

**PROCUREMENT DEPARTMENT**  
Rm 120 Municipal Services Building  
Philadelphia, PA 19102-1685  
FAX: (215) 686-4716

# CITY OF PHILADELPHIA

Trevor Day  
Procurement Commissioner

October 7, 2016

**BID NUMBER:** T7PR0230  
**TITLE:** Repair and Maintenance of Air Conditioning Equipment  
**DEPARTMENT:** PARKS AND RECREATION DEPARTMENT-MAINTENANCE DIVISION  
**DATE TO OPEN:** October 26, 2016 at 10:30 AM

## ADDENDUM # 1

**TO ALL BIDDERS:**

**You are hereby notified of the following changes to the above mentioned bid:**

Please see attached bid specifications.

Please sign, date and return this addendum with your bid to the Procurement Department, 1401 J.F.K Boulevard, Bid Room 170A, Philadelphia, PA 19102-1685 as it now becomes a part of the proposal.

*A. Campbell for*  
F. Johnson, Buyer *F. Johnson*

\_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
FIRM NAME (PRINT)

\_\_\_\_\_  
DATE

FJ/cw

PROCUREMENT DEPARTMENT  
*Standards Division*  
**SPECIFICATION**

**NO. 26-A-2c:97**  
**SUPERSEDES 26-A-2b:93**

**EFFECTIVE DATE**  
**November 14, 1997**



**AIR CONDITIONER SYSTEMS SERVICE**  
**(EXCEPT WATER TREATMENT )**

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1. **CLASSIFICATION:**

This specification covers the minimum requirements for services to be performed for the safe and efficient operation of the Air Conditioning Equipment (described in the Invitation and Bid) in all respects by qualified repair persons with the exception of the chemical treatment of the cooling water. Services with respect to water treatment are covered by Procurement Department Specification 26A-1, or latest revision.

2. **SCOPE:**

2.1 The service shall consist of all labor, parts, tools and equipment necessary to provide inspection, repairs and/or replacement of parts, components and complete preventive maintenance.

2.2 The services shall apply to the following:

2.2.1 Electro-Mechanical, including, but not limited to: Compressors, Absorption Units, Evaporators, Circulators, Towers, Fans, Pumps, Motors, Filters, Refrigerant, Valves, Controls, Switches, Relays, wiring up to the main disconnect switch.

2.2.2 Remote Control System, including Room Thermostats, Duct Controls, Wiring (Electrical) or Tubing (Pneumatic) from remote points to control.

2.3 **Technical Requirements:**

2.3.1 General Service Contract - (See Paragraph 2.2.1 above) - This shall include the following basic requirements and functions which are applicable to all systems. ADDITIONAL requirements such as those for "Summer-Winter" systems, absorption type systems, etc., and requirements for heated air conditioning will be specified in the Invitation to Bid.

The basic requirements shall be the performance on a monthly basis during the contract period of the following services:

- 2.3.1.1 Inspect equipment for refrigerant leaks.
- 2.3.1.2 Repair all leaks in refrigerant mains.
- 2.3.1.3 Clean commutators on motors.
- 2.3.1.4 Clean all motor housings.
- 2.3.1.5 Clean water-cooled condensers, as needed.
- 2.3.1.6 Clean lint and dirt from air-cooled condenser.
- 2.3.1.7 Clean condensing units.
- 2.3.1.8 Clean all strainers, when necessary.
- 2.3.1.9 Adjust tension on all belts.
- 2.3.1.10 Lubricate all moving parts.
- 2.3.1.11 Check operating pressure of condensing units.
- 2.3.1.12 Purge air from systems.
- 2.3.1.13 Check refrigerant in systems.
- 2.3.1.14 Charge refrigerant into systems as necessary.

