



REQUEST FOR PROPOSAL

HVAC Maintenance and Repair

for the

Washington State Transit Insurance Pool

Proposal due by: November 19, 2010

Proposals shall be made to:

OFFICE MANAGER

Brenda Barnett, Receptionist

Washington State Transit Insurance Pool

2629 12th Court SW

Olympia, WA 98502

360 586 1800

Organizational Overview

The Washington State Transit Insurance Pool (WSTIP) is a public agency formed for the purposes of risk sharing, loss prevention, and insurance purchasing. This request for proposal (RFP) is for the procurement of public works services, namely HVAC maintenance and repair, for its owned building located at 2629 12th Court SW, Olympia, WA 98502. WSTIP's public office hours are Monday through Friday, 8:00 am to 5:00 pm. WSTIP recognizes state holidays with the exception of Martin Luther King Day, President's Day, and Veteran's Day. WSTIP is seeking services commencing December 1, 2010, or as soon as possible after December 1, 2010. Either party may cancel the contract with a 30 day written notice.

Request for Proposal Overview

The WSTIP building is 4,400 square feet. The HVAC system consists of heat pumps, indoor air handling units, air conditioning units, and various duct work and temperature control units. **Interested bidders are encouraged to make an appointment to inspect the building and equipment by contacting the office manager during regular business hours.**

Equipment/Filter Inventory

Unit #	Manufacturer	Model #	Serial #	Filter Quantity	Filter Size & Type	Equip Type & Location
HP-1	American Standard	TWA090A300FA	3393YNAAD	N/A	N/A	7.5 ton split outdoor heat pump / on ground SE side of bldg
AHU-1	American Standard	TWE090A300BB	K134MSH4H	3x	16x25x2	7.5 ton split indoor air handler / in attic north end of bldg
HP-2	American	6H0048A100A4	23235LGAF	N/A	N/A	4 ton split outdoor heat pump / on



	Standard					ground SE side of bldg
AHU-2	General Electric	Not available	Not available	1x	20x20x2	4-5 ton split indoor air handler / in attic south end of bldg
AC-1	American Standard	7A0024A100A2	22837674F	N/A	N/A	7.5 ton split outdoor heat pump / on ground SE side of bldg
AHU-1 a/c	American Standard	TWE024C14FB0	2244GS2V	1x	20x20x1	7.5 ton split indoor air handler / in attic north end of bldg

WSTIP seeks proposals to design, repair and/or replace the aging HVAC system, and provide ongoing maintenance services. Qualified bidders must have a licensed mechanical engineer for design services. Construction project management experience is also desirable. The bidder must utilize prevailing wages in their bid and employee pay. WSTIP is offering a one-year agreement with two one-year extensions.

WSTIP is seeking HVAC services inclusive of the required labor, equipment, tools, and materials.

The proposal shall include project costs for design/repair and replacement services. The proposal shall also include a separate lump sum, per quarter, cost for ongoing maintenance and a list of tasks associated with ongoing maintenance. Lastly, the proposal shall include separate hourly rates (or rates) for ad hoc/on call services.

General Requirements

- The contractor shall have on staff or subcontract with a licensed mechanical engineer for design services.
- The contractor shall provide competent, trained, and experienced staff of the highest standards. Staff will appear in clearly identified company uniforms.
- The contractor shall consider and plan for appropriate labor resources for illness, vacation, and other loss time events so service to WSTIP continues uninterrupted.
- The contractor shall provide all necessary equipment and tools.
- The contractor will work cooperatively with the office manager.
- The contractor will be responsible for any loss of WSTIP property due to errors, mistakes, malfeasance or misfeasance of its employees.
- The contractor shall maintain appropriate insurance and workers compensation coverage for their employees.

Required Proposal Format

Consultant proposal must include the following:

- An outline of work to be completed for design/repair/replacement work.
- An outline of work to be completed for ongoing maintenance services.
- An outline of equipment, materials, and supplies the contractor will provide for the project.
- Name and credentials of the mechanical engineer on staff or on contract.
- Consultant’s experience in delivery of the services requested including construction project management experience.
- A biography of the business owner and the primary contact person assigned business owner to the project that will be completing services.



- Bid for project costs for design/repair and replacement services. The proposal shall also include a separate lump sum, per quarter, cost for ongoing maintenance and a list of tasks associated with ongoing maintenance. Lastly, the proposal shall include separate hourly rates (or rates) for ad hoc/on call services.
- Response time for services.
- Three references from current business contacts where extensive repair/redesign services were utilized. Three references from maintenance clients. (Clients may be the same)

Key Decision-Making Criteria

- Mechanical engineer on staff or contract (pass/fail)
- Consultant experience (Low = 0-2 years, Medium = 2-5 years, and High = 5+ years)
- Consultant construction project management experience (Low = 0-2 years, Medium = 2-5 years, and High = 5+ years)
- Project Cost (Low to High)
- Maintenance Cost (Low to High)
- Response time
- References

Submission Deadline

November 19, 2010

WSTIP receives the right to reject all bids.