

TERREBONNE PARISH ANIMAL SHELTER

100 Government St, Gray, LA 70359



HVAC REPAIR PROJECT

March 4, 2024

TERREBONNE PARISH ANIMAL SHELTER: Request for Proposal – HVAC Repair Project

PROJECT SUMMARY:

The Terrebonne Parish Animal Shelter is Requesting Pricing for the HVAC Repair Project located at **100 Government St, Gray, LA 70359**. All requests for information regarding this RFP should be directed to the Terrebonne Parish representative listed in this document.

The purpose of this RFP is to solicit proposals from qualified firms with expertise in HVAC Repair. The contracted work involves providing all necessary labor, insurance, bonds, materials, and equipment as outlined in the Scope of Work below. Within this RFP, you will find a comprehensive overview of the project, existing mechanical drawings, equipment specifications, and details of the HVAC deficiencies.

This animal shelter encompasses distinct areas, including the Adoption Zone, Surgical Wing, Holding Kennels, and Offices. The shelter's climate control relies on seven (7) AAON Dedicated Outdoor Air Package Units (DOAS), each equipped with Energy Recovery Wheels (ERW) and exhaust fans.

BASE Price Scope of Work to consists of the following:

1. Provide all labor and materials needed to replace all the energy recover wheels, belts, motors, and seals on all seven (7) AAON Rooftop DOAS systems.
2. Provide all labor and materials to remove existing filter media from all units. Provide all labor and materials to install factory outside air/intake filters in all seven (7) AAON Rooftop DOAS systems.
3. Provide all labor and materials to remove existing filter media from all exhaust grilles. Provide all labor and materials to install new 1" MERV 8 pleated filters in all exhaust grilles throughout the Animal Shelter.
4. Provide all labor and materials to furnish and install balancing dampers and ceiling access hatches in order to perform the required TAB work.
5. Provide all labor and materials to furnish and install seven (7) Room Pressure Monitors within each space of the Animal Shelter.
6. Provide all labor and materials to furnish and install a front-end type controls interface to give customer access to the HVAC monitoring and overall system conditions.
7. Develop a complete Preventative Maintenance Checklist for all HVAC equipment based on the engineering report and the new HVAC repairs made.
8. Perform an On-Site customer training on all new equipment with the owner.
9. Provide one (1) new spare AAON VCCX2 controller.

ALTERNATES Price Scope of Work to consists of the following:

1. Alternate #1
 - a. Provide cost for a one (1) year maintenance program.
2. Alternate #2
 - b. Provide an extra set ERW Media for each Rooftop DOAS System.
 - c. Provide extra set of 2" Metal Mesh OSA Filters for each Rooftop DOAS System.
3. Alternate #3
 - a. Provide all labor, materials, etc. to furnish and install seven (7) new indoor Air Quality (IAQ) Monitors throughout the Animal Shelter.

- ✓ You are invited to submit your Separated Firm Price Proposal to provide the scope of work listed above.
- ✓ Proposal pricing should be valid for the next 30 days.

- ✓ All proposals/bids are **REQUIRED** to include on-site customer training on the new equipment with the owner following the completion of the fieldwork.
- ✓ All proposals/bids are **REQUIRED** to include a comprehensive Preventative Maintenance Checklist for all HVAC equipment.
- ✓ All proposals/bids are **REQUIRED** to include a one (1) year parts and labor warranty for the work completed.
- ✓ All proposals/bids are **REQUIRED** to provide Equipment and Material Lead Times.
- ✓ All proposals/bids are **REQUIRED** to provide a Project Schedule disclosing an estimated start date, end date, order in which work will be performed, etc. within two (2) weeks of the project being awarded. Total Project duration should not exceed 120 days.

The following “Contract Documents” are being provided:

1. A – Project Overview & Scope of Work
2. B – TPCG Animal Shelter HVAC Engineering Report
 - Existing Mechanical Drawings are included in the report.

The following will be used in the online bid statement for “Instructions to Bidders”:

1. This is a turn-key project. The contractor is responsible for providing all services, labor, material etc. to deliver a complete and functional system to the owner.
2. You are invited to submit your Separated Firm Price Proposal to provide the scope of work listed above.
3. Proposal pricing should be valid for the next 30 days.
4. All proposals/bids are **REQUIRED** to include on-site customer training on the new equipment with the owner following the completion of the fieldwork.
5. All proposals/bids are **REQUIRED** to include a comprehensive Preventative Maintenance Checklist for all HVAC equipment.
6. All proposals/bids are **REQUIRED** to include a one (1) year parts and labor warranty for the work completed.
7. All proposals/bids are **REQUIRED** to provide Equipment and Material Lead Times.
8. All proposals/bids are **REQUIRED** to provide a Project Schedule disclosing an estimated start date, end date, order in which work will be performed, etc within two (2) weeks of the project being awarded. Total Project duration should not exceed 120 days.
9. Please note that the Terrebonne Parish Animal Shelter is an active building and consideration must be given.