- 2.3.1.15 Inspect and adjust temperature controls.
- 2.3.1.16 Inspect and adjust safety controls.
- 2.3.1.17 Inspect and adjust all valves.
- 2.3.1.18 Adjust water regulating valves.
- 2.3.1.19 Check operation of refrigerant controls.
- 2.3.1.20 Inspect air filters and clean, or replace, as needed.
- 2.3.1.21 Check and adjust dampers and air distribution.
- 2.3.1.22 Check air-cooling coils and/or dehumidifiers.
- 2.3.1.23 Inspect temperature controls and adjust same for proper room temperature.
- 2.3.1.24 Clean steam traps, if necessary.
- 2.3.1.25 Clean drip pans.
- 2.3.1.26 Clean cylinder heads, if necessary, and check valve seating, grind valves, if required.
- 2.3.1.27 Inspect oil in compressor and replenish with oil of the quality and viscosity specified by the manufacturer of the equipment, if necessary.
- 2.3.1.28 Place system in operation for summer air conditioning.
- 2.3.1.29 Pump down and store refrigerant charge at end of cooling season.
- 2.3.1.30 Drain water from all parts of plant that are likely to freeze during the winter season, towers included.

- 2.3.1.31 Paint equipment when necessary.
- 2.3.1.32 Supply emergency service between regular inspection, if required.
- 2.3.1.33 Clean and maintain towers.

2.3.2 Also included in the above monthly service are the electrical supply system between the equipment disconnect switch and the air conditioning equipment (disconnect switch excluded), all starters for compressor motors, all motors, starters and drives for pumps and fans, all pressure and temperature controls and thermometers (recording types excluded), and all gauges adjacent to the equipment; dampers and damper motors, plenum chambers, supply and return air grilles (duct work excluded) and air compressors for controls when such equipment is part of the air conditioning system.

2.3.3 Remote Control System Components Details, as applicable, will be furnished in the Invitation and Bid.

3. **REQUIREMENTS:**

3.1 **Bidder Qualifications:**

3.1.1 Bidders shall show proof that he/she has satisfactorily maintained equipment of the type and character covered in the Invitation and Bid. In addition, he/she shall submit with their bid a list of at least five (5) equivalent or larger installations to which he/she has provided such service.

- 3.1.2 The successful bidder shall have in his/her direct employment the necessary organization and proper facilities located within a reasonable distance from the site to properly fulfill all the service required.
- 3.1.3 The successful bidder must employ only skilled, competent and trained personnel and must provide evidence that he/she has a thorough working knowledge of the engineering data, layouts, and materials of the specific equipment covered by the Invitation and Bid to properly fulfill the requirements of this specification.
- 3.1.4 It is the responsibility of all bidders to make a thorough examination of the entire system described to ascertain any and all conditions which may affect his/her operations; and to submit with their bid ANY recommendations he/she considers necessary to place the equipment in first-class operating condition.

If the bidder makes no such recommendations it will be assumed that he/she considers the equipment to be in first-class operating condition.

**3.2 Service Requirements:**

**3.2.1 WORKING HOURS**

Work is to be done during regular working hours. If overtime repairs or examinations are later requested by the City, the successful bidder will absorb the hours worked (single time rates) and the City will be charged only for the differential between regular and overtime billing rates.

3.2.2 **CALL BACK SERVICE - REGULAR TIME**

3.2.2.1 In the event of a shut down due to failure of equipment or controls, the successful bidder shall have a mechanic(s) on the premises within one (1) hour; and said mechanic shall proceed at once and continue without stopping to make necessary minor repairs or adjustments to place equipment in safe and first-class operating condition without additional charge.

3.2.2.2 If major repairs are required after normal working hours, the successful bidder may be required at the option of the superintendent to perform the work. Such major repairs are subject to additional costs as provided for under Paragraph 3.2.1 "Working Hours."

3.2.2.3 The successful bidder shall provide emergency minor adjustment call back service on any day of the week, at any hour - day or night, holidays included as part of the contract without additional charge.

4. **INSPECTION AND TEST:**

4.1 The City reserves the right to make inspections and tests at any time to ascertain whether the requirements of these specifications are being fulfilled. Should it be found that the standards herein specified are not being satisfactorily maintained, the City immediately requests that the successful bidder place the equipment in condition to meet with these requirements.

- 4.2 If the successful bidder fails to comply with these requests within a reasonable time, the City may by written notice terminate his/her right to proceed further with the work. In such event, the City may take over the work and prosecute it to completion by contract or otherwise; and the successful bidder and his/her sureties (if any) shall be liable to the City for any excess cost occasioned the City thereby.

