

Water Treatment: Chemicals & Service – Specifications
Department of Intellectual and Developmental Disabilities
Greene Valley Developmental Center
4850 E Andrew Johnson Highway
Greenville, TN 37745

General Scope of Contract

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I. Scope of Service

All services shall be rendered and performed in accordance with all requirements as defined by contract agreement and as outlined by the industry relating to water treatment of boiler systems and recommended procedures of the systems manufacturer. The service and maintenance of this contract shall be covered by the latest Editions of NFPA 90A, air conditioning and ventilating systems and the standard medical code.

Contractor to provide “total coverage” service for water treatment to hot water boiler(s), cooling tower(s), chiller condenser(s) and accessories, and to hot/chill water loop system. Services to include cost of chemicals, supplies, treatment, testing, inspection, trip charges, labor, emergency and non-emergency service and any equipment needed to meter, and inject chemicals into the systems being treated.

Contractor will schedule visits to the job site(s) a minimum of one (1) times per month and provide all services specified per this agreement at the quoted bid price. Contractor is to coordinate all visits with the Facility Maintenance Director.

Facility Maintenance Director
Mr. Grant Swecker
4850 East Andrew Johnson Hwy.
Greenville, TN 37745
Telephone number: (423) 787-6713

II. Bidder / Contractor Requirements

A. Contractor Qualifications:

1. Criteria for bidder/contractor qualifications are defined by the terms and conditions of the solicitation. Bidder to be licensed in accordance with all applicable industry, state and federal requirements.

B. Contractor Requirements and Responsibilities

1. The contractor awarded this maintenance agreement is to have an established and qualified full-time service staff with the ability to receive and dispatch service technicians upon request of the Maintenance Director and/or an authorized representative of the facility.
2. The contractor will have the charter to apply pesticides as required by the Department of Agriculture to perform water treatment services.
3. The contractor will provide telephone numbers and pager numbers of personnel to contact on an as needed basis for “emergency “ and “non-emergency” service calls as defined in Section 3. An outside answering service and/or voice mail system (i.e., answering machine/recorder) is not acceptable to the State as a contact for “non-emergency” and/or “emergency” situations.
4. The contractor is to have technical skills, materials, equipment necessary to operate, test and maintain HVAC systems as referenced by this agreement.
5. Contractor is responsible for mixing and administering chemicals used for water treatment at the facilities. *****Note: All chemicals used shall be liquid***.**
6. The contractor shall furnish a written report to the Maintenance Director at the conclusion of each scheduled visit and, where applicable, will be required to file a report with insurance and/or other authorities as directed by the Maintenance Director.
7. Where applicable, all visitations by service technicians shall be logged on site as to date and time of arrival and departure. This requirement will be monitored by the Maintenance Director and/or an authorized representative of the State. Each service technician shall personally sign-in and sign-out to verify their presence and length of stay.
8. A service voucher/job ticket shall be left at the job site documenting services rendered. The service voucher/job ticket shall be required as supporting documentation of services provided and to assist in expediting payment upon receipt of an invoice.
9. The contractor shall be responsible for furnishing all materials, supplies, equipment, parts, labor, and any other item/service needed to provide the services herein specified.

C. Insurance Requirements

1. Criteria for insurance and liability coverage are defined by the terms and conditions of the solicitation.

III. General Specifications and Special Requirements

A. General Specifications and Requirements:

1. The omission of detailed specifications does not limit the quality of services to be provided and only the best commercial practices are acceptable. Boiler equipment managed and/or maintained by State Institutions are subject to rules and regulations set forth by the State of Tennessee Department of Commerce and Insurance, Division of Boiler Inspections and codes (T.C.A., Chapter 27, Section 53-2701-53-2715).
2. Bidders are encouraged to visit job site to familiarize themselves with conditions of feeding/sensing unit, HVAC equipment and water treatment requirements prior to submitting a bid.
3. Generally all services will be performed between 8:00 a.m. and 4:30 p.m., Monday through Friday. However, service schedules may be amended and services performed after normal business hours; including weekdays, weekends, holidays and etc. The intent is to minimize disruption of tenant and visitor activities in the facility(s). All service activities shall be coordinated with the Maintenance Director.
4. During the performance of contracted service, contractor will maintain a clean work area. Upon completion of the work, contractor will remove all trash and debris from the job site.

