

**ITB NO. 2023.01.11 - ATTACHMENT 8.1  
SCOPE OF WORK – 2023 HVAC Maintenance UPC**

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**Sno-Isle Libraries - HVAC Maintenance**

**1. Scope of Work**

The awarded Contractor shall provide scheduled, emergency response, and “on-demand” or “on-call” services as the need arises. This agreement shall follow WAC Chapters 51-52 for all work performed.

1.1. Sno-Isle Libraries will accept information relative to qualifying a Contractor for the maintenance and repair of mechanical systems. The Contractor must provide their relevant qualifications, experience, and labor rate proposals, including any licenses (see Sec. 3.2) for mechanical maintenance and repair services, emergency work, and disposal and recycling as required by law. A contractor who has a working knowledge and ability to work with and interface with building automations systems (DDC) is preferred.

1.2. The successful mechanical systems contractor shall provide all materials, equipment and labor for all services and repairs as needed in the various Sno-Isle Libraries’ locations, which may change over time.

1.2.1. The locations included in Island and Snohomish counties are:

Arlington Library  
Camano Island Library  
Clinton Library  
Coupeville Library  
Freeland Library  
Granite Falls Library  
Lakewood/Smokey Point  
Library  
Marysville Library

Monroe Library  
Mukilteo Library  
Service Center (Tulalip)  
Snohomish Library

At any time during the contract, Sno-Isle Libraries has the right and option to add or remove locations.

1.3. The mechanical equipment to be maintained are from a variety of manufacturers, suppliers, and types. (ex. York, McQuay, Trane, Daiken, etc.) Experience with newer mechanical systems technologies such as Daiken VRV, and inverter compressor systems is necessary, as well as extensive experience with the commissioning process. The ability to work effectively and collaboratively with factory trained specialists in the calibration and sometimes diagnosis required by these advanced systems is essential and required of the Contractor.

1.4. Building Controls: Familiarity with a variety of BacNet DDC systems is important. Sno-Isle Libraries primarily utilizes Delta Connects Building Automation Systems and controls. Knowledge and experience working with Delta enteliWEB preferred.

1.5. The mechanical equipment types to be maintained includes the following but is not limited to:

1.5.1. Commercial chillers, pumps, compressors, inverter compressors, and ERW technology

- 1.5.2. Commercial air handlers, heat pumps, dampers, actuators, air mixing boxes, etc.
  - 1.5.3. Evaporative coolers, Split systems, VRV, Exhaust fans, Dampers, and Actuators
  - 1.5.4. Boilers, pumps, tanks, and gas fired unit heaters
  - 1.5.5. Commercial Roof Top Package units, and other forced air systems
  - 1.5.6. Experience with VAV, and VVT systems are essential
  - 1.5.7. Gas fireplaces at Mukilteo, Snohomish, Camano and Coupeville Libraries
- 1.6. It is preferred that the Contractor have in-house access to a metal fabrication and repair shop.
- 1.7. The successful Contractor must have a 24/7/365 on-call service availability for emergency calls or other type of outages with a 30-minute returned phone call response time. Maintenance work or repairs shall be performed during the regular hours of Monday through Friday from 6:00am to 5:00pm unless agreed upon and specified in advance by the Sno-Isle Libraries' Facilities Manager, or representative.
- 1.7.1. In some cases, due to noise or other disturbances related to the operation of the equipment it may be determined necessary by either party that the work must take place in the morning before the library staff arrive and/or the facility opens.
- 1.8. Pricing provided shall include regular, overtime, and holiday labor rates and the percentage mark-up on materials, supplies, and related labor and/or work.
- 1.9. All work must be billed within ten (10) days of the work being completed. Progress billing may be requested in writing to the Facilities Manager at [Facilities@sno-isle.org](mailto:Facilities@sno-isle.org) and [Purchasing@sno-isle.org](mailto:Purchasing@sno-isle.org) at any time.

## **2. Contractor Staff: Mechanical Licensing and Skill Requirements**

- 2.1. The Washington State Building Code, Washington Administrative Code Chapters 51-52, and the 2021 edition of the International Mechanical Code published by the International Code Council is hereby adopted by reference with the exceptions noted in the WAC chapters 51-52. All work shall conform with regulations and guidelines in WAC Chapters 51-52.
- 2.2. The Contractor must always carry the appropriate local jurisdiction licenses for HVAC mechanical and plumbing work as required in Snohomish and Island counties and be EPA Universal CFC certified. If any such regulations or requirements change at any time during this agreement the Contractor is required to obtain the necessary licenses or required certifications before working on any Sno-Isle Libraries equipment or facilities. All licenses must be issued and approved in the State of Washington.
- 2.3. The successful Contractor shall maintain, and service all equipment described herein using a Journeyman Mechanic or equivalent technical level of personnel.
- 2.4. The Contractor shall not subcontract any of the work to any other company without prior written permission from Sno-Isle Libraries' Facilities Manager.

