

**SAN BERNARDINO  
INTERNATIONAL AIRPORT AUTHORITY &  
INLAND VALLEY DEVELOPMENT AGENCY**

**Request For Proposals  
For HVAC System Maintenance**

**1. Purpose**

The San Bernardino International Airport Authority (SBIAA) and the Inland Valley Development Agency (IVDA), collectively referred to as the "Agencies", are seeking proposals from qualified firms or agencies ("Proposers") to provide Heating Ventilation and Air Conditioning (HVAC) services at the San Bernardino International Airport and IVDA owned property.

**2. Background**

The SBIAA was established in 1992 as a joint powers authority to own and operate the Airport portion (approximately 1,300 acres) of the former Norton Air Force Base. The San Bernardino International Airport is located within the City of San Bernardino, California.

The IVDA is a joint powers authority comprised of the County of San Bernardino and the Cities of San Bernardino, Colton and Loma Linda. Formed in 1990, the IVDA is responsible for the redevelopment of the non-aviation portion of the former Norton Air Force Base. In addition to the approximately 600 acres on the former base, the IVDA also has a redevelopment project area of approximately 13,000 acres of surrounding properties.

Both the SBIAA and the IVDA will each enter into a separate contract with the successful Proposer for maintenance services of some or all of the HVAC equipment owned by the agencies. Additional items of scope may be added at a future date, with the written agreement of both parties.

**3. Contract Term**

The anticipated contract term shall commence on approximately July 1, 2008 and end on June 30, 2009.

**4. Proposer's Qualifications**

Proposers must demonstrate the following in order to be considered qualified to respond to this Request for Proposal (RFP). Those proposers not meeting these minimum requirements will be considered non-responsive to this RFP.

- A. A period of five years experience in this performance of Heating Ventilation and Air Conditioning maintenance shall be considered a minimum.

- B. A minimum of one local service personnel employed directly by the Proposer shall be assigned to service site location.
- C. Services that are to be provided shall be performed by qualified and trained service personnel that are directly employed by the Proposer. With the exception of the chemical treatment, subcontracting portions of the system or other related services requested in this specification shall not be allowed without prior written consent.
- D. The Proposer shall provide at least 3 references for which services are presently being provided similar to the service specification requested herein.
- E. The Proposer shall provide proof of a current C20 Contractor License.

**5. *JOB WALK***

All respondents to this Request for Proposal shall attend a mandatory job walk at 8:30 a.m, June 3, 2008, initiating at the SBIAA office, located at 294 S. Leland Norton Way, San Bernardino, CA, 92408. Failure to attend the job walk and register attendance will disqualify an otherwise responsive proposal.

**6. *Scope of Services***

Respondents shall provide Heating Ventilation and Air Conditioning (HVAC) service proposal for the following aforementioned buildings. The Agencies reserve the right to enter into service contracts for some or all of these HVAC systems, at the sole discretion of the Agencies.

1. **IVDA DFAS Bldg. #1**
2. **IVDA Bldg. #759**
3. **SBIAA Bldg. #730**
4. **SBIAA Bldg. #759**
5. **SBIAA Bldg. #680**
6. **SBIAA Bldg. #794**
7. **SBIAA Terminal Bldg. #673**

**I. Preventative Maintenance Scope of Work:**

This work will be performed on a Bi-Monthly (every 60 days) basis. The Proposer shall perform as much maintenance as possible for every scheduled visit. The purpose of this work is to maintain the equipment per the manufacturer's recommendations and reduce downtime, repair cost, and equipment failure.

Excluded from this Scope of Services is the cost of parts, refrigerant, and oil analysis. These items require the prior approval from the Airport Operations Manager, or his designee, in the form of a Purchase Order to the Contractor.

**Rooftop Packaged Air Conditioners:**

- Check belts, bearings and sheaves for wear and damage.
- Check refrigerant system for proper charge and operation.
- Check compressors and fan motors for proper operation.
- Check heat exchangers for leaks and efficiency.

**Chilled Water, Hot Water and Condenser Water Pumps:**

- Check pump couplings for wear and damage.
- Check seal and pipe connections for leaks.
- Check and log suction and discharge pressures.
- Check and log amp draws.

**Built Up Air Handlers:**

- Check belts, bearings and sheaves for wear and damage.
- Check actuators for pneumatic air leaks, broken supports and proper operation.
- Check the cooling and heating coils for leaks, lint and dirt condition.
- Check and lubricate motors.
- Check motor bearings, wiring connections and amp draws.
- Check and clean coil drain pans.

**Pneumatic Air Station:**

- Check and adjust belt tension,
- Check belts, bearings and sheaves for wear or damage.
- Check compressor oil level, add oil as required.
- Check air drier operation, drain moisture from traps and clean coil as needed.
- Check tank auto drain, drain tank as required.
- Check system for excessive oil entrapment.

