

USAC SOLICITATION FOR

HVAC Preventative Maintenance and Service

SOLICITATION INFORMATION:

Method of Solicitation: Request for Proposal (RFP)
Solicitation Number: FA-19-147
Solicitation Issue Date: January 24, 2020, at 1:00pm
Site visit Date: January 30, 2020 at 8:00 AM ET
Questions Due Date: February 6, 2020 by 12:00 PM ET
Proposal Due Date: February 20, 2020 by 12:00 PM ET

CONTRACT TO BE ISSUED BY:

Universal Services Administrative Company (USAC)
 700 12th St NW Suite 900
 Washington, DC 20005

CONTACT INFORMATION:

USAC CONTACT INFORMATION	OFFEROR CONTACT INFORMATION
Dania Powers Procurement Associate P: 202-414-2734 E: rfp@usac.org Hours: 9:00am - 6:00pm ET, M-F	Name: _____ POC: _____ POC Title: _____ POC Phone: _____ POC Email: _____ Address: _____

OFFEROR SIGNATURE:

Name and Title of Authorized Official: _____

Offeror Signature: _____ Date Signed: _____

USAC SIGNATURE:

Printed Name and Title of Authorized Official: _____

USAC Signature: _____ Date Signed: _____

SECTION A:

Requirements and Scope of Work
HVAC preventative maintenance and services
RFP: FA-19-147

I. OVERVIEW

USAC's Facilities department is looking for a qualified vendor that can provide preventive maintenance and services to its HVAC systems.

II. TYPE OF CONTRACT

This is a firm fixed price, single-award contract ("Contract"). The firm fixed price for this work (total project and all line items) is set forth on the Bid Sheet (*See Attachment 1*). The firm fixed price includes all direct and indirect costs, including equipment, product support, supplies, general and administrative expenses, overhead, materials, travel, labor, taxes, shipping, and profit.

III. CONTRACT TERM

The Contract term shall be 20 months with two (2) one (1) year option periods, which may be exercised only by USAC in its sole discretion by giving written notice to contractor no later than thirty (30) days prior to the end of the base year and option year one. The contract shall commence on or before April 1, 2020.

IV. WHERE THE WORK TAKES PLACE

Universal Service Administrative Company (USAC)
One Metro Center
700 12th St NW Suite 900
Washington, DC 20005

USAC shall provide appropriate work space for duties performed at USAC headquarters. Contractor personnel working onsite at USAC shall comply with USAC's standard workplace rules and policies, and will only be allowed onsite during USAC's normal business hours, unless otherwise agreed to in advance. Contractor personnel working onsite will be required to complete the [USAC Visitor Form](#), and wear a badge while on USAC premises.

V. COMPANY PROFILE

USAC is a not-for-profit Delaware corporation, which works under the oversight of the Federal Communications Commission (FCC). USAC is not a federal agency, a government corporation, a government controlled corporation or other establishment in the Executive Branch of the United States Government. USAC is not a contractor to the Federal Government. The Contract awarded as a result of this RFP will not be a subcontract under a Federal prime contract. USAC does, however, conduct its procurements in accordance with the terms of a Memorandum of Understanding with the FCC, which requires USAC to adhere to the following provisions from the Code of Federal Regulations: 2 C.F.R. §§ 200.318-321; 200.323; 200.325-326 and App. II to C.F.R. Part 200 (collectively "Procurement Regulations").

VI. PERFORMANCE REQUIREMENTS

USAC is seeking an HVAC Preventative Maintenance and Service agreement that meets or exceeds the requirements in Section VII. This agreement shall be highly customizable to USAC's needs and terminology.