B. Warranties (where applicable):

1. Machinery or equipment requiring repairs and/or replacement parts that is under warranty of the manufacturer, and is maintained by the State, said warranty will be honored. There may be instances whereby the contractor requires the technical assistance of the manufacturer. If so, the contractor should advise the Maintenance Director or designated employee and obtain approval to proceed. Any charges incurred as a result of such technical assistance from the manufacturer shall be borne by the contractor.

2. The State must be protected against any damages or loss of equipment due to lack of performance and/or negligence by the contractor. Expenses incurred due to damages and/or loss of time resulting from unsatisfactory service on this contract agreement shall be borne by the contractor. Additionally, the contractor shall be required to acid clean and/or replace damaged equipment (i.e. cooling towers, chiller condensers, boilers, boiler tubes, loop systems, air handler coils, etc) resulting from inadequate performance, inferior quality chemicals, recommendation and/or lack of proper instructions provided by the contractor.

C. “Total Coverage” Service Requirements:

1. This contract agreement provides for “total coverage” service for water treatment of hot water boiler(s), cooling tower(s), chiller condenser(s), air handler coils and accessories, heat pump coils, etc. Services to include cost of all chemicals, supplies, treatment, testing, inspection, trip charges, labor, emergency and non-emergency service, and shall also include any equipment necessary to meter/inject into system(s) to be treated. Any required installation of such metering/injecting equipment and all materials for such installation shall be provided by the contractor under “total coverage” price per contract agreement. The metering/injecting equipment shall remain the property of the contractor, who is responsible for the cost of maintenance and upkeep of said equipment.
2. Contractor will be required to visit job site a minimum of one (1) time per month and perform the specified contract services.
3. Any service performed and outside the scope of “total coverage” must be approved by the Maintenance Director and procured in accordance with purchasing statutes, rules, regulations and procedure.

D. Chemical Metering/Injecting/Sensing Unit:

1. Prospective bidders/contractors should anticipate the possible need to furnish a feeding and sensing unit upon award of this contract and bid accordingly. The contractor will be required to maintain and provide any and all materials, supplies, equipment, parts, labor, Etc.

*****NOTE:***The contractor shall have the responsibility to deliver, load and unload all chemicals, products, equipment, supplies, etc. to perform specified “total coverage” services. All chemicals, products, equipment, supplies, to meet applicable EPA, OSHA, TOSHA, and FDA guidelines.**

2. The contractor shall supply and install at job site(s) automatic chemical feeding and system sensing device(s) necessary to automatically feed chemicals into the circuits requiring continuous chemicals during system operation as needed. *****Note:*** The automatic feeding and sensing equipment will remain the property of the contractor who is responsible for maintenance and repair of the equipment.** Contractor shall be responsible to furnish, install, and maintain plumbing fixtures, pumps, chemical pumps, tubing, connectors to the main supply line, regulators, injectors, timers, and holding tanks (i.e., all equipment necessary for proper operation of water treatment system).
3. Contractor to furnish and install required job site piping including suitable materials and connections for the feeding sensing and corrosion equipment.

E. Service Specifications and Requirements:

1. The contractor shall supply and apply water treatment chemicals to protect facility equipment, tubes, tube sheets, water boxes and etc. against scale, corrosion, slime, and algae growth.
2. To perform on-site inspection and water treatment service at a minimum, but not limited to, one (1) time per month.
3. First monthly service to ensure proper control of corrosion, scale, algae, slime, and to monitor the chemical level in the drums and ensure that full and/or proper levels are maintained. Check and if necessary, adjust chemical levels to assure levels are sufficient for proper operation of system until next scheduled service visit.
4. To provide state maintenance personnel with information, training and equipment techniques regarding pump cycles, sensing adjustments, bleed-off adjustments and general water conditioning equipment preventive maintenance.
5. To provide a job site operations manual detailing and outlining recommended daily operating procedures and chemical adjustments.
6. Contractor to provide job site training for maintenance and operational personnel of the state on daily control, testing, treatment and chemical adjustment for water treatment operations.
7. Contractor to provide water analysis reports that measure relative effectiveness of the water treatment program upon each service visitation. Furthermore, contractor to provide a certified/qualified laboratory analysis for a more thorough in depth analysis of systems water treatment program. The lab analysis will be provided semi-annually (minimum) and/or at times deemed necessary by the maintenance director.