**Boilers and Furnaces:**

- Check flue vents for cracks, blockage, or damage.
- Check combustion blowers for proper operation.
- Check operation of automatic ignition system.
- Check boilers for water leaks and proper water flow.
- Check expansion tanks on closed loop boiler systems for proper air charge.

**Cooling Towers, Fluid Coolers and Evaporative Condensers:**

- Check belts, bearings and sheaves for wear or damage.
- Check fans for cracks, looseness or abnormal vibration.

**Chillers:**

- Check for proper refrigerant charge.

- Check interlocks with peripheral equipment, such as pumps and fans.
- Check cooler temperature and pressure drop.
- Check compressor oil level and pressure.
- Make visual leak check.
- Check refrigerant piping for chafing, abnormal vibrations or broken supports.
- Check contactors and relays for pitting, wear or damage.
- Check and log compressor amp draw.

**Filters:**

- Replace all filters in air handlers and package units every 120 days. Filters shall be supplied by the Proposer must be of the 30% to 40% pleated type.

**II. Major Service Scope of Work**

A major service will be performed annually on each piece of HVAC equipment. This service includes the scope of the normal service and following additional work.

**Rooftop Packaged Air Conditioners:**

- Check, clean and tighten electrical connections.
- Check heat pump reversing valve. (Heat Pump Units)
- Check refrigerant piping for chafing, abnormal vibration and broken supports.
- Check contactors and relays for pitting, wear or damage.
- Check furnace for proper operation. (Gas Electric Units)

**Cooling Towers:**

- Check and lubricate gearboxes.

**Chillers:**

- Check and tighten electrical connections.
- Start chiller and perform operational check.
- Check and log system pressures.
- Check and log the approach.
- Leak check the refrigeration system with EPA and SCAQMD approved electronic leak detector.
- Provide and complete the necessary EPA and SCAQMD required annual compliance documentation.
- Perform moisture and acid test on refrigerant system and log results.
- Perform and log Full Load Performance check.
- Disassemble and clean magnetic starters.
- Check and adjust operating controls.
- Check and adjust safety controls.
- Check and adjust unloaders, hot gas bypass valves, etc.
- Check and adjust superheat.
- Check and log sub cooling.

**Boilers and Furnaces:**

- Disassemble and clean the burners.
- Check the heat exchangers for cracks, leaks and efficiency.
- Clean heat exchangers if needed.
- Disassemble and clean pilot assemblies.
- Clean intake and vent screens for adequate combustion air.
- Check and adjust gas/air ratio.
- Check heat transfer and performance.
- Check flow switches and intake air screens for adequate combustion air.
- Check for proper combustion sequence and operation.
- Check and adjust safety controls.
- Check and adjust operating controls

**Built Up Air Handlers:**

- Check and adjust outside, mixed and return air dampers.
- Check and adjust actuator and damper linkages.

**Chilled Water, Hot Water and Condenser Water Pumps:**

- Disassemble and clean pump strainers.
- Disassemble and clean magnetic motor starters.
- Check and lubricate pump bearings every 6 months.

**Coils:**

- Evaporator coils will be cleaned on an annual basis.
- Condenser coils will be cleaned with chemical cleaner on an annual basis.

**III. Chemical Service Scope of Work**

This chemical service work shall be performed on a continuous basis throughout the Contract Term. The Successful Proposer shall be wholly responsible for all chemical services provided, whether the work is performed by a sub-contractor or by the Successful Proposer. ***Additionally, the Proposer shall identify the name of the entity that will perform the chemical service, if a sub-contractor is used, and the cost on Exhibit "A".*** This chemical service shall include all parts, equipment, chemicals, labor, and on-going repairs required to provide adequate chemical service through the entire term of the proposed contracts. The purpose of this work is to maintain the equipment per the manufacturer's recommendations and reduce downtime, repair cost, and equipment failure.

- Provide service reports to include system current water and system status
- Schedule as necessary all tower water tests
- Provide all water treatment chemicals to include the following:
  - a. JSC-68 Inhibitor

- b. JSM-98 Bio Treatment
- c. JSM-97 Bio Treatment
- d. JSB-32P Close Loop Treatment

#### **IV. Parts Replacement Scope of Work**

1. When components or parts are replaced in their entirety and a newer design of this component or part is available and is functionally equivalent and compatible, the component or part of the newer design shall be used as the replacement.
2. All repair, replacement parts and components for the mechanical systems and equipment as listed above shall be quoted to the SBIAA or IVDA by the Successful Proposer and shall be considered extra to the cost of the preventative maintenance.
3. The Successful Proposer shall be available, at additional charge, for consultation regarding design changes, equipment selection, repair consultation, or other similar consultations.