5. **LIABILITY:**

- 5.1 The successful bidder shall not be liable for injuries or damage to persons or property except those directly due to his own acts or omissions and the responsibility of the City of Philadelphia for injuries or damage to persons or property while in the vicinity of the equipment referred to is in no way affected by this agreement.
- 5.2 The successful bidder shall not be liable for any loss, damage, or delay caused by strikes, lockouts, fire, explosion, theft, floods, riot, civil commotion, war, malicious mischief, act of God or any cause beyond his reasonable control, and in any event, the successful bidder shall not be liable for consequential damages.
- 5.3 **INSURANCE:** Contractor shall procure and maintain at its cost and expense, during the entire period of the contract (including any applicable warranty and/or renewal periods) the types of insurance specified below. All insurance shall be procured from reputable insurers authorized to do business in the Commonwealth of Pennsylvania. All insurance required herein shall be written on an "Occurrence" basis and not a "Claims-Made" basis. In no event shall work be performed until the required evidence of insurance has been furnished. If contractor fails to obtain or maintain the required insurance, the City shall have the right to treat such failure as a material breach of contract and to exercise all appropriate rights and remedies. The insurance shall provide for at least thirty (30) days prior written notice to be given to the City in the event coverage is materially changed, cancelled or non-renewed.

5.3.1 **ADDITIONAL INSURED REQUIREMENT**

The City of Philadelphia, its officers, employees, and agents are to be named as additional insureds on all policies required hereunder except the Workers' Compensation and Employer's Liability. Also, an endorsement is required stating that the coverage afforded to the City of Philadelphia and its officers, employees and agents as additional insureds will be primary to any other coverage available to them.

5.3.2 **WORKERS' COMPENSATION AND EMPLOYERS' LIABILITY**

5.3.2.1 Workers' Compensation -  
Statutory Limits

5.3.2.2 Employers' Liability:  
\$500,000 each accident -  
bodily injury by accident;  
\$500,000 each employee -  
bodily injury by disease;  
\$500,000 policy limit - bodily  
injury by disease

5.3.2.3 All states endorsement

5.3.3 **GENERAL LIABILITY INSURANCE**

5.3.3.1 Limit of Liability:  
\$2,000,000 per occurrence  
combined single limit for  
bodily injury (including  
death) and property damage  
liability.

5.3.3.2 Coverage: Premises operation; blanket contractual liability; personal injury liability (employee exclusion deleted); products and completed operations; independent contractors; employees as additional insured; cross liability; broad form property damage (including loss of use) liability; for asbestos abatement projects only - asbestos abatement liability coverage.

5.3.4 **AUTOMOBILE LIABILITY**

5.3.4.1 Limit of Liability:  
\$1,000,000 per occurrence combined single limit for bodily injury (including death) and property damage liability.

5.3.4.2 Coverage: Owned, non-owned, and hired vehicles.

Certificates of Insurance evidencing the required coverage shall be submitted to the City within ten (10) days of notice of contract award. The City reserves the right to require Contractor to furnish certified copies of the original policies of all insurance required under this contract at any time upon ten (10) days prior written notice to the Contractor.

6. **ORDERING INSTRUCTIONS:**

6.1 The requesting agency shall submit with its requisition for this service a full description of the equipment to be serviced using the standard form attached to this specification giving all of the requested information thereon.

- 6.2 For remote control systems, give full details of name of manufacturer, model number, if available, and type of system and number of units involved.
- 6.3 For water treatment service, refer to Procurement Specification 26-A-1 or latest revision.

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# CITY OF PHILADELPHIA

Trevor Day  
Procurement Commissioner

October 18, 2016

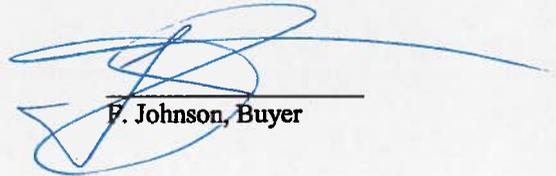
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**DATE TO OPEN:** October 26, 2016 at 10:30 AM

## ADDENDUM # 2

**TO ALL BIDDERS:**  
You are hereby notified of the following changes to the above mentioned bid:

### **The bid has been Cancelled**

Please sign, date and return this addendum with your bid to the Procurement Department, 1401 J.F.K Boulevard, Bid Room 170A, Philadelphia, PA 19102-1685 as it now becomes a part of the proposal.



F. Johnson, Buyer

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AUTHORIZED SIGNATURE

\_\_\_\_\_  
FIRM NAME (PRINT)

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DATE

FJ/ cw