A – PROJECT OVERVIEW & SCOPE OF WORK

SCOPE OF WORK:

Outline:

1. EXISTING ROOFTOP PACKAGE UNIT REPAIRS AND MODIFICATIONS SCOPE OF WORK:

- a. Provide all parts, materials and labor needed to replace the energy recover wheels and its associated belts, motors and seals on all seven (7) AAON Rooftop DOAS systems.
 - i. New Energy Recovery Wheels to be equipped with a 1% Purge functionality.
- b. Remove existing filter media from all units. Provide and install factory outside air/intake filters in all seven (7) AAON Rooftop DOAS systems.
 - i. Remove the poly roll filter media on the weather hoods and replace the 2" pleated filters with the original metal mesh filters on each unit.

The existing Rooftop HVAC Equipment serving TCPG Animal Shelter is listed below:

Rooftop Package Unit No. 1 (Main Entry Area / Offices): RTU-1

- AAON Dedicated Outdoor Air System (100% Outside Air)
- RTU Model: RN-010-8-0-FB09-3K4: GABDD0BDTEB0B0DEA00E0000A0000A1
- Nominal Tonnage: 10-Tons
- Gas Heat 120MBH
- Electrical: 208-230/3/60; MCA: 63; MOCP: 90

Rooftop Package Unit No. 2 (Cat Adoption Area): RTU-2

- AAON Dedicated Outdoor Air System (100% Outside Air)
- RTU Model: RN-008-8-0-FA09-324: GABDD0BDTDB0B0DEA00E0000A0000A1
- Nominal Tonnage: 8-Tons
- Gas Heat 72.9MBH
- Electrical: 208-230/3/60; MCA: 49; MOCP: 70

Rooftop Package Unit No. 3 (Cat Support Area): RTU-3

- AAON Dedicated Outdoor Air System (100% Outside Air)
- RTU Model: RN-010-8-0-FB09-3K4: GABDD0BDTEB0B0DEA00E0000A0000A1
- Nominal Tonnage: 10-Tons
- Gas Heat 120MBH
- Electrical: 208-230/3/60; MCA: 63; MOCP: 90

Rooftop Package Unit No. 4 (Animal Treatment/Dishwasher/Laundry): RTU-4

- AAON Dedicated Outdoor Air System (100% Outside Air)
- RTU Model: RN-008-8-0-FA09-324: GABDD0BDTDB0B0DEA00E0000A0000A1
- Nominal Tonnage: 8-Tons
- Gas Heat 72.9MBH

- Electrical: 208-230/3/60; MCA: 49; MOCP: 70

Rooftop Package Unit No. 5A3 (Healthy Holding Kennels): RTU-5A3

- AAON Dedicated Outdoor Air System (100% Outside Air)
- RTU Model: RN-025-8-0-EB09-344: GADFD0BDRFB0BOHEC00E0000A0000A1
- Nominal Tonnage: 25-Tons
- Gas Heat 218.7MBH
- Electrical: 208-230/3/60; MCA: 164; MOCP: 200

Rooftop Package Unit No. 6A1 (Quarantine Holding Kennels): RTU-6A1

- AAON Dedicated Outdoor Air System (100% Outside Air)
- RTU Model: RN-025-8-0-EB09-344: GADED0BDRFB0BOHEC00E0000A0000A1
- Nominal Tonnage: 25-Tons
- Gas Heat 218.7MBH
- Electrical: 208-230/3/60; MCA: 158; MOCP: 200

Rooftop Package Unit No. 7 (Surgical Area): RTU-7

- AAON Dedicated Outdoor Air System (100% Outside Air)
- RTU Model: RN-013-8-0-FB09-3F4: GAKDD0BDCEB0BOHEA00E0000A0000A1
- Nominal Tonnage: 13-Tons
- Gas Heat 156MBH
- Electrical: 208-230/3/60; MCA: 81; MOCP: 100

Please refer to the engineering report and existing mechanical drawings for further information.

2. INDOOR EXHAUST GRILLE FILTER REPLACEMENT:

Currently, Poly Roll Filter Media is being used on the exhaust air grilles to filter the exhaust air. Provide all labor, material, etc. to replace the poly roll media filters with 1" MERV 8 pleated filters for each exhaust air grille in the building. Please refer to the engineering report and existing mechanical drawings for further information.