#### **8. *Hourly Rate***

1. ***The Proposer shall indicate an hourly service rate to perform preventative maintenance, major services, repairs and consultation on Exhibit "A," attached hereto. The indicated hourly rate shall represent a total hourly cost to the Agencies.***
2. The Proposer shall include the monthly cost of providing chemical services on attachment Exhibit "A", attached hereto.

#### **9. *Maintenance Schedule***

A tentative preventative maintenance schedule is depicted in Exhibit "A", attached hereto and represents the Agencies' anticipated service needs. ***Proposers shall utilize the attached Exhibit "A" to indicate the amount of effort in hours required to service each building. A contract with the Successful Proposer will be based upon the costs presented to the Agencies on Exhibit "A". Proposers are also encouraged to develop and submit alternative preventative maintenance schedules that meet the Agencies' requirements, as stated in this RFP, while providing cost savings to the Agencies. All preventative maintenance shall be coordinated with the Airport Operations Manager or his designee (the "Maintenance Scheduler") at least one work day prior to the commencement of services.***

#### **10. *Submission of Proposals***

Only written proposals will be accepted. Proposals will be accepted until 11:00am on June 11<sup>th</sup>, 2008. Please mail or deliver two (2) copies of your proposal, boldly marked "HVAC BID" to:

San Bernardino International Airport Authority  
ATTN: Kelly Berry, Clerk of the Board  
294 S. Leland Norton Way  
San Bernardino, CA. 92408-0131

**11. *Rights of the Agencies in Proposal Evaluation***

All proposals submitted in response to this Request for Proposals shall become the property of the SBIAA and IVDA. The Agencies reserve the right to reject any and all proposals received under this Request for Proposals. The Agencies also reserve the right to negotiate with proposers as part of the selection process. The Agencies shall not be responsible for any costs incurred by the Proposer in developing their proposal.

**12. *Evaluation Procedures***

Each Proposer by the submission of a proposal assents to each and every term and condition set forth within this specification and agrees to be bound thereby.

Any proposal which is incomplete, conditional, or obscure, or which contains irregularities of any kind, may be cause for rejection. The SBIAA and the IVDA reserve the right to accept or reject any or all proposals, to consider the competency and responsibility of all Proposers, and to use any information deemed necessary to establish the ability of any Proposer to perform all conditions of the contract in order to avoid awarding a contract to a firm unable to produce the quality of service required and intended by these specifications.

**13. *Questions Concerning This RFP***

Questions concerning this RFP shall be addressed via email to:

Mr. Rod Rendon  
294 S. Leland Norton Way, Suite #1  
San Bernardino, CA 92408  
[rendon@sbdairport.com](mailto:rendon@sbdairport.com) 909 382-4100 ext. 248

Questions and their written responses will be provided to all interested Proposers.

**Notice:** The SBIAA currently employs a very active spam filter for its computer network. All Proposers are responsible to confirm via telephone that their email was received.

## EXHIBIT "A"

### Tentative Maintenance Schedule For IVDA, July 2008 - June 2009

Work will be performed the week of the date posted.

Date	Building	Hours: determined by Proposer
7/10/2008	DFAS 1	
8/14/2008	759	Filters
9/18/2008	DFAS 1	
10/16/2008	759	
11/20/2008	DFAS 1	
12/18/2008	759	Filters
1/15/2009	DFAS 1	
2/12/2009	759	
3/12/2009	DFAS 1	
4/9/2009	759	Annual
5/7/2009	DFAS 1	Annual
6/11/2009	759	

**Total Hours:** \_\_\_\_\_

**- Proposers hourly service rate per Section 8.1:** \$ \_\_\_\_\_

**- Proposers monthly chemical service cost per Section 8.2:** \$ \_\_\_\_\_

**- Name of entity providing chemical service** \_\_\_\_\_

## EXHIBIT "A"

### Tentative Maintenance Schedule SBIAA, July 2008 - June 2009

Work will be performed the week of the date posted.

Date	Building	Hours: determined by proposer
7/8/2008	794	
	680	
	673	

7/22/2008	730	
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8/5/2008	56	Filters
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9/2/2008	794	Filters
	680	Filters
	673	Filters

9/16/2008	730	Filters
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10/7/2008	56	
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11/4/2008	794	
	680	
	673	

11/18/2008	730	
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12/16/2008	56	Filters
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1/6/2009	794	Filters
	680	Filters
	673	Filters

1/20/2009	730	Filters
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2/3/2009	56	
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3/3/2009	794	
	680	
	673	

3/17/2009	730	
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4/14/2009	56	Annual
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5/5/2009	794	Annual
	680	Annual
	673	Annual

5/12/2009	730	Annual
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6/2/2009	56	
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**Total Hours:** \_\_\_\_\_

**- Proposers hourly service rate per Section 8.1:** \$ \_\_\_\_\_

**- Proposers monthly chemical service cost per Section 8.2:** \$ \_\_\_\_\_

**- Name of entity providing chemical service** \_\_\_\_\_