2.5. The Contractor must have a minimum of two (2) available Journeyman level technicians of at least 10 years of refrigeration, and/or mechanical, and control experience. This is to ensure that Sno-Isle Libraries always has access to at least one certified technician available with 24 hours. Technicians must have overall knowledge and familiarity with all Sno-Isle Libraries equipment types.

2.5.1. See Attachment 8.4, Sno-Isle Libraries Mechanical Equipment List by Location.

2.6. The safety of the Contractor's employees or representatives and others in or around the area of any maintenance or repairs is the responsibility of the Contractor. The successful Contractor, its employees, and its representatives shall comply with the current 29 CFR 1910 OSHA General Industry Regulations for safety.

2.6.1. Sno-Isle Libraries will accept no responsibility or liability for accidents caused by the lack of safety equipment, procedures, or the improper installation of equipment or workmanship. If barricades are needed to ensure the safety of staff, patrons, or others the Contractor shall provide them at no cost to Sno-Isle Libraries. Upon request, Sno-Isle Libraries may request a safety plan from the Contractor.

2.6.2. Equipment Lockout/Tag out procedures shall be followed and coordinated with Sno-Isle Libraries on site library staff and communicated immediately to the Facilities Department.

### **3. Record Keeping**

3.1. The Contractor shall maintain all equipment in accordance with the manufacturer's recommendations unless a specified requested change by the Contractor has been approved in advance in writing by the Sno-Isle Libraries' Facilities Manager or representative, or professional representative (e.g., assigned Engineer, etc.).

3.2. A recorded log of maintenance and repair tasks performed and the subsequent results of such work for Sno-Isle Libraries shall be maintained by the Contractor's service technicians at each site in an agreed upon location inside the mechanical room or space where the majority of the equipment resides. The equipment record log shall contain only information related to the specific Sno-Isle Libraries' location of the logbook and will be kept up to date and made available for review upon request to the Sno-Isle Libraries' Facilities Manager, or any other Sno-Isle Libraries personnel within 48 hours of any such request or work performed.

3.3. The Contractor must provide a quote and receive a written authorization prior to proceeding with any repairs or other work outside the scope of any maintenance work. Sno-Isle Libraries reserves the right to obtain additional quotes from competing contractors other than the Contractor. Any repair that qualifies as a public works project will be handled according to Chapter 39.04 RCW.

### **4. Work Requirements and Expectations**

4.1. The intended goal of all such work included herein is for the long-term preservation of the mechanical equipment, comfort of all building occupants, and optimization and conservation of all resources and utilities for the benefits of Sno-Isle Libraries in no particular order, with every location considered of a primary importance, to the system/organization overall.

4.1.1. The Contractor shall notify Sno-Isle Libraries' Facilities Department representative any time there is work planned and representatives will be on site. In most cases 24 hours' notice is required.

4.2. Service specifications and requirements for all mechanical equipment serviced is to be compliant with the manufacturer's recommendation and approved of by the Sno-Isle Libraries' Facilities Manager.

4.2.1. This work may be monthly, quarterly, semi-annually, annually, or as requested. The successful bidder will meet with the Sno-Isle Libraries' Facilities Manager or representative to set specific dates and times for the scheduled maintenance once per year, or as required in person to review invoices for accuracy and acceptance.

4.2.2. A replacement new spare fan belt for each piece of equipment requiring a fan belt shall be kept on site for immediate emergency use, and subsequently used as the replacement belt for each recurring Preventative Maintenance (PM) task, and thereby each spare shall be cycled into immediate use and the spare replaced upon each use.

4.2.3. Some equipment may require filters or other preventative measures be taken due to special projects or other circumstances and by request in addition to a regularly scheduled maintenance routine or repairs. Such extra work is at the discretion of the Sno-Isle Libraries' Facilities Manager or designated representative.

4.2.4. All filters shall be pleated and meet a minimum MERV 13 rating unless specified differently by the Sno-Isle Libraries' Facilities Manager in advance.

4.2.5. All belts and other equipment and parts used to complete maintenance and repairs must be of the same or higher quality as required by the manufacturer for the equipment it is installed upon.

4.3. All types of maintenance activities must be scheduled in advance and approved through the Sno-Isle Libraries' Facilities Manager, and may require the work to be synchronized with Sno-Isle Libraries' approved Building Automation and Control Systems (DDC) Contractor's representative or technicians at a time and date that works for both parties and may not precede or exceed the scheduled and allowed time frame for the preventative maintenance work to occur by more than ten (10) business days as determined by Sno-Isle Libraries' Facilities Department without prior approval in writing.

4.3.1. All semiannual work tasks must be performed simultaneously and on-site so that both technicians work together on the inspection and repair of any mechanical equipment and DDC Building controls equipment.

4.4. The Contractor shall ensure that the mechanical equipment shall be maintained at or above industry standards and have all appropriate settings, torque specifications, tolerances, bearings lubed, inspection areas cleaned, belts checked and replaced as needed or per manufacturer's recommendation unless specified to do otherwise in writing in advance by the Sno-Isle Libraries' Facilities Manager or designated representative.