

Owner's Criteria and Narrative Scope of Work HVAC Water Treatment Services

1. PURPOSE

The DeKalb County School District (DCSD) is seeking bids from qualified vendors to provide HVAC Water Treatment Services. This shall include, but not be limited to, those listed in the scope of work and specifications. The specification and scope of work listed and described in the body of this Invitation to Bid (ITB) establishes the minimum requirements for HVAC Contractor. It is the intent of the District to award to the most responsive and responsible contractor.

2. GENERAL OVERVIEW/SCOPE OF WORK

The Contractor shall:

1. Provide monthly on-site service to include a wet analysis of the towers, chill and hot water loops. Current conditions and actions taken shall be documented on an Electronic Workbook (EWB) which is electronically generated and distributed to all concerned personnel for review. Written reports shall also be left on site to verify service.
2. Provide all control and feed equipment and additional equipment to replace units that are no longer functioning to complete the automatic function of the tower bleed for maintaining proper control of total dissolved solids and feed of the corrosion and deposit inhibitor and biocide for controlling and maintaining a safe background count of bacteria.
3. The Contractor shall specify if the HVAC water treatment will be chemical treatment or Ultra Violet water treatment.

SERVICE PROGRAMS

1. Seasonal Service: Locations where one or more units are required to provide service during one season, but none is required to provide service at any other time. The DCSD's Manager of Facilities and Maintenance or his designee will specify the seasonal start – up and ending dates appropriate for each unit.
2. Year Round Service: Locations where at least one (1) piece of equipment is expected to be in service during the heating and cooling seasons, respectively.
3. Automatic Chemical Injection Equipment and Appurtenances

Contractor shall install appropriate automatic chemical injection equipment at each service location, together with all hoses, tanks, containment vessels and related appurtenances required to accomplish the required water treatment. The equipment shall remain the property of the Contractor. Contractor shall be responsible for the satisfactory performance of the equipment and shall keep it in good repair, even replacing the entire equipment to avoid interruption of service. Contractor shall perform this service at no extra charge to DCSD. Automatic chemical injection equipment shall be capable of suspending operation when utilization equipment operation is not required (e.g. at times when a facility employing chillers and cooling towers does not utilize night temperature set-up while unoccupied).

4. Upon notification by the DCSD Manager of Facilities and Maintenance or his designee, the Contractor shall remove all equipment supplied at each service location at the end of the contract. Prior to commencement of work, Contractor shall tour each service location in the company of the DCSD's Manager of Facilities and Maintenance or his designee to describe methods that are to be employed to provide appropriate treatment at each service location.
5. UV Light System

Each bidder is encouraged to use a UV light system that is comparable to the UVOX system in place of the chemical water treatment.

Unless otherwise specified, manufacturer's names, trade names, brand names, information and/or catalog numbers listed herein are intended only to identify the quality level desired. They are not intended to limit competition. The bidder may offer any equivalent product that meets or exceeds the specification. If bids are based on equivalent products, the bidder shall indicate on the bid form the alternate manufacturer's name and catalog number and shall include complete descriptive literature and/or specifications along with proof that the proposed equivalent either meets or exceeds this specification. The DCSD reserves the right to be the sole judge of what is equal and acceptable. If bidder fails to name a substitute, he shall furnish goods, identical to the bid specifications.

TRAINING

The DCSD personnel assigned to the project shall be trained by the Contractor to take samples and perform periodic tests to confirm the efficacy of the treatment process. Contractor shall provide data sheets on which test results shall be recorded. Contractor shall purchase all instruments, test kits and any other equipment required for the successful performance of those tests. This shall be done at no cost to DCSD. Periodic calibration of the test equipment shall be performed by the Contractor at no charge to DCSD. Contractor shall define warning limits and direct the DCSD's Manager of Facilities and Maintenance or his designee to place a call for service whenever these limits violated, Contractor shall respond to the call at no charge to DCSD.

Upon notification each bidder must visit the job site with a representative from the Maintenance or Facility Department. At this time, each contractor will be informed of what the project is and what the problems are. It then will be the contractor's responsibility to develop a scope of work in writing of how the project will be completed and a "not to exceed" cost for labor and equipment, using the cost that was awarded. Also, all materials that will be required must be listed with the actual prices paid plus a **percentage markup not to exceed 15%**.