VII. SERVICES AND DELIVERABLES

Contractor shall provide the following services and deliverables in accordance with terms set forth below:

A) HVAC Preventative Maintenance and Service Agreement

Maintenance Inspection Requirements during each (4) quarterly visit:

1. Lubricate all moving parts such as linkages, bearings, fans, etc.
2. Clean, inspect, and adjust all fans, belts, pulleys, couplings, and gears.
3. Replace Stultz ATS fan belts, if needed, due to wear or damages to the belts.
4. Furnish and replace the air filters four (4) times per calendar year with MERV 8, 2", 30% efficient, disposable, pleated air filters, and dispose of the removed or dirty filters with a plastic bag and placed in an outside trash can or dumpster.
5. Clean the (8) Daiken evaporator coil filters, during each quarterly inspection.
6. Inspect, calibrate, and adjust the safety and operating controls, each quarterly visit, for proper operation.
7. Inspect the condition of the DX coils. Use a fin comb as needed to straighten the fins.
8. Check the refrigerant piping for wear and report any refrigerant leaks found.
9. Perform a leak test the refrigerant circuits with a halide or electronic leak detector. Repair and report any leaks.
10. Check the circuits to determine the proper refrigerant charge, utilizing the temperature coefficients.
11. Check the oil levels and crank case heaters of the listed equipment.
12. Inspect and clean the steam humidification canisters during the each maintenance inspections.
13. Clean, flush, and inspect the condensate drain pans.
14. Check the condensate pumps for proper operation.
15. Check the drain pans for excessive corrosion. Corrosion shall be removed from drain pan or mitigated, proper protective materials for paint and paint as needed. Consult the paint MSDS to ensure that the lead level is 0.06% or less.
16. Inspect and test the electric re-heat operation and controls and clean as required.
17. Tighten the electrical connections. Record the voltage and amperage readings on the larger motors and report this information as part of final maintenance inspection report or customer service ticket.

18. Inspect the equipment for excessive vibration listed below under General requirements.
19. Inspect the electrical safety disconnect switches, starters, and contactors for dust, debris, and damage. Clean as needed or at minum two (2) times a year.
20. Maintain the cleaning of the interior and exterior of the equipment.
21. Notify the maintenance supervisor in writing of any recommendations or deficiencies of the listed equipment.

B) Maintenance Inspection Requirements done Twice (2) a year:

1. Inspect the motors for proper operation, blow out and clean the motor windings, lubricate the bearings, as needed or at minum two (2) times a year.
2. Provide and replace the steam humidification canisters during winter and spring maintenance inspections. This requirement does not include water piping, valves, drain piping, and steam generator controls.

C) General Requirements:

The following services shall be provided twice (2) Spring/Fall per year (Please note: this proposal does not include Contractor adding additional refrigerant if required):

1. Chemical coil cleaning of the Stulz dry coolers and Scot pump package on the penthouse/rooftop level of One Metro Center.
2. Perform maintenance service for Daikin VRV system inverter air conditioner ceiling cassette unit located in Service Desk office Room 9266. Model: FXZQ18TAVJU.

D) The following equipment should be serviced quarterly, four (4) times per year:

1. Two (2) Stulz indoor air vertical units AC-9A and AC-9B located in Room 9277 9th floor East LAN (local area network) Room.
2. Two (2) Scot power pumps located on the penthouse/rooftop level at One Metro Center at 700 12th Street NW. Model: 3002K30, 1 H.P.
3. Two (2) Stulz drycoolers located on the penthouse/rooftop level at One Metro Center at 700 12th Street NW. Model: FSS210AVG.
4. One (1) Daikin VRV system inverter air conditioner wall mounted unit located in Room 1270 (10th Floor West IT Hub Room). Model: FXAQ12PVJU.
5. One (1) Daikin VRV system inverter air conditioner wall mounted unit located in Room 9071 (9th floor East IT Hub Room). Model: FXAQ12PVJU.
6. Four (4) Daikin VRV system inverter air conditioner ceiling units located in 9th floor Conference Board Rooms (9386, 9387, 9388 & 9389). Model: FXZQ18MVJU9
7. Two (2) Daikin VRV system inverter air conditioner ceiling units located in Room 9242 (9th floor Café) Model: FXZQ18MVJU9

8. One (1) Daiken air-cooled condenser HP, Model: REYQ72PCYD, Serial: A000115 located on penthouse/rooftop level at One Metro Center.
9. One (1) Trane wall mounted air conditioner unit located in Room 1071 (10th floor East IT Hub Room). Model: 4TVW00020B100HNC
10. One (1) Trane Mini Split HP unit located on the penthouse/rooftop level at One Metro Center. Model: 4TVH00336B100NC
11. Two (2) annual humidifier canister replacements for Stulz AC units shall be included in this agreement.

