

SCOPE OF WORK
CAPITAL IMPROVEMENT PROJECT
HVAC REPLACEMENT
BARBERTON PUBLIC LIBRARY

PROJECT DESCRIPTION:

Work includes the removal and installation of two rooftop package units, split system condenser and air handling unit and a rooftop condensing fan coil unit and air handler located in basement located at the Barberton Public Library, 602 West Park Ave. Barberton Ohio 44203. The project will be completed using the state of Ohio prevailing wage (<https://wagehour.com.ohio.gov/w3/webwh.nsf/wrview?openform&E6807F0CE2F3C70285258B270046953C>). A physical copy of the prevailing wage rates is available with the bid documents.

OBJECTIVE:

The Barberton Public Library hereafter referred to as the Library seeks the service of a licensed, qualified and experienced vendor to furnish and install all equipment, materials, supplies, controls and labor to remove and install two rooftop package units (components breakdown on bid submission form) labeled #1 & #2, one condensing fan coil unit, one air handling unit located in basement labeled #4 and one split unit with condenser located on roof labeled #3. No alternates will be accepted.

1. SERVICES TO BE PROVIDED

- a. Remove two package units, one fan coil unit and one condensing unit from rooftop and two air handling units in basement located at Barberton Public Library. Install two new package units, one condensing fan coil unit, and split system condensing unit on rooftop and air handling units in the Barberton Public Library basement.
- b. Removal and installation work will be completed during normal business operations of the library and normal business hours of the contractor.



2. SCOPE:

- a. Shut down unit and lock out electrical power.
- b. Recover and dispose of refrigerant as per EPA guidelines.
- c. Includes all crane and rigging service.
- d. Remove and properly dispose of all existing units.
- e. Install all the new equipment as listed.
- f. Install new refrigerant lines as needed from rooftop to basement.
- g. Insulate all new and or existing refrigerant lines.
- h. Install new electrical disconnects for new equipment on roof per NEC.
- i. Reconnect all electrical wiring and control wiring to units.
- j. Install new condensate drain lines.
- k. Removal and re-installation of lightning protection by certified technician.
- l. Provide options for new operating controls.
- m. Provide start-up by a Carrier trained technician.
- n. Provide a Certified Test and Balance on each new unit to confirm air supply CFM.
- o. Ensure all fire protection components are re-installed and operational.
- p. Provide all warranties for parts, compressors, maintenance, and labor.

3. GENERAL INFORMATION:

- a. If a permit is required for work performed, the Vendor is responsible for procuring it from the local agency having jurisdiction.
- b. All work will be performed in accordance with the NEC and Summit County building codes.
- c. Power outages will be coordinated with Library project manager. The Vendor shall be responsible for maintaining a safe and secure worksite and staging areas. The Vendor shall collect and remove all debris and from jobsite daily.
- d. Damage to the facilities because of Vendors operations. The Vendor is responsible for all damages from Vendor operations.



- e. The Vendor shall be responsible for furnishing all labor, materials, equipment, tools, transportation, and supervision and performing all work as required to complete this project's work as described. The Vendor, sub vendors shall not perform any work that is beyond their technical capabilities or for which they are not licensed or certified.
- f. All power outages are to be scheduled with Library staff/project manager.
- g. Before any work is begun, wiring diagrams, equipment, materials, lists, and schedules shall be submitted to the library's project manager.
- h. At the conclusion of project, the Vendor will provide a written certification to the Barberton Public Library's project manager that all work has been performed in accordance with contract requirements and a written warranty against the occurrence of defective materials and workmanship. All standard manufactures installation warranties will apply.
- i. The Vendor shall provide the Barberton Public Library's project manager with contact information for all key personnel related to the project.

4. STARTUP SERVICE:

- a. Engage a factory-trained service representative to perform startup service.
- b. Complete installation and startup check according to the manufacturer's written instructions.
- c. Ensure all operation of equipment is within manufacturer's guidelines.
- d. Ensure proper operation of all control devices are operating within manufacturer's specifications.
- e. Provide a written checklist of all startup items completed to Library project manager.

5. VENDORS QUALIFICATIONS:

- a. A vendor shall be licensed as a HVAC contractor, bonded, and insured in Ohio.
- b. A vendor must have at least 5 years of experience performing this type of work required for this contract/project.
- c. The vendor shall be current with all applicable licenses.



6. DAMAGED GOODS:

- a. The vendor shall be responsible for filing, processing, and collection of all damaged claims. The Barberton Public Library will not be responsible for any of the following:
- b. Record any evidence of visible damage on all copies of the delivery carrier's bill of lading. damage (visible or concealed) to the carrier and contract supplier.
- c. Vendor is responsible for inspection of all equipment upon delivery from carrier.

7. WARRANTY:

- a. The winning bidder shall only utilize a manufacturer that has a franchised statewide and nationwide service organization with parts and services readily available. The successful bidder shall be able to respond to an emergency outage within 6 hours and shall respond to a non-emergency call within 24 hours.
- b. The successful bidder shall be responsible for the routine maintenance for the first year of operation. Including the following:
 - i. Clean coils
 - ii. Check for leaks
 - iii. Check and fan motors, electrical connections, amp draws
 - iv. Change filters
 - v. Check controls

8. SERVICES/MATERIALS PROVIDED BY THE BARBERTON PUBLIC LIBRARY

The Library's project manager is identified below. He shall perform the following on behalf of the Library.

- a. Review, verify, and approve receipt of services/deliveries from vendor.
- b. Submit request for change orders/amendments/renewables from vendor.
- c. Review, verify, and approve invoices from vendor.
- d. Maintain a record of correspondence between Library and vendor.
- e. The library will provide a staging area for the Vendor until completion of work.
- f. The Library's Project Manager is Tim Thrasher, Facility Services Manager Barberton Public Library.



9. BASIS OF PAYMENT:

Approval will be made by the Barberton Public Library Fiscal Officer/Director. All payment requests must be made in writing. One draw request will be permitted. Partial and final lien releases and final permits required before final payment. Payments will be processed within 30 business days.