3. MANUAL VOLUME BALANCING DAMPER INSTALLATION SCOPE OF WORK:

For the proper execution of air balancing procedures, manual volume balancing dampers in the exhaust air ductwork is required. As per the available as-built mechanical drawings, certain exhaust ducts already include dampers within the duct system but three (3) manual volume balancing damper are required to be installed. Provide all labor, materials, etc. to furnish and install the three (3) manual volume dampers. It is essential to field verify to confirm the presence of

balancing dampers in the exhaust air ducts, to identify the ducts require the addition of dampers, and verify the damper sizes required. Please refer to the engineering report and existing mechanical drawings for further information.

4. ACCESS HATCH INSTALLATION SCOPE OF WORK:

The exhaust ducts positioned above the solid ceiling within the holding kennels require the integration of access hatches. Access hatches in the holding kennels are required to be installed to access exhaust air duct MVD's. Provide all labor, materials, etc. to furnish and install three (3) access hatches. Location of these access hatches shall be field verified. These hatches are needed to facilitate the installation of dampers and enable subsequent adjustments as required during the balancing process. Please refer to the engineering report and existing mechanical drawings for further information.

5. ROOM PRESSURE MONITOR SCOPE OF WORK:

Provide all labor, materials, etc. to furnish and install seven (7) Room Pressure Monitors within each space of the animal shelter. One Room Pressure Monitor shall be provided for the zone served by each RTU. Acceptable Monitor Manufactures are TSI (RPM10), Dwyer (RSME-B-014), or approved equal. Wall mount Monitor Range to be -0.05" w.g to +0.05" w.g with 1% accuracy. Please refer to the engineering report and existing mechanical drawings for further information.

6. DDC CONTROLS SCOPE OF WORK:

Provide labor, materials, etc. to install a Building Automation System with a central front-end for the seven (7) AAON Units. System to have a BACnet Router for communication between network types. All input and output points from the AAON Controller to be continuously and automatically monitored and displayed on the central front-end. Remote alarm annunciation required up to 5 emails/devices. Web Server and Communication with Mobile devices required. Each HVAC Package Unit to have a Rooftop Unit Open Controller. Please refer to the engineering report and existing mechanical drawings for further information.

1. Software to have at least two (2) user licenses.

1A. Alternate #1 – One (1) Year Maintenance Contract and Spare Parts/Material:

- a. All proposals/bids are to include a one (1) year maintenance program.
 - a. Minimum requirements include the following:
 - i. Quarterly replacement of all pleated filters
 - ii. Quarterly cleaning of mesh filters
 - iii. Quarterly evaporator and condenser coil cleaning
 - iv. Quarterly replacement of any blower motor belts
 - v. Quarterly inspection all bearings and grease per motor manufacturers recommendations
 - vi. Quarterly maintenance and cleaning of the energy recover wheels
 1. Lubricate all moving parts, replace belts
 - vii. Verify System Refrigerant Charge and note all pressures, superheat, and subcooling.

- viii. Provide Quarterly summary of all maintenance work performed and provide recommendations for any additional work or repairs.

2A. Alternate #2 – Provide Extra Set of ERW Media and Metal Mesh Filters:

- a. Provide an extra set ERW Media for each RTU.
- b. Provide extra set of 2” Metal Mesh OSA Filters for each RTU.

3A. Alternate #3 - INDOOR AIR QUALITY (IAQ) MONITOR INSTALLATION SCOPE OF WORK:

Provide all labor, materials, etc. to furnish and install seven (7) IAQ monitors within the space of the animal shelter. One IAQ monitor shall be provided for the zone served by each RTU. Acceptable IAQ Monitor Manufactures are TSI, Honeywell, or approved equal. IAQ monitors to be incorporated into the proposed DDC Control System. Please refer to the engineering report and existing mechanical drawings for further information.

PROJECT GENERAL NOTES:

1. The installation shall comply with all laws applying to work in effect.
2. The contractor shall provide all services, labor, and materials for a complete and functional system under the contract with the owner.
3. The contractor is urged to visit and to examine the job site in order to become more familiar with all existing conditions pertinent to the work to be performed thereon. No additional compensation will be allowed for failure to be so informed.
4. Location, sizes, capacities, quantities etc. of the electrical, mechanical, and plumbing services and equipment are shown in accordance with data secured from existing record drawings and site observations. The drawings and data are offered as an estimating guide without guarantee of accuracy. Check and verify all data given, and verify exact locations of utility services, equipment, ductwork, etc. pertaining to work prior to performing the work.
5. All construction work shall be performed by licensed contractors and methods and materials shall comply with all applicable state, city codes and standards.
6. The materials and workmanship shall meet and/or exceed these specifications. In the event there is a conflict between these specifications, the manufactures' requirements, and/or local authority requirements, the most stringent shall apply.
7. The contractor is responsible for providing any engineered drawings required for permitting, obtaining all applicable permits, and permit costs. Permits will be secured prior to beginning the project.
8. The contractor shall submit any applicable drawings and specifications prior to starting work. Contractor proposal shall be subject to the approval of the owner.

9. System layouts are schematic and show approximate locations of piping, ductwork, and equipment. Exact locations shall be coordinated and verified in the field and may be determined by structural and other conditions. This shall not be construed to mean that the design of the system may be arbitrarily changed. Because of the nature of this RFP, it is not possible to indicate all duct and piping offsets, fittings and accessories that may be required.
10. All work shall be completed in a manner consistent with good mechanical practice and the requirements of the building code. Any work not acceptable to the owner shall be removed and replaced as necessary, at no cost to the owner.
11. Follow all requirements of the manufacturers' installation, operation, and startup instructions and these specifications.
12. The contractor is responsible for the safety and good conditions of the materials, equipment and systems installed until final acceptance by Owner. All materials shall be stored in such a manner as to prevent damage or weathering prior to installation.
13. The contractor shall develop and implement a safety plan, discuss additional requirements with owner, and submit the plan to owner and owner rep. Updates to the plan shall immediately be distributed to all parties.
14. All material, tools, etc. shall be kept in a secure location and/or locked out when not being utilized.
15. Contractors' staff shall follow check-in and check-out procedures and facility usage guidelines outlined by the owner.
16. All personnel shall present themselves professionally and refrain from using foul language.
17. The work shall be completed in accordance with the contract schedule established.
18. Contractor to provide equipment, material, and labor necessary to correct deficiencies found during commission and/or test and balance processes and to fulfill contract and warranty requirements

CODES, STANDARDS, AND PERMITS:

1. Perform Work in Accordance with the Accepted Edition, Revision, Amendment, or Supplement of Applicable Statutes, Ordinances, Codes, or Regulations of The Nation, State, County, and Local Authorities Having Jurisdiction in Effect on The Date Bids are Received.
2. When approval standards have been established by OSHA, Underwriter's Laboratories, International Mechanical CODES, ASME, AGA, AMCA, ASA, ASHRAE, ARI, CSA, ETL, FN, NEC, and NFPA, these standards shall be followed whether or not indicated on the contract drawings and specifications. Include the cost of all work required to comply with the requirements of these authorities.
3. All work shall comply with the latest state and city codes including but not limited to the following:

1. INTERNATIONAL MECHANICAL CODE - 2021
 2. ANSI/ASHRAE/IESNA 90.1 - 2015
 3. NFPA 30 - 2012
 4. NFPA 45 - 2011
 5. NFPA 55 - 2013
 6. NFPA 70 - 2011
 7. NFPA 72 - 2013
 8. NFPA 90A -2012
 9. NFPA 90B -2012
 10. NFPA 96 - 2011
 11. NFPA 101 - 2012
 12. All requirements of the state fire marshal
4. All equipment shall be U.L List where applicable.

CUTTING AND PATCHING:

1. Submit a written notification to building representative in advance and obtain approval for any cutting or making such alterations to the building.

MATERIALS AND WORKMANSHIP:

1. Perform work by workmen skilled in the trade required for the work. Install all materials and equipment to the present neat appearance when completed and in accordance with the approved recommendations of the manufacturer and the best practices of the trade and in conformance with the contract documents.
2. Provide all labor, materials, tools, equipment, apparatus, and appliances essential to the complete functioning of the systems described or indicated herein, or which may be reasonably implied as essential whether mentioned in the contract documents or not.

SERVICE:

1. Place all systems in complete working order, clean equipment thoroughly returning to “as new” condition prior to request for final review.
2. Replace all return air filters.
3. Immediately prior to final acceptance of project, inspect, clean, and test all systems as listed in the bid.
4. Remove all excess materials and debris. Leave all areas “broom clean”.

FIELD QUALITY CONTROL:

1. Perform electrical test and visual and mechanical inspections.
2. Perform operation test. Start units to confirm proper operation and compliance with requirements.
3. Verify proper damper installation and operation.
4. Test and adjust all controls and safeties. Replace damaged and malfunctioning controls and equipment.
5. Consult manufacturers for all installations. Meet and exceed the manufacturers recommendations.

SUBMITTALS:

1. The mechanical contractor to provide all equipment submittals to the building representative. No equipment shall be ordered until submittals have been approved, signed, and dated.

OPERATION AND MAINTENANCE MANUALS:

1. Furnish copies of complete operation and maintenance instructions, service manuals, and parts list applicable to each manufactured item of the equipment furnished. Provide hard copies and electronic copies of the operation and maintenance manuals to the building owner. Hard copy operation and maintenance manual to be binded in heavy duty loose-leaf binders.

OPERATING INSTRUCTIONS:

1. The contractor shall demonstrate that the equipment is installed according to the manufacturer's recommendations, is operating properly, and to instruct operating personnel during the start-up and operating tests of the complete mechanical systems. Prove the operation of equipment to the satisfaction of the building representative.