*****Note:*** An analysis should contain, but is not limited to, tests for ph of the boiler water and condensate, total dissolved solids, PO4, hardness, and etc.**

8. Products used for water treatment and conditioning, and the method used to feed chemicals, shall comply with all local health codes, USDA, FDA and applicable standards of insurance companies, federal government, state government, local

government, municipalities and other regulating authorities. This statement includes environmental protection agency (EPA) and the U.S. Public Health Service.

9. A service voucher/job ticket shall be left at job site documenting services rendered. This service voucher/job ticket shall be required as supporting documentation of services provided and to assist in expediting payment upon receipt of an invoice.
10. To provide written reports upon each inspection to the Maintenance Director and where applicable, may be required to file same with insurance and/or other authorities as directed by the Maintenance Director.

F. General Equipment Listing:

1. Equipment listed is in reference to hot water, chilled water and return closed loop systems in general is not intended to limit contracted services to specific components. This contract agreement encompasses the total system; whereby, the contractor shall inspect, test and treat facility equipment as follows:
 - i. Boilers:
 1. M/S boiler room: 2 - Bryan boiler, 120 H.P. 15 lbs. Steam, Serial # 94828 and 94827, open loop.
 2. Alder: 1 - Pacific Boiler, 40 hp., 15 lbs. Steam, 30 lbs. Water Pressure, Water # 4560, open loop.
 3. Briarwood: 1 - Pacific Steel Boiler, 40 hp, 15 lbs. Steam, 30 lbs Water Pressure, Water # 4560 open loop.
 4. Cottonwood: 1 - Pacific Steel Boiler, 40 hp, 15 lbs. Steam 30 lbs Water Pressure, Water # 46524 open loop
 5. Dogwood: 1 – Pacific Steel Boiler, 40 hp, 15 lbs. Steam 30 lbs Water Pressure, Water # 46524 open loop
 6. Hawthorn: 1 - Pacific Steel Boiler, 40 hp, 15 lbs. Steam 30 lbs Water Pressure, Water # 46524 open loop
 7. Ivy: 1 - Pacific Steel Boiler, 40 hp, 15 lbs. Steam 30 lbs Water Pressure, Water # 46524 open loop
 8. Juniper: 1 - Pacific Steel Boiler, 40 hp, 15 lbs. Steam 30 lbs Water Pressure, Water # 46524 open loop
 9. Greenwood: 1 - Kawanee Boiler, 60 hp, 60 hp. Hot-Water Boiler Serial # 0-1448, closed loop.
 10. Cardwell Building: 1 - Cleaver Brooks, 120 hp. Serial # 1-4210 closed loop.
 11. Laundry: 2 - Vapor High Pressure Boiler, 125 lbs. Working Pressure Serial # b4501-076, Model KR2-4748-VHM open loop
 12. Newel: 3 – Hi Delta Boiler Serial # 120 3337596, 120 3337597 and 120 3337598, closed loop.

ii. Cooling Towers:

1. Greenwood: 1 – B.A.C. cooling tower, 120 ton, Serial #U 123016601-01
2. Chiller Plant: 2 - Baltimore Air Cool Towers, Serial # 97600223, model # VTI-N255-P, 250 ton towers
3. Administration Building: 1 -Marley NC Class Cooling Tower, Serial # NC8305GM, 204134-A1, 500 ton

iii. Air Handling Units:

1. Administration, Chiller Plant and Central Service:
2. Air Handling Units with Chill Water Loop Coils.

2. The contractor shall provide for “emergency”, and “non-emergency” service twenty four
 - i. (24) hours per day, seven (7) days per week and is hereby incorporated into the “total coverage” specifications and requirements of this contract agreement.
3. The contractor’s response time for “emergency” and “non-emergency” service will commence upon notification and will be as follows:
 - i. “Non-emergency” – services will be required on-site within one (1) working day.
 - ii. “Emergency” – services will be required on-site within one (1) hour response time during normal working hours and a two (2) hour response time after normal hours.

Note: The State’s normal working hours are from 8:00 a.m. to 4:30 p.m., Monday through Friday, excluding legal holidays proclaimed by the Commissioner of the Department of Human Resources.

IV. Invoice Information

- a. Invoices for “total coverage” service shall be submitted monthly. All invoices are to be submitted and itemized. Invoices to be directed to and as follows:
 - i. “Original Invoice to”
 1. Department of Intellectual and Developmental Disabilities
Fiscal Division
400 DEADERICK STREET
9TH FLOOR
NASHVILLE TN 37243-1403
- b. Supporting documentation shall include, but not be limited to, time and attendance records and shall accompany each invoice submitted for payment.