boiler	Ultra 399	Weil McLain	CP7116596		1 st Floor Mechanical Room

COMMUNITY CENTER
1 MONTICELLO BLVD.
CLEVELAND HTS., OH 44118

CONTACT PERSON: ANDRÉ SPENCER
OFFICE PHONE: 216-691-7265
CELL PHONE: 216-210-0912

QTY	COMPONENT	MODEL NO.	MANUFACTURER	SERIAL NO.	RATING	LOCATION
1	CU-1 Condensing Unit	38 AUD	Carrier		20 TON	OFFICES
4	CU-2, 3, 4, 5	38 AUD	Carrier		15 TON	SOUTH RINK
1	CU-6	38 AUD	Carrier		12.5 TON	2 ND FLOOR
1	CU-8	38 APD	Carrier		60 TON	GYM MEZZ
1	CU-9	38 APD	Carrier		30 TON	AEROBICS
1	CU-10	38 APD	Carrier		40 TON	SENIOR CTR.
1	AHU-1 AIR HANDLER	39-L	Carrier		5 HP	OFFICES
1	AHU-2, 3, 4, 5	39-L	Carrier		5 HP	SOUTH RINK
1	AHU-6	39-LD	Carrier		5 HP	2 ND FLOOR
1	AHU-8	39THL	Carrier		VFD	GYM MEZZ
1	AHU-9	39THE	Carrier		VFD	AEROBICS
1	AHU-10	39THH	Carrier		VFD	SENIOR CTR.
1	RTU-1	48AS020	Carrier		20 TON	NORTH RICK
1	RTU-2	48A2V020	Carrier		20 TON	NORTH RINK
1	HR-2 HEAT RECOVERY	PV-WA-CVT	SEMCO			GYM MEZZ
8	EXHAUST FANS	VARIOUS	COOK			ROOF
2	CONDENSING BOILERS	EDR 1500	FULTON		1500 MBH	BOILER RM
2	HOT WATER PUMPS	1510 2BDE	B&G		7.5 HP	BOILER RM
1	BOOSTER PUMP	E902AAC	B&G		5 HP	GYM MEZZ
6	UNIT HEATERS	VARIOUS	McQUAY			VARIOUS
8	CABINET HEATERS	VARIOUS	McQUAY			VARIOUS
2	DEHUMIDIFIERS	DI-24-43	DRYOTRON			SOUTH RONK
1	DOMESTIC WATER HEATER	NTV1000	LAARS		1000MBH	BOILER RM

CAIN PARK
14591 SUPERIOR RD.
CLEVELAND HTS., OH 44118

CONTACT PERSON: ANDRÉ SPENCER
OFFICE PHONE: 216-691-7265
CELL PHONE: 216-210-0912

QTY	COMPONENT	MODEL NO.	MANUFACTURER	SERIAL NO.	RATING	LOCATION

CUMBERLAND POOL
1740 CUMBERLAND RD.
CLEVELAND HTS., OH 44118

CONTACT PERSON: ANDRÉ SPENCER
OFFICE PHONE: 216-691-7265
CELL PHONE: 216-210-0912

QTY	COMPONENT	MODEL NO.	MANUFACTURER	SERIAL NO.	RATING	LOCATION

RFP QUOTATION

Primary Quote:
July 1, 2019 – July 1, 2020

Optional one-year renewal:
July 1, 2020 – July 1 2021

Coverage for Mechanical (HVAC) Maintenance, Labor, Repair and Emergency Services:

\$ _____

\$ _____