E) Reporting: Vendor shall:

1. Review all MEP permit drawings and perform site verification of all mechanical equipment as part of USAC's mechanical system for its office space located at One Metro Center.
2. Provide a maintenance checklist with all applicable checklist items to be performed and completed for each visit.
3. Provide a list of labor and parts with a price breakdown shall be provided by vendor for any charges for repairs or replacement parts not covered under this agreement.
4. Provide a final list of all equipment included as part of the preventative maintenance agreement.
5. Provide a final annual preventative maintenance schedule upon execution of final awarded contract.

F) Additional considerations:

1. Vendor must adhere to all USAC visitor protocols and security guidelines while working onsite. Contractors will be required to complete USAC's [Visitor Form](#), USAC Visitor Form and wear a badge while on USAC premises.
2. Vendor must coordinate with building management for property at One Metro Center and adhere to all building requirements while onsite. This includes property protection, use of loading dock, use of freight elevator, certificate of insurance, etc.
3. Vendor is responsible for any damages to USAC's property or HVAC mechanical equipment as a result of contractor negligence. This includes but is not limited to all parts, wiring, plumbing, electrical, flooring, etc.
4. Vendor is responsible for clean-up of work areas upon completion of maintenance or non-maintenance repair service. USAC is not responsible for any removal of trash, materials, or debris left behind by contractor from maintenance or repair service. Exceptions include any equipment maintenance supplies like filters, fan belts, etc.

5. All work to be performed during normal hours and maintenance service should be coordinated and scheduled in advance with USAC.
6. Vendor must have a 2-hour response time for emergency service during normal or after hours.
7. USAC is not responsible for any parking fees incurred by vendor for providing onsite services.
8. Cancellations of scheduled maintenance service by vendor for scheduling conflicts are not the responsibility of USAC. Vendor is responsible for notifying USAC and rescheduling services on an approved date by USAC.

VIII. PROPOSAL INSTRUCTIONS

Offeror's proposals should include the following:

1. Solicitation number.
2. A completed and signed copy of the Bid Sheet included as **Attachment 1**.
3. A description of goods and/or services being offered in sufficient detail to evaluate compliance with the requirements in the solicitation.
4. Name, address and telephone number of the Offeror.

This is a firm-fixed-price contract and, ultimately, the total firm-fixed-price amount is the amount taken into consideration when reviewing the quotes. The quote form provides for the following:

1. A breakdown of the components of the quote on a line item basis.
2. All applicable federal, state, and local sales, use, and excise taxes.
3. All costs for configuration of equipment.
4. All other costs (i.e. labeling, packaging, packing, loading, storage, insurance, etc.).
5. All blanks shall be filled in accordingly. Any alteration or erasure must be initialed by the signer of the quote.

Please email proposals to rfp@usac.org and copy Dania.Powers@usac.org. Completed proposals must be received by USAC no later than Thursday, February 20, 2020 at 12:00 PM ET. USAC reserves the right to amend, revise or cancel this RFP at any time at the sole discretion of USAC and no legal or other obligations are assumed by USAC by virtue of the issuance of this RFP, including any commitment to procure the products or services sought herein.

DATE	EVENT
January 24, 2020	RFP Released
January 30, 2020	Site Visit
February 6, 2020	Deadline for vendors to submit Questions
February 13, 2020	Q&A will be sent to vendors
February 20, 2020	Proposal Due to USAC by 12:00 PM ET at rfp@usac.org
April 1, 2020	Work Begins

USAC will evaluate all proposals that are submitted in compliance with the requirements of this RFP. USAC will issue a purchase order and Contract to the responsible Offeror(s) submitting a proposal that provides the best value to USAC (including technical strength and price).

In order to be deemed responsible, a prospective contractor must have adequate resources to perform the contract, or the ability to obtain them, and a satisfactory record of integrity and business ethics. A responsible offeror will be deemed technically acceptable if it proposes to provide, and has the apparent capability to provide, all the items identified in **Section A and Attachment 1** in accordance with the terms of this RFP, including the [Terms and Conditions](#) and all attachments hereto.

IX. PROPOSAL FORMAT AND CONTENT

Section A

1. Proposal Format

Proposals shall be presented in two separate volumes:

- a. Technical Capability Information – Volume I.
- b. Price Proposal – Volume II.

Each proposal volume must contain a cover page. The cover page shall include the name of the Offerors organization, and the Offerors contact name, address, telephone number, facsimile number, e-mail address, website address, DUNS number, date, a statement verifying the proposal is valid for a period of 120 days, and signature of a duly authorized Offeror representative.

2. Proposal Content

Technical (Volume I)

Offerors must submit a detailed response to this RFP.

Technical proposals that merely repeat the requirements set forth in the RFP and state that Contractor “will perform the statement of work” or similar verbiage will be considered

technically unacceptable and will not receive further consideration. USAC is interested only in proposals that demonstrate the Contractor's expertise in performing engagements of this type as illustrated by the Offerors description of how it proposes to perform the requirements set forth in this RFP.

Price Proposal (*Volume II*)

Offerors shall complete the bid sheet (Attachment 1) and submit the completed form with this proposal.

The fixed prices set forth in Attachment 1 should be fully loaded and include all direct and indirect costs, including telecommunication charges, general and administrative expenses, overhead, travel, materials, labor and profit.

Offerors that are GSA Schedule holders are strongly encouraged to propose labor rates that are the same or similar to the labor rates on their GSA Schedules. NOTE: USAC is not a federal agency and therefore unable to award contracts off of an Offerors GSA Schedule. This is not a GSA schedule acquisition.

Proposed pricing must be sufficient to achieve the objectives, services and deliverables set forth in this RFP

Because USAC may make award on the basis of initial proposals, Offerors are encouraged to propose their best price(s) in their price proposals.

Section B

Evaluation

Selection of Successful Offeror. USAC will award a Contract resulting from this solicitation to the responsible Offeror whose offer conforming to the solicitation will be most advantageous to USAC, price and other factors considered. The following factors will be used to compare offers and select the awardee. In order of importance, they are (1) Technical and (2) Price.

1. **Technical Evaluation.** The following technical sub factors will be considered by USAC:

- a. Ability to perform tasks similar to those described in Section A.
- b. *Experience.* USAC will evaluate Offerors experience in performing services similar to those described in Section A.
- c. *Key Personnel.* USAC will evaluate the knowledge, qualifications and experience of any personnel proposed to perform the requested services with

respect to, but not limited to, depth of knowledge, expertise and years of experience.

2. **Price Evaluation.** USAC will evaluate price based on the total of the extended prices in Attachment 1. However, price is the least important evaluation factor and the Contract may not be awarded to the lowest priced Offeror. Price may become a more important selection factor if the ratings for the non-price factors are the same or very close to the same. In addition to considering the total prices of the Offerors when making the award, USAC will also evaluate whether the proposed prices are realistic (i.e., reasonably sufficient to perform the requirements) and reasonable. Proposals containing prices that are determined to be unrealistic or unreasonable will not be considered for award.

ATTACHMENT 1

Bid Sheet

This quote is submitted by the undersigned company ("Company"), who agrees to provide the items as the prices set forth, in accordance with the terms and conditions of Contract No. FA-19-147. This bid sheet is valid for 120 days from the date set forth below.

Submitted by:

Company Name: _____

Authorized Representative: _____

Signature: _____

Print Name: _____

Title: _____

Date: _____

Item No.	Part #	Description	PoP	Unit	Qty.	Unit Price	Extended Price
1	-	USAC HVAC Preventative Maintenance and Services - Base Term	4/1/2020 - 12/31/2021	Month	20		
2	-	USAC HVAC Preventative Maintenance and Services - First option year	1/1/2022 - 12/31/2022	Month	12		
3	-	USAC HVAC Preventative Maintenance and Services - Second option year	1/1/2023 - 12/31/2023	Month	12		
Total							
Applicable Taxes (USAC is required to pay 6% DC sales tax)							
Lead time from date of purchase							
Other (describe)							
Total Firm-Fixed Price							

Accepted by USAC:

Signature: _____

Print Name: _____

Title: _____

Contract Effective